OLDHAM COLLEGE
FULL CORPORATION

Minutes of the Meeting held on Tuesday 22 October 2024 held at Oldham College

Present:	Jonathan Edwards	Governor – Chair
	Paul Axon	Governor
	Adrian Barrass	Governor
	Alex Gardiner	Governor
	Anne Gornall	Governor
	Mashukul Hoque	Governor
	Simon Jordan	Principal & CEO
	Sue Kershaw	Governor
	Michelle Royle	Staff Governor
	Jane Shelton	Governor
	Danielle Vipond	Governor
	Karen Wright	Governor
	Joshua Bellot	Student Governor
	Catalina Cenusa	Student Governor
	Sarah Thompson	Governor
Officers:	Janet Frost	Clerk to the Corporation
	Rebecca Johnson	Finance Director
	Rachel James	Deputy Principal
	Heather Green	Interim Deputy Principal
	Claire Symons	Director of HR & OD
Apologies:	Phil Mayall	Governor
	David Kay	Governor

1/24 Declaration of Conflicts of Interest (Item 1)
There were no declarations of interest received for the current meeting.

2/24 Introductions, Welcomes and Apologies for Absence (Item 2)
The Chair welcomed all members and staff to the meeting.

2/24.1 Appointment of New Governor
The Chair drew members attention to **Item 10 – Governance and Search Committee Summary Report** and advised that following consideration at the committee meeting the G&S members recommended the appointment of Sarah Thompson to join the Corporation in the role as governor member. ST briefly introduced herself advising of her skillset, and members of the Corporation supported the appointment. It was **RESOLVED** that members approved the appointment of:-
(i) Sarah Thompson as governor member for an initial induction year from 22 October 2024 to 21 October 2025, and before the expiry of one-year, subject to the satisfactory completion of the induction year be appointed to complete a four-year term of office.

2/24.2 Resignation of Anne Gornall

The Chair informed members that Anne Gornall, Vice Chair of the Corporation would be stepping down from her role at the College on 31 October 2024. The Chair thanked AG for her valuable contribution since joining the College in October 2014, commenting that she had been and a valuable asset throughout her tenure with the College.

It was reported appointment for a new vice chair would take place at the December 2024 meeting.

2/24.3 Apologies for Absence

Apologies for absence had been received and accepted from David Kay and Phil Mayall.

3/24 <u>**Minutes of the Meeting held 2 July 2024**</u> **(Item 4)**

The minutes of the meeting of the Corporation held on 2 July 2024 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.

4/24 <u>**Rolling Actions**</u>

1. <u>**2 July 2024 Min 59/23.1 - Student Union**</u>

A further report be presented to the Corporation to outline the rationale and benefits of the Student Council proposal.

It was RESOLVED this action was completed and regular updates on the Student Union and Student Voice would be reported as part of the regular SU report to future meetings.

2. <u>**2 July 2024 Min 62/23 - Principal's Report**</u>

The Strategic Risk meeting in September 2024 will review all options for the short- and long-term plan of UCO and the HE / university provision.

It was RESOLVED this action was not yet complete and it was agreed a further meeting of the Corporation be convened to consider the proposal.

3. <u>**2 July 2024 Min 67/23.4 - C&Q Committee – minutes 2 July 2024**</u>

Present to the October 2024 meeting

It was RESOLVED this action was completed.

4. <u>**2 July 2024 Min 67/23.4 - G&S Committee – minutes 27 June 2024**</u>

Present to the October 2024 meeting

It was RESOLVED this action was completed.

5/24 <u>**Appointment of Vice Chair**</u> **(Item 5)**

Deferred to the December 2024 meeting

6/24 <u>**Item 15 – Any Other Business**</u>

<u>**Chair's Action since the Previous Meeting**</u>

The Finance Director reported since the previous meeting the T Level Modular Build cost had increased due to further drill and grout works being required on site. Due to the draw down of grant being restricted to end of March 2025 it was reported it was important delays were kept to a minimum. The Chair had received a detailed report on the cost of the project and approved an increased contribution by the college to the project in the sum of £233k (total contribution therefore of £334k).

It was RESOLVED that members noted the Chair's Action for the increased college contribution for the Modular build to a total of £334k.

