

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation
held on Wednesday 19 December 2018 at 5.30 pm
in the Boardroom at Trafford College**

Present: Graham Luccock (Chairperson)
Lesley Davies (Principal and Chief Executive Officer)
Glad Capewell
Maureen Wilkins
James Beazley
Janet Grant
Louise Richardson
Kurt Allman
Dawn Cole
Jed Hassid

In Attendance: Barry Watson (Corporation Secretary)
James Scott (Vice Principal Curriculum & Quality – Campus Principal)
Michelle Leslie (Vice Principal Corporate Services & Planning)
Andrea Bennett (Director of Finance and Strategy)
Malcolm Cooper (Turnaround Director)

Minute No.

GCOR/124/18 Apologies for Absence

The Corporation Secretary (CS) reported that apologies for absence had been received from Sue Derbyshire, Val Dixon, John Cowell, Mark Deverell, Sarah Drake, Zoe Killis and Glynis Brown.

GCOR/125/18 Declarations of Direct or Indirect Interest in any of the following Items

There were no declarations of interest in any of the meetings business items.

GCOR/126/18 Minutes of the Board of the Corporation Meeting held on 13 November 2018

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings.

GCOR/127/18 Matters Arising from the Minutes

The Chairperson advised that he had been through the minutes of the meeting with the Corporation Secretary and that there were no matters arising from the minutes that had not been completed or were on the meeting's agenda for consideration.

There were no other matters raised by members arising from the minutes and it was resolved that they be noted.

GCOR/128/18 Governor Links and Learning Walks Update

The Board of the Corporation received Governor Link and Learning Walks reports as follows:

Altrincham Campus:

The Link Governor (JG) reported on the detail of the main issues arising from the visit, which were included in their written report. The report also included details of the Learning Walk that had been undertaken by SDR and JG.

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JG advised that the meeting had been productive and a wide range of issues had been discussed with the Assistant Principal, staff and students. JG commented that MIS were still a work in progress and that the travelling between sites for staff created challenges. It was advised that issues to be followed up by Governors included:

- Progress with creating new teams into subject area teams across two sites.
- Progress with MIS/ effective access to data and the use of Markbook.
- Progress in the two areas of focus, Hair & Beauty and Creative Arts.
- Progress towards more streamlined recruitment procedures for 2019/2020.

There were no issues raised by members arising from the report and it was resolved that it be noted.

Higher Education

The Link Governor (MW) reported on the main detail of the issues arising from the visit. It was advised that the purpose of the visit had been to discuss/ review the draft SED and Improvement Plan and to undertake two learning walks.

MW also advised that she had had lunch with all the Heads of Studies.

With regard to the Learning Walks it was noted that they had been carried out in Art & Creative Studies – FD A Illustration and Health, Children & Care Professional – BA (HONS) Child Studies. The Link Governor commented that she had been very impressed with the openness of the staff and the students and further advised that she was very happy with the meeting and discussions relating to SED and the Improvement Plan.

There were no issues raised by members arising from the report and it was resolved that it be noted.

Stretford Campus

The Link Governor (JB) reported on the Link Visit that he and JC had undertaken to the Stretford Campus. The Link Governor outlined the changes that had been implemented since the last visit and JB commented that the Assistant Principal had completed all the actions that he said he would. Members also undertook a walk around the campus and commented that the introduction of the new timetable had brought a much calmer atmosphere to the campus and that students demonstrated a clear understanding of movement between classes. The Governor's commented that positive action had been taken on diverse recruitment of staff and that the MIS issues were now under control. JC commented that the visit had been very positive and excellent progress was being made across a wide range of activities.

Teaching Learning and Assessment (TLA)

The Link Governors (GC and GL) reported on their Link Visit with the Director of Quality, which had been held in order to discuss the progress on improving the quality of Teaching and Learning, particularly at Stockport College and to follow up issues of concern from the previous meeting.

The report provided the Board with an update on progress in relation to the following areas of provision:

- Apprenticeships.
- Construction.

