

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation
held on Thursday 28 March 2019, at 5.30 pm
in the Boardroom at Trafford College**

Present: Graham Luccock (Chairperson)
Lesley Davies (Principal and Chief Executive Officer)
Glad Capewell
Sarah Drake
Maureen Wilkins
Janet Grant
Louise Richardson
Dawn Cole
Jed Hassid
Glynis Brown
Zoe Killis
Jill Bottomley
Joaquin Llorente

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)
Mark Harris (Dean of HE)

Minute No.

Prior to the commencement of the meeting, the Chairperson advised that Agenda item 12 would be taken as Agenda item 5 to allow the Turnaround Director to leave the meeting.

He also advised that Agenda item 14 would not be considered, as it was part of the agenda for the meeting that had been held in December 2018.

GCOR/06/19 Apologies for Absence

The Corporation Secretary (CS) reported that apologies for absence had been received from Guy Robson, Lutumba Mbala and James Beazley.

It was noted that the Deputy Student Governor (EL) was unable to attend.

GCOR/07/19 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/08/19 Minutes of the Board of the Corporation Meetings held on 19 December 2018 and the Additional Board of the Corporation Meeting held on 23 January 2019

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings subject to a number of minor typographical adjustments, which the CS undertook to amend.

Action: Corporation Secretary

In discussion, it was agreed that greater clarity should be evidenced in relation to the use of member's initials in the minutes. This was particularly the case when members had the same initials.

The CS undertook to account for this in future Board and Committee minutes.

Action: Corporation Secretary

Minute No.**GCOR/09/19****Matters Arising from the Minutes**

- i) GCOR/128/18 – Governor Links and Learning Walks Update – Mental Health Issues

The Vice Principal Curriculum & Quality – Campus Principal (VPCQP) advised that the Group's approach to the matter was being considered as part of the review of Student Services and that it was his intention to provide greater support capacity in relation to provision for 16-18 Learners.

He also advised of the work that was being undertaken in conjunction with Trafford and Stockport Borough Council's in producing a mental Health Strategy.

Members welcomed the developments and looked forward to improvements to the provision both, externally and internally going forward.

Action: Vice Principal Curriculum & Quality – Campus Principal

- ii) GCOR/135/18 – Meeting of the Board of the Corporation Appointments Panel – Independent Member Vacancies

The Chairperson advised that unfortunately, the applicant for Board membership who was due to meet with the Appointments Panel had withdrawn his membership application.

The Chairperson further advised that the Search Committee would now consider the vacancy when it meets in June 2019.

Action: Search Committee

- iii) GCOR/148/18 – Accommodation Update – Sink Hole Stockport College

The Vice Principal Corporate Services and Planning (VPCSP) advised the Board that the Sink hole at the Stockport College had now been filled in and that the Group now had full access to the site.

It was further advised that this would be an ongoing issue and subject to further investigations and that it was now a matter for the insurers.

The Board of the Corporation welcomed the development and resolved that it be noted

- iv) GCOR/156/18 – Whistleblowing Policy & Procedure – Chairperson of the Board of the Corporation

The VPCSP advised the Board of the amendments that had been made to the Whistleblowing Policy and Procedure following previous discussions to the Board of the Corporations approval.

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

- v) GCOR/158/18 – Concessionary Bus Travel for 16-18 year olds in Greater Manchester

The VPCQP provided the Board with an update with regard to the proposed Concessionary Bus Travel for 16-18 year olds in Greater Manchester.

Minute No.

The update covered the following issues:

- The Scheme was now known as an “opportunity pass” and would enable holders to secure other discounts in addition to concessionary travel.
- The scheme had been noted by the GMCA. A member advised that the scheme was being presented to GMCA for ratification at the end of the week.
- Audit requirements relating to the ESFA needed to be resolved and further dialogue with regard to this would be required.
- Conversations were still on going with GM Sixth form Colleges.

The VPCQP advised that he would bring a further report back to the Board for its consideration in July 2019.

Action: Vice Principal Curriculum & Quality – Campus Principal

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

GCOR/10/19

Governor Links and Learning Walks Update

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

Careers, Education, Information, Advice & Guidance

The Link Governor (GL) reported on the detail of the main issues arising from the visit, which were included in his written report. The member commented that this was the first visit and it had been extremely helpful. He further commented that work placements remained a challenge and that the Group were working well with regard to the Gatsby Standards.

