

**OLDHAM COLLEGE
FULL CORPORATION**

Minutes of the Meeting held on Tuesday 25 February 2020

Present	Jonathan Edwards	Governor – Chair
	Graham Bradbury	Staff Governor
	Shauna Dixon	Governor
	Anthony France	Governor
	Alun Francis	Principal – Governor
	Anne Gornall	Governor
	Richard Guy	Governor
	Katrina Hann	Governor
	Bob Harrison	Governor
	Mike Jackson-Leafield	Staff Governor
	Sue Kershaw	Governor
	Shaid Mushtaq	Governor
	Nigel Newton	Student Governor
	Mark Preston	Student Governor
	Laura Smart	Governor
Andrew Sutherland	Governor	
Elaine Buckley	External Member	
Officers:	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Finance Director
	Debra Woodruff	Deputy Principal
	Jess Criswell	Assistant Principal (Part)
	Alan Benvie	Assistant Principal (Part)
Apologies:	Riaz Ahmad	Governor
	Lorna Unwin	Governor
	Abdul Jabbar	External Member
	Ameerah Muhammad	Student Governor

39/19 Declaration of Conflicts of Interest

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

40/19 Apologies for Absence

Apologies of absence had been received and were accepted from Lorna Unwin, Abdul Jabbar, Ameerah Muhammad and Riaz Ahmad.

41/19 Appointment of Governor

The Clerk drew the Corporation's attention to the detailed minutes from the Governance and Search Committee held 17 December 2019 (attached as agenda Item 14). She reported that following a request at the meeting, the Clerk had contacted Katrina Hann whose term of office as External Member had ceased at the end of December 2019 to request her joining the Corporation in the capacity of 'governor'. KH had accepted the invitation and members were asked to confirm their approval to the appointment with immediate effect.

The Chair reported the Governance and Search Committee had interviewed prospective governors Jane Shelton and Andrew Swain at its February meeting. It was reported their skills and experience had been considered and compared to those of the existing governing body members and the

judgement had been to propose to the Full Corporation the appointment of Andrew Swain and Jane Shelton in the category of External Member for a one year term commencing with immediate effect (subject to their acceptance).

All members confirmed they had no further questions relating to the applicants and approved the appointments as reported.

It was **RESOLVED** that:-

- (i) Katrina Hann be appointed as Governor for a four year term from February 2020 to February 2024 and,
- (i) Andrew Swain and Jane Shelton be appointed as External Member for a one year term with immediate effect (subject to their acceptance).

42/19 Permission for Officers of the Organisation to be Present

It was **RESOLVED** that officers present remain in the meeting.

43/19 Minutes of the Meeting held 17 December 2019

The minutes of the meeting of the Corporation held on 17 December 2019 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.

44/19 Matters Arising from the minutes of the 17 December 2019

None reported

45/19 Rolling Actions

45/19.1 17 December 2019 Min 25/19 - Strategic Plan Delivery Model

Strategic Plan Delivery Model be included as a standing item on each Corporation meeting going forward.

It was **RESOLVED** that this action was now complete.

45/19.2 17 December 2019 Min 25/19 - C&Q Summary

The revised IT Strategy would be presented to the Resources Committee at its June 2020 meeting.

It was **RESOLVED** that this action was not yet complete.

45/19.3 17 December 2019 Min 29/19 – Student Union Report

The Finance Director attend the next meeting of the SU to discuss options for spend and the SU then prepare proposals based on this information and present them to the Corporation for consideration.

It was **RESOLVED** that this action was now complete.

46/19 Notification of Items of Any Other Business

Safeguarding Lead Governor - appointment

47/19 Introducing T Levels – Presentation (Item 8)

Submitted: Power Point presentation - Introduction to T Levels.

Assistant Principals Alan Benvie and Jess Criswell presented the slides in detail, drawing the member's attention to the implications on the College, the curriculum and governance. Key points drawn from the presentation included:-

- The background to T Levels and an explanation of the new T level courses which commence delivery in September 2020 (Oldham College will commence delivery 2021).
AB explained that the T Level qualification will follow GCSE and will be equivalent to three A levels. T Levels will combine classroom theory (80%) practical learning and on-the job experience in an industry placement (20%) around 45 days. The 2 year T Levels courses have been developed in collaboration with employers and businesses so that the content will meet the needs of industry and prepare students for work. They provide the knowledge and

experience needed to open the door to highly skilled employment, an apprenticeship or higher level study.

