

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation  
held on Wednesday 16 October 2019, at 5.30pm  
in the Boardroom at Trafford College**

<b>Present:</b>	Graham Luccock	(Chairperson)
	Lesley Davies	(Principal and Chief Executive Officer)
	Glad Capewell	
	Sarah Drake	
	Guy Robson	
	Louise Richardson	
	Maureen Wilkins	
	Dawn Cole	
	Joaquin Llorente	(Staff Governor)
	Janet Grant	
	Kurt Allman	
	Macy Sheil	(Student Governor)
<b>In Attendance:</b>	Barry Watson	(Corporation Secretary)
	James Scott	(Vice Principal Curriculum & Quality/ Campus Principal)
	Michelle Leslie	(Vice Principal Corporate Services & Planning)
	Andrea Bennett	(Director of Finance & Strategy)
	Mark Harris	(Dean of Higher Education)
	Anthony Gribbon-Lisle)	(Data Protection Officer)
	Lena Ledson	(Observer)

**Minute No.**

Prior to the commencement of the meeting, the Chairperson welcomed Lena Ledson (Observer) and Anthony Gribbon-Lisle who had recently been appointed as the Group's Data Protection Officer.

The Chairperson also welcomed and introduced Macy Sheil to her first Board of the Corporation meeting as the newly appointed Student Governor (Further Education).

**GCOR/86/19 Apologies for Absence**

The Corporation Secretary (CS) reported that apologies for absence had been received from James Beazley, Jill Bottomley, Glynis Brown and Jed Hassid.

**GCOR/87/19 Declarations of Direct or Indirect Interest in any of the following Items**

There were no declarations of either direct or indirect interest in any of the meetings business items.

**GCOR/88/19 Minutes of the Board of the Corporation Meeting on 17 July 2019**

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings subject to a number of typographical adjustments and greater clarity around minute (GCOR/55/19) relating to the Information Governance Group which the Corporation Secretary (CS) undertook to amend.

**Action: Corporation Secretary**

**GCOR/89/19 Matters Arising from the Minutes**

i) GCOR/59/19 – Online Resource Package Proposal

The CS advised the Board that the BoardEffect package had now been purchased and that three of the Group's Executive Leadership Team administrators had completed the appropriate external training.

**Minute No.**

It was noted that a training event for Board members had been arranged for 30 October 2019 and it was hoped to implement the first practice run of the new system at the Resources Committee meeting on 20 November 2019 after which it was hoped that the system would go live.

Members welcomed the progress that had been made and looked forward to the training event and the implementation of the BoardEffect package.

ii) GCOR/79/19 – Data Protection Management Arrangements 2019/2022

The Vice Principal Corporate Services & Planning (VPCSP) advised that the Group had adequate insurance cover for Data Protection matters but that the Group may look to extend the cover at the next renewal.

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

iii) GCOR/82/19 – Slavery and Human Trafficking Statement 2019

The VPCSP confirmed that training would be included as part of Equality and Diversity Training to managers and leaders during the current academic year.

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

iv) GCOR/83/19 – Concessionary Bus Travel for 16-18 yr olds in Greater Manchester

In answer to a question raised by a member the Vice Principal Curriculum & Quality/ Campus Principal (VPCQP) advised that the sample spot checks had not been undertaken as yet but that it was still intended for them to be undertaken. A member asked about take up of the scheme and the VPCQP advised that take up had currently not been extensive.

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

There were no other matters raised by members arising from the minutes.

**GCOR/90/19 Training and Development Plan 2018/2019 – Summary of Activity**

The Board received a report that provided members with a summary of the Training and Development activities that had been undertaken at the Group for the period 2018/2019.

The VPCPS advised that the Director of Human Resources & Performance (DHRP) was absent from the meeting due to illness and that she would seek to answer any questions that members may have concerning the report.

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

- Was the attendance of staff at the training events in line with expectations? The VPCSP advised that in general terms the attendance was very good and that Tier 1 was very well engaged. It was further commented that some of the other training had not been as well attended depending on the type of training. The Student Governor commented that if staff do not attend training then it is the students that it impacts on most and used the example of mental health issue awareness to emphasise her point. The VPCSP advised that anything that was a statutory requirement was made mandatory for staff to attend and that mental health was a key theme for training which would be cascaded down the organisation.