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- Trafford TLA. In discussion the Vice Principal Curriculum & Quality – Campus Principal (VPCQP) advised the Board of management intentions in relation to Level 1 provision and the impact of T Levels.
- MIS
- Senior Practitioners at Stockport College.
- Maths and English. It was noted that an external review of the provision would take place in the New Year.
- Progress Review.
- Internal Quality Assurance.

GC commented that in her view, management had got to grips with the key issues facing the Group from a TLA perspective and that the key issues for Governors to monitor closely, going forward, included Attendance levels at Stockport College and Actions on Level 1 provision.

The VPCQP commented about some of the difficulties in terms of the curriculum for 16-19 provision at Stockport and added that it was his view that the Group needed to do something fundamentally different based on student cohort needs.

He advised the Board of the composition of the cohort in terms of the very high numbers coming from socially deprived background areas, the numbers with SEN needs, the numbers on EHCD and the numbers with mental health needs. He advised that the management team had a number of ideas as to how to address the issues which needed to be thought through to deliver something different that was based on student need.

A member asked if the VPCQP had been in touch with the AoC NW with regard to Mental Health issues from a support perspective. The VPCQP advised that he had and that they had produced Student Health and Wellbeing Framework in this context. The VPCQP also advised that the Group needed to engage with students who do not come into College and are isolated and that it was his intention to come back to the Board with ideas and proposals in due course.

Action: Vice Principal Curriculum & Quality – Campus Principal

There were no issues raised by members arising from the report and it was resolved that it be noted.

Quality Assurance – Stockport College

The Link Governor (GC) reported on their visit to discuss progress that had been made with regard to improving the quality of provision at Stockport College. It was advised that the Link Governors (GC and GB) had met with the Director of Quality and VPCQP and detailed the progress to the Board with regard to the following matters:

- PGCE.
- Internal progression. GC commented that this was still low but plans were in place to address the issue.
- Teaching, Learning & Assessment. In discussing this item GC referred to the Raising Aspirations Programme and requested that if any members knew of motivational speakers that could provide improved aspirations for students then they should email the details to the Corporation Secretary.

Action: Board Members

Minute No.

- Attendance.

GC advised that the key issues for Governors to follow up following the visit included:

- Plans for improved management of progression from Y1 to Y2 of level 3 courses.
- Supporting managers in finding business partners to provide motivational talks.
- Plans for improving level 1 provision, including strategies to support level 1 learners who are identified as being on the wrong course in the current academic year.

There were no other issues raised by members arising from the report and it was resolved that it be noted.

GCOR/129/18 Draft Governance Self-Assessment Report 2017/2018 and Action Plan 2018/2019

The Corporation Secretary (CS) presented a report that included a copy of the Draft Governance Self-Assessment Report 2017/2018 and Action Plan 2018/2019.

The CS advised that the Draft Report was considered, in detail and recommended for approval, by the Governors Validation Panel at its meeting on 8 November 2018.

The report also included a copy of the proposed Action Plan for 2018/2019, which had also been recommended by the Validation Panel for approval and needed to be updated relating to areas of improvement following formal approval of the Group Self-Assessment Report 2017/2018.

The Board noted that the proposed Self-Assessment Grade for Governance 2017/2018 was 'Good'.

After due discussion and consideration the Board of the Corporation unanimously resolved that the **Governance** Self-Assessment Report 2017/2018 and Action Plan 2018/2019 be approved.

Action: Corporation Secretary

GCOR/130/18 Update of Instrument and Articles of Government - December 2018

The CS presented a report, which made recommendations for the updating of the Group's Instrument and Articles of Government.

It was specifically reported that an additional clause relating to Academic Freedom needed to be added to the Articles of Government as this had been specifically requested and was expected by the Office for Students. The CS explained the background to this and the details relating to the additional clause.

In answer to a question raised by a member, the CS explained the administrative process relating to Academic Freedom concerning visiting lecturers/ guest speakers to the member's satisfaction.

After due discussion and consideration the Board of the Corporation unanimously resolved that the updated Instrument and Articles of Government, December 2018 be approved with immediate effect.

