

**OLDHAM COLLEGE
FULL CORPORATION**

Minutes of the Meeting held on Tuesday 15 December 2020

Present	Jonathan Edwards	Governor – Chair
	Graham Bradbury	Staff Governor
	Shauna Dixon	Governor
	Alun Francis	Principal – Governor
	Anne Gornall	Governor
	Richard Guy	Governor
	Bob Harrison	Governor
	Sue Kershaw	Governor
	Mike Jackson-Leafield	Staff Governor
	Shaid Mushtaq	Governor
	Nigel Newton	Governor
	Laura Smart	Governor
	Lorna Unwin	Governor
	Jane Shelton	External Member
Andrew Swain	External Member	
Officers:	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Director of Finance
	Debra Woodruff	Deputy Principal
In attendance:	Dawn Torrington	Prospective External Member
	Emma Coppinger	Head of Integrated Student Support
	Alan Benvie	VP Foundation Learning & Student Support
Apologies:	Katrina Hann	Governor

16/20 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.

17/20 Apologies for Absence

Apologies had been received and accepted from Katrina Hann.

18/20 Minutes of the Meeting held 20 October 2020

The minutes of the meeting of the Corporation held on 20 October 2020 had been previously circulated to members for consideration.

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

19/20 Matters Arising from the minutes of the 20 October 2020

None to report

20/20 Rolling Actions

(i) 20 October 2020 – Min 7/20 – Student Union Report

Proposal to improve student engagement to be presented to December meeting.

It was **RESOLVED** this action would be complete following discussion at the current meeting.

(ii) 20 October 2020 – Min 11/20.1 - Resources Committee Minutes 13 October 2020

To be presented to the December meeting.

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

21/20 Student Union Report (Item 7)

A copy of the Student Union report had previously been sent to members for their consideration.

The report provided a proposal to reinvigorate the Student Union, including relaunch and publicity.

The Head of Integrated Student Support and Vice Principal Foundation Learning & Student Support Service introduced the report advising a working group has come together to evaluate the effectiveness of the student union and the governance for both Oldham College and UCO. The Head of ISS advised the group had reflected on the recruitment of positions, training available for students, opportunities presented to them, managing and driving of the projects and how effective the students are in representing our students' voice in both governor meetings and across the college/university campus. The report detailed the way in which action was proposed for students to come together for a greater student partnership and more autonomy and collaboration to make a stronger SU.

A member asked what training and support would be made available to help students feel confident and EC explained how mentors would assist students to develop in their roles. It was also reported the bringing together of OC and UCO students would strengthen the student union and allow students to support each other. **Q**

Further debate took place and members agreed developing students understanding of politics and democracy was important and training for students would develop their skills.

The Head of ISS referred to the SU Constitution which had been updated to reflect the change in roles and timeline of appointments and members confirmed their approval to the changes.

It was **RESOLVED** that:-

- (i) members received the report as presented and welcomed the proposal to improve student engagement
- (ii) approved the revised Student Union Constitution.

5.20 pm - Emma Coppinger and Alan Benvie retired from the meeting

22/20 Principal's Report (Item 8)

A copy of the Principal's Report had previously been circulated to members for consideration prior to the meeting. The Principal guided members through the report and updated members on the following:-

- A summary of highlights that had taken place in 2020
- Areas of progress, including delivery of the capital programme, maintaining business during the Covid pandemic and implementation of blended learning
- Covid and impact to date and further implications to assessments for 2020-21
- Attention being given to vulnerable learners and safeguarding matters
- External partnership work with a range of organisations
- The need to balance current pressures and future plans, and
- A review of the opportunities and risks for 2021.

A member reflected that whilst it has been a strong year for the college with an improving financial position and progress in delivering the capital programme the challenge going forward will be to improve outcomes in key areas such as Construction and being clear which outcomes were impacted by Covid and those areas not Covid related. The Principal reported a detailed report would be presented to C&Q Committee in January to consider the projected outcomes for 2020/21. The Chair thanked the Principal for his detailed report.

