

## THE TRANSITION BOARD

### **Minutes of the Transition Board Meeting held at 5.30 pm on Thursday 25 June 2020 via Microsoft Teams**

<b>Present:</b>	Graham Luccock	(Chairperson)
	Lesley Davies	(Principal and Chief Executive Officer, TTCG)
	Alison Hewitt	(Chairperson of CAMSFC)
	Mohammed Ramzan	(Interim Principal & CAO CAMSFC)
	Glad Capewell	
	Clair Dyson	
	Gareth Turner	
	Jeremy Woodside	
	Sue Derbyshire	
	Janet Grant	
<b>In Attendance:</b>	Barry Watson	(Clerk to the Transition Board)
	James Scott	(Vice Principal Curriculum & Quality/ Principal, TTCG)
	Michelle Leslie	(Vice Principal Corporate Services & Planning, TTCG)
	Andrea Bennett	(Director of Finance & Strategy, TTCG)
	Mike MacLoughlin	(ESFA Representative)
	Don Everitt	(Interim Finance Director CAMSFC)
	Eve Johnson	(Project Manager)
	James Aleander	(External Consultant)

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#### **TB/57/20 Apologies for Absence**

The Clerk to the Transition Board (CTB) reported that no apologies for absence had been received.

#### **TB/58/20 Declaration of Direct or Indirect Interest in any of the following Items**

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

#### **TB/59/20 Minutes of the Transition Board Meeting held on 19 May 2020**

The minutes were approved and accepted as a correct account of the meetings proceedings.

#### **TB/60/20 Matters Arising from the Minutes**

- i) TB/46/20 – Strategic Direction September 2020/2025

The Principal and Chief Executive Officer (PCEO) of TTCG confirmed that the agreed updates had been incorporated into the Strategic Plan and that she would circulate a copy of the updated Plan to members in due course.

The PCEO also advised that the updated Plan would be used as part of the submission to the ESFA.

#### **Action: Principal and Chief Executive (TTCG)**

- ii) TB/47/20 – Establishing a Merger and Strategy Communications Plan

The Chairperson of Cheadle and Marple Sixth Form College (CAMSFC) confirmed that she had reviewed the Plan in the context of Covid-19 and had no further comments to make regarding the matter.

A member asked if there had been any response from the Minister in relation to the issue around the delay to the Consultation process. The Interim Principal &

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CAO (IPCAO) CAMSFC confirmed that CAMSFC had received no response.

The ESFA representative commented that he understood that the Minister had confirmed to Members of Parliament that Government would not get involved as it was in the jurisdiction of the College. It was also advised that it was the Ministers view that the response rate to the consultation was not out of line in respect of other mergers.

There were no further issues raised by members arising from the minutes

**TB/61/20****Consultation Outcome Report**

The IPCAO presented a report which provided the Transition Board with a summary of the outcomes from the Consultation Process in respect of the merger proposal that had been concluded on 8 May 2020.

It was advised that all respondents had been thanked for their response and that all individuals who had raised a matter relating to the merger proposal would receive a reply to their correspondence.

The report provided members with the details of the background to the consultation process, details of the process and actions that had been taken and were advised that any identified risks had been added to the merger risk register. The IPCAO further advised that 21 responses had been received with 15 respondents supporting the proposal, 3 were unsure and 3 respondents not supporting the merger proposal.

Members commented concerning the report as follows:

- A member commented that it was a great report and drew the Transition Boards attention to a number of inconsistency's in the report particularly with regard to the Education provision locations. The Transition Board debated this point in detail, and it was agreed that the report should accurately reflect what was in the Consultation Documentation. The IPCAO agreed to ensure that, when published, the Consultation Outcomes Report would be consistent and reflect the consultation process that had been undertaken.

**Action: Interim Principal and Chief Accounting Officer (CAMSFC)**

There were no other issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that the Consultation Outcomes Document be published subject to the aforementioned application.