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

Teaching Learning and Assessment (TLA)

The Link Governors (GC and GL) reported on their Link Visit with the Director of Quality and the Head of Studies for TLA, which had been held in order to discuss the progress on improving the quality of TLA, following the recent completion of external reviews. It was noted that the visit had concentrated on the recently completed external reviews of TLA in English and Maths and highlighted areas for improvement.

The main areas of discussion included :

- Attendance data.
- English and Maths teaching including workshops.
- Impact of senior practitioners.
- Length of Maths sessions.
- Construction.
- Schemes of work.

The Governors advised that the main areas for governors to monitor closely were attendance in English and maths lessons, the quality of teaching in maths and the effectiveness of workshops to support English and Maths.

Minute No.

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

- The Student Governor commented on the noticeable improvement in relation to GCSE Maths compared to previous years and sought assurances that the students were not now receiving poor standard of teaching in Maths and English. The VPCQP commented that English provision was strong and outlined in detail the measures that the Group were taking to ensure that Maths provision was also strong. He outlined the role and support that Senior Practitioners were providing to staff and the external support given to three members of staff, which had led to improvements with two of the members of staff. The VPCSP further advised that the other member of staff had resigned. The VPCSP also advised on the “double up” approach that had been taken to support Maths and English Teaching and Learning. He further commented that targeted CPD was being actioned which would show impact on outcomes in this area of provision.
- The Staff Governor asked if the organisational restructure had affected capacity in respect of English and Maths. The VPCQP advised that the curriculum plan for the next year was being drawn up and he fully expected teaching capacity in these areas to be fully utilised. Link Governor commented that managers had implemented changes that had led to improvements in the quality of the workshop provision.

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

Altrincham Campus/ Value Added & Student Progress:

The Link Governor (SDr) reported on the detail of the main issues arising from the second visit to the Altrincham Campus, which were included in the written report. The report also included details of the Learning Walk that had been undertaken and it was noted that the members discussed progress since the last visit in November 2018.

SDr also presented her report in relation to Value Added and Student Progress and commented that the same messages were coming through from both reports. In addition to the main points identified in the reports, the Link Governors drew member’s attention to issues relating to the implementation of MarkBook and that members would be following up progress with regard to this.

Action: Link Governors

The Link Governor also commented that managers were paying attention, not only to the learners who were not progressing to target, but also those that were seen to be “coasting” and were also monitoring the performance of the most able students.

It was advised that issues to be followed up by Governors included:

- Adaptations to the curriculum for academic year 2019/2020 to best suit the needs of the students and local employers.
- Streamlining recruitment and entry requirements to ensure consistency across all three campuses.
- Student progress: its actuality and the efficiency with which all staff are using MarkBook.
- Curriculum breadth and opportunities for work experience.
- Staff turnover/ sickness and support especially for NQTs and those demonstrating weaker teaching skills.

Minute No.

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

- A member asked about the process that is undertaken in respect of staff sickness and turnover and whether exit interviews and analysis of the issues arising were undertaken. The VPCSP provided the Board with detailed information regarding the Group's policies and actions in relation to the issues raised and advised that close monitoring and scrutiny is undertaken regarding sickness, staff turnover and exit interviews to the Board's satisfaction.
- How were the data comparisons contained in the report established? The Link Governors advised that they had been secured through curriculum based evidence and discussions with the relevant Assistant Principal.

There were further issues raised by members arising from the report and it was resolved that it be noted.

Quality Assurance – Stockport College

The Link Governors (GC&GB) 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 had met with the Director of Quality and VPCQP and the members informed the Board of the progress that had been made with regard to the following matters:

- Action from previous meeting.
- Retention and attendance. The Link Governors commented in particular that retention was excellent across all aspects of Group provision and that checks were in place to ensure scrutiny of both attendance and retention. It was further commented that attendance was also a good news story in terms of improvement but that it was patchy across the curriculum provision.
- Maths and English.
- Health Checks. The Link Governors commented that this was a really useful exercise and commented around how individual students are targeted for support.
- Students Progress against Target Grades. The Link Governors commented that this was showing significant improvement with 85% of learners above or at target.
- Data. It was noted that the VPCQP had now produced a monthly set of KPI's for Stockport College, which addressed the issues raised by Link Governors.
- Curriculum Rationalisation.