23/20 Strategic Plan – Update Report (Item 7.1)

The Deputy Principal had previously presented a report that provided members with an update on progress being achieved on delivering the Strategic Plan – The Best Place to Learn and Work 2019-2024.

She advised that to deliver the Plan the College had identified which of the 10 development projects would deliver the four Strategic Priorities. To facilitate the necessary development and implementation work a series of Steering Groups had been established, each with appropriate task and finish groups and including governor input.

The Deputy Principal advised that the initial work explored the college offer in terms of pre-vocational/pre-occupational programmes, occupations, client groups and levels and introduced the concept of the Framework of 15 Routes. She added that the next step was to consider and agree the expectation of outcomes either progression to a programme which would lead to the preferred outcome or progression to a job.

Members were informed the next consideration was given to the creation of action plans and Health and Social Care was used as an example and a route plan had been developed. In addition funding of the curriculum offer was considered noting this was complex, with barriers and opportunities included in the debate.

The Deputy Principal advised a summary of proposals for the remaining occupational routes have now been produced with plans for higher technical qualifications integrated within the curriculum sector plans in priority sectors. It was also reported sector strategies for HE, FE and apprenticeship have been included within the plans ensuring clear progression pathways to higher level occupations. It was noted the next stage was to produce a final report and recommendations would be submitted to the Curriculum and Quality Committee at its January meeting.

The Chair thanked the Deputy Principal for her report and thanked those members that had provided valuable input to the process.

It was **RESOLVED** that members noted the progress to date in delivering the Strategic Plan.

24/20 Finance and Resources Committee Summary Report (Item 8)

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 1 December 2020.

The reports presented included:-

(i) **Capital Project** – The Finance Director advised a detailed report had been presented to the Resources Committee that outlined the build programme and financial position to date. Key points reported included:-

- The project remains ahead of programme by four weeks
- Spend to October 2020 by Willmott Dixon was £5,572,662 on a contract sum of £7,121,988.89 and the total College direct spend required is £1,209,900, after the contribution to building construction costs, VAT on construction costs and professional fees are taken into account.

- Spend by the College to October 2020 was £401,338 and a revised spend programme/cash flow for the remaining £808,562 is being developed.
- Reported the number of operatives on site has steadily increased since August and is currently averaging 45.
- Enabling works for the demolition of the Bevan and Bronte buildings is well underway. The co-ordination of this between Willmott Dixon, the demolition contractor Howard Stott and the College's Facilities and IT teams is progressing
- Noted the service diversions are now complete.
- Additional asbestos has been found in the Bevan, the removal cost of which is provided for in the risk allowance.

The Chair observed tremendous progress had been achieved against a backdrop of challenges. A member added it was important early consideration to the curriculum plan for Construction be agreed to enable promotion of the new centre to take place

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(ii) It was reported a presentation had been given to the committee that detailed the complexities relating to the apprenticeship funding stream. Members received detailed explanation on the levy and non levy system and the way in which the college draws the funding down for an individual and explained how the college monitors and budgets throughout the year noting the potential issues that arise with late starts or late completions and the way in which this can change income earned in year.

(iii) **Draft Financial Statements for the year ending 31 July 2020** - The Finance Director reported the draft management accounts for 2019/20 had been prepared and reported to the Resources Committee in detail. He advised the written elements of the statements were still draft and the final version would be presented to the Corporation at its January 2021 meeting.

(iv) **Management accounts to 31st October 2020** – The Finance Director referred to the October 2020 management accounts advising the EBITDA reflected a positive position (earnings before interest, tax and depreciation) for the three months at £680k (budget £660k). He informed members all income streams continued to be closely monitored to ensure income targets were achieved.