**Action: Interim Principal and Chief Accounting Officer (CAMSFC)****TB/62/20****Outline Submission for the TTCG and CAMSFC Merger**

The PCEO presented a report which detailed the guidance that had been received from the ESFA in respect of the merger submission.

The PCEO advised that the guidance covered all the expected areas and went through the requirements in detail in respect of the following areas of coverage:

- Overview including the capacity and capability of the TCG to deliver the merger.
- Strategic Direction including Mission, Vision and Objectives.
- Governance Structure.
- Leadership of the Group.
- Curriculum Plan and Quality Improvement Plan
- Marketing Assessment and Marketing & Recruitment Plan.
- Estates Plan.
- Financial Plan.

The PCEO advised on the work that had already been done around the requirements and thanked both Colleges for what had been put together to date.

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It was further advised that the submission would be aligned to the ESFA Committee dates when they were known and that PCEO would advise the Transition Board accordingly. The ESFA representative advised that the dates had not been set as yet but were likely to be Mid/late August 2020. He commented that it would be helpful to see draft plans as they emerge and that he would confirm the Committee meeting dates as soon as they had been set.

**Action: ESFA Representative**

Members made the following comments in relation to the report as follows:

- A member commented around the need for flexibility in Board meeting dates. The PCEO agreed and commented that the Estates Plan in terms of timings was a big issue. The Vice Principal Corporate Services and Planning (VPCSP) provided the Board with an overview of the plans that were in place in order to deliver the Estates Plan and commented that it needed time to ensure that it was undertaken properly.
- A member asked if there were mechanisms in place to ensure that CAMSFC were involved in the Curriculum and Quality Improvement Plans. The Vice Principal Curriculum and Quality/ Campus Principal (VPCQP) confirmed that there were and outlined the processes that were in place to involve CAMSF managers in the production of both plans to the members' satisfaction.

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

**TB/63/20****Curriculum Planning for Merger – Progress Update**

The VPCQP presented a report which provided the Transition Board with an overview of the work that had been completed to date in respect of the review of the Curriculum offer for the merged entity.

The VPCQP advised that the Curriculum Strand of the Strategic Oversight Group (SOG) had produced a set of proposals for the curriculum offer which had been considered by the Executives of both Colleges. The VPCQP further advised that the key issues that the stand had identified were as follows:

- Curriculum areas that could be subject to future rationalisation between the different campus sites at Stockport. The VPCQP outlined what these areas might be and how the decisions for the areas in scope had been determined. It was further advised that no final decisions had been made on rationalisation and that both Colleges would take a view on the identified areas after recruitment in August/ September 2020. A member sought clarity around the intended provision for Travel and Tourism at Stockport in September 2020. The VPCQP advised that no decisions had been made, but that no students would be disadvantaged through the process and it would all depend on how recruitment mapped out in the new Academic Year. The PCEO commented that the Group were still unsure of the impact of Covid19 but that decisions would be made early in the process. The VPCQP further advised that any decisions would be made by the joint Executive Team.
- The Three-Year Curriculum Plan for the merged entity was in progress and would include High Level Learners assumptions across programme and subject areas.
- The progress that had been made in respect of the review of student Support Services with a view to develop plans for harmonisation. The VPCQP further advised that it had been decided not to harmonise curriculum delivery models or programme hours until 2021/2022.
- Progress in exploring the Quality Improvement and Quality Assurance models at the respective Colleges.

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

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The VPCQP presented a report which informed the Transition Board of an opportunity that had arisen to apply to the Department for Education (DfE) under the new College Collaboration Fund (CCF) which enabled Colleges to develop collaborative improvement projects.

The VPCQP advised concerning the subject matter for the projects and informed the Transition Board that the Executive teams of both Colleges had devised an application based on a Stockport based project.

It was further advised that the proposed collaborative project would cover the following specific improvement themes:

- Curation of quality digital content and resources to support remote and blended delivery.
- Enhancing support to vulnerable learners to engage, participate and return to learning.

