

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation  
held on Wednesday 17 July 2019, at 5.30pm  
in the Boardroom at Trafford College**

**Present:** Graham Luccock (Chairperson)  
Lesley Davies (Principal and Chief Executive Officer)  
Glad Capewell  
Sarah Drake  
Jed Hassid  
Jill Bottomley  
Guy Robson  
Sue Derbyshire  
Glynis Brown  
Louise Richardson  
Maureen Wilkins  
Dawn Cole  
Joaquin Llorente  
James Beazley

**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 & Strategy).  
Mark Harris (Dean of Higher Education).

**Minute No.**

Prior to the commencement of the meeting, the Chairperson welcomed Glynis Brown back from her period of absence due to illness. The Chairperson also welcomed Jill Bottomley back following her recent hospital treatment.

**GCOR/52/19 Apologies for Absence**

The Corporation Secretary (CS) reported that apologies for absence had been received from Janet Grant and Kurt Allman.

**GCOR/53/19 Declarations of Direct or Indirect Interest in any of the following Items:**

The CS declared an interest in agenda item 28 (Data Protection Management Arrangements) which was noted.

**GCOR/54/19 Minutes of the Board of the Corporation Meeting on 22 May 2019**

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings subject to a minor typographical adjustment to minute (GCOR/37/19), which the Corporation Secretary (CS) undertook to amend.

**Action: Corporation Secretary**

**GCOR/55/19 Matters Arising from the Minutes**

- i) GCOR/35/19 – Matters Arising from the Minutes Office for Students Registration and Action Plan

The Dean of Higher Education (DHE) presented a report, which updated the Board of the Corporation in respect of the conditions and proposed actions relating to the Group's registration with the Office for Students (OfS).

**Minute No.**

The report specifically provided members with the following information :

- Details of the conditions that had been set by the OfS in respect of the Groups Access and Participation Plan (APP). The DHE advised that these related to two specific parts relating to how the Group allocate financial support to underrepresented groups with an evaluation of impact and the requirement to submit a plan detailing how the Governing Body will monitor, evaluate and provide oversight of progress against the APP.
- A copy of the Draft OfS Risk Register and Improvement Plan. The DHE advised that all the actions arising from the OfS letter had been considered in detail by the Curriculum & Quality Committee at its meeting on 20 June 2019 and that the actions arising from these considerations and the Leadership Groups comments were contained within the action plan. The DHE further commented that it was proposed that the Higher Education and Curriculum & Quality Committees would monitor the Action Plan on a regular basis with termly report and updates being provided to the Board of the Corporation.

The Board of the Corporation considered and discussed the proposals in detail and one of the Link HE Governors commented that the Action Plan would help all Governors better understand the HE system and would complement the work of the Group, she further commented that she thought it was an excellent piece of work and should be supported. The DHE commented that a training event relating to HE would be provided to Governors at the training session scheduled for 18 October 2019, which would help support the process.

**Action: Dean of Higher Education**

After due discussion and consideration it was unanimously resolved that:

- The Board of the Corporation accepts responsibility for the interactions between the provider and the OfS and its designated bodies.
- The proposal, outlining how the Board of the Corporation will deliver its obligations, in relation to the monitoring and evaluation of the Access and Participation Plan, be approved.

ii) GCOR/49/19 – Information Security Policy – Draft Digital Strategy 2019/2022

The Vice Principal Corporate Services & Planning (VPCSP) presented a report, which included a copy of the Draft Digital Strategy (DDS) for the period 2019/2022.

In presenting the DDS, the VPCSP advised that further work was required around resource requirements to deliver the Strategy and that a Resource Plan was being taken to the Leadership Group at the end of July 2019, which would then enable an action plan to be produced for the first Year of the Strategy. The VPCSP further commented that the phasing of the implementation plans would need to be reviewed; the commitment to deliver the Group's goals in the medium term remained. It was noted that the action plan would be finalized once the capital resource allocation had been confirmed.