**Minute No.**

- In answer to a question raised by a member the VPCSP advised that attendance at training events at Stockport was improving and it was suggested that this could be picked up through the Link Governors visit in respect of Teaching, Learning & Assessment (TLA).

**Action: Link Governors Teaching, Learning & Assessment**

- The Staff Governor commented that in his experience the quality of training was very good, very accessible, very positive and impacted on TLA in a positive manner.
- A member asked about participation in training across gender and the VPCSP advised that it was balanced across genders.
- It was suggested that the report in future would benefit from a summary report together with value and impact assessments. It was further suggested that the narrative should include an analysis of how the training met organisation development needs and how it had been effective. The VPCSP undertook to advise the DHRP of the Board's views in this respect.

**Action: Vice Principal Corporate Services & Planning/ Director of Human Resources & Performance**

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/91/19****Organisational Development and Engagement Annual Plan 2019/2020**

The Board received a report that provided members with a copy of the Organisational Development and Engagement Annual Plan 2019/2020.

It was noted that the Plan covered the following matters:

- Development of the Plan.
- Areas of Focus for 2019/2020.
- Development Activity aligned with the Business Plan.
- Engagement Plan for Great Place to Work.
- Organisational Development and Great Place to Work costings including planned schedule of activities.
- Equality & Diversity Calendar of Events.

The VPCPS commented that as regarding the previous agenda item, the DHRP was absent from the meeting due to illness and that she would seek to answer any questions that members may have concerning the report.

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

- The timeliness of new members of staff completing online safeguarding training within 8 weeks of starting employment. The VPCSP advised that staff could not pass their probation period without completing it but would look at the timeframe element of the training to see if it could be brought forward.

**Action: Vice Principal Corporate Services & Planning**

- Some of the target dates in the Plan were incorrect and needed to be updated.

**Action: Director of Human Resources & Performance**

**Minute No.**

- With regard to the Equality Statement, the Staff Governor commented that it might be helpful to include statements relating to health, political opinion and belief. The VPCSP commented that the statement reflected the statutory requirements in terms of protected characteristics which were linked to the Corporation's responsibilities. In discussion it was agreed that the suggestion could be considered and incorporated in the Plan at an appropriate point.

**Action: Director of Human Resources & Performance**

There were no further issues raised by members arising from the report and it was resolved that the Organisational Development and Engagement Annual Plan 2019/2020 be noted.

**GCOR/92/19****Governor Link and Learning Walks Update**

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

- **Audit and Risk**
- **Marketing**

It was noted that, unfortunately, the Link Governor had been unable to attend the meeting and the Chairperson asked if there were, any matters that members wished to raise arising from the reports.

A member raised the issue of coverage of curricular areas by Governors through the Link Governor system and asked were all aspects of delivery being covered? In this context she particularly referred to Sports Studies, which was managed by the Assistant Principal Stockport & Stretford but was Altrincham based.

In discussion, the Chairperson agreed to clarify the issue raised with the Corporation Secretary and relevant Vice Principal.

**Action: Chairperson of the Board of the Corporation**

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

**GCOR/93/19****Business Plan Outcomes 2018/2019**

The Principal presented a copy of the Business Plan for 2018/2019 providing details of the progress that had been made against the objectives contained within the plan.

Members made a number of comments relating to how the Plan could be more effectively presented and how going forward it might be effectively streamlined which was duly noted.

With regard to the Business Plan for 2019/2020 the Principal advised that the current Plan, in the light of recent developments, would need to be re-evaluated and that the Leadership Team were considering the matter at a development day on 7 November 2019. The Principal undertook to send out to members a copy of the updated Plan in due course. It was agreed that members should make any comments concerning the Plan when it was received through the Corporation Secretary.

**Action: Principal/ Corporation Members**

There were no other issues raised by members and it was resolved that the Business Plan outcomes for 2018/2019 be noted.