The Board had a wide-ranging discussion arising from the report in which the following matters were discussed:

- Governor attendance at the Higher Education Graduation Ceremony on 3 October 2019 at Manchester Cathedral.
- The suggestion that a meeting of all Link Governors is convened at the end of the Academic Year to share experiences and review the process. It was suggested that this could take place on the same day as the Staff Conference on 5 July 2019.

Action: Corporation Secretary

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

Minute No.**GCOR/11/19 Progress Update Governance Action Plan 2018/ 2019**

The Corporation Secretary (CS) presented a report that included a copy of the updated Governance Action Plan 2018/ 2019 (March 2019).

The report provided members with details of the progress that had been made to date in respect of the following issues:

- Areas for improvement from the 2017/2018 Self- Assessment Report.
- The effectiveness of Student Engagement and Participation arrangements.
- Board Diversity.
- Redevelopment of the Stockport Campus.
- Improvements to TLA at Stockport College.

The CS went through the progress that had been made against each of the targets and there were no issues raised by members arising from the update.

After due consideration it was resolved that the Updated Governance action plan 2017/2019 be noted.

GCOR/12/19 Resignation of Board of the Corporation Member and Committee Membership Arrangements – April 2019

The CS advised the Board that he had received a notification from MD that he wished to resign his membership of the Board of the Corporation. The CS provided members with the details of the resignation letter he had received and it was unanimously resolved that the resignation be accepted with immediate effect.

The CS paid tribute to the members' contribution particularly with regard to the many legal issues relating to Stockport College prior to the merger. Consequentially the CS presented proposals for updated Committee Membership arrangements from April 2019, which were unanimously approved by the Board of the Corporation.

Action: Corporation Secretary

GCOR/13/19 Annual Destinations Report 2017/2018 - Full Time Leavers

The VPCQP presented a report, which advised members of the Group's approach to the tracking of student destinations.

The report also included a copy of three externally commissioned reports from J2 Research (J2R) as follows :

- An overview summary of Trafford College Group (TCG) destinations for 2017/18 Full Time leavers (FTL).
- A report on Trafford College destinations for 2017/18 FTL.
- A report on Stockport College destinations for 2017/18 FTL.

The VPCQP also advised that J2R were in the process of collating the data into a pivot table that would enable leaders and managers to analyse the data by curriculum area, specific courses and different groups of students. In addition, J2R were also completing the Apprenticeships Destinations project the results of which should be available by the end of the Spring Term 2019.

Minute No.

The VPCQP provided the Board with details of the key issues arising from the reports which were as follows:

- A Summary of the destinations for the Group together with a breakdown for Trafford and Stockport Colleges.
- Details of Students who had progressed to employment.
- Details of Students who had progressed to Apprenticeships.
- Details of Students who had remained in education.
- The impact of education on students' lives.

Members raised number of questions arising from the report as follows :

- Did J2R look at the actual profession as a destination? The VPCQP advised that it was not part of the exercise and that the Group would collect this data for itself.

Action: Vice Principal Curriculum & Quality – Campus Principal

- A member commented that this was a very valuable report and asked how impact would be measured particularly with regard to validating the data with, for example, employers. He further commented that the report should be used to enhance recruitment and marketing activities of the Group. The Principal advised that the cross validation would take place and how the Group would use the data to support the recruitment and marketing function. The Principal also commented that the Group was seeking to develop an alumni base in this context and how through the use of social media additional data could be captured.
- A member asked if the data would be used to sense check against the curriculum offer and if so how. The VPCQP explained that this would be done at a curricular area level and cited the example of how the GCSE resit programme had impacted on destinations and progress at Level 3 provision across the Group. The VPQCP advised that he had now received the destination report for Apprenticeships and that progression for in employment had increased from 88.6% to 91.6% . He undertook to circulate the report in due course. The VPCQP further commented on his views of directly correlating vocational course to vocations in terms of employment and advised that the transferrable skills were a key element in the learning and employment process.

Action: Vice Principal Curriculum & Quality – Campus Principal

There were no further issues raised by members arising from the report and after due discussion and consideration it was resolved that it be noted.

GCOR/14/19**Quality Improvement Plan Update Report 2018/2019**

The VPCQP presented a report, which provided the Board of the Corporation with an update on the progress and completed activities for the Quality Improvement Plan (QIP) at March 2019.