**Minute No.**

The VPCSP advised that the DDS had been built around three core themes (digital solutions for students, digital solutions for staff and systems) and set out the following strategic ambitions:

- To develop and implement an effective blended learning offer which provides innovative and flexible learning.
- To design and implement a digital skills plan ensuring staff have up to date, relevant skills.
- To be recognised as a Group at the forefront of the use of digital in improving its further education delivery and operations.
- To provide excellent connectivity through the development of purpose, resilient IT infrastructure.
- To develop a zero-vulnerability IT infrastructure, supported by an expert team of specialists and trusted by staff, learners and stakeholders.
- To develop an effective framework for safety, security, risk and information governance that enables the best possible use of our resources.

The VPCSP also advised that arrangements would also be put in place to establish a project group to monitor and ensure that progress is made in accordance with the action plan.

**Action: Vice Principal Corporate Services**

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

- What was the current progress in relation to Wi-Fi connection as this is an issue at Stockport College. The VPCSP advised that the resolution of this issue had been built into the strategy and that with regard to Stockport this would be dealt with as part of the redevelopment and that the current actions were patching up. It was further commented that there would be significant improvement at Altrincham next year and at Stockport within 2 years.
- With regard to the Information Governance Group there would appear to be no Governors who are members of the Group. The VPCSP advised that this was not intended to be the case and that full reports from the Information Governance Group would be provided to the Board of the Corporation.

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

- A member commented that the DDS was very comprehensive and developed a direction of travel with a focus on what needs to be done currently. He suggested that it might be helpful if an additional paragraph was added to the Strategy, which detailed the levels of achievement that the Group expected to deliver going forward. The VPCSP undertook to add an appropriate paragraph to the Strategy as appropriate.

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

- Clarification around the Duke of York iDEA programme. The VPCSP advised that it was a recognized standard and that successful students would receive a letter from the Palace. It was also advised that it was part of the Mayor of Manchester's Digital Skills approach.

**Minute No.**

- A member asked about the three Applications and the VPCSP advised that they were contained within the Resource Plan which was a work in progress and would be provided to members in due course. The member commented that he was very impressed with the DDS and the Board had a broad discussion around its impact on the organization culture, teacher's time expectations of learners and control aspects of delivery.

There were no further issues raised by members and after due discussion and consideration it was unanimously resolved that the Draft Digital Strategy 2019-2012 be approved subject to the phased adjustments made by the Vice Principal Corporate Services and Planning following the allocation of capital resources.

**Action: Vice Principal Corporate Services and Planning****GCOR/56/19****Governor Link and Learning Walks Update**

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

- **Teaching Learning and Assessment (TLA)**

The Link Governor (GC) reported on her 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 Ofsted monitoring visit.

The main areas of discussion included :

- Ofsted monitoring visit outcome.
- Current and future priorities.
- Support and development.
- TLA at Stockport.
- Quality Assurance of TLA.
- Follow up from previous meeting.

The Link Governor advised that the main areas for governors to follow up were:

- The need to review the Governor Link process to avoid duplication of effort and minimise managers time and input. The Link Governor advised that this issue had been discussed at the latest Curriculum & Quality Committee Meeting
- When the MIS dashboard for individual staff would be available.
- Plans to improve the digital content in Maths.

There were no specific 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 follow up visits to the Altrincham Campus and Value Added/ Student Progress, which were included in her written reports.

The Link Governor advised that the main areas for Governor focus with regard to value added/student progress following the visit included the following issues:

- Monitoring the ProMonitor/ MAP system to ensure it is being effectively implemented in order to enhance student progress.
- Improving Student Engagement in the forthcoming year.
- Adapting the Governor Link system to maximise effort /time.

**Minute No.**

With regard to the Altrincham Campus visit and Learning walk the Link Governor provided details relating to :

- A level Retention, resolution of issues and areas for focus.
- Plans for 2019/2020.
- Outcomes from the Learning Walk.

The Link Governor advised that over all students and staff were working hard, enthusiastic and happy to engage with the Governor. It was further added that the overall impression was of a College, which is ambitious for its students but also supportive of them as individuals and delighted at their success at a wide range of levels.

