

# OLDHAM COLLEGE FULL CORPORATION

## Minutes of the Meeting held on Tuesday 26 March 2019

<b>Present</b>	Jonathan Edwards	Governor – Chair
	Riaz Ahmad	Governor
	Graham Bradbury	Staff Governor
	Megan Brown	Student Governor
	Anthony France	Governor
	Alun Francis	Principal – Governor
	Anne Gornall	Governor
	Richard Guy	Governor
	Katrina Hann	External Member
	Bob Harrison	Governor
	Sue Kershaw	Governor
	Mike Jackson-Leafield	Staff Governor
	Mark Preston	Student Governor
	Laura Smart	Governor
Lorna Unwin	Governor	
<b>Officers:</b>	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Interim Director of Finance
	Debra Woodruff	Deputy Principal
<b>Apologies:</b>	Nigel Newton	Governor
	Abdul Jabbar	Governor
	Shaid Mushtaq	Governor

### **43/18 Welcome and Introductions**

The Chair welcomed Mark Preston to his first meeting of the Corporation. The Clerk reported Mark had recently been elected by the Student Union into the post of Student Governor (HE) for a one year term.

It was **RESOLVED** that members endorsed the appointment of Mark Preston as Student Governor (HE) for a period of one year commencing 26<sup>th</sup> March 2019.

### **44/18 Declaration of Conflicts of Interest**

Declarations of interest were made by Riaz Ahmad should any discussion in the meeting relate to his area of work.

### **45/18 Apologies for Absence**

Apologies of absence had been received and were accepted from Abdul Jabbar, Shaid Mushtaq and Nigel Newton.

### **46/18 Permission for Officers of the Organisation to be Present**

It was reported that Item 18 was a confidential item and therefore it was **RESOLVED** that officers present should remain in the meeting to Item 17 only.

### **47/18 Minutes of the Meeting held 18 December 2018**

The minutes of the meeting of the Corporation held on 18 December 2018 had been previously circulated to members for consideration.

It was **RESOLVED** that the minutes reflected a true record of the meeting and were accepted and signed by the Chair as a correct record.

**48/18 Matters Arising from the minutes of the 18 December 2018**

There were no matters arising from the previous meetings not already on the agenda for the current meeting.

**49/18 Rolling Actions**

**49/18.1 Principal's Report – Min 26/18.1 18 December 2018**

Opportunity Area Fund – a copy of the plan to be circulated once completed.  
It was **RESOLVED** that this action was complete.

**49/18.2 Draft Strategic Plan – Min 26/18.2 18 December 2018**

Final draft to be presented to the December 2018 Corporation meeting.  
It was **RESOLVED** that this action was complete.

**50/18 Students' Union Update inc. Accounts for 2017/18 (Item 7)**

A copy of the Student Union report had previously been sent to members for their consideration. The Student Governor presented the report and highlighted key points, in summary:-

- Reported that Mark Preston had been elected as Student Governor (HE)
- The Student Union accounts as at 28 February 2019 were presented to members for noting
- Following the recent resignation of Iqbal Ahmed from the Sabbatical Officer position the SU had reflected on the timing of elections and proposed that future elections take place in May with bi-elections taking place in October each year. The Student Governor explained the rationale for the change, advising that this would hopefully attract more students to the role by holding more targeted recruitment campaigns and engaging current students that would be continuing their studies the following year. Members discussed the importance of student involvement and supported the proposal.
- Noted that the Student Rep Forums had been well attended and feedback had been positive
- International Women's Week in March had been supported by students and staff and students were looking forward to meeting with the local MPs later in the month.

A member asked how students views are made known to staff and governors were advised of the sequence of SPOC surveys and student forum meetings noting that these take place regularly throughout the year and reports presented to the C&Q Committee.

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It was **RESOLVED** that members noted the progress by the Student Union and approved the changes as reported to the election schedule.

**51/18 Principal's Report (Item 8)**

The Principal had previously circulated a report to members that provided an update on key areas. The Principal drew out the key points from the report:-

- **FE Commissioner** – reported that the FE Commissioner had written to the Chair to advise that their recommendation following the March 2019 visit was to remove the College from the FEC's intervention process. The Principal drew members attention to the report that demonstrated the improvements in quality and governance, adding that whilst it is a time to celebrate SLT and governors must ensure that the College continues to improve
- **ESFA Finance Dashboard** – The Principal circulated a copy of the ESFA Finance Dashboard received from the ESFA on 21 March 2019 that confirmed that following the ESFA review of the College's financial plan submitted in July 2018 they concluded that the College's financial health grade for 2017/18, based on the outturn forecast, was Satisfactory. Members considered the attached dashboard and agreed that rigorous attention to detail must continue to achieve the projected Good financial health in 2018/19.
- **UTC** – Negotiations continue with the DfE to secure the lease on the UTC

- **Skills Capital Bid** – At the final stages of the submission stage, however there remains debate regarding the level of contribution from the College
- **Futsal and Sports Facilities** – reported that the lack of sports facilities remains a problem for curriculum and the community and discussion is continuing with partners to identify a resolution.
- **Appointments** – noted that new staff have been appointed to the roles of HR Director, Director of Apprenticeships and Head of Estates.