7/24 **Students' Union Report (Item 6)**

Heather Green, Interim Deputy Principal introduced the report and provided an update on the remodelling of the student voice framework. She reported the proposed implementation plan remained under review and this year's students were being encouraged to be part of the conversation to allow students to identify what the student voice framework would look like. It was reported a welcome Student Conference had taken place mid-October to begin the process of gathering student views on the future of student voice and how it is cascaded throughout the college.

Student Governor Catalina Cenusa shared updates on recent college events that were successfully held with the support of student governors and ambassadors. These included the Freshers Fair, College Open Days, Black History Month celebrations, and volunteer projects at Linear Park and Northern Roots. One governor commended the students' strong participation in these community projects, noting it as a credit to the college. In reply the Student Governor reported the community projects provide an opportunity to partake in something different and enhances their studies. **Q**

It was RESOLVED that members noted the report as presented.

8/24 **Curriculum and Quality Summary Report inc. Safeguarding and Child Protection Policy (Item 9)**

The Deputy Principal (DP) introduced the C&Q Summary Report that had previously been circulated to members for information. The DP reported that the C&Q Committee had considered each of the reports in detail at the 15 October 2024 meeting.

The following key points were reported:-

(i) Safeguarding and Prevent Termly Report – The DP reported the 2023-24 Safeguarding and Prevent Annual Report had been presented to the committee which detailed a range of information including reference to the number of safeguarding and welfare referrals in year, noting referrals continued to increase - 1423 referrals; 872 for safeguarding and 552 for welfare. In answer to a question raised the DP assured members of actions being taken to support students recognising the breadth of cases that are directed at the team. **Q**

Members also noted the ongoing training received by the Safeguarding Team to ensure they are better equipped to deal with the cases [presented to them and supported the partnership approach in tackling broader Oldham issues.

It was noted due to the previous DSL recently leaving the college Deputy Safeguarding Lead, David Littlewood has been appointed DSL whilst the recruitment process takes place.

The DP drew members attention to the Safeguarding and Chid Protection Policy and members noted the changes since the previous version. **Members approved the policy as presented.**

(ii) FE and Apprenticeship Summary Report

A summary of the focus areas for term one was reported and the DP guided members through the report:-

- **Improving attendance** – reported the implementation of whole college focus and commitment to improve engagement and attendance. Members noted the relentless and agile approach adopted and sought assurance improvements to attendance were being achieved and increased impact on students' outcomes were being recorded. In answer the DP gave example of the approach taken within the Construction faculty where the reasons for poor attendance had been explored and approaches to the problem agreed and implemented. **C**

- **Accountability Boards** – Noted the Quality & Teaching and Learning Teams were working together to create half termly Accountability Boards by faculty to focus on learner progress and predicted achievement.
- Reported a keen focus on improving our Level 3 outcomes, improving high grades and attendance with clear KPIs, support, challenge and intervention for the Accountability Boards.
- **Accelerated Support** – The DP reported the process is to provide targeted assistance to programmes of study and/or faculties within the college that have been identified as requiring significant improvement. A member asked how will this be targeted to ensure maximum impact for students and it was reported the data will determine which faculties are priorities, noting areas currently in the accelerated support programme are Construction and Health and Social Care. **Q**
- **TLA Observations** – reported TLA observations will take place for tutors and assessors following October Half Term to February and new starters within 3 months of their start date.
- **KPI** headlines were reported noting the % of learners entering with 5 good GCSEs on entry fell from 18% to 12% in 2019/20 and has remained static since then. The L3 as % of enrolment also remained static at 31%
- **Summer Transition Programme** – reported 301 applicants were identified as very high risk on entry through the school information collected and of these 117 attended the transition programme. The DP was pleased to reported 110 completed the programme and enrolled (95%). A member asked what the attendance of this cohort currently was and it was reported at week 4 all learners had been retained and attendance was 7% lower than the college average (compared to 15% at the same point in the previous year). **Q**
- **Overall Achievement –** it was reported achievement rates for 16-18-year-old students remained consistent (83.2%), whilst adult learning programmes were back on an improving trend, slightly behind national average (84.7%). Noted apprenticeship achievement rates have recovered from last year's decline and will continue to increase into 2024/25 (62%).