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

- **Adult Education**

The Link Governor (LR) reported on her Governor Link Visit and Learning walk within the Adult Education curriculum area. The Link Governor reported that the visit was really positive and commented on the high impact that the staff had made with student learning and the wide diversity of provision in relation foreign languages. It was added that the students were really engaged and enthusiastic and that the lack of Adult Education provision at Stockport had now been resolved.

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

- **Apprenticeships**

The Link Governor (LR) reported on her three visits over the period November 2018 – May 2019 to the Apprenticeships curricular area. The Link Governor advised that the visits had included an introductory visit, a follow up visit including visiting Apprentices in the classroom setting and a further follow up visit to apprentices and employers in the field. The Link Governor provide Governors with a detailed account of each of the visits which had all been commented and she commented that the forthcoming Academic Year looked to be a very exciting one for this area of provision.

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 her Learning Walks at the Altrincham and Stretford campuses and her discussions with the DHE, which were noted.

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

The Chairperson thanked all the Link Governors for their reports and commented that the process evidenced really good practice from a Governance perspective.

**GCOR/57/19****Internal Audit Report – Governance**

The CS presented a copy of the Internal Audit Report covering the audit the Group's Governance arrangements which had been considered by the Audit Committee at its meeting on 18 June 2019.

**Minute No.**

The CS advised members that the Audit Committee had commissioned the audit in order to review the effectiveness of the Groups Governance arrangements post the merger in April 2018.

The CS was very pleased to report that it was an excellent report and that the opinion received was substantial assurance in both the areas of design and operational effectiveness.

The CS drew the Board's attention to the Auditors view that the following areas of good practice had been identified through the audit:

- Board effectiveness review and action plan.
- Board Function.
- Strategic Focus.
- Link Governors and Learning Walks
- Board recruitment, induction, training and mentoring.
- Probity.
- Governor review and Board composition, skills and mix.
- Governor challenge.

The CS commented that the outcomes supported the comments made in respect of Governance at the Ofsted monitoring visit and expressed his thanks to all the Governors who helped support the audit. He particularly thanked the Personal Assistant to the Executive Leadership Team (YR) for her excellent support in meeting the challenging requirements of the audit.

There were no issues raised by members arising from the report and it was resolved that the Internal Audit report, as recommended by the Audit Committee, be approved.

**GCOR/58/19****Review of Governance Documentation**

The CS presented a report which enabled the Board of the Corporation to review the following updated Governance documentation:

- Terms of Reference and Standing Orders of Committees 2019/2020.
- Committee Membership arrangements 2019/2020
- Standing Orders 2019/2021.
- Governor Links and Learning Walks 2019/2020.

The Board of the Corporation considered and discussed the proposed documents in detail and after due discussion and consideration it was unanimously resolved that they all be approved subject to a number of minor textual changes to some of the documents.

**Action: Corporation Secretary**

In considering the revised Committee membership arrangements the Board agreed that the Chairperson should communicate with MJ to thank her for her commitment and support to the activities of the Curriculum & Quality Committee during her period of office.

**Action: Chairperson of the Board of the Corporation****GCOR/59/19****Online Resource Package Proposal**

The Principal presented a report, which provided the Board of the Corporation with information relating to a proposal to use an online resource package going forward to circulate and view online Board, Committee and Leadership Team papers.

**Minute No.**

The report provided details of a proposed online package together with the implications for its implementation including cost savings and environmental issues. The Principal provided members with a detailed explanation of the benefits of adopting the package.

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

- Access issues and security of the information and data. The Principal provided detailed description of how both issues would be addressed to the members' satisfaction.
- A member commented that from a sustainability perspective it was important that the Group adopt the proposal.
- Training, support, and a demonstration for Governors before it went live. The Principal advised that this would be undertaken as part of the package.

There were no other issues raised by members and after due discussion it was resolved that the Board of the Corporation approve the purchase of the BoardEffect package or similar together with the appropriate number of tablets for those that do not have a device and pencils for users.