It was **RESOLVED** that members noted the Principal’s Report as presented.

#### **52/18 Oldham College Strategic Plan 2019-2024 (Item 9)**

A copy of the draft Strategic Plan had been circulated to members prior to the meeting for consideration and comment. The Principal reported that the plan continues to be consulted upon, with good participation and contribution from partners taking place.

A member asked how have employers engaged with the consultation process and the Principal reported that whilst limited responses had been received to date, three specialist sessions had been arranged in partnership with the Chamber and these were receiving a higher level of interest.

The Principal continued and reported areas of progress including:-

- There has been improved use of technology in the classroom with a pilot project on ‘google classroom’ being trialled
- A review of the ICT infrastructure is planned to support further work
- Middle manager development programme will be commissioned in March
- The estates masterplan is being developed
- The College is working with Oldham Council on technical education in the town
- Work to support and enhance the reputation of technical and professional education and training continues
- Plans are being finalised for a summer event on the Industrial Strategy, technology and the Oldham economy
- Actively working with Oldham Council and the Centre for Local Economic Strategies on the College contribution to local wealth building

It was **RESOLVED** that members acknowledged the progress to date in producing the draft Strategic Plan.

#### **53/18 Finance and Resources Summary Report (Item 10)**

A copy of the Finance and Resources Summary Report had previously been circulated to members for consideration. The Finance Director advised that the Resources Committee had received detailed papers and discussed all at length at their meeting on the 5 March 2019.

The Finance Director summarised key points from the report:-

##### **(i) Financial Results to 31 January 2019**

A copy of the management accounts to 31<sup>st</sup> January 2019 had been circulated to members for consideration. It was reported that the College was on target to achieve its EBITDA. The Finance Director also reported that the accounts included details of the UCO’s finances and contribution analysis for each faculty.

The Finance Director advised that since the last meeting the College had been informed that the maths pilot funding would be substantially less than previously reported. He reported that the 2018/19 budget had been based on all students studying maths receiving £500 each, however the funding was only available to 16 year olds. A member asked the impact this had on the budget and the Finance Director reported the college will receive £259k rather than the forecast £550k. Whilst the Principal had raised the matter of less funding with the AoC this had not resulted in changes to the amount of funding the college would receive. The Finance Director reported that the

college continued to expect starts in Apprenticeships and AEB which would counter the loss of the maths funding.

#### **(ii) Cashflow and Treasury Position**

A report detailing the cash and treasury position, including the position with loan covenants of the College had been prepared by the Finance Director and previously circulated to members for consideration and information.

Members were advised that the report provided details as at February 2019 for each loan and overdraft / cash balance. The Finance Director reported that cash flow had been negatively impacted due to the maths financial position and the acceleration of capital and estates spending in late 2018. It was noted that the cash flow position would correct itself by the end of the year. Members received the report and approved its content.

#### **(iii) Estates Masterplan**

It was reported that the Finance Director had updated members on the estates masterplan on progress since the previous meeting. Members noted the presentation.

#### **(iv) Risk Management Register**

A copy of the Risk Management Register had been updated and reviewed at the Resources Committee and took into account the changing circumstances since the last meeting. Members noted the report.

#### **(v) Health and Safety Report**

The Finance Director reported that the Resources Committee had considered in detail the latest Health and Safety Report. Members noted the content of the report.

#### **(vi) Equality and Diversity Staff and Student Report**

A copy of the E&D Staff and Student Report 2018 – 19 had been presented to the Resources Committee. The report was also presented to the Corporation for consideration and comment. The Finance Director informed members that the report shows the college's commitment to promoting equality and reducing education inequalities, and sets out how the college has fulfilled its responsibilities arising from the Equality Act 2010 to students and as an employer. Members noted the report.

Members noted the content of the following reports; HR Policies Presentation, OfS Monitoring Return, Marketing Update and Contracts Over £30k.

It was **RESOLVED** that:-

- (i) The management accounts to 31 January 2019 were approved by members,
- (ii) The reports as presented were noted by members.

