

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation
held on 8 April 2020 at 5.30 pm Via Microsoft Teams**

Present:	Graham Luccock	(Chairperson)
	Lesley Davies	(Principal and Chief Executive Officer)
	Sarah Drake	
	Janet Grant	
	Jed Hassid	
	James Beazley	
	Glad Capewell	
	Sue Derbyshire	
	Jeremy Woodside	
	Louise Richardson	
Tony Healy		
Colette Fagan		
In Attendance:	Barry Watson	(Corporation Secretary)
	Andrea Bennett	(Director of Finance & Strategy)
	James Scott	(Vice Principal Curriculum & Quality/ Campus Principal)
	Michelle Leslie	(Vice Principal Corporate Services & Planning)

Minute No.

Prior to the commencement of the meeting, the Chairperson advised that the meeting was being held via Microsoft Teams due to the national situation in respect of the Coronavirus and welcomed members to the meeting.

GCOR/01/20 Apologies for Absence

The Corporation Secretary (CS) reported that apologies for absence had been received from Joc Llorente, Jill Bottomley and Guy Robson.

GCOR/02/20 Declarations of Direct or Indirect Interest

There were no declarations of interest in any of the meeting's business items.

GCOR/03/20 Minutes of the Meeting held on 18 December 2019

The Chairperson asked members to email the CS if they considered that any changes were required to the minutes of the meeting.

Action: Board of the Corporation Members

GCOR/04/20 Matters Arising from the Minutes

- i) GCOR/117/19 – Governor Links and Learning Walks Update (Sports Studies)

The Chairperson advised that the issue with regard to the Governor Links with Sports Studies had now been resolved and that the Link Governor (SDr) would liaise directly with the Assistant Principal Altrincham Campus concerning the provision who in turn would be informed and updated by the Assistant Principal of the Stretford Campus.

The Chairperson further advised that the Governor Link arrangements would be reviewed and updated before the commencement of the next Academic Year.

Action: Chairperson/ Corporation Secretary

Minute No.

- ii) GCOR/117/19 – Matters arising from the Minutes – Appointment of Student Governor Higher Education

The CS reported that the Student Governor (Higher Education) had unfortunately, due to personal commitments, declined the Board of the Corporations offer of appointment as the H.E Student Governor.

The CS further advised that a further nomination had been secured from a Higher Education student, Emily Johnstone (EJ) and that the CS had met with her to discuss the role and responsibilities and that she was prepared to undertake the commitment required.

After due discussion and consideration, it was unanimously resolved that EJ be appointed as the Student Governor (HE) with immediate effect.

Action: Corporation Secretary

- iii) GCOR/121/19 – Governance Ready Programme

The CS reported that the Governance Ready Programme continued to operate successfully and that both participants on the scheme had participated in a Governor Link meeting and a Learning Walk at Stockport Campus which they had found very helpful.

It was also advised that a Non-Disclosure Agreement had been established and would be signed by participants in due course.

Action: Corporation Secretary

- iv) GCOR/122/19 – Higher Education Committee

The CS was pleased to advised that a nomination from Sheffield Hallam University had been received for the external co –opted member of the recently established Higher Education Curriculum and Quality Committee.

It was further advised that the nominated person (NH) was employed as the Associate Dean for Global Engagement and Academic Partnership and had accepted the position on the Committee.

The Board welcomed and noted the appointment which would further strengthen the Board's Governance arrangements in respect of its Higher Education provision.

The Board of the Corporation also received a report which made proposals for the process and a timetable for the arrangements of submitting the Self-Assessment of its Higher Education Governance arrangements to the Office for Students (OfS).

The Board of the Corporation considered the proposals in detail and after discussion it was agreed that the proposed framework and structure for the Self-Assessment be sent to Governors for their comments.

Action: Corporation Secretary

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It was also agreed that following this the Higher Education Working Party should consider the Draft Self-Assessment in detail at a meeting to be convened on 7 May 2020. This date was brought forward at the suggestion of the Chairperson as it was felt that the proposed timetable did not allow the Working Party enough time to consider the proposals before submission to the OfS.

Action: Corporation Secretary

A member asked for an update in respect of the progress of the Access and Participation Plan. The Vice Principal Curriculum and Quality /Stockport Principal (VPCQP) advised that informal feedback had been received from the OfS and that a revised and updated plan would be submitted to the relevant Director at the OfS within the appropriate time frames.

Action: Dean of Higher Education

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

GCOR/05/20 Minutes of the Transition Board meeting held on 25 February 2020

The minutes of the meeting were received and noted.