**Minute No.****GCOR/94/19 Appointment of Student Governors**

The CS advised the Board of the Corporation concerning the outcomes of the election of the Student Governor (FE) to the Board of the Corporation. It was noted that Macy Sheil (2nd Year A Levels – Altrincham Campus) had secured the highest number of votes in the election and the Board of the Corporation unanimously approved her appointment with immediate effect.

**Action: Corporation Secretary**

With regard to the appointment of the Deputy Student Governor, the CS advised that the student who secured the second highest number of votes was Esha Mumtaz (BTEC Level 3 Health & Social Care – Stockport College) and that she would therefore be appointed as the Deputy Student Governor.

The CS also advised that Sandra Smith (Year 2 Foundation Degree Children & Young People) had secured the nomination as Student Governor Higher Education and the Board of the Corporation unanimously approved her appointment with immediate effect.

**Action: Corporation Secretary**

There were no issues raised by members arising from the update and the Board of the Corporation welcomed the appointments.

**GCOR/95/19 Resignation of Board of the Corporation Member and Associated Committee Membership Update**

The CS advised the Board of the Corporation that DC, after 8 years of excellent service had submitted her resignation as a Board member.

The CS further advised that the member had indicated that she would be prepared to continue in service as a co-opted member of the Audit Committee and the Board unanimously resolved that this suggestion be approved with immediate effect.

**Action: Corporation Secretary****GCOR/96/19 Board of the Corporation Self-Assessment Action Plan – Outcomes 2018/2019**

The CS presented a report, which provided the Board of the Corporation with details of the outcomes from the Board of the Corporation Self-Assessment Action Plan for 2018/ 2019.

The CS went through each of the outcomes relating to the targets for improvement and advised the Board of the targets that were being proposed to carry over to the 2019/ 2020 Action Plan.

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

**GCOR/97/19 Governor Attendance Report 2018/2019**

The CS presented a report, which provided the Board of the Corporation with patterns of attendance at Board and Committee meetings for the Academic Year 2018/2019.

**Minute No.**

The report identified the issues arising from the outcomes of the attendance data and in discussion, it was agreed that a target for improvement in overall attendance would be added to the Governance Action Plan for 2019/2020.

**Action: Corporation Secretary**

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

**GCOR/98/19****Draft Action Plan FE Commissioner/ ESFA CEO – October 2019**

The CS presented a report which included a copy of the Draft Action Plan that had been produced following the Board of the Corporation's consideration of the FE Commissioner's and ESFA Chief Executive's correspondence earlier in the year.

The Board considered and discussed the report and action plan in detail as follows:

- With regard to the use of the ESFA Self-Assessment Questionnaire as a working document, it was agreed that this recommendation should be considered by the Audit Committee.

**Action: Corporation Secretary/ Audit Committee**

- Given the very high degree of compliance/ assurance, it was not necessary to undertake any further actions relating to the recommendations.
- The Corporation Secretary should check and ensure that management accounts are being sent to all Governors on a monthly basis.

**Action: Corporation Secretary**

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

**GCOR/99/19****Quality Improvement Plan 2018/2019 – October 2019 Update Report**

The VPCQP provided members with a copy of the RAG rated and updated Quality Improvement Plan (QIP) – October 2019.

The report also included a summary of the final Performance Indicators from the QIP and the VPCQP commented that this was not the final version for 2018/2019.

It was noted that the final version would be presented to the Governor Validation Panel meeting on 13 November 2019.

The report also identified the key 10 objectives each of which had been allocated to a member of the Leadership Team who was responsible for delivering the actions and outcomes.

The VPCQP also advised that the final outcomes for classroom based achievement rates were likely to be as follows:

- 16-18- 84%, which was 3% above national rates. The VPCQP commented that he hoped that this might rise to 85%. The figures for the Stockport and Trafford Colleges was also provided at 82% and 85 % respectively. The VPCQP commented that he had hoped for a higher figure for Stockport but that the gap between the two Colleges had become much narrower.
- 19 + was at 91%.