**5.45pm Mike Jackson-Leafield retired from the meeting**

#### **54/18 Curriculum and Quality Summary Report (Item 11)**

The Deputy Principal introduced the C&Q Summary Report that had previously been circulated to members for information. The Deputy Principal reported that the C&Q Committee had considered each of the reports in detail at the November meeting. The following key points were reported:-

- **Safeguarding and Prevent Termly Report** – Members noted the Level 2 Safeguarding Training that had been undertaken by Duty Managers to ensure they have the skills and confidence to deal with any safeguarding concerns whilst they are on duty. In addition a number of Safeguarding Officers had completed Core Level 3 Safeguarding Training which

will provide better coverage throughout the year, particularly during holidays or when the Designated Safeguarding Lead Officer (DSLO) is off site.

- **English and Maths Update Report** – the report provided Governors with an update on the implementation of the College’s English and Maths Strategy and in year progress in addressing areas for improvement identified in the Quality Improvement Plan. The report provided the first of the 2018/19 English and Maths qualification predictions and the additional interventions that have been put in place to support and maximise student achievement. Members noted that the current predictions for 16-18 showed 1% improvement compared to last year whilst adults were slightly down.
- **Curriculum Plan 2018/19 – Quality Update (Further Education and Apprenticeship)** – Members received an update on quality improvement activity, the impact in year and the first report on Qualification Achievement predictions for 2018/19.
- **The Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)** have been updated to reflect the Ofsted judgements and the resulting action plan and provided to members for consideration and comment. Members noted the impact data detailed in the Quality KPIs, Faculty Scorecard and Quality Review (QR3) Report.
- Members received the **Quality Key Performance Indicators (KPIs)** which demonstrated good progress in most areas.
- Members noted the **Faculty Scorecard** which provided a summary comparison of quality indicators across faculties, and demonstrated in year progress. It was reported that the majority of faculties are now judged to be good however Caring Professions and Sport, Travel and Uniformed Public Services continue to require improvement.
- The **Quality Review 3 (QR3) report was presented and provided data on the** quality indicators in more detail by team and programme area.
- The **Headline Achievement Report** included the first predicted success data for 2018/19 with a comparison to the predictions made at the same point last year, and the final 2018/19 achievement data.
- A detailed report on the **Areas at Risk** was presented which outlined the actions being taken to drive up improvement in the ESOL faculty. The Deputy Principal reported that following on from the Ofsted inspection in December 2018 it was identified that there were a number of areas for concern in the Faculty for ESOL. A Task Group has been established to focus on areas for improvement and to provide the support and resource required to achieve the outcomes identified in the Post Inspection Action Plan. Members noted the intense approach being taken and supported the actions that were taking place.

### **Higher Education and Higher Skills**

- **UCO KPI Report** –The Deputy Principal reported that the focus at this stage in the academic year was on the retention and completion of students. Members noted at the half way point in the academic year the number of withdrawals is almost identical to last year so the challenge for UCO is to reduce the number of students failing to progress at the end of the year. Governors discussed and supported the actions that had been put in place to assist students.
- **Draft HE and Higher Skills Strategy** – A copy of the draft strategy had been presented to members. The Deputy Principal reported that the draft had been written to align with the priority areas in the College Strategic Plan and seeks to outline how UCO will deliver these.
- **HE and Higher Skills Curriculum Plan** – members received an update on the proposed curriculum developments that had been considered through the business planning process, noting the key areas of development which included Foundation Degrees and Top-Up Degrees; Honours Degrees and Pathways; Degree and Higher Apprenticeships; Higher Level professional courses.
- **UCO Quality Improvement Plan Update** – Members were advised that applications for 2019/20 are buoyant and slightly up on last year; all quality assurance issues with awarding bodies reflect a strong position for UCO; TEF and OfS submissions have been submitted and we await outcomes; pilot HE observation scheme launched and is the initial phase of a longer

journey to embed this significant cultural change; employability and careers activities continue to be a priority with a strong focus on improving graduate outcomes; all aspects of course performance are being monitored closely to continue the improving trends in retention and achievement.

- Governors received an updated **Careers Education Information Advice and Guidance (CEIAG) Action Plan** which demonstrated the breadth of activity delivered at the college and UCO
- **Business Planning Timeline** – the timeline presented detailed the proposed approach to Curriculum and Financial Planning for 2019/20 and included the key actions and timelines that will culminate in the production of the Integrated Delivery Plan for 2019/20.
- **Data Protection Policy** – Members received and considered an updated Data Protection Policy. Members approved the policy with no changes.