(iii) HE and Higher Skills Summary Report

The Deputy Principal guided members through the HE and Higher Skills report. Key points reported included:-

- **Applications -** reported UCO applications data showed a decrease throughout the 2024/25 cycle with 723 applications compared to 791 in 2023/24.
- **Enrolments -** UCO current recruitments were reported; 534 students enrolled against a target of 505, noting that compared to last year enrolments were up by 55. Details of the courses being run were noted. During the discussion, members questioned how well the courses align with the GM and local skills plan and were reassured that the plan effectively addresses the needs of the local area and provided examples to illustrate this point. **C**

  The DP referenced the college's curriculum offer across all study programmes and reminded members of its review process, which includes annual review/refresh reflecting on national, sub regional and local skills priorities, labour market information and qualification reforms. She added that the college's local and strategic intent is tested routinely with local partners and stakeholders.
- **Proposed Student Bursary Scheme for 2025** – Member approved the bursary scheme as reported, noting it will provide two monetary payments of £250 rather than the offer of a device.

(iv) **Student Complaints Annual Report –**

Members noted the Annual Report of Student Complaints and actions taken.

It was RESOLVED that:-

(i) Members noted the report as presented,

(ii) Members approved the Safeguarding and Child Protection Policy.

9/24 <u>Finance and Resources Summary Report</u> (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 21 October 2024. In summary:-

(i) Capital Grants update – The FD reported the latest position on the grant income and grant spent as at 31 July 2024 and all new grants received to October 2024.

(ii) Management accounts to 31st July 2024 – The Board reviewed the financial results for the year-end, along with the projected year-end position pending audit. The Finance Director reported that the College had achieved an EBITDA of £3,703k, exceeding its target of £2,634k. This strong year-end outcome reflects a healthy financial position, with the College's financial health anticipated to be rated as 'outstanding.' The Chair commended the Senior Leadership Team for their efforts in reaching this excellent position.

(iii) ESFA CFFR 2 Year Plan – The FD reported the ESFA two-year financial plan for year ending July 2026 had been considered in detail at the Resources Committee advising the College's recent financial performance had been improving, with steadily increasing cash balances and a positive trading position. Members received and approved the plan as presented.

(iv) UCO Plan 2024/25 and Accommodation Plan - The Finance Director reported the Resources Committee had considered in detail the outturn figures for 2023/24 for UCO and the financial plan for 2024/25. In discussion consideration of courses delivered at UCO, the curriculum plan and the recruitment strategy were each considered, and it was agreed that as part of the future higher education planning discussion the next report to members will include a SWOT analysis. Further update was provided on the lease position of the UCO building. It was agreed that subject to progress on the lease position being progressed a meeting of the Corporation will be scheduled to consider the higher education plan (accommodation and curriculum).

(v) Cash Flow and Treasury Position – Members were provided with the loan and cash balances as at 30 September 2024. The current budget and forecast balance sheet for the year end indicated a cash position of approximately £7,183k in line with the ESFA CFFR model.

(vi) 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.

(vii) Health and Safety Annual Report (including the Health and Safety Policy) – Members reviewed and noted the 2023/24 Health and Safety Annual Report. The report indicated one RIDDOR incident during the year, with details of the event documented. Members also examined the number and causes of accidents throughout the year, seeking assurance on preventive measures implemented to minimize future incidents and considering lessons learned. The presented Health and Safety Policy was reviewed and subsequently approved.

(viii) Equality and Diversity Annual Report – Members noted the Equality and Diversity Annual Report as presented.

(ix) A **Workforce Update Report** was presented to members, offering the latest insights on workforce composition, staff turnover, sickness absence, and the current HR approach. During the meeting, one member noted that BAME staff representation did not align with the diversity of the student population. This observation led to a discussion on the importance of proactive recruitment strategies to attract talent from BAME communities for both external hiring and internal career advancement opportunities.

(x) Contracts over £30k – members noted the contracts that had been entered into since the previous meeting.