(v) **Cash Flow and Treasury Position** – The Finance Director updated members on the cash flow and treasury position as at 31st October 2020. Members were provided with the loan and overdraft/cash balances and it was reported that the greatest use of the overdraft would be in April 2021 when there will be £2,733k headroom (2019/20 £1,716k). It was reported the current budget and forecast balance sheet for the year-end indicate a cash position of £1,384k. This was in line with the ESFA forecast model and the College was not in breach of any of the revised loan covenants.

(vi) **Fees Policy 2021/22** – The Resources Committee recommended to the Corporation approval of the Fees Policy for 2021/22 and a copy was provided to members prior to the meeting for their consideration. Members noted one change in the policy relating to increase in the low wage threshold to £18,135.

Members approved the policy as presented.

(vii) **HE Fees 2022/23** - The Resources Committee recommended to the Corporation approval of the HE Fees Policy for 2022/23 and a report detailing the proposed fees was provided to members prior to the meeting for their consideration. Members considered the report and confirmed their approval to the fee structure being set at £7,500 per year for full time courses, pro rata for part time students, with the right to charge a higher fee of £8,000 for any course that are expensive to run.

(viii) Financial Regulation – A copy of the Financial Regulations had been circulated to members prior to the meeting. It was reported the document had been received at the Resources Committee and recommended to the Corporation with no further changes. Members considered and approved the document as presented.

(ix) College Staff Annual Pay Review - The Finance Director referred to the report circulated prior to the meeting which detailed the college's proposal regarding the 2020/21 pay review and detailed a strategy for subsequent year's pay awards.

The FD provided rationale to the proposal referring to actions taken in previous years noting in January 2018 for the first time in several years, the College gave a general 2017/18 pay rise to staff of 1% and it was agreed in 2018/19 to award an increase of 1.5% and in 2020/21 a rise of 2% was awarded. The College also committed to awarding minimum general pay rises of 2% in each of the subsequent years providing a series of business targets were met advising these focused on student number growth/income in 16-18 and HE, group size targets, curriculum efficiency and quality targets. The FD continued and referenced the impact of Covid on the current year, the strategy the college has adopted to recruit and retain staff and the continuing effort by staff to achieve targets set. The FD advised that SLT would like to honour its commitment and propose a general pay rise of 2.0% payable in January 2021, with a minimum pay rise of £400, designed to provide extra support to the lower paid staff, as in previous years. In assessing senior post holder performance, it has already been proposed that they be included in the 2% plan for the whole college. The pay rise will cost approximately £190,000 in year. The full year cost is approximately £350,000.

A member asked if the cost of the proposal was included in the financial plan and was assured all costs had been allowed when setting the budget for the current year and subsequent years. Q

A discussion took place and members considered the financial health of the college which continued to improve and agreed the awarding of the proposed pay increase would contribute in improving staff morale and assist in the retention of staff.

Members approved the pay increase as detailed for 2020/21.

(x) 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, particularly those relating to Covid since the last meeting. Members noted the report.

(xi) ESFA Cash Flow and Supporting Commentary – It was reported the ESFA cash flow and supporting commentary had been presented to the Resources Committee at its December meeting. A member asked if the information contained within the return correlated with the management accounts previously reported and it was confirmed that the two documents do align. Q

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

- (i) approved the Fees Policy 2021/22,
- (ii) approved the UCO Fees Policy 2022/23,
- (iii) approved the Financial Regulations, and
- (iv) approved a general pay rise of 2% payable in January 2021, with a minimum pay rise of £400, designed to provide extra support to the lower paid staff.

25/20 Curriculum and Quality Summary Report (Item 9)

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 17 November 2020 meeting. The following key points were reported:-

(i) Safeguarding and Prevent Termly Report and Policy – The Deputy Principal reported the 2019/20 Safeguarding and Welfare Annual Report had been presented to the committee which detailed a range of information including reference to the number of referrals in year, noting these had decreased since September and the Team were actively seeking ways to encourage students to come forward to seek help where it was needed.