**Action: Principal**

**GCOR/60/19****Key Performance Indicators and Quarterly Report February – April 2019 Quarter 3**

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 for the period February – April 2019, 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 on each of the KPI's within their areas of responsibility with the main points being covered as follows :

- Staff satisfaction was improving and showing a positive trend. Appraisal target had been achieved
- Staff Turnover had increased but that had been expected given the redundancies that had been made in year. Staff sickness rates were down compared to Trafford College's data.
- All finance KPIs had been considered through the management accounts report.
- Delivering Digital Transformation KPIs would be further populated next academic year.
- A desk-based approach would be taken with regard to room utilisation in line with the Transaction Units requirements.

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

**GCOR/61/19****Quality Improvement Plan Update June 2019**

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

**Minute No.**

The report also included a summary of Performance Indicators from the QIP.

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 advised that the key risks arising from the QIP included Maths and English, Student Progress and Work Experience and outlined the current performance position in detail together with actions to improve performance

He commented that with regard to Maths provision an increase in the number of delivery hours was being considered to 3 hours with an appropriate delivery vehicle required to achieve this for September 2019. With regard to Work Experience and the ESFA requirements with regard to industrial placements, the VPCQP was pleased to report that the Group had met its target and that the funding was secured.

The VPCQP also provided details of the other issues arising from the QIP, which he advised, had been considered and discussed in detail by the Curriculum & Quality Committee at its last meeting. He provided the Board with an overview of the key issues.

The report also provided members with the following additional information:

- Predicted Achievement rates for Full Time Programmes together with the key issues for the Group.
- A copy of the Draft QIP for 2019/2020, which had been drafted to reflect the new criteria within the Education Inspection Framework.

A member asked about attendance in Maths and English at Stockport, why it was lower than at Trafford and what actions were being taken to address the matter. The VPCQP advised that Stockport was poor in specific areas including Hairdressing and Beauty Therapy and Construction. He advised that a new attendance officer had been appointed at Stockport and that the delivery model was being changed in the underperforming areas to improve attendance rates.

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/62/19****Higher Education Update and Quality Improvement Plan**

The DHE presented the Board of the Corporation with a report which provided members with an update on Higher Education student performance, including student outcomes (retention), Teaching, Excellence Framework (TEF) update and progress against the Quality Improvement Plan (QIP). Additionally, the Board were provided with a brief update on on-going curriculum developments and performance outcomes against Key Performance Indicators.

The report also included a copy of the Higher Education Quality Improvement Plan (May 2019).

The DHE advised that it should be noted that the report had been considered in detail by the Curriculum & Quality Committee at its meeting on the 20 June 2019.

In providing an overview of the report, the DHE advised that an appeal had been lodged in respect of the Bronze award for TEF4 and the outcome would be known on 23 August 2019. He was pleased to report that 32% of students in the Arts and Health Care schools were expected to receive a first Class Honours degree, which was a 9 % improvement on last year's performance.

**Minute No.**

With regard to the decline in student satisfaction outcomes from 82 to 75% the DHE advised that this related to Computing and WFI and were resourcing matters which had now been addressed. He further advised that the internal progression from level 5 to level 6 was now above target at 90 learners which was very encouraging and that the biggest current risk was part time learner numbers for September 2019.

A member commented that there was no risk analysis included in the report and the DHE agreed to ensure that it was included in future reports.

**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/63/19 Minutes of the Equality and Diversity Committee Meeting held on 14 June 2019**

The minutes of the meeting were received and noted.

**GCOR/64/19 Matters Arising from the Minutes**

The VPCSP provided the Board of the Corporation with a brief overview of the matters considered by the Committee.

The Board discussed the Principal's Diversity Award, details of any gender pay gap at the Group and staff inclusion from a leadership perspective. It was agreed that these items would be reported back to the Board of the Corporation through the Committee in due course.