The VPCQP advised that the QIP had been considered in detail by the C&Q Committee at its meeting on 6 March 2019 and had been updated following that meeting. The VPCQP further advised that the Green rated actions either had been achieved or were highly likely to be achieved by year-end and that it was too early to determine if the Amber rated actions would be fully achieved. It was noted that actions that were rated as Red were unlikely to be fully achieved.

The report also provided commentary on the three key risks for the Group (Maths and English, Student Progress and Work Experience) and progress against the 10 objectives within the QIP.

Minute No.

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

- What plans are in place to improve the Work Experience position. The VPCQP commented that 50% figure would increase by the end of the year and explained how work related learning would be delivered to learners by staff not necessarily through work experience placements. In discussion, and in answer to a members question, the VPCQP advised how the Group liaises with local chambers of Commerce to promote the Group and work experience activities. The VPCQP commented that certain sectors more challenging than others and that the Group sought to use as many vehicles and avenues as possible in relation to work experience. The Board also had a detailed discussion around Careers Advice and Guidance and the VPCQP advised that the Group had undertaken a self-assessment to identify any gaps against the 8 Gatsby benchmarks and that all the benchmarks were 100% compliant with the exception of work experience encounters.
- The position with regard to Stockport College. The VPCQP advised that at the request of the C&Q Committee KPI's had now been added to the QIP and that he would be producing one specifically for Stockport College which he would share with Link Governors. In discussion it was also advised that the KPI for Quality and Outcomes in Apprenticeships – Delivery of staff meet or exceed expectations was now 100%.

Action: Vice Principal Curriculum & Quality – Campus Principal

There were no other issues raised by members and after due discussion and consideration it was resolved that the report be noted.

GCOR/15/19

Matrix Report and Quality Improvement Plan 2018/2019

The VPCQP presented a report which provided the Board with information relating to the Matrix accreditation and Improvement Plan 2018/2019 for the quality standard of the Group's information, advice and guidance services.

The VPCQP was very pleased to be able to report that the Group had passed the assessment and advised the Board concerning the following issues arising from the report:

- Identification of the key strengths from the accreditation which were as follows:
 - The management of the merger process itself and the impact on performance improvement.
 - Staff involvement in change and improvement initiatives.
 - The new approach to CPD through the TCG Tier 1 (practitioner led action research) and Tier 2 (targeted CPD sessions on key improvement themes) models.
 - The strength of impartial IAG throughout all areas and the positive impact on students.
 - The quality of structured student support interventions, which also had a measureable positive impact.
- Identification of areas for development including a copy of an action plan in relation to the areas for improvement. The VPCQP advised on the review process for the Improvement Plan.

The Board of the Corporation welcomed the report and congratulated the members of staff involved in securing the matrix accreditation.

Minute No.

A member commented on the positive and noticeable impact and change at the Stockport College that she had experienced on her recent Link Visit/ Learning walk.

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

GCOR/16/19**Higher Education Provision Update March 2019**

The Dean of Higher Education (DHE) presented a report which provided members with the following information relating to the Group's provision of Higher Education:

- A summary of Student Outcomes
- Office for Students (OfS)

The DHE advised the Board of the up to date position in respect of the Group's registration application for HE provision with the OfS.

It was advised that the original plan, approved by the Board of the Corporation in June 2018, had been returned by OfS for revisions to be made and that the revised Access and Participation Plan 2019/20, submitted to OfS in December 2018, was not approved by the OfS Director of Fair Access and Participation,

The DHE added that the Group now had a final date of 2 April 2019 to submit an amended plan and included in the report, for the Board's consideration, a copy of the final proposed Access and Participation Plan, along with details of a Resource Plan and the actions that had been put in place to meet the outstanding requirements.

The DHE also advised that the Access and Participation Plan included key performance targets and milestones that would be reported to the Board of the Corporation as part of the annual self-assessment process, and included in subsequent QIP updates.

Action: Dean of Higher Education

The Board considered the revised plan in detail and raised a number of issues arising from the proposals as follows:

- What would be the impact if the plan was not approved?

The DHE advised that the impact would be in respect of new entrants for the forthcoming Academic Year in respect of the fee levels that the Group could charge. He further advised that this impact could be in the region of a loss of income of £100,000k. He also advised of the central issue that had caused the difficulty related to data that was not previously available due to the merger. It was noted that that the data was now available and the revised Plan now included clear targets and targets groups for access and participation plans measures.