A member asked what measures are staff taking to encourage students to build relationships with them and the DP provided examples of making telephone calls if a student is absent, holding 1:1 sessions and noting any behavioural changes. Q

Members were advised the Committee also received a report on the Disability and Well Being support provided to UCO students and in answer to a question raised was assured that UCO students also receive the same support if required as OC students. Q

Members received and approved the updated Safeguarding and Child Protection Policy, previously reviewed and approved September 2020.

(ii) FE and Apprenticeship Quality Summary

The Deputy Principal provided members with the quality KPIs as at December 2020. Key points reported included:-

Market Share

- Share of Oldham school leavers remains static at 24.8%.
- The conversion rate from offer to enrolment for school leavers has improved by 4% to 54%.
- The proportion of enrolments at L3 and above has increased from 30% to 34%.
- The proportion of learners who enter with 5 good GCSEs has remained static at 12%.
- The proportion of learners who are residents of disadvantaged wards has increased from 58% to 69%.
- The proportion of BAME learners has increased by 6% over the last two years to 51%.

(iii) Quality Review Reports

The Deputy Principal advised members attendance was lower than the same point last year at 74%. Whilst face-to-face (F2F) attendance was in line with last year's attendance, online attendance was lower, particularly for English and maths (E&M) which has been all on line for 16-18 year olds in the first half term, although she was pleased to report this had seen some improvement in recent weeks. In discussion a member asked what action was being taken to address poor attendance and it was reported attendance action plans were being implemented and this was showing some positive improvements. C

(iv) Balanced Scorecard

Members were provided with the balance scorecard data:-

- 2019/20 – The % of outstanding TLA was 26%, 11% above the target of 15%, TLA that was judged to be good or better was 96% compared to a target of 85%.
- Skills and Employability, Sport and Retail and Commercial all had at least 50% outstanding TLA whilst Construction was the lowest at 14%.

Members were advised of the new performance management system for Tutors and Assessors which was currently being implemented advising training for managers was now well underway. A member questioned the actions being taken to improve the quality of TLA to Construction staff and the DP provided a detailed response that updated members on the Teaching for Distinction programme and other CPD opportunities. C

(v) Learner feedback

It was reported Learner satisfaction had improved from 92% to 95% (QR1 SPOC)

(vi) At Risk Learners

A report was provided to update members on the number and progress of 'at risk learners'. The DP advised to date there has been only 6 serious warnings (34 LYTD) due to less learners on site. She continued and reported feedback from students will help inform the approach for 2021/22 first half term.

(vii) Retention and Achievement

It was reported retention at 42 days had remained static at 89%. Of note Caring Professions and Sport had good retention at 94%, Construction (86%) and Retail and Commercial (81%) had low retention.

(viii) Progression

It was reported student progression to a positive destination remained satisfactory, however, areas where improvements continue to be a priority include apprenticeship and HE and progression from ESOL and Skills and Employability into vocational areas, and progression into employment in the same or related occupation.

A member asked what assurance can be provided to demonstrate action to improve outcomes is being achieved it was reported the Progression Strategy for 2020/21 is in place and being closely monitored to measure the impact on priority areas, with regular reports provided to the C&Q Committee.

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(ix) Self- Assessment Report (SAR) and Quality Improvement Plan (QIP)

The Deputy Principal informed members the Faculty and Sector Self Assessment Reports have been produced and would be reported to the January 2021 C&Q Committee and Corporation meeting for review, validation and approval. She advised the themes were being updated in the Aspect SARs to reflect the judgements in the team SARs. Feedback from the recent Quality Partner visit was presented to members in full and it was reported the comments would also be reflected in the SAR/QIP.