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

**GCOR/65/19 Minutes of the Curriculum & Quality Committee Meeting held on 20 June 2019**

The Chairperson of the Committee provided a brief overview of the minutes of the meeting. In particular, the Chairperson drew the Board's attention to the following issues ;

- The Group's success in the application for the delivery of T Levels for which the Senior Team should be congratulated.
- The increase in resources to support mental health, which was encouraging.
- Improvement in retention level and the new role of the Pastoral Support Mentors.
- The reduction in the number of student suspension hearings, which was also very encouraging.

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

**GCOR/66/19 Matters Arising from the Minutes**

- i) GC&Q/23/19 – Maths and English Strategy 2019/2021

The Board of the Corporation unanimously approved the Committees recommendation for the approval of the Maths and English Strategy 2019/2021

**Minute No.**

## ii) GC&amp;Q/24/19 – Teaching Learning and Assessment Strategy 2019/2020

The Board of the Corporation unanimously approved the Committees recommendation for the approval of the Teaching Learning and Assessment Strategy 2019/2020

## iii) GC&amp;Q/25/19 – Quality Assurance Policy 2019/2020

The Board The Board of the Corporation unanimously approved the Committees recommendation for the approval of the Quality Assurance Policy 2019/2020.

## iv) GC&amp;Q/30/19 – Student Mental Health and Well Being Strategy 2019/2021

The Board The Board of the Corporation unanimously approved the Committees recommendation for the approval of the Student Mental Health and Well Being Strategy 2019/2021.

**GCOR/67/19****Minutes of the Safeguarding Committee held on 13 March 2019**

The Link Governor (SDE) provided the Board of the Corporation with a brief overview of the matters considered by the Safeguarding Committee and the Board had a wide-ranging discussion relating to the management of knife crime at the Group.

The VPCQP advised that the Leadership Team had reviewed and revised the Safeguarding Team and provided the Board with a brief overview of the revised responsibilities and how it would impact on Safeguarding at the Group with effect from 1st August 2019. The Staff Governor raised a particular incident relating to a student who was allowed back into College despite inappropriate behaviour relating to a metal implement and suggested it would be helpful if staff were made aware of the reasons why students were allowed back into College so they had a better understanding of such issues. The VPCQP commented that he could not comment on individual instances but acknowledged the point the Staff Governor made.

There were no other issues raised by members.

**GCOR/68/19****Matters arising from the Minutes**

There were no matters arising from the minutes that had not been discussed under the Chairperson's update.

**GCOR/69/19****Management Accounts for the 8 months ending 30 April 2019**

The DFS presented a report, which provided members with the financial monitoring and forecast report as at 30 April 2019.

It was noted that the Management Accounts had been considered by the Resources Committee at its meeting 26 June 2019 and had been recommended to the Board of the Corporation for approval.

It was reported that the overall performance in the ninth-month period was a deficit of £1,134k compared to the budgeted deficit of £908k. The DFS advised that the additional losses had been because of a shortfall income, which had been partly offset on pay costs and depreciation.

**Minute No.**

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

- The predicted forecast positions for best, mid and worst case outturns.
- The treatment of the Transaction Unit grant by the Group's auditors in the accounts.
- No costs for the land disposal had been included in the balance sheet. In answer to a question from a member the DFS advised that the costs of the disposal were not an issue in this respect as they were not material.
- The up to date position with the Bank particularly with regard to covenant breaches.

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 9 months ending 30 April 2019 be approved.

**GCOR/70/19 Financial Regulations 2019/2020**

The DFS presented a report, which made proposals for the updating of the Group's Financial Regulations for the period 2019/2020.

The DFS advised that only minor changes had been made to the previously approved Regulations in relation to the updating of job titles and the inclusion of the recently updated Anti- fraud, Theft, Bribery & Corruption Policy.

The Board considered the updated Regulations in detail and after due consideration, and subject to a number of minor typographical amendments, it was unanimously resolved that the Financial Regulations 2019/2020 be approved.

**Action: Director of Finance & Strategy**

**GCOR/71/19 Board Assurance and Risk Management Framework 2018/2019 Update**

The DFS presented a report, which updated the Board regarding the Board Assurance & Risk Management Framework for 2018/2019.