Action: Corporation Secretary

Minute No.**GCOR/131/18 Appointment of Staff Governor**

The CS advised the Board of the outcomes of the recent election that had been held in respect of the vacant Staff Governor position.

It was noted that 3 members had been nominated for the position and that consequently an election had been held and concluded with 46% of the staff exercising their right to vote.

The CS advised that JL (Lecturer in Foundation Learning) had secured a simple majority with 54% of the vote and had been declared the winner of the election.

The CS provided members with details of the Lecturer's background and after due discussion and consideration it was unanimously resolved the JL be appointed as Staff Governor to the Board of the corporation for the period 07.01 2019 – 07.01.2023.

It was also resolved that he should serve as a member of the Curriculum & Quality Committee for the same period.

Action: Corporation Secretary

GCOR/132/18 Resignation of Board of the Corporation Member

The Chairperson advised that he had received notification from JC that he wished to tender his resignation as a member of the Board of the Corporation due a change in his employment circumstances.

The Chairperson read the member's letter of resignation to the Board and advised that JC had not been able to attend the meeting but that he had been invited to the Governor's Annual Dinner in February 2019 where members could bid their farewells to him.

The Board of the Corporation after due discussion resolved that the resignation be accepted with immediate effect.

Action: Corporation Secretary

GCOR/133/18 Minutes of the Search Committee meeting held on 13 November 2018

The minutes of the meeting were received and noted and the Chairperson provided the Board with a brief overview of the items discussed and considered by the Committee at the meeting.

GCOR/134/18 Matters Arising from the Minutesi) **GSEA/12/18 – Review of Governance Documentation 2018/2020**

The Board of the Corporation unanimously approved the Search Committee's recommendation that the following be approved for the period 2018/2020:

- The Key Tasks and Role of the Chairperson of the Board of the Corporation.
- Review of Role Description and Person Specification of Members of the Board of the Corporation.
- Expenses Policy for Corporation and Co-opted Members of the Board of the Corporation.

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- Governor Induction, Training and Mentoring Policy.
- Appointment Process for Members of the Board of the Corporation

Action: Corporation Secretary.

There were no other matters arising from the minutes.

GCOR/135/18 Meeting of the Board of the Corporation Appointments Panel 10 December 2018

The Chairperson of the Search Committee advised that the Appointments Panel had recently met with 3 candidates who had been shortlisted to the vacancies on the Board of the Corporation.

It was noted that 1 candidate had not been able to attend due to illness and that a new meeting date would be convened.

It was advised that following a robust selection process the Appointments Panel were of the view that JB should be recommended to the Board of the Corporation. It was noted that it was also the Panel's view that the other appointment should remain open until the panel is able to meet with the candidate who unavoidably could not make the original appointment date.

The Chairperson provided the Board with a brief overview of the recommended persons experience, qualifications and background and after due discussion and consideration it was unanimously resolved that JB be appointed as an Independent Member of the Board of the Corporation for the period 07.01 2019 – 07.01.2023.

It was also resolved that she should serve as a member of the Resources Committee for the same period.

Action: Corporation Secretary**GCOR/136/18 Draft Self-Assessment Report 2017/2018 and Quality Improvement Plan 2018/2019**

The VPCQP presented a report that included a copy of the Draft Self-Assessment Report (DSAR) 2017/2018 and Quality Improvement Plan (QIP) 2018/2019.

In addition to the DSAR, the outcomes of the 2017/2018 QIP (Trafford College) and Post Inspection Action Plan (Stockport College) were also included as separate documents.

The report also included a separate Position Statement, which outlined the steps taken by the Group following the Grade 4 Ofsted Inspection of Stockport College in January 2018 against the key findings and the impact of any such steps.

The VPCQP advised that the DSAR and other documents were considered, in detail and recommended for approval, by the Validation Panel at its meeting on 8 November 2018.

In presenting the report the VPCQP drew the Board's attention to the following outcomes:

Summary of Key Judgments:

- The DSAR proposed an overall effectiveness grade 2 (good); and a grade of 2 for all four aspects of the CIF.