The DHE also included within the report a copy of the responses that the Group intended to make in relation to meeting the outstanding OfS requirements. The DHE further commented that this was a national problem with 120 -150 FE Colleges still not registered. He further commented that he had discussed the matter and received advice from the Link H.E Governor concerning the matter and that it had been approved by the H.E Committee (subject to a few minor changes) at its meeting on 27 March 2019.

Minute No.

After due discussion and consideration it was resolved that the Access and Participation Plan 2019-2020 as presented (subject to further proof reading) be approved.

Action: Dean of Higher Education

- A copy of the RAG Rated Higher Education Quality Improvement Plan. A member asked about progress of Level 3 Learners to Higher Education provision and the DHE advised on the significant action that was being undertaken to achieve the target of 100 learners. The DHE advised good progress was being made with 24 learners already committed to progress and that he would provide a further and more detailed update at the next C&Q Committee meeting.

Action: Dean of Higher Education

- Teaching Excellence Framework
- Student Satisfaction and areas for development which were noted.
- Curriculum Update. The main areas for Curriculum intake in September 2019 were noted.
- Student Complaints. It was noted that none had been received.

After due discussion and consideration it was resolved that the report be noted.

GCOR/17/19**Turnaround Director's Report and Progress Update including Key Performance Indicators**

The Turnaround Director (TD) provided a verbal report, which updated the Board of the Corporation on the progress made, to the end of January 2019, in relation to the merger harmonisation process and the Capital Project plans.

The update report covered the following issues :

- High Level milestones.
- Combined KPI's.
- The position with the Bank and the Transaction Unit.
- Student Numbers and Funding.
- Property.
- Feedback on meetings with the Bank, the Transaction Unit and GMCA.

In presenting his update, the TD advised the Board that the current headline position was that it was a "little off plan" but that there are actions in place to get the plan back on track. Specifically he made the following comments :

- Management are facing a few challenges, including the cash position, the capital project at Stockport College and income performance. He advised that Governors need to monitor and scrutinise management plans carefully to ensure that targets are achieved. He further advised that in his view the Group had a very proactive management team and that Governors could take confidence that they have an exceptional management team in place who would achieve what needed to be achieved in both the short and long term. He further advised that Governors could also take assurance in the reports that they receive from management, as they are accurate and transparent in their reporting.

Minute No.

He concluded by advising the Board that in his view all the matters were in hand and were progressing and thanked everyone at the Group for making him so welcome and part of the wider team and that it had been a pleasure to work at the Group.

The Chairperson thanked the TD for his support and the guidance that had been provided during his period with the Group.

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/18/19**Key Performance Indicators – Mid Year Update March 2019**

The Director of Finance & Strategy (DFS), the VPCQP and VPCSP presented a report which provided the Board of the Corporation with details of a Key Performance Indicator Dashboard which had been mapped to the Groups Strategic Priorities as follows:

- Delivering Excellence
- Achieving Sustainable Growth
- Great Staff Great Place to Work
- Delivering Digital Transformation
- Transformational Employer and Stakeholder Engagement
- Ensuring Student Success

In presenting the report the Senior Team commented that the Dashboard was a work in progress and that in some areas mapping still needed to be put in place.

With regard to Delivering Digital Transformation, the VPCSP commented that the Group were still setting the strategy and would report on comparisons going forward when she hoped to report on positive trends.

It was also advised that the KPIs detailed in the Transaction Managers report would be included in the dash Board going forward.

Action: Director of Finance & Strategy

Each of the senior staff commented on the presented KPIs for their areas of responsibility and the DFS in particular explained the up to date position with regard to the Red RAG rated financial KPIs, which were duly noted.

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

GCOR/19/19**Minutes of the Equality & Diversity Committee Meeting held on 2 November 2018**

This item was not considered by members, as determined by the Chairperson at the commencement of the meeting.

GCOR/20/19**Minutes of the Safeguarding Committee Meeting held on 19 December 2019**

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

Included within the report was an update on the actions carried forward from the previous Safeguarding Committee meeting held on 7 July 2018.

Minute No.