**Minute No.**

With regard to the priorities going forward the VPCQP advised that they were:

- Maths and English at Stockport College.
- Construction at Stockport College, which was below 80% achievement for 16-18.
- A Levels with retention at 70%, which was 10% below the national benchmark.
- Apprenticeships where Timely retention had dropped to 60% with an overall outturn of 77% which was still above nation benchmark.
- Work Experience.
- Student Progress.

In drawing the Board's attention to the key issues the VPCQP outlined the reasons for the outcomes and provided a brief oversight of the actions that would be taken to address the issues, which would be contained in the QIP for 2019/2020.

The Student Governor commented that in her view the Student Services provision was excellent but felt that there were not enough mentors to cover the demand; she further commented that better scheduling might assist with the issue.

The VPCQP replied that the Group had increased the resource provision within this area and that the Group Counsellor was now on a full time contract. He explained in detail the restructuring exercise that had been undertaken for the provision and how the mentor provision had been increased. He further advised that the Group were currently looking into buying in more resources for this area of activity.

A member asked if the Group had looked at employing online counselling services. The VPCQP confirmed that the Group did use this facility and explained how the processes was undertaken together with support provided by other services including Stockport Mind.

A member commented that it was very pleasing to see so many improvements at Stockport College and the fact that Business, Early Years and Social Care was now above target was particular pleasing. With regard to Work Experience, the member asked whether there would be improvements in the current year. The VPCQP confirmed that there would be and outlined the reasons including the staffing improvements as to why this would be the case

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.

**CCOR/100/19 Higher Education Update October 2019**

The DHE presented the Board of the Corporation with a report which provided members with an update of Higher Education provision up to October 2019.

The report covered progress concerning the following key issues:

- Office for Students (OfS) registration. The Dean advised that the updated Risk Register and Improvement Plan would be considered by the Curriculum & Quality Committee at its meeting on 13 November 2019 and advised on the information that had already been submitted to the OfS. The Dean also advised of the progress concerning the Access and Participation Plan, which was currently running behind schedule. The Principal commented that this was a big risk for the Group and suggested an approach on improved reporting to Board members, which would enable them to provide challenge in relation to the regulatory conditions attached to the registration.

**Action: Dean of Higher Education**

**Minute No.**

- Student Numbers, Curriculum Offer, Access and Participation including Outcomes and Progression. The Dean advised the Board concerning the progress to date on all of the activities after which members raised a number of issues which included the following:
  - How likely was it that the Group would hit its target of 612 given the current shortfall at 521? The Dean commented that it was targeted to achieve half the shortfall by January 2020 but that a shortfall was expected.
  - How many years has the shortfall in HE numbers been evidenced? The Dean replied that the decline had been a continuous one for three years and added that this had largely been a result of funding changes and a different approach taken by local Universities to recruitment. The Dean further advised that this was a national picture in Colleges and the Principal commented that the Group had been mildly impacted in relation to other Colleges who had seen substantial reductions in HE student numbers. The Principal informed the Board concerning the Government approach with regard to the issues and hoped that changes in policy may improve the position. The Principal further added that if the Group could not grow the provision then it should seek to maintain its current level of provision.
  - A member asked about the reasons for the reduction in numbers with regard to Childhood, Early Years and Health. The Dean advised that this was due to a shift from full time to part time demand by learners and the cost of releasing part time learners to study. He further advised that the Group were looking at different models of delivery to address the issue.
  - A member asked when members would be presented with the 5 Year Participation Plan. The Dean advised that it would be presented to the Curriculum & Quality Committee at its meeting on 13 November 2019 and explained the timing issues relating to its production.

**Action: Dean of Higher Education**

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

**GCOR/101/19 A Level and GCSE Results**

The VPCQP presented a report, which provided members with a summary of the GCSE and A Level Results for 2018/2019.

The VPCQP advised that the key issues arising from the results were as follows:

- With regard to GCSE's the high grade, achievement rates for young people had improved, due to an increase at Trafford College. The English high-grade rate at Stockport College was 19% (1% below 2017/2018) and Maths was 12% (2% below 2017/2018). The VPCQP advised that the Group had reviewed the delivery and timetable model at Stockport College in order to address this gap in 2019/2020. It was further added that this had been a testing year but the results were slightly better than last year and that the Group needed to address the gap between the two Colleges.
- Full time GCSE Resit programme. The VPCQP commented that the results were particularly pleasing and this programme had been one of the Group's successful outcomes. The pass rates including high grades at both Colleges was noted with a combined pass rate of 96% with 56% at high grades. The VPCQP advised that both Colleges were significantly above the national rate for English and at Altrincham for maths.

