

**OLDHAM COLLEGE
FULL CORPORATION**

Minutes of the Meeting held on Tuesday 28 January 2021 (followed by joint C&Q and Corporation meeting)

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	Governor
	Andrew Swain	Governor
	Dawn Torrington	External Member
Officers:	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Director of Finance
	Debra Woodruff	Deputy Principal
Apologies:	Katrina Hann	Governor

34/20 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.

35/20 Apologies for Absence

Apologies had been received and accepted from Katrina Hann.

36/20 Minutes of the Meeting held 15 December 2020

The minutes of the meeting of the Corporation held on 15 December 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.

37/20 Matters Arising from the minutes of the 15 December 2020

None to report

38/20 Rolling Actions

None outstanding

39/20 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 key points:--

- Members noted the actions being taken relating to **Covid matters** including the approach taken for the January planned exams and assessments, ongoing remote learning and the introduction of mass testing in education settings
- **Adult education budget** - Noted the current restrictions make it difficult to start adults on courses, and this is impacting on our AEB spend. GMCA to advise on implications on funding
- The College is continuing to make progress in key areas relating to the **improvement plan and strategic developments**, including the Construction project, accommodation and IT. It was reported the handover for the construction skills centre is planned for 26 March 2021. There will be a handover "ceremony", and then a longer term plan for a formal opening when visitors can access college.
- **Managing teacher performance** – reported considerable amount of work with middle managers on improving their own understanding of effective practice, and coaching them in how to performance manage throughout this challenging time.
- **Curriculum development** – acknowledged the contribution by governors in developing the curriculum plan which directly brings the Strategic Plan to life. The Principal advised there are some challenges around implementation, including within our own college, but also potentially in partnership with others and with employers. He added the plan gives us an excellent foundation for further improvement and strengthening the impact of the college in terms of employment.
- **Financial settlement** – the Principal was pleased to report that despite the pressures of Covid19, the settlement for 2021-22 was better than expected
- **Skills for White Paper** – provided a summary of the White paper and governors noted the key themes. It was agreed a meeting dedicated to the White Paper and how it will assist the college to achieve its strategic plan be scheduled for early March 2021.

The Chair thanked the Principal for his detailed report.

40/20 Audit Committee Annual Report 2019/20 (Item 7)

A copy of the Audit Committee Annual report, which had been agreed by the Audit Committee on 19th January 2021 had previously been circulated to members for consideration. The Clerk advised the Corporation was required to take into consideration the annual report of the Audit Committee before approving the Financial Statements, which include a Corporate Governance statement confirming that the Corporation is satisfied with the operation and effectiveness of the systems of internal control.

Members considered the report and it was **RESOLVED** that the contents of the report should be noted.

41/20 Audit Findings Document and Audit Management Letter (Item 8)

A copy of the Audit Findings Document and Audit Management Letter had previously been circulated to members prior to the meeting for their consideration. The Finance Director advised that the Financial Statements and Regularity Auditors issue, as part of normal audit processes, a letter of representation which seeks to ensure that the Corporation can certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion.

Members were informed the letters of representation for 2019/20 had been considered in detail by the Audit Committee at the 10 December 2020 and 19 January 2021 meetings. At the January

meeting the Committee recommended that the letters be signed as part of the finalisation of the accounts, at the Corporation meeting on 28 January 2021.

It was **RESOLVED** that:-

- (i) The contents of the report should be noted;
- (ii) The Oldham College Letter of Representation is approved and the Chair of the Corporation is authorised to sign the Letter on behalf of the Corporation

42/20 Financial Statements for the Year Ended 31 July 2020 (Item 9)

The draft financial statements for 2019/2020 had been prepared by the Finance Director and previously circulated to members for consideration. He advised that the draft accounts had been considered by members in detail at the Resources Committee and Audit Committee at its December and January meetings and were presented to Corporation for approval.

The Finance Director advised of changes to the commentary since circulation to committees including:-

- Page 46 – added information relating to the charge with GMCA
- Notes added to the accounts relating to the bank loans (note 14)
- Notes added to the accounts relating to the UTC (note 20)
- Notes added to the accounts relating to the Access and Participation Expenditure (note 24).

In response to a question asked the Finance Director confirmed there were no changes to the financial information considered by the Resources Committee and Audit Committee since the December and January meetings and confirmed the financial statements gave the College a health score of 190 points.

It was **RESOLVED** that members approved the Financial Statements for the year ended 31 July 2020.

43/20 Any Other Business

None reported

Part 1 meeting closed – 4.30pm

(Part 2 see Special C&Q minutes 28 January 2021)

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

**Full Corporation 28 January 2021
Rolling Action List**

Meeting Date and Item No.	Rolling Action List (Outstanding actions from previous meeting(s) to be carried forward, listed	Actionee	Reported as Completed at meeting of:
----------------------------------	---	-----------------	---

	below, and not removed until completed/closed.)		
None outstanding			