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- The DSAR proposed a grade 2 for 16-19 study programmes, apprenticeships, adult learning programmes, provision for learners with high needs and subcontracted programmes.
- The Group overall achievement rate position for classroom-based provision is 84% for young people and 90% for adults.
- The timely and overall achievement rates for apprentices are above national, despite the transfer of historic withdrawals from Stockport College following merger.
- A summary of the Group's key strengths and areas for improvement.

Summary of Key Areas for Improvement:

- Continue to rapidly improve the quality of provision and outcomes for young people at the Stockport Campus.
- Improve the quality of IAG and pastoral support for young people across the Group to ensure "Right Learner, Right Course".
- Continue to drive improvements in standards of TLA across the Group.
- Continue to improve the quality of provision and outcomes in maths and English on 16-19 study programmes.
- Improve student progress with a particular focus on Level 3 study programmes.
- Implement a high quality entitlement to CEIAG and work experience for all young people across the Group.
- Ensure effective monitoring and support is in place to raise outcomes for underperforming categories of students.
- Rapidly improve the quality of provision and outcomes for learners in underperforming areas of adult learning programmes.
- Continue to improve the quality of provision across apprenticeships.
- Continue to drive improvements in attendance and punctuality across the Group.

With regard to the position statement in respect of Stockport College, the VPCQP advised that it was a Requires Improvement (Grade 3) position, which was noted.

The Board considered and discussed the Validation Panel's recommendation in detail and after due discussion and consideration the Board of the Corporation unanimously resolved that the Self-Assessment Report 2017/2018 and Improvement Plan 2018/2019 be approved.

Action: Vice Principal Curriculum & Quality – Campus Principal

The Chairperson commented that a Governor Training event had been organised on 23 January 2019 in relation to the new Ofsted Inspection Framework 2019 and that it may be opportune for the Governors of the Ofsted Ready Group to get together to prepare for a possible Ofsted monitoring visit.

Action: Chairperson/Corporation Secretary**GCOR/137/18****Draft Higher Education Self-Evaluation Document 2017/2018**

The VPCQP presented a report that included a copy of the Draft Higher Education Self-Evaluation Document for 2017/2018.

The VPCQP advised that the Draft Self-Evaluation Document was considered, in detail and recommended for approval, by the Governors Validation Panel at its meeting on 8 November 2018.

Minute No.

After due discussion and consideration the Board of the Corporation unanimously resolved that Draft Higher Education Self-Evaluation Document 2017/2018 be approved.

Action: Dean of Higher Education

GCOR/138/18**Turnaround Director's Report and Progress Update including Key Performance Indicators**

The Turnaround Director (TD) provided a verbal report, which updated the Board on the progress made, as a mid-Year update, in relation to the merger harmonisation process and the Capital Project plans.

In presenting his update the TD advised the Board that the current headline position was "so far so good" and that this was a good opportunity to take a step back and consider the issues that face the Group which were in his view:

- Extra unforeseen costs arising from the merger.
- Clarity around the Group's position and ambitions on learner numbers being currently lower than desired.
- The Sink hole at the Stockport Campus.

He also advised on actions that needed to be taken to hit targets which included:

- Cost control and scrutiny of costs and can they be justified in the light of the income position.
- Income generation – the need to enrol more students.
- Sale of Property particularly in the light of the cash requirements for the Capital project.

He concluded by advising the Board that in his view all the matters were in hand and were progressing.

There were no specific issues raised by members and the Board thanked the TD for his update and support and after due discussion and consideration it was resolved that it be noted.

GCOR/139/18**Minutes of the Curriculum & Quality Committee Meeting held on 8 November 2018**

The minutes of the meeting were received and noted and GC provided the Board with a brief overview of the items discussed and considered by the Committee at the meeting.

In providing the overview, GC commented that the Committee welcomed the new Student and Deputy Student Governors to the meeting and informed the Board that they had made an excellent contribution to the meetings business items.

With regard to Safeguarding, Vulnerable Adults and Looked After Children and employee clearance GC advised that the position had been re- assessed and that the Group was fulfilling its responsibilities in this respect.