**Minute No.**

- A Level Results. The VPCQP advised of the pass rates for both Flixton Girls School and Trafford College together with the ALPS value added scores which were noted.

Members congratulated the VPCQP and relevant staff in respect of the improvements that had been secured within specific areas. In respect to Stockport College, a member asked how the Group would ensure that learners are recruited onto right learner right course to address the issues mentioned. The VPCQP commented the Group had looked at entry requirements for 2019/2020 and had sharpened up its intake in respect of looking for learners with a Grade 3 profile.

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

**GCOR/102/19 Enrolment and Student Numbers Update**

The VPCQP presented a report, which provided the Board of the Corporation with details of the recruitment of full time students by age category for the Academic Year 2019/2020.

The report also included a summary by campus together with part time and Full time Higher Education numbers.

In respect of the key issues arising from the recruitment position the VPCQP commented that they were as follows:

- The position for 16-18 Full time learners was similar to last year but that the actual numbers were yet to include around 77 learners on EHCP programmes. The VPCQP commented that the Trafford College had over recruited against target and that Stockport College had under recruited but between the two Colleges, a balanced position had been achieved. The Student Governor commented that a big issue, in terms of retention, was large class sizes particularly in first year A Levels which may have led to students withdrawing. The VPCQP commented that he would look into the matter and outlined the difficult balancing act that managers have in resourcing class sizes in relation to the efficiency requirements, staffing costs and the 42<sup>nd</sup> cut off point. He undertook to raise the matter with relevant managers.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

- Higher Education numbers were around a 100 below target and together with 19 + Adult Learner Loans would continue to be a challenge for the Group.
- AEB and Apprenticeships continued to enrol and would be monitored throughout the year from the end of October 2019.

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

**GCOR/103/19 Proposed Partner Subcontracting Activities 2019/2020**

The Director of Finance & Strategy (DFS) presented a report, which detailed the proposed partner subcontracting activities for 2019/2020.

The report identified the proposals in respect of the continuation with existing subcontracting partners and the recently approved contract with Code Nation. The report provided members with details of the funding contract value, the percentage allocation to the subcontractor and the nature of the cohort provision.

**Minute No.**

The DFS went through each of the proposed subcontracting arrangements in detail identifying any changes on the previous contract together with any significant individual contract matters.

In answer to a question from a member the DFS advised that the Debut Arts Dance School had to date recruited 12 members (3 below contract) but that the contract was financially viable.

It was noted that ongoing discussions were being held with Barnsley College in respect of Apprenticeship provision.

There were no further issues raised by members arising from the report and after due discussion it was resolved that the proposed sub contracting arrangements for 2019/2020 as detailed in the DFS report be approved.

**GCOR/104/19 Management Accounts Year Ending 31 July 2019**

The DFS presented a report, which provided members with the financial monitoring and forecast report for the 12 month period to 31 July 2019.

It was noted that the Management Accounts had been considered by the Resources Committee at its meeting 9 October 2019 and had been recommended to the Board of the Corporation for approval.

It was reported that the overall performance in the twelve-month period was a deficit of £1,761k compared to the budgeted deficit of £1,210k. The DFS advised that the additional losses had been because of a shortfall income, which had been partly offset on pay costs and depreciation.

The DFS advised that the figures included in the management accounts would form the basis of the Financial Statements but would be subject to audit by the Group's Financial Statements and Regularity Auditors. The DFS further advised that the management accounts included a limited number of estimates, which may affect the accounts if changes occurred

In summarising the position, the DFS provide the Board with information relating to the following issues:

- Outturn Variances to budget particularly in respect of Income
- The up to date position with the Bank particularly with regard to covenant breaches. It was noted that a letter of waiver would be presented to the Board as the next agenda item.