The DFS advised that the update had been considered by the Audit Committee at its meeting on 18 June 2019 and that it was recommended that the risk "Failure to deliver financial sustainability" should be escalated to the Board.

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

**GCOR/72/19 Supply Chain Fees and Charging Policy 2019**

The DFS presented a report which made proposals for **the** Supply Chain Fees and Charging Policy 2019. It was noted that there were no substantial changes proposed to the Policy.

A member asked about the recent changes made by the ESFA to subcontracting requirements and if the Policy complied with the new requirements. The DFS undertook to check the new requirements to ensure compliance as appropriate.

**Action : Director of Finance & Strategy**

After due discussion and consideration it was unanimously resolved that the Supply Chain and Fees Policy be approved subject to any changes that may be required to made.

**Minute No.****GCOR/73/19 Proposed Partner Subcontracting Activities 2019/2020**

The VPCSP presented a report, which informed the Board of the Corporation of the Group's proposed Partner Subcontracting Activities for the period 2019/2020.

The VPCSP went through each of the proposed subcontracting arrangements in detail and in answer to a question from a member advised that the new contract with Debut Arts Dance school was subject to them enrolling 15 learners and that they had indicated they were confident of achieving the target.

After due discussion and consideration it was unanimously resolved that the Partner Subcontracting Activities for 2019/2020 be approved.

**GCOR/74/19 Minutes of the Audit Committee meeting held on 18 June 2019**

The minutes of the meetings were received and noted and the 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.

**GCOR/75/19 Matters Arising from the Minutes**

## i) GAUD/12/19 – Internal Audit Progress Report Visit 2 2018/2019

The Board of the Corporation unanimously approved the Committee's recommendation that the following Internal Audit reports be approved.

- Payroll.
- Work Placements Phase 2 (Follow Up).
- Subcontracting.
- Governance.
- Learner Records and Income.
- Follow up.

## ii) GUAD/25/19 – Internal Audit Annual Report 2018/2019

The Board of the Corporation unanimously resolved the Committee's recommendation that the Internal Audit Annual Report 2018/2019 be approved.

## iii) GAUD/26/19 – Draft Annual Internal Plan 2019/2020 &amp; Audit Strategy 2017/2021

The Board of the Corporation unanimously resolved that the Annual Internal Plan 2019/2020 & Audit Strategy 2017/2021 be approved.

## iv) GAUD/27/19 – Board Assurance and Risk Management Framework 2018/2019

It was noted that this item had been considered at Agenda item 20 of the meetings business items.

## v) GAUD/28/19 – Draft External Audit Plan Year ending 31 July 2019

The Board of the Corporation unanimously resolved that the Draft External Audit Plan Year ending 31 July 2019 be approved.

**Minute No.****GCOR/76/19 Minutes of the Health & Safety Committee meeting held on 10 May 2019.**

The minutes of the meeting were received and noted.

**GCOR/77/19 Matters Arising from the Minutes**

There were no matters arising from the minutes.

**GCOR/78/19 Annual Health and Safety Statement of Intent 2019**

The Vice Principal Corporate Services & Planning (VPCSP) presented a report, which made proposals for the Group's Annual Health and Safety Statement of Intent for 2019.

The Board consider the statement of intent and after due consideration it was resolved that it be approved and that the Chairperson of the Board of the Corporation and the Principal be authorized to sign the Statement.

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

**GCOR/79/19 Data Protection Management Arrangements 2019/2020**

The VPCSP presented a report, which made revised proposals for the management of the Group's Data Protection arrangements, which the Board of the Corporation considered in detail.

The Board of the Corporation, after due consideration and discussion approved the revised arrangements and the VPCSP agreed to look into the insurance cover arrangements relating to Data Protection.

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

**GCOR/80/19 Minutes of the Resources Committee held on 26 June 2019**

The Chairperson of the Committee provided a brief overview of the issues considered of the meeting and commented that most of the matters considered by the Committee had, in the main, been discussed in detail by the Board of the Corporation at previous agenda items.