The VPCQP provided the Transition Board with details of the project outline and aims together with costs.

In terms of costs it was advised that the total cost would be £140,000 with 75% coming from the DfE and 25 % matched funding from both Colleges. The report outlined the details of what the costs were based on and it was noted that the deadline for the application was 28 June 2020. The VPCQP apologised for the lateness of the report and commented that this was a great opportunity that should not be missed.

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

- The Chairperson of CAMSFG commented that she welcomed the proposal but that this was the first time she had seen it and asked how the matched funding element could be agreed given that CAMSFC Board had not seen the proposal nor was she aware of any funds, given the Colleges financial position, that could support the proposal. The TPCAO advised that there was an opportunity within the application that allowed Colleges in financial difficulties to apply for exemption from the financial contribution and that the application would need to be made on that basis. The ESFA representative commented that given CAMSFC financial position it would not be a surprise to see the exemption funding applied for. The VPQCP confirmed that the application would be made on an exemption basis for CAMSFC and emphasised that this was a great opportunity for both Colleges.
- A member asked if the project would benefit Young Carers and Looked After Children. The VPCQP confirmed that it would and that the managers would continue to have dialogue with SMBC concerning the project.
- A member commented that the project was not just about set up costs as there would be on going running costs to embed the project over time and questioned whether given all that was happening it was the best option to pursue the matter. In discussing the longer term commitment, it was agreed that the project should be looked as a matter for the merged entity. The VPCQP advised that the costs are time bound and that there was little risk from that perspective he further added that if the project was not successful it would be closed.
- A member asked if the amount of money for the project would cover technology for students to work from home. The VPCQP advised that it would not as it could not be used for the purchase of IT equipment, it was a fund that would resource the development of materials. The VPCQP advised of the process that could be undertaken to resources student who might need IT equipment support.

After due discussion and consideration, it was resolved that the application be supported

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and submitted on the basis that it is made on excepted funding for CAMSFC.

It was also agreed that the members of the Board of the Corporation of the Trafford College Group be made aware of the proposal and their support secured for the application.

**Action: Vice Principal Curriculum & Quality (Campus Principal)/ Corporation Secretary TTCG**

**TB/65/20****Pre-Merger Budget Update**

The DFS presented a report which updated the Board concerning pre-merger costs and set out the financial activity against the allocated budgets.

The report also included details of new commitments since the last update report together with any variances against budget together with risks and opportunities.

The DFS went through each of the activities and commitments in detail and highlighted the additional commitments, including costs, since the last meeting which related to the following items:

- Space Modelling.
- Estates options Appraisal Work.

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

**TB/66/20****Transition and Merger Implementation Timetable**

The Project Manager (PM) presented a report that included a copy of the updated Transition and Merger Implementation Plan (TMIP).

The PM provided an overview of the TMIP and the progress that had been made and specifically drew members attention to the following red RAG Rated Risks relating to Estates and Finance:

- Finance merger overlays.
- Health and Safety procedures. The PM was pleased to report that the urgent capital support work application for CAMSFC had now been approved by the ESFA and was therefore no longer a risk.
- Preparation for the business case for the ESFA.
- Bank approval.

The PM advised that the Senior Teams would continue to monitor progress and address issues on a weekly basis. It was also advised that the SOG lead managers would continue to review plans to ensure that they reflect the impact of Covid19 and that there is a robust post-merger transition plan.

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

**TB/6720****Merger Risk Register**

The PM presented a report, which provided members with a copy of the merger risk log which identified 8 risks together with risk scores that had not changed since the last report.

The PM advised that there was a new consideration under risk 1A relating to mitigation of the overhead of managing Covid-19.

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

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**Any Other Business**

There were no matters raised under any other business.

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**Date of Next Meeting**

It was agreed that next meeting of the Transition Board meeting would be held at 5.30pm on 28 July2020.

**Action: Clerk to the Transition Board**

The meeting closed at 6.53 pm.