(x) 2019/20 Outcomes Update

The Deputy Principal updated members on the judgement for outcomes for 2019/20 noting that this has been more difficult this year due to Covid. She advised consideration had been given to what has been an unavoidable consequence of Covid 19, but also what should or could have been an avoidable impact on outcomes for learners. It was reported there have been some strong improvements in performance this year from English and maths, H&SC have improved vocational results and apprenticeship overall and timely achievement remained strong.

However the lockdown did highlight the need for better timing of short qualifications, and the need for stronger sequencing of learning and assessment particularly at L3. It was also reported the lockdown directly affected at risk learners who were more difficult to engage remotely, and practical skills areas due to lack of access to practice and develop skills.

Headline data was reported and it was noted Adult achievement had improved by 1.3%; 16-18 has declined by 6.1%, overall headline decline of 3.6%.

A detailed discussion took place and members noted the main factors affecting overall headline achievement in 2019/20 which were reported in detail.

The Deputy Principal advised Apprenticeship overall achievement had increased by 1.8% and remained significantly above the national average. Timely achievement had improved by 4.5% resulting in only 2.2% difference between overall and timely achievement, compared to 6.2% 2 years ago.

(x) UCO Quality Report

The Deputy Principal provided a summary update on the Quality Monitoring KPI report for UCO which noted the creative industries courses have continued to struggle to recruit and therefore due to the very low number of applications for Performance, Photography, Games Art and Computing there has been no first year intake to these courses. This has impacted on overall student numbers, reducing volumes to those of 2018/19.

(xi) Quality Improvement Plan

The Deputy Principal presented key findings from the QIP advising there is a new schedule of curriculum development in place for 2020/21 including Masters level, L4/5, full cost and a review of the creative courses. She added that in terms of teaching and learning the implementation of the HE teaching observation scheme received positive feedback from staff (90.4% satisfaction with teaching quality from students in the NSS).

There continues to be a focus on improving Graduate Outcomes and quality assurance continue to consider the external regulatory requirements and aligning processes with Open University QA requirements.

A member asked how internal quality assurance is measured and was advised this is focused on student engagement with learning, assessment risks and monitoring progress, supported by the Blended Learning Framework.

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(xii) Annual Evaluation Reports (AERs)

It was reported the C&Q Committee received the detailed AER reports which include quantitative and qualitative data on each course, against the previous year's Action Plan. The Deputy Principal drew out the highlights of the report. Of note:-

- Significant improvement in campus wide NSS score, placing UCO in the top 10% of providers nationwide with overall satisfaction rising from 84.25% in 2018-19 to 88.98% in 2019-20. 100% satisfaction for the FD Health and Social Care students in the NSS, for the second year running. Members noted this was excellent progress
- 63% of UCO Honours students achieving high classifications (First or 2:1) and 51% of UCO FD students achieving Distinction or Merit.
- 100% retention and achievement in Games Design, Performance, Photography top-up, Health & Social Care top-up, Early Years Foundation Year
- Increasing first-time pass rates across the majority of courses, including 100% first-time pass on most modules within Health and Social Care
- The continued development of the at-risk strategy and greater awareness of and support for at-risk students at all levels, saw the number of withdrawals after the census point fall from 63 in 2018-19 to 36 in 2019-20. In the context of the Covid-19 pandemic, it was reported this was a very significant achievement.

(xiii) Student Experience Strategy

The Deputy Principal reported the Student Experience Strategy which forms part of UCO's Higher Education plan for engaging with students, monitoring their feedback and creating multiple opportunities for input into their experience of studying at UCO had been circulated to members for review and comment. The Deputy Principal reported the strategy took into consideration the impact that COVID was having on students learning experience and their involvement in committees and Forums. Members noted the report.

It was **RESOLVED** that:-

- (i) Members received the report as presented and noted the detail and actions recorded in each area of the report,
- (ii) Members approved the Safeguarding and Child Protection Policy.