In answer to a question from a member the DFS outlined her view of next year's financial position especially with regard to, disposal of land assets, timings and impact on cash flow, Bank Covenant expectations and servicing of debt.

There were no other issues raised by members arising from the report and after due discussion and consideration it was resolved that the Management Accounts for the 12 months year ending 31 July 2019 be approved.

**GCOR/105/19 Bank Letter of Waiver**

The DFS presented a report, which updated the report in respect of the Letter of Waiver that had been agreed with Barclays Bank in respect of the Banks confirmation that they were prepared to the July 2019 test in respect of covenant relating to the Earnings Before Interest, Tax, Depreciation and Amortisation.

It was noted that due to timing issues the letter had been authorised by the Chairperson and the Principal and the report included a copy of the signed documentation.

**Minute No.**

There were no matters raised by members arising from the report and it was resolved that the authorisation and terms of the letter be supported.

**GCOR/106/19 Accommodation Strategy Update 2019/2020**

The VPCSP presented a report, which supplemented the Group's existing three Year Accommodation Strategy taking into account the changes that had occurred since the Strategy was approved.

The update document also detailed the actions that would be undertaken in 2019/2020 to implement the approved Strategy.

The VPCSP advised that a major change from the previously agreed strategy were plans to bring forward the disposal of the Stockport College surplus land and to undertake activities to seek a disposal of the Timperley Sports pitch and overflow car park. The VPCSP also commented in respect of the Group to be more selective with future capital expenditure on smaller projects and equipment due to the financial constraint of the revised covenant with the Group's Bankers.

The Board of the Corporation considered the strategy update in detailed and welcomed the proposals contained within the documentation.

After due consideration it was unanimously resolved that the updated Accommodation Strategy 2019/2020 be approved.

**GCOR/107/19 Special Education Needs and Disability (SEND) Policy 2019**

The VPCQP presented a report, which made proposals for an updated Special Education Needs and Disability (SEND) Policy 2019.

The report outlined the purpose of the Policy together with the main changes from the previously approved Policy.

A member commented that in his view it was a very impressive piece of work particular with regard to addressing parental involvement.

A member commented that there were a number of typographical errors in the Policy, which the VPCQP undertook to amend.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

After due discussion and consideration it was unanimously resolved that the Special Education Needs and Disability (SEND) Policy 2019 be approved subject to any the agreed typographical amendments.

**GCOR/108/19 Child Protection & Safeguarding Vulnerable Adults Policy (September 2019) and Safeguarding and Prevent Duty Risk Assessment/ Action Plan 2019/2020**

The VPCQP presented a report, which made proposals for an updated Child Protection & Safe Guarding Vulnerable Adults Policy (CPSGAP) 2019.

The report outlined the purpose of the Policy together with the main changes from the previously approved Policy.

The report also included a copy of the Safeguarding and Prevent Duty Risk Assessment/ Action Plan 2019/2020.

**Minute No.**

A member commented that the CPSGAP should include a statement relating to the Training that Governors undertake in respect of Safeguarding. The VPCQP undertook to amend the Policy accordingly.

**Action: Vice Principal Curriculum & Quality/ Campus Principal**

There were no other matters raised by members and after due discussion and consideration it was resolved that the Child Protection & Safeguarding Vulnerable Adults Policy 2019 be approved subject to the agreed addition.

The Board also resolved that the Safeguarding and Prevent Duty Risk Assessment/ Action Plan 2019/2020 be noted.

**GCOR/109/19 Health & Safety Annual Report 2019**

The VPCSP presented a report which provided the Board of the Corporation with a copy of the Group's Annual Health and Safety Report 2019.

The VPCSP commented that the Annual Report provided a snapshot on the Group's performance in health and safety matters and included an action plan to address any identified weaknesses.

The VPCSP also advised that the Trafford College sites have been successful in maintaining ISO 14001 and ISO 45001 status and that the Group were working towards obtaining these standards for the Stockport College campus.