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

- **(i) The draft management accounts to 31st July 2024 were received by members,**
- **(ii) The ESFA 2 Year Plan 2024 - 26 was received and commentary noted by members,**
- **(iii) The Health and Safety Policy was approved by members.**
- **(iv) Further meeting of the Corporation to be scheduled to consider UCO/ higher education plan (accommodation and curriculum) & SWOT analysis.**

10/24 <u>Audit Summary Report</u> **(Item 9)**

The Finance Director reported on 17 September 2024, the Audit Committee reviewed **the Annual Internal Audit Report for 2023/24** and the **Annual Internal Audit Plan and Strategy for 2024/25**. Copies of these reports were provided, and the Audit Committee recommended them to the Corporation without any changes. Members reviewed and approved both reports as presented.

Additionally, it was reported that Audit Committee members received audit reports from RSM covering the Turing Grant Audit Report, the Taking Teaching Further program, and the Teacher's Pension End-of-Year Certificate for March 31, 2024.

It was RESOLVED that:-

(i) members noted the report as presented

(ii) Members approved the Annual Internal Audit Report for 2023/24

(iii) Members approved the Internal Audit Plan and Strategy for 2024/25.

11/24 <u>Governance and Search Committee Summary Report</u> **(Item 10)**

The Clerk to the Corporation summarised the reports presented to G&S Committee on the 16 October 2024.

(i) Appointment and Re-appointment of members-

Sarah Thompson - The Clerk informed the Corporation that the Governance & Search (G&S) Committee had reviewed and recommended Sarah Thompson for appointment as a governor member. During the recruitment process, the committee considered the current Skills Audit (June 2024) and recognised that ST's appointment would bring valuable new skills and knowledge, further strengthening the board.

The Corporation approved the appointment of Sarah Thompson for a four-year term commencing October 2024 to October 2028.

Jane Shelton - The Committee considered the re-appointment application of Jane Shelton. Jane has served one term and currently is vice chair of Audit Committee. It was agreed Jane has the skills and attributes the Corporation continue to seek and the committee recommended her re-appointment to the Corporation

The Corporation approved the re- appointment of Jane Shelton for a four-year term commencing October 2024 to October 2028

It was reported the committee had reviewed the current committee vacancies which included one vacancy on the Audit, Resources and C&Q Committees. It was agreed that ST would be appointed to the Audit committee and further search for new governors would continue to take place to fill these positions.

(ii) The Clerk presented the **Attendance Report** for members at Corporation and committee meetings for the 2023/24 period. It was noted that collective attendance remained strong, with an overall rate of 85%, surpassing the target of 80%. The Clerk highlighted that committee attendance had been robust, reflecting active participation and engagement from members. However, attendance at board meetings was comparatively lower. The Clerk emphasised the importance of full representation and input from all board members to enhance decision-making and governance effectiveness. Members noted the report.

(iii) An update was provided on the next steps following the **External Review of Governance** and a copy of the action plan and progress to date in its implementation was reported. Members noted the progress being achieved with the implementation of the actions to improve governance standards and ensure the college meet all regulatory compliance.

(iv) Standing Orders - A copy of the Standing Orders was presented to members for consideration and comment. It was agreed no changes were required and members approved the document s presented.

It was RESOLVED that:-
(i) Members noted the report as presented
(ii) Approved the appointment of Sarah Thompson as governor member for an initial induction year from 22 October 2024 to 21 October 2025, and before the expiry of one-year, subject to the satisfactory completion of the induction year be appointed to complete a four-year term of office.
(iii) Re-appointment of Jane Shelton for a four-year term commencing 22 October 2024 to 21 October 2028.
(iv) Approved the Standing Orders as presented.

12/24 **Principal's Report (Item 11)**

A copy of the Principal's Report had previously been circulated to members for consideration prior to the meeting. The report provided an overview on progress of the key strategic and operational matters. In summary:-

(i) Student:
Student Recruitment - Reported recruitment was overall as expected with 16-18 numbers slightly above the ESFA target; Apprentice and University recruitment in line with budget; healthy adult recruitment.
Curriculum and Skills – Reported the Curriculum Plan has been expanded to better serve the local community, focusing on employment pathways and stronger connections between levels. Noted the increase in T Levels for young people and also refreshed Level 3 courses.
In discussion it was reported the High Needs provision continues to meet students' needs with a focus on independent living, travel training, and cooking.
The Principal reported that a review of the 19+/university offer was being reviewed to ensure the college continues to meet local needs.
Reported Apprenticeships continue to grow across most sectors, including a new health partnership with Northern Care Alliance and Higher Apprenticeship pathways in construction to support T Level learners.