26/20 Audit Summary Report (Item 10)

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 10 December 2020 meeting. These included:-

- Presentation on the impact of Covid on the College and actions to mitigate risks
- **Draft financial statements for 2019/20, Audit Findings and Audit Management letter.** It was reported the draft statements would be presented to the Audit Committee at its January 2021 meeting with final presentation to Corporation for approval at the 28 January 2021 meeting
- **The Internal Audit Report** was presented to the Corporation. The Finance Director advised all audits had been completed as per the audit plan and outcomes reported and considered in detail by the Audit Committee. Members received and approved the report.
- A review of the **Risk Management Annual Report** and key operational risks of the College including a review of the Risk Management Registers were considered by the committee and following discussion it was agreed to recommend approval to the Corporation.
- **The Risk Management Policy** had been received and minor amendments noted by the committee. The Policy was presented to the Corporation for approval.
- The outcome of the Committee Self Assessment was considered by the committee and an action plan agreed.

It was **RESOLVED** that:-

- (i) members noted the report as presented
- (ii) members approved the Annual Internal Audit Report, and
- (iii) members approved the Risk Management Annual Report and Risk Management Policy.

27/20 Governance and Search Committee Summary Report (Item 11)

The Clerk to the Corporation summarised the reports presented to G&S Committee on the 10 November 2020.

(i) Appointment and re-designations - The Committee had considered the application of Dawn Torrington in the category of External member. The Committee agreed she had the skills and attributes the Corporation were seeking and recommended to the Corporation her appointment for a one year term commencing with immediate effect. Members approved the appointment.

The committee also considered the re-designation of two External members of the Corporation following a successful induction in their first year of office. The committee recommended to the Corporation that Andrew Swain and Jane Shelton both appointed as External Members in February

2020 be appointed in the 'governor' category to serve a four year term. Members approved the re-designation of Andrew Swain and Jane Shelton to 'governor' with immediate effect.

(ii) Committee structure and membership – Reported KH, Chair of Audit Committee, had requested leave of absence until February which had been granted by the committee. The committee proposed Laura Smart as Vice Chair for 2020/21 and Chair until the return of KH. The committee agreed DT be appointed to the Resources Committee for the remainder of 2020/21. Members supported the proposal.

(iii) It was reported the committee had received a detailed report on the student union and the improvements of students in governance and the committee welcomed the approach.

(iv) Member Attendance at Corporation and Committees 2019/20 - The Clerk advised the terms of reference for the Governance and Search Committee require that the performance and contribution of individual members of the Board is reviewed and the Corporation advised on continuation of membership or re-appointment of members. In addition the Standing Orders for the Corporation and detailed in the Instrument of Government state there is a requirement to consider attendance and to take appropriate action should difficulties arise with particular members. The Clerk advised the attendance by all governors in 2019/20 had been good with each of the committee achieving the 80% KPI target with the overall average attendance achieving 86%. The Chair added this showed excellent commitment by members and thanked them for their work throughout the year.

(v) Governance PI's – A copy of the governance key performance indicators for 2019/20 had previously been circulated to members for consideration and comment. The clerk advised the KPI's have been developed and used as a measure of the Corporation's performance and particularly as a part of the self-assessment process for a number of years and this would continue. Members noted the progress being achieved and confirmed their approval to the ongoing monitoring to assist with the monitoring of performance.

(vi) Governance Self-Assessment Questionnaire 2019/20 – Summary Report

The Clerk reported on the outcome of the Governance SAR advising 10 members out of a possible 14 had completed the questionnaires. Feedback from the questionnaires included commentary on virtual meetings vs face to face, diversity of the board, opportunity for feedback and SAR process for each committee.

The Clerk advised that it was important all governors complete the annual SAR so that all views and observations of the work of the Corporation are considered as part of its improvement plan. The Chair supported this and reported in 2021 there will be an expectation of 100% completion rate.