GCOR/140/18**Matters Arising from the Minutes**

- ii) CQ&Q/53/18 – Review of Quality Assurance Policy 2018/2019

The Board of the Corporation unanimously approved the Committee's recommendation that the Quality Assurance Policy 2018/2019 be approved.

Action: Director of Quality

Minute No.

There were no other issues raised by members arising from the minutes and it was resolved that they be noted.

GCOR/141/18**Minutes of the Equality & Diversity Committee Meeting held on 2 November 2018**

The minutes of the meeting were received and DC (Governor with responsibility for E&D) provided the Board with a brief overview of the items discussed and considered by the Committee at the meeting.

The Board discussed a number of items arising from the minutes and in particular, the phraseology used regarding Student Achievement data in respect of the gaps in terms of data patterns in terms of numbers.

In discussion, it was agreed that the phraseology and the data needed to be challenged and evidenced and it was agreed that this should be updated before the next meeting of the Equality & Diversity Committee. It was noted that there was an action in the Quality Improvement Plan with regard to the matter.

Action: Vice Principal Corporate Services & Planning

The Board also discussed issues relating to the need for further work and analysis to be undertaken with regard the differentials in achievement across the 3 campuses and the level of support services that had been put in place at Stockport College.

There were no other issues raised by members arising from the minutes and it was resolved that they be noted.

GCOR/142/18**Stockport College Draft Report and Financial Statements including Letter of Representation for the period ending 4 April 2018**

The Director of Finance and Strategy (DFS) presented Stockport College's Draft Report and Financial Statements including Letter of Representation for the period ending 4 April 2018.

The DFS advised that the Draft Report and Financial Statements had been considered in detail by both the Resources Committee and the Audit Committee and that they had been recommended to the Board of the Corporation for approval by the Audit Committee.

The DFS also advised that included within the report was a copy of the Regularity Self-Assessment Questionnaire, which had been updated following recommendations made by the Audit Committee.

After due discussion and consideration it was unanimously resolved that the Audit Committees recommendation be accepted and that the Stockport College Draft Report and Financial Statements including Letter of Representation for the period ending 4 April 2018 be approved and signed by the Principal and Chairperson of the Board of the Corporation.

Action: Principal and Chairperson of the Board of the Corporation.**GCOR/143/18****Stockport College Audit Highlights Memorandum and Management Letter for the period ending 4 April 2018**

The DFS presented Stockport College's Audit Highlights Memorandum and Management Letter for the period ending 4 April 2018.

The DFS advised that the Audit Highlights Memorandum and Management Letter had been considered in detail by Audit Committee, at its meeting on 27 November 2018 and that they had been recommended to the Board of the Corporation.

Minute No.

After due discussion and consideration it was unanimously resolved that the Audit Committee's recommendation be accepted and that Stockport College's Audit Highlights Memorandum and Management Letter for the period ending 4 April 2018 be approved.

Action: Director of Finance & Strategy

GCOR/144/18

Stockport College Annual Report of the Audit Committee for the period ending 4 April 2018

The DFS presented Stockport College's Annual Report of the Audit Committee for the period ending 4 April 2018.

The DFS advised that the Annual Report of the Audit Committee had been considered in detail by Audit Committee at its meeting on 27 November 2018, and that they had been recommended to the Board of the Corporation.

After due discussion and consideration it was unanimously resolved that the Audit Committee's recommendation be accepted and that Stockport College's Annual Audit Report for the period ending 4 April 2018 be approved.

Action: Director of Finance & Strategy

GCOR/145/18

The Trafford College Group Draft Report and Financial Statements and Management Letter including Letter of Representation for the period ending 31 July 2018

The Director of Finance and Strategy (DFS) presented The Trafford College Group's Draft Report and Financial Statements including Letter of Representation for the period ending 31 July 2018.

The DFS advised that the Draft Report and Financial Statements had been considered in detail by both the Resources Committee and the Audit Committee and that they had been recommended to the Board of the Corporation for approval by the Audit Committee.