**GCOR/81/19 Matters arising from the Minutes**

- i) GRES/34/19 – Management Accounts up to 31 April 2019

It was noted that this item had been considered at Agenda item 18 of the meetings business items.

- ii) GRES/35/19 – Financial Regulations 2018/2019

It was noted that this item had been considered at Agenda item 19 of the meetings business items

**GCOR/82/19 Slavery and Human Trafficking Statement 2019**

The VPCSP presented a report, which provided the Board of the Corporation with information concerning the Group's Slavery and Human Trafficking Statement.

**Minute No.**

The Board discussed issues relating to training for staff, future requirements and the Group's procurement arrangements. The VPCSP agreed to look into training for staff across the sites.

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

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

**GCOR/83/19****Concessionary Bus Travel for 16-18 year olds in Greater Manchester**

The VPCQP presented a report, which provided the Board of the Corporation, with an update in respect of the proposed Concessionary Bus Travel for 16-18 year olds in Greater Manchester.

The report also included a copy of the updated scheme which include details of how the scheme would work in practice.

The report reminded members of the in principle support that had been agreed at the Board of the Corporation meeting in December 2019 together with the relevant conditions. It was advised that eligible students had been confirmed as 16-18 year olds who are resident in Greater Manchester and from 1 September following their 16th birthday to the earlier of 31 August following their 18th birthday or 31 August 2021. It was also advised that students would have to pay a £10 Card Application fee to TfGM and that for bursary eligible students this would be reimbursed by the colleges.

The VPCQP also advised that in respect of the previously agreed conditions the updated position was as follows :

- It had been confirmed that colleges would only pay for the actual trips that have taken place and that the total amount paid would be capped during the pilot so that colleges do not pay more than they would under existing arrangements.
- There is no commitment beyond the pilot which will run from September 2019 to August 2021
- The ESFA, whilst not providing blanket approval, had noted that the intent of the proposal was to ensure only eligible learners for discretionary bursary were identified for support. They had proposed a sample spot check audit late in the autumn term to help review progress in implementation and identify any practical points to support the institution's progress to ensuring eligibility and audit requirements are met.

The Board of the Corporation discussed the updated position in detail and the following matters were raised:

- What would be the position if other Colleges in Greater Manchester decided to opt out? The VPQCP commented that this was a risk but that it was his view that the Group should engage in the spirit of the project and that it would not cost the Group more than the costs of the bursary.
- The position for students outside of Greater Manchester and that there was a danger of a two tier system being put in place. The VPCSP confirmed that the scheme was only for GM residents and that the Group would endeavour through effective communication attempt to mitigate any disadvantages relating to expectations of non- GM residents.
- The Chairperson advised that the matter had been considered at the GM Chairs forum and that all six Colleges present had agreed to sign up to the project.

**Minute No.**

After due discussion and consideration it was unanimously resolved that the Board of the Corporation approve participation in the Scheme on the conditions outlined in the report.

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

**GCOR/84/19****Any Other Business**

The CS advised that it would be necessary to appoint two new Student Governors for the new academic year and that, given the expectations of the Office for Students and discussions with the Dean of Higher Education it may be preferable to appoint one Student Governor from Higher Education and one Further Education.

The CS explained how this would work from an election perspective and how the role of the Deputy Student Governor would fit in with the process to ensure appropriate representation across the Group's campuses.

Members were very supportive of this proposal and after due discussion it was unanimously resolved that the Group's Instrument and Articles of Government be amended to facilitate the approved change.

**Action: Corporation Secretary**

The Chairperson commented that the first full year post merger had now been completed and expressed his appreciation to Governors and staff for the excellent way in which the challenges had met and the progress that had been made in such a short period of time.

**GCOR/85/19****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 16 October 2019 at Trafford College.

**Action: Corporation Secretary**

The meeting closed at 7.36 pm.

The Principal and Dawn Cole joined the meeting at 6.15 pm during the consideration of Agenda item 6.

Agenda item 11 was considered as agenda item 5 after which the Dean of higher Education left the meeting at 5.57pm.