(vii) Code of Good Governance

The Clerk advised the Code of Good Governance, adopted by the Corporation in 2015 was developed with college Governors, Clerks and Principals, with the intention of developing a code for the sector that is more transparent and progressive than the previous English College's Foundation Code of Governance and also to assist the governing boards to meet and exceed basic governance requirements. The G&S Committee had reviewed its performance against the agreed criteria of the Code in the autumn term and noted the progress that had been achieved in the implementation of actions to ensure good governance. The review also highlighted areas where action/ongoing development work was required; Student Voice, training and development for governors, implementation of individual governor appraisals to assist in identifying training needs for governors and process for the review of the effectiveness of committees.

(viii) Review of Standing Orders – The Clerk reported a review of the Standing Orders had taken place and only minor amendments reported. The Standing Orders were presented to Corporation for approval. Members approved the Standing Orders as presented.

(ix) Governor Self-Reflection Review – The G&S Committee had considered ways to improve the effectiveness of governance and agreed a useful exercise would be to explore with members a way in which they can individually assess their effectiveness as a member. It was proposed that a process which allowed governors to evaluate their performance, to build upon strengths and address any

areas for development would be useful and also enable succession planning to be considered in a constructive manner with training and development opportunities recognised by individuals and gaps in skills on the board identified also.

Following a brief discussion it was agreed the introduction of the governor self-reflection meetings would commence January 2021.

It was **RESOLVED** that:-

- (i) Dawn Torrington be appointed in the category of External Member for a one year term commencing 15th December 2020 to 31st December 2021,
- (ii) Andrew Swain and Jane Shelton be appointed in the category of 'governor' for a four year term commencing 15th December 2020 to 31st December 2024,
- (iii) Members approved the leave of absence of Katrina Hann to February 2021 and proposed Laura Smart be appointed Vice Chair of Audit Committee for 2020/21 and Chair of Audit until the return of KH
- (iv) Members noted the progress and actions reported in the Code of Good Governance Report, KPI report, SAR report, Self Reflection Review
- (v) Members approved the Standing Orders as presented.

28/20 Policies for Approval (Item 12)

Probation Policy and Procedure (Item 12.1)

The Probation and Policy and Procedure had previously been circulated to members for consideration. It was reported there was an error relating to the length of probation in the cover report and to be consistent with the policy should read 'the probation period for teaching staff is nine months' and not six months.

Members noted the correction and approved the policy and procedure.

It was **RESOLVED** the Probation Policy and Procedure be approved.

29/20 Minutes and Reports from meetings:-

29/20.1 Resources Committee 13 October 2020 (Item 13.1)

The Chair reported that the minutes of the meeting of the Resources Committee held on 13 October 2020 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.

29/20.2 Resources Committee 1 1 December 2020 (Item 13.2)

The Chair reported that the minutes of the meeting of the Resources Committee held on 1 December 2020 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.

29/20.3 Curriculum and Quality Committee 17 November 2020 (Item 13.3)

The Chair reported that the minutes of the meeting of the C&Q Committee held on 17 November 2020 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.

29/20.4 Governance and Search Committee 10 November 2020 (Item 13.4)

It was reported that the minutes of the G&S Committee held on 10 November 2020 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

30/20 Use of College Seal (Item 14)

The Clerk reported that the College Seal had been used once since the previous meeting on the 23 November 2020 and the details of the use was recorded.

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

31/20 Any Other Business (Item 15)

None reported

32/20 Workplan Deviation Report (Item 16)

The Workplan for 2020/21 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.

33/20 Dates of Future Meeting

28 January 2021

30 March 2021

6 July 2021

6.55pm – Meeting closed.

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

**Full Corporation 15 December 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:
20 10 20 Min 7/20	Student Union Report Proposal to improve student engagement to be presented to December meeting.	AF	15 12 20 Min 20/20 (i)
20 10 20 Min 11/20.1	Resources Committee Minutes 13 October 2020 To be presented to the December meeting	JF	15 12 20 Min 20/20 (ii)