The Chair of Curriculum and Quality Committee reported that there are overarching themes which require focus and attention and these include; CEIAG, English and maths, ALS and progression. She added that progression from OC to UCO must also be a priority and this should be focal point within the strategy.

Members considered the approach being taken in the H&SC faculty to improve staffing, noting that the approach must be consistent.

The Chair thanked the Deputy Principal for her detailed report.

It was **RESOLVED** that members received the C&Q Summary report as presented

#### **55/18 Audit Summary Report (Item 12)**

A copy of the Audit Summary Report had been prepared by the Finance Director and previously circulated to members for consideration and information. The Finance Director reported that each of the reports identified had been scrutinised at the Audit Committee held at the February 2019 meeting. These included:-

- **Presentation on Risk Management Register and Action Plans** – It was reported that the Audit Committee had received and considered the operational risk register and four departmental ones; Finance, Student Services, MIS and Campus Management
- **Internal Audit Annual Report 2017/18** was presented for information to the Committee
- **Internal Audit Assignment Reports** that covered GDPR Readiness, Managing Information and Reporting to the Board and Capital Strategy/Estates Management were received by the committee
- **Risk Management Annual Report for 2017/18** was received by the Committee and recommended to the Corporation for approval
- The **Audit Tracking Tool** was received by members and governors noted the progress in progressing actions from the assignment reports
- The **Audit Committee Members Self-Assessment Report** identified the ongoing need to identify new members for the committee
- The Finance Director reported that the tender process for the **External Audit** service would take place in March 2019.

It was **RESOLVED** that members noted the report as presented and:-

- (i) Received and approved the Risk Management Annual Report for 2017/18
- (ii) Received and noted the Internal Audit Annual Report for 2017/18
- (iii) Noted that that the tender process for the **External Audit** service would take place in March 2019.

#### **56/18 Use of College Seal (Item 13)**

The Clerk reported that the College Seal had not been used since the previous meeting. It was **RESOLVED** that the report be noted.

**57/18 Minutes and Reports from meetings:-**

**57/18.1 Curriculum and Quality Committee 19 February 2019 (Item 14.1)**

The Chair reported that the minutes of the meeting of the C&Q Committee held on 19 February 2019 had had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting.

**57/18.2 Resources Committee 18 December 2018 (Item 14.2)**

It was reported that the minutes of the Resources Committee held on 18 December 2018 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting

**57/18.3 Resources Committee 5 March 2019 (Item 14.3)**

It was reported that the minutes of the Resources Committee held on 5 March 2019 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting

**57/18.4 Audit Committee 18 December 2018 (Item 14.4)**

It was reported that the minutes of the Resources Committee held on 18 December 2018 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting.

**57/18.5 Audit Committee 19 February 2019 (Item 14.5)**

It was reported that the minutes of the Resources Committee held on 19 February 2019 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting.

**58/18 Workplan Deviation Report (Item 15)**

The Workplan for 2018/19 including changes to the reporting sequence for the current meeting was presented to members for consideration.

Members noted the report.

It was **RESOLVED** that noted the Workplan as presented.

**59/18 Dates of Future Meeting**

Tuesday 2 July 2019

**6.35pm - Staff and Student Members and Officers retired from the meeting to allow a confidential item to be considered.**

**42/18 Confidential Item**

**Remuneration Committee – 27 February 2019**

Members considered the minutes of the Remuneration Committee held on the 27 February 2019. The Chair summarised the key discussion points and recommendations that had taken place at the meeting.

Members upheld the decision of the Remuneration Committee.

It was **RESOLVED** that:-

- (i) Members upheld the decision of the Remuneration Committee.
- (ii) Members received the minutes as a true record of the meeting.

**Meeting finished at 7.05pm**

Minutes Approved.....Date.....  
Chair

**Full Corporation 26 March 2019  
Rolling Action List**

<b>Meeting Date and Item No.</b>	<b>Rolling Action List</b> (Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)	<b>Actionee</b>	<b>Reported as Completed at meeting of:</b>
27 03 18 Min 59/17 03 07 18 Min 72/17.1 23 10 18 Min 7/18.1 18 12 18 Min 26/18.1	<b><u>Principal's Report</u></b> Opportunity Area Fund – a copy of the plan to be circulated once completed	Deputy Principal	26 03 18 Min 49/18.1
23 10 18 Min 10/18 18 12 18 Min 26/18.2 & 29/18	<b><u>Draft Strategic Plan</u></b> Final draft to be made available by the end of February 2019.	Principal	26 03 18 Min 49/18.2