The Board discussed a number of items arising from the minutes and in particular considered the following issues:

- The Safeguarding management arrangements that would be in place arising from the organisational restructure. The VPCQP advised that there would be an increase in resource capacity and training for officers and that each campus would have, a key designated Safeguarding Officer who would report directly to the VPCQP. It was noted that the Senior Support Tutor (MJ) would retain the current role arrangements.
- The Risk assessment of Staff waiting for DBS clearance. The VPCQP advised that a report on this matter was taken to each Leadership Team meeting and the C&Q Committee.
- What actions are being taking in relation to knife crime and the threat it poses at the Group and at the individual Campuses? The VPCQP and VPCSP advised on the actions that had been taken in this respect which included the following; staff training and briefings, lock down arrangements, events to be undertaken over the Summer Term, discussions at the most recent Safeguarding Committee and actions arising, consideration of the recent Ofsted report into knife crime, review of security arrangements and procedures including actions on the ground, use of the tutorial process to communicate with learners and a visit from an external speaker with relevant experience of the matter.

In discussion, it was agreed that the Ofsted report be circulated to all members and that Safeguarding Training for Governors be scheduled for the 8 May 2019.

Action: Corporation Secretary

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

GCOR/21/19**Management Accounts and Forecast Report as at 28 February 2019**

The DFS presented a report which included the management accounts for the period ending 28 February 2019.

The DFS advised the Board of the Corporation that the key headlines arising from the accounts were as follows:

- The overall performance in the 7-month period was a deficit of £906k compared with a budgeted deficit of £706k. The additional losses had been incurred as a result of a shortfall in income which has been partly offset by savings on pay costs and depreciation. The DFS commented that management continue to take steps to improve the full year financial performance and that the contribution analysis and utilisation reviews had been completed and actions were now in progress. It was noted that the Group's marketing campaigns continued with a focus on recruitment and retention of leaners in all areas. In discussing this issue the Principal advised of actions that were being taken by Universities to encourage 17-year-old learners onto Foundation Degree courses and the impact that it could have, along with all the other factors previously discussed on the Group's Higher Education provision. The Principal advised that the Senior Team were reviewing HE numbers together with opportunities for growth through International opportunities.
- The forecast for the full year under the 'best case' scenario was a deficit of £1,882k. It was advised that this is £672k worse than the budgeted deficit of £1,210k. It was further advised that the 'worst case' scenario was a deficit of £2,940k and the mid case a deficit of £2,434k.

Minute No.

- In January 2019, the Group received £3.2m of drawdown 2 of the Restructuring Grant from the Transaction Unit (TU). It was advised that both the budgeted deficit and forecast deficit excluded the benefit of additional TU funding which would be reflected in the Statutory Year End Accounts.
- Financial Year 2019/2020. The DFS advised that applications were higher than this time last year, which was encouraging from an income perspective. It was noted that the Group had received notification of funding allocations from a number of agencies for 2019/20 and that, as anticipated, the current trend of Learner Loans and HE being below plan would continue. It was advised that Curriculum planning and utilisation reviews were underway and that management were currently reviewing assumptions and plans for 2019/20 and putting mitigating actions in place and that this would form the basis of the 2019/20 budget which will be presented to Board of the Corporation in due course.

Action: Director of Finance & Strategy

In addition to the above information the Committee were also supplied with a detailed commentary and analyses with regard to , Income and Expenditure account including income, pay and non-pay costs, balance sheet ,cash flow, capital expenditure and staffing analysis.

In discussion, it was noted that the financial health forecast was “satisfactory” and that the cash position was likely to dip below the bank covenant requirements during the year.

In addition members also raised other issues arising from the report as follows:

- The difference in forecast ranges in respect of income and the actions being taken to mitigate the forecasted deficit. The DFS commented that in her view the final outturn would be between the best and mid case forecasts and provided a detailed explanation of the actions that are being taken to seek to mitigate the size of the deficit.
- The DFS also explained the position in respect of the bank covenants and that a meeting with the bank had been set for 30 April 2019 to discuss the position. The DFS also explained the financial implications of the efficiency review that was being undertaken.

Action: Director of Finance & Strategy

There were no further issues raised by members arising from the report and after due discussion and consideration it was resolved that the Management Accounts and Financial Report be approved.

Action: Director of Finance & Strategy**GCOR/22/19****Barclays Banking Mandate Update – March 2019**

The DFS presented a report, which made proposals for an updating of the Group’s Financial Regulations to enable the addition of the post of Associate Director of Finance to be added to the list of cheque or transfer signatories for all the Group’s bank Accounts.

Members considered the proposal in detail and after due discussion it was resolved that the proposal be unanimously approved.