(ii) People
Senior Management Structure – The Principal provided an update on the senior management structure and changes implemented since he took up office. Members noted the report and the structure of SLT as presented including lines of responsibility.

Excellence Programme – It was reported that following the successful role out of the college's Teaching for Excellence programme and listening to staff feedback from the Staff Engagement Day the college would be launching The Excellence Programme. The Principal explained the offer and members welcomed the approach. **Q**

A member asked how the impact of the programme will be measured and the Principal reported outcomes for students will improve due to the innovative approach by staff in their subject area.

(iii) Place:
The Principal provided a position statement on UCO, The Grange Theatre and Futsal.

(iv) Partners – The Principal provided an update on partnership activities since the previous meeting. A key highlight is that the college will host nine WorldSkills Finals competitions during the week starting 18th November 2024. Throughout the week, various events are planned, including a schools' day, a college's day, and a stakeholders' day. Skills Minister Jacqui Smith is expected to attend the final day, where she will have the opportunity to engage with competitors, employers, and industry experts while observing the competitions.

A member asked if students would have a chance to meet the Minister, and it was confirmed that media students will interview Minister Smith in the college's state-of-the-art podcasting studio.

It was RESOLVED that Members noted the report as presented.

13/24 <u>Use of Seal</u> **(Item 12)**
Not used since the previous meeting

14/24 <u>**Minutes and Reports from Committee meetings:-**</u>
14/24.1 Strategic Meeting of the Audit Committee – 17 September 2024 (Item 13.1)
It was reported that the minutes of the Strategic Meeting of the Audit Committee held on 17 September 2024 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

14/24.2 Audit Committee - 17 September 2024 (Item 13.2)
It was reported that the minutes of the Audit Committee held on 17 September 2024 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

14/24.3 Curriculum and Quality Committee 2 July 2024 (Item 13.3)
It was reported that the minutes of the Curriculum and Quality Committee held on 2 July 2024 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

14/24.4 Curriculum and Quality Committee 15 October 2024 (Item 13.4)
It was reported that the minutes of the C&Q Committee would be circulated to the next meeting.

14/24.5 Resources Committee 21 October 2024 (Item 13.5)
It was reported that the minutes of the Resources Committee would be circulated to the next meeting.

14/24.6 Governance and Search Committee 25 June 2024 (Item 13.6)
It was reported that the minutes of the Governance and Search Committee held on 25 June 2024 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

14/24.7 Governance and Search Committee 16 October 2024 (Item 13.7)

It was reported that the minutes of the Governance and Search Committee held on 16 October 2024 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

15/24 Workplan 2024/25 (Item 14)

The Workplan for 2024/25 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

16/24 Any Other Business (Item 15)

Reported at Minute 6/24

17/24 Dates of Future Meetings

Tuesday 17 December 2024

18/24 Confidential Item – Remuneration Committee Minutes 7 October 2024

5.45pm Staff, Staff Governors and Student Governors retired from the meeting for this Item

See separate minute

Minutes Approved……………………………………………………………………………. Date…………………………………………….

Chair

Full Corporation 22 October 2024
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:
26 03 24 Min 43/23 02 07 24 Min 59/23.1	**Student Union** Revised SU proposal to be presented to the July Corporation Meeting A further report be presented to the Corporation to outline the rationale and benefits of the Student Council proposal in more detail.	Student Union / SLT	22 10 24 Min 4/24.1
02 07 24 Min 62/23 22 10 24 Min 4/24.1	**Principal's Report** The Strategic Risk meeting in September will review all options for the short- and long-term plan of UCO and the HE / university provision.	Principal	
02 07 24 Min 67/23.4	**C&Q Committee – minutes 2 July 2024** Present to the October meeting **G&S Committee – minutes 27 June 2024** Present to the October meeting	Clerk	22 10 24 Min 4/24.3 22 10 24 Min 4/24.4
22 10 24 Min 9/24	**Resources Summary Report** Further meeting of the Corporation to be scheduled to consider UCO/ higher education plan (accommodation and curriculum) & SWOT analysis.	SJ	