The DFS advised that a number of changes had been made since consideration by the Audit Committee and she provided the Board with a detailed account of the changes. The DFS in particular drew the Board's attention to discussions that had been held with the Auditors in relation to the financial health grading and how the treatment of deferred income would impact on the financial health grading.

The DFS also provided the Board with a report which was a justification for the moderation of the health grading from inadequate to satisfactory based on the following:

- Anomalies in calculation with regard to borrowing as a percentage of income.
- Additional Stockport College costs which were outside of the control of the Group.
- The wording of the agreement for the phasing of merger funding.

The DFS advised how the matter had been treated in the accounts and in answer to a question raised by a member in relation to the decision re the rating advised that it lay with the ESFA and hoped that they would be supportive of the Group's position.

Minute No.

After due discussion and consideration it was unanimously resolved that the Audit Committees recommendation be accepted and that The Trafford College Group's Draft Report and Financial Statements including Letter of Representation for the period ending 31 July 2018 be approved and signed by the Principal and Chairperson of the Board of the Corporation.

Action: Principal and Chairperson of the Board of the Corporation.

GCOR/146/18 The Trafford College Group Audit Highlights Memorandum and Management Letter for the period ending 31 July 2018

The DFS presented The Trafford College Group's Audit Highlights Memorandum and Management Letter for the period ending 31 July 2018.

The DFS advised that the Audit Highlights Memorandum and Management Letter had been considered in detail by Audit Committee, at its meeting on 27 November 2018 and that they had been recommended to the Board of the Corporation.

After due discussion and consideration it was unanimously resolved that the Audit Committees recommendation be accepted and that The Trafford College Group's Audit Highlights Memorandum and Management Letter for the period ending 31 July be approved.

Action: Director of Finance & Strategy

GCOR/147/18 The Trafford College Group Annual Report of the Audit Committee 2017/2018 for the Period ending 31 July 2018

The DFS presented The Trafford College Group's Annual Report of the Audit Committee for the period ending 4 April 2018.

The DFS advised that the Annual Report of the Audit Committee had been considered in detail by Audit Committee at its meeting on 27 November 2018, and that they had been recommended to the Board of the Corporation.

After due discussion and consideration it was unanimously resolved that the Audit Committees recommendation be accepted and that The Trafford College Group's Annual Audit Report for the period ending 31 July 2018 be approved.

Action: Director of Finance & Strategy

GCOR/148/18 Accommodation Update

The VPCSP presented a report which updated the Board of the Corporation with regard to the most recent developments regarding the Sinkhole at Stockport College.

The VPCSP update the Board concerning the following issues.

- The historic aspects of the sink hole.
- Recommendations arising from initial survey.
- Costs incurred to date.
- Operational Implications at Stockport College.
- Zurich would be the insurers for the issue and that the loss adjuster was expected to visit the site in early January 2019.

There were no issues raised by members arising from the report and it was resolved that it be noted and that further updated be provided as the matter was progressed.

Action: Vice Principal Corporate Services & Planning

Minute No.**GCOR/149/18 Minutes of the Strategic Property Working Group Meeting held on 13 November 2018**

The minutes of the meetings were received by the Board and the Chairperson of the Working Group (LR) provided a detailed overview of the items considered by the Working Group.

LR advised that the latest meeting of the Group had taken place prior to the Board meeting and advised that:

- The Working Group were giving consideration to 3 options in relation to the phasing of the redevelopment and that at this stage did not have enough information in order to make a recommendation to the Board of the Corporation. It was noted that an additional meeting of the Working Group had been convened on 23 January 2019 when the Group should be in a position to make an informed recommendation to the Board.

Action: Strategic Property Working Group

There were no issues raised by members and it was resolved that the minutes and update be noted.

GCOR/150/18 Matters Arising from the Minutes

There were no matters arising from the minutes that were not considered in the Chairpersons update report.

GCOR/151/18 Minutes of the Resources Committee meeting held on 22 November 2018

The minutes of the meetings were received and noted and the Vice Chairperson of the Committee provided a detailed overview of the items considered by the Committee.