- There is currently a framework of 15 routes of which four will be delivered primarily through apprenticeships
- The T level programme will include a technical qualification (TQ) which will be made up from the core element (20% - 50% of the total TQ) and occupational specialism (50% - 80% of the TQ)

5.25pm Nigel Newton joined the meeting

- JC explained the approach to T Level delivery as detailed in the Strategic Plan, which is to increase our market share and attract higher calibre students with better GCSE grades. She explained the T level routes through to university and higher level technical and professional qualifications including higher apprenticeships. She advised there will be a broader offer in place at level 3 to support progression to higher levels as part of the strategy. During discussion a member questioned competition in the sector and the college's marketing approach and AB responded that the College has a unique selling point with its strong relationship with stakeholders. He added there is a new CEIAG approach with schools which the School Liaison Team will disseminate across all school and colleges to ensure the Oldham College model is clearly understood and seen as an attractive offer with positive progression routes
- JC reported the college will deliver T levels from September 2021 and these will include the following routes; Digital, Construction, Education and Science
- JC summarised the implications the introduction of T Levels will have and members agreed further scrutiny of the finances and curriculum and potential impact on these areas was required at a future meeting.

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The Chair thanked AB and JC for their report and agreed further reports be considered on the implications of T Levels at future meetings.

5.35pm – Alan Benvie and Jess Criswell retired from the meeting

48/19 Principal's Report (Item 9)

A copy of the Principal's Report had previously been circulated to members for consideration prior to the meeting.

The Principal presented the report, welcoming questions and comments.

Key points the Principal referred included:-

- There continues to be a raft of **good news stories** in the press, Twitter and TV resulting from the Terence story and as result the College has developed good working relationship with Age UK
- The Principal was pleased to report that UCO have had excellent results from their **Student Survey** with 96% of students reporting they are satisfied with the provision and 97% stating they would recommend UCO. It was reported that following a very positive institutional audit with the Open University, OU are now a new validating partner of the College
- **National Apprenticeship week** saw a full programme of activities and events with employers with Angela Rayner MP accompanying colleagues to present the awards.
- **Apprenticeships** – a number of new employers are being worked with and the College has been successful with a bid with Stockport Council for Children and Young Persons (CYP) L4 apprenticeships with seven starts.
- **Good Employer Charter** – The College was one of only six employers, and the only college/education provider in the first group of Greater Manchester "Good Employers" under the Mayor's Good Employment Charter.

- **The Employee Trust Survey**, which is part of the “Great Place to Work” accreditation has been launched. The Principal reported that the completion rate was currently 62% with a few more days to go.
- The Principal was pleased to report the **Special Needs Sensory Room** has opened in the Bellis building enhancing specialist facilities for learners.
- **English and maths** - Maths resits achievements are at 49% which is 25% above the national average for FE providers (20% above OSFC) and there has been excellent attendance at Maths and English assessments in February.

In discussion a member acknowledged the positive report but challenged the College on its marketing approach stating more must be done to attract those students with higher GCSE grades and the promotion of T Levels. He added that continued effort must be made to change the perception of the college by prospective students and parents so they are clear that the offer will furnish young people with the skills and qualifications to progress in their chosen career. Members considered how the careers advice and approach will differ from that currently being delivered and agreed quality information being made available by the college to the schools was priority.

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

49/19 Integrated Financial Model for Colleges Report (Item 10)

The Finance Director had previously circulated for consideration the Integrated Financial Model for Oldham College and commentary to support the report. The Finance Director guided members through the detailed report advising that assumptions had been built into the plan based on the data available at the present time and the projected planned growth that had been reported previously in the budget reports.

Members considered and agreed the income and key assumptions as detailed in the report and noted the prudent approach taken to support the predictions. The Finance Director explained the loan servicing and repayment strategy noting that the plan more than adequately covers the repayment and interest commitments of the college’s loans.