The VPCSP further added that the Annual Report outlined the key strengths and weaknesses in the management of health and safety and advised that they were as follows:

- The Group has a comprehensive and consistent policy and procedural framework in place.
- There is an effective health and safety management structure with a trained and experienced health and building safety officer. Senior staff and a Board of the Corporation representative attend the Health and Safety Committee.
- Pro-active health and safety monitoring arrangements are in place.
- Ongoing training needs need to be addressed.
- Following a review of the effectiveness of emergency light testing at the Stockport site it was identified that current arrangements were not sufficiently robust due to gaps in capacity and expertise. The VPCSP advised that the activity had now been outsourced to reflect the arrangements in place at the Trafford College sites and that the effectiveness of this process will continue to be monitored.
- Further arrangements had been put in place to train staff at the Stockport College campus on carrying out monthly legionella water checks. It was advised that the effectiveness of the arrangement will need to be reviewed on a continuous basis.

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

- Does the Group record near misses? The VPCSP reported that it does and that they are reported to the Health & Safety Committee.
- Have additional fire evacuations taken place at Stockport College due to the changed buildings configuration. The VPCSP advised that she would take this point back to the Health & Safety Committee and that it should be undertaken at key points during the re-development.

**Minute No.**

- 4 months was too long a period for induction training. The VPCSP commented that the Group were seeking to make the training more flexible in order to accommodate this suggestion. The VPCSP also commented that the Group was also looking at sectional Key Performance Indicators for Health and Safety matters.

**Action: Vice Principal Corporate Services & Planning**

There were no further matters raised by members and after due discussion and consideration it was resolved that the Annual Health & Safety Report 2019 be noted.

**GCOR/110/19 Data Protection Policy 2019-2021**

The Data Protection Officer (DPO) presented a report which made proposals for an updated Data Protection Policy for the period 2019-2021

The DPO advised the Board that the arrangements for governance, and in particular reporting to the Corporation, had been strengthened and now make the Data Protection Officer responsible for regular reporting through the College Executive to the Audit Committee and Board of the Corporation.

It was also advised that the updated Policy incorporated the requirements for Document Retention, which would no longer appear as a separate policy, thus simplifying the framework and clarifying the relationship between the areas.

The DPO further advised that implementation of the Policy would be supported by regular information to all staff; and that face-to-face training had been scheduled for all staff this academic year, with improved public information on all Group websites.

It was also advised that a new management group, focused on the broad area of Information Governance, would support the effective implementation of the policy this year, and its close links to other areas of the policy framework, which were yet to be reviewed.

The Board had a discussion around Governor responsibilities in respect of Data Protection and how they would undertake their duties in this regard. The CS advised members of the reporting processes to Governors concerning Data Protection processes to the member's satisfaction.

There were no further issues raised by members and after discussion it was resolved that the Data Protection Policy 2019 -2021 be approved.

**GCOR/111/19 Electronic Approvals**

The CS confirmed the approvals that had been agreed by a majority of Board members via electronic medium in respect of the following:

- Approval of the Updated Financial Regulations 2019/2020.
- Approval of the Sub Contracting Arrangements with Code Nation.

The approvals were duly noted and reconfirmed.

**GCOR/112/19 Any Other Business**

The Chairperson expressed his appreciation to Dawn Cole for the excellent contribution that she had made to the Board of the Corporation during her 8 years of service and was particularly pleased that she would remain in contact with the Board and its members through co-opted membership of the Audit Committee.

**Minute No.**

The Corporation Secretary advised members that the Governors Annual Dinner would be held on Wednesday 26 February 2020 after the Resources Committee meeting at the Aspire Restaurant at Trafford College.

There were no other matters raised under any other business.

**GCOR/113/19      Date of Next Meeting**

It was resolved that the next meeting of the Board of the Corporation would be held at 5.00pm on Wednesday 18 December 2019 at Trafford College.

**Action: Corporation Secretary**

The meeting closed at 8.0 pm.

Agenda item 25 was considered as agenda item 5 after which the Data Protection Officer left the meeting at 5.50pm

Kurt Allman left the meeting at 7.05 pm after the consideration of Agenda item 14.

The Dean of Higher Education and Principal left the meeting at 6.06pm after consideration of Agenda item 15.

The Student Governor left the meeting at 7.30pm during the consideration of Agenda item 21.