The issues covered in the update included:

- **Industrial relations update.**

The Principal advised the Board of the up to date position in relation to local industrial relations. It was noted that the Principal had received a letter from UCU, in respect of a pay award and that she was dealing with the issue through the normal industrial relations channels. The Principal commented that it was highly likely that the Group could not afford the request and reminded Board members of the competitive position the Group was in terms of remuneration due to previous agreed policies.

- **Learner Numbers and Funding Update 2018/2019.**

The Principal provided the Board with an update in relation to the wide range of activities and initiatives that were being undertaken in order to seek to improve student numbers in the current academic year.

The Principal also drew the Board's attention to the reduction in funding (c £670,000) that would occur next year due to a shortfall in student numbers and outlined the immediate actions that would need to be taken in terms of cost reduction in order to address the income shortfall. The Board also had a discussion around the performance of the various campuses and possible future scenarios that may impact on the Group Strategy going forward.

There were no other issues raised by members and it was resolved that the minutes be noted.

**Minute No.
GCOR/152/18**

Matters Arising from the Minutes

- i) GRES/41/18 – Management Accounts for the 3 months ending 31 October 2018

The Board of the Corporation unanimously approved the Committee's recommendations that the Management Accounts for the 3 months ending 31 October 2018 be approved.

GCOR/153/18

Minutes of the Audit Committee meeting held on 27 November 2018

The minutes of the meetings were received by the Board and the Chairperson of the Committee (JH) provided a detailed overview of the items considered by the Working Group which had in the main been considered by the Board earlier in the meeting.

GCOR/154/18

Matters Arising from the Minutes

- i) GAUD/44/18 to GAUD/50/18

It was noted that the Committee's recommendations with regard to these items had been considered at Agenda items 19-24 of the meetings business items and had been approved.

- ii) GAUD/54/18 – Any Other Business- Additional Payment to Financial Statements and Regularity Auditors

The DFS advised the Board that she had agreed a payment with Grant Thornton of £5,000 for the additional audit work associated with the merger.

There were no issues raised by members regarding this matter and it was resolved that it be noted.

GCOR/155/18

Business Continuity Policy 2018/2019

The VPCSP presented a report, which advised the Board of the Corporation on the contents of the Group's Business Continuity Policy with a view to receiving Board approval of the Policy. The report also included a copy of the Incident Response Plan.

The VPCSP advised the Board of the background to the Plan and advised that the document should be seen as a working document and would be subject to review following the completion of test exercises or reviews that follow any incident. The VPCSP also identified which members of staff would be the business continuity Director and who would be business continuity coordinator.

It was also noted that an IT Disaster Recovery Plan needed to be developed.

Members had a broad and wide ranging discussion regarding the proposed Policy including, practical implementation of the Policy, some of the issues relating to communication and confidentiality of data, impact of IT shutdown and updating arrangements .

There were no other issues raised by members arising from the report and after due discussion and consideration it was resolved that, the Business Continuity Policy, as detailed in the report, be approved.

Action: Vice Principal Corporate Services & Planning

Minute No.**GCOR/156/18 Whistleblowing Policy and Procedure (Public Interest & Disclosure)**

The VPCSP presented a report which informed the Board of proposed changes to the Public Interest and Disclosure Policy.

The VPCSP advised that the main issues arising from the report were as follows:

- The policy and procedure aims to ensure that TCG complies with its statutory responsibilities under the Public Interest and Disclosure Act 1998.
- The policy and procedure was based on the Association of Colleges model procedure (updated April 2018).
- It was proposed to change the title of the Policy to make "Whistleblowing" more prominent as this is a term workers were more likely to identify with.

Members raised a number of issues arising from the report as follows:

- Had there been any anonymous disclosures under the operation of the previous policy. The VPCSP confirmed that they had not been any.
- Paragraphs 5.2 and 5.3 should have the same wording, which the VPCSP undertook to action.

Action: Vice Principal Corporate Services and Planning

- The position if there was a disclosure in relation to the Chairperson of the Board of the Corporation. The VPCSP undertook to go back to the AoC regarding this matter.