Action: Director of Finance & Strategy

Minute No.**GCOR/23/19 Board Assurance and Risk Management Framework 2018-2021 – Update**

The DFS presented a report, which updated the Board of the Corporation in respect of the revised proposals for the Board Assurance and Risk Management Framework for the period 2018/2021.

The report also included a copy of the Board Assurance and Risk Management Policy for the same period, which had been amended to reflect the proposed changes to the risk and assurance reporting structure.

It was noted that the Audit Committee at its meeting on 26 March 2019 had considered the proposals in detail and had recommended them to the Board of the Corporation for approval.

There were no detailed issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that the recommendation of the Audit Committee be supported as follows ;

The revised risk reporting procedure as detailed in the report be approved.
The Risk Assurance Framework be approved.
The Board Assurance Framework and Risk Management Policy 2018/2021 be approved.

Action: Director of Finance & Strategy**GCOR/24/19 Minutes of the Strategic Property Working Group Meetings held on 19 December 2018, 23 January and 6 March 2019**

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

In discussion, it was agreed that the Architect be asked to provide a design update presentation to the Board of the Corporation at its next meeting.

Action: Corporation Secretary

A member commented that reading all three sets of detailed minutes outlined the monumental commitment made by members of the Working Group and she expressed her appreciation and thanks for their dedication to the project.

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

GCOR/25/19 Matters Arising from the Minutes

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

GCOR/26/19 Minutes of the Resources Committee meeting held on 6 February 2019

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.

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

Minute No.**GCOR/27/19****Matters Arising from the Minutes**

- i) RES/41/18 – GRES/50/19 – Mid-Year Financial Update 2018/2019 including Management Accounts for the 5 months ending 31 December 2018.

The Board of the Corporation unanimously approved the Committee's recommendation that Mid-Year Financial Update 2018/2019 including Management Accounts for the 5 months ending 31 December 2018 be approved.

- ii) GRES/55/19 – Draft People Strategy 2018/2021

A member commented that the People Strategy was really impressive and asked how it would be moved on. The VPCSP advised of the progression arrangements including the review that Governors would undertake through the monitoring of the Action Plan.

After due discussion and consideration it was resolved that the Board of the Corporation unanimously approve the Committee's recommendation that the People Strategy 2018/2021 be approved.

Action: Director of Human Resources & Performance**GCOR/28/19****Minutes of the Health & Safety Committee Meeting held on 25 January 2019**

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

GCOR/29/19**Matters Arising from the Minutes**

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

- How are the health and safety arrangements being managed with regard to the Re-development work at Stockport College?
The VPCSP provided the Board with a detailed explanation of the safety arrangements that are in place including; hand over arrangements for safety issues to contractors including consultation with their Health and Safety Team. The monitoring role of the Groups Health & Safety and Buildings officer, regular site meetings including the implementation and monitoring of the project execution plan. The VPCSP commented that this was an area that the Group takes its responsibility very seriously to ensure a safely managed environment.
- How does the Group provides support to staff who are stressed?
The VPCSP outlined the actions that the Group takes in this respect including training and support arrangements. It was noted that a stress survey was being undertaken and the Head of human Resources would be producing an action plan arising from it.

Action: Director of Human Resources and Performance

- How the Group was managing the shortage of First Aiders and Fire Marshalls at Stockport College. The VPCSP advised of the actions that had been taken to address this issue to the Board's satisfaction.

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

Minute No.**GCOR/30/19****Any Other Business**

The CS confirmed that the email request to approve the subcontracting arrangements by the VPCQP had been supported by a majority of Governors, through electronic medium, and that the recommendation had therefore been approved.

It was therefore agreed that the Sub contracting arrangements be implemented.

Action: Vice Principal Curriculum & Quality – Campus Principal

The Staff Governor commented about the delay in receiving his hard copy Board Papers and the Corporation Secretary agreed to look into the matter.

Action: Corporation Secretary

The Board had a discussion around the use of electronic medium for Board and Committee reports and papers and it was agreed that the matter would be given consideration going forward.

Action: Chairperson/ Principal / Corporation Secretary**GCOR/31/19****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 22 May 2019 at Trafford College.

Action: Corporation Secretary

The meeting closed at 7.38 pm.

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

DC joined the meeting at 6.00pm during the consideration of Agenda item 6.

JG joined the meeting at 6.23 during the consideration of agenda item 8.