In discussion members noted that there is potential for additional funding to be secured which would improve the financial position further.

Members considered the report and confirmed their approval to the financial plan.

It was **RESOLVED** that members approved the IFM report as presented.

50/19 Strategic Plan – Update on Delivery Model (Item 11)

The Principal presented an update on the implementation of the Strategic Plan and each of the task groups delivering the plan.

Members considered the detailed report and noted the progress being achieved.

The Chair requested that a Special meeting of the Corporation be scheduled to consider in detail the progress being made in delivering the Strategic Plan.

It was **RESOLVED** that:-

(i) members noted the report as presented,

(ii) A Strategic Away Day be scheduled to consider the Strategic Plan and the progress being achieved by its Task Groups.

51/19 Management Accounts December 2019 (Item 12)

The management accounts and forecast for the four months ended 31st December 2019 were presented to members. The Finance Director reported that the accounts demonstrated the College had achieved an EBITDA of £810 (budget £737k) for the four months, noting that this slight increase was primarily due to timing differences in respect of pay expenditure into the accounts and this would rectify itself as the year continued.

A member referred to the capital build and asked if there was sufficient contingency built in. In reply members were advised of the contingency within the contractor's and college's funds noting that it was a reasonable sum and felt to be sufficient, however stringent monitoring would take place to ensure no overruns. C

Further questions were raised regarding the pension charge in the accounts and the Finance Director explained the way in which the pension scheme has a new valuation each year, however this does not affect the cash flow reported. Q

A member noted the agency costs figure and asked for further clarification on spend to which it was explained how this budget is used throughout the year and was not a concern. Q

The Chair thanked the Finance Director for his report.

It was **RESOLVED** that members approved the accounts as presented.

6.30pm – Andrew Sutherland and Elaine Buckley retired from the meeting

52/19 Sickness Absence Management Procedure (Item 13)

A copy of the Sickness Absence Management Procedure had previously been circulated to members for consideration prior to the meeting. Members considered the procedure and asked for clarity on the changes compared to the previous procedure.

Members acknowledged the changes and approved the procedure.

It was agreed an evaluation of the procedure be carried out in 12 months and the outcome reported to the Corporation.

It was **RESOLVED** that members approved the procedure as presented.

53/19 Minutes and Reports from meetings:-

53/19.1 Governance and Search Committee 17 December 2019 (Item 14)

The Chair reported that the minutes of the meeting of the Governance and Search Committee held on 17 December 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

54/19 Use of College Seal (Item 15)

The Clerk reported that the College Seal had been used once since the previous meeting and details of its use were provided to members.

It was **RESOLVED** that the report be noted.

55/19 Any Other Business (Item 16)

The Clerk advised members that Shauna Dixon had been nominated by the G&S Committee to be the Lead Governor for Safeguarding to which SD had accepted the nomination. The Chair thanked Shaid Mushtaq for taking on this role for the previous two years.

It was **RESOLVED** that SD be appointed Lead Governor for Safeguarding with immediate effect.

55/19 Workplan Deviation Report (Item 17)

The Workplan for 2019/20 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.

56/19 Dates of Future Meeting

31 March 2020

30 June 2020

Meeting finished at 6.40pm

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

Full Corporation 25 February 2020
Rolling Action List

Meeting Date and Item No.	Rolling Action List (Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)	Actionee	Reported as Completed at meeting of:
22 10 19 Min 10/19 17 12 19 Min 25/19.1	Strategic Plan Delivery Model be included as a standing item on each Corporation meeting going forward.	DW	25 02 20 Min 45/19.1
22 10 19 Min 12/19 17 12 19 Min 25/19.2 25 02 20 Min 45/19.2	C&Q Summary The revised IT Strategy would be presented to the Resources Committee	AT	
17 12 19 Min 29/19	Student Union Report The Finance Director attend the next meeting of the SU to discuss options for spend and the SU then prepare proposals based on this information and present them to the Corporation for consideration	AT/ Student Union	25 02 20 Min 45/19.3