Action: Vice Principal Corporate Services and Planning

There were no other issues raised by members arising from the report and after due discussion and consideration it was resolved that, subject to the above adjustments, the Whistleblowing Policy and Procedure (Public Interest & Disclosure), as detailed in the report, be approved.

Action: Vice Principal Corporate Services and Planning**GCOR/157/18 Code of Practice on Freedom of Speech**

This item was considered in conjunction with Agenda item 7 (Update of Instrument & Articles of Government) and it was noted that the Code had been considered by the Higher Education Committee and had been recommended to the Board of the Corporation for approval.

The CS outlined the background to the Code along with the requirements of the Office for Students in this respect. In discussion, it was agreed that the Code of Practice on Freedom of Speech be approved subject to any points that members may make by email to the Corporation Secretary.

Action: Corporation Secretary**GCOR/158/18 Concessionary Bus Travel for 16-18 year olds in Greater Manchester**

The VPCQP advised the Board that the Greater Manchester Mayor and the Combined Authority (GMCA) were proposing that all 16-18 year olds in Greater Manchester be provided with a concessionary bus pass, which would be on a two year pilot basis commencing from September 2019.

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The VPCQP also advised that there had been ongoing discussions between the Mayor and representatives of the Greater Manchester Colleges Group (GMCG), which had resulted in a proposal whereby the 9 GM FE Colleges would support the scheme financially for the 2-year duration of the pilot at no additional cost.

In presenting his report, the VPCQP advised the Board regarding the following issues.

- Current travel arrangements provided to students by Colleges.
- The financial commitment of the Group to the Scheme.
- Challenges to the Scheme particularly if it extends beyond the two-year period.
- The position of the ESFA with regard to the matter.
- The position with regard to sixth form Colleges and schools.
- How funding gaps will be secured beyond the GM Colleges contribution.
- Proposed conditions that should be established in order to protect the Groups position.

Members discussed a range of issues arising from the report as follows:

- In answer to a question raised by members the VPCQP confirmed that the scheme was for **eligible** 16-18 year olds (not all).
- The advantages to the Colleges in the sector of agreeing to the scheme in terms of future from a reputational perspective.
- Clarity should be secured in terms of how the success of the scheme is measured together with a benefit analysis for students.

After due discussion and consideration it was resolved that:

The Board of the Corporation agree in principle to the commitment of a 2 year pilot for free bus travel for 16-18s subject to the following conditions:

- That it is confirmed in any contract there is no extra cost to the Group over and above that which was spent on bus passes for 16-18s through the Learner Support Fund in 2017/18.
- That it is confirmed in any contract that there is no commitment for the Group beyond the 2 year pilot period.
- That any arrangement meets with the approval, in writing, of the ESFA and DFE and satisfies any audit requirements as set out by the ESFA.
- That the Boards of the other 8 GM Colleges also agree to be part of the 2 year pilot on the same basis.
- That GMCA continues to ensure dialogue takes place with schools and sixth form colleges regarding their potential financial participation within the pilot due to the benefit that their learners will receive.

Action: Vice Principal Curriculum & Quality – Campus Principal

GCOR/159/18**Any Other Business**

The VPCSP advised the Board that she had received a request for information from the Coroner undertaking the inquest into the Manchester bombing. It was advised that the deadline for supplying the information had been the 13 December 2018 and that the relevant information had been sent as requested.

There were no issues raised by members and it was resolved that the update be noted.

Minute No.

The Chairperson reminded members that VD (Staff Governor) term of office had expired and that this would have been her last meeting had she been able to attend. The Chairperson paid tribute to the members dedication and valued contribution during her period of office and advised that she would be invited to the Governors annual Dinner in the New Year.

Action: Corporation Secretary

The Chairperson wished members a Peaceful Christmas and New Year.

GCOR/160/18**Date of Next Meeting**

It was resolved that the next meeting of the Board of the Corporation would be held at 5.30 pm on Wednesday 28 March 2019 at Trafford College.

Action: Corporation Secretary

The meeting closed at 7.38 pm.

Agenda item 15 was taken as agenda item 5 after which the Turnaround Director left the meeting at 5.50pm.