GCOR/06/20 Matters Arising from the Minutes

- **Appointment of Project Manager**

The Principal advised the Board that a Project Manager (PM) for the merger proposal had been jointly appointed by both Colleges and had been able to take up the duties of the post immediately.

The Principal further advised that the post was a 3 days a week commitment and provided the **Board** with details of the appointed persons back ground and experience.

The Board were also advised of the duties that the PM would undertake and that she would be reporting to the Transition Board specifically in respect of the Merger Risk Register and the progress of the Merger Timetable and Implementation Plan.

The Board welcomed the appointment and resolved that it be noted.

- **Due Diligence Update**

The Vice Principal Corporate Services and Planning (VPCSP) advised the Board of the Corporation of the progress that had been made in respect of the Due Diligence processes for the merger proposal.

It was advised that bids on the Financial and Legal Due Diligences were due to be returned by 16 April 2020 and that interviews with Governors for the appointments would be held week commencing the 20 April 2020.

The VPCSP further advised that the Due Diligences were currently scheduled to be completed by 29 May 2020.

The VPCSP also commented on the impact that remote working might have on the deadlines but that it was the intention to proceed within the current time frame and at pace.

Minute No.

With regard to the Financial Due Diligence it was further advised that Cheadle and Marple Sixth form (CAMSFC) Board of the Corporation had agreed to accept joint costs for the undertaking.

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

- **Consultation Process and Branding Update**

The Principal advised the Board concerning the up to date progress in respect of the on-going consultation process.

The position that the Trades Unions had taken regarding the consultation period at CAMSFC was outlined and it was noted that the consultation period had been extended by one week until the 8 May 2020.

With regards to the Branding for the merged entity the Principal presented the proposals that had been taken to the Transition Board and advised that, apart from a minor colour change to the CAMSFC logo the Branding had been approved.

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

GCOR/07/20**Governor Links and Learning Walks Update**

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

Quality Assurance and Teaching Learning and Assessment

The Link Governors (GC and GL) reported in detail concerning the main issues arising from the visit, which were included in the written report.

It was advised that the key issues for Governors to follow up included:

- The effectiveness and impact of the refined Quality Assurance (QA) process and in particular in underperforming courses.
- Progress on the ability of MIS to provide timely and accurate data for QA processes.
- Trends in the proportion of Teaching, Learning and Assessment (TLA) exceeding expectations.

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

Student Personal Development

The Link Governors (SDr and GL) reported on the detail of the main issues arising from the visit, which were included in their written report.

The Link Governors advised that the issues for Governors to follow up were as follows:

- The impact of Trafford Challenge and PSM's and Counsellor.
- The use of the LIP system.
- Development of Learning Support Tile on My Day.
- Response to Helping you reach your potential.
- Progress regarding work experience and Violence Reduction Unit/ CPOMS.

Minute No.

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

FE Student Engagement and Participation

- The Link Governor (SDr) reported on the detail of the main issues arising from the visit, which were included in her written report.
- SDr advised that the meeting had been productive and that the issues for Governors to follow up were as follows:
- Outcomes/messages from Student Conference and CDAR events.
- Success in developing staff awareness of the benefits of promoting student engagement.
- Development of course representative role/feedback from meetings.
- Plans to promote activities at induction days/ possibly drawing up a comprehensive list of what is available.

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

Altrincham Campus

The Link Governor (SDr) reported on the detail of the main issues arising from the visit, which were included in their written report. It was advised that Sports Studies was included as part of the Link Visit.

The Link Governor advised that the issues for Governors to follow up were as follows:

- Student retention and attendance.
- ICT/Digital Strategy implementation.
- Accurate/timely communication.
- A level CDAR findings.

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

Stockport Campus

The Link Governor (GC) reported on the detail of the main issues arising from the visit, which were included in her written report.

The Link Governor advised that the issues for Governors to follow up were as follows:

- The effectiveness of MIS to support accurate and timely enrolment, attendance and performance data and how that may impact on Governor's ability to monitor performance.
- The outcome of the Learning Support Health Check.
- Performance of courses in Construction currently in scope for the at risk process.

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

Minute No.**GCOR/08/20 Sabbatical for Independent Member of the Board of the Corporation**

The Chairperson advised the Board of the Corporation that the 18-month period of Sabbatical for the Independent member (IR) of the Board of the Corporation was due to expire and that further consideration needed to be given to the position.

The Chairperson informed the Board that IR's position had not changed but that he wished for his sabbatical period to be extended for a further period. The Chairperson reminded members of the skills set of the member and the value that he brings to Board membership and added that in his view the sabbatical period should be extended for a further 12 months only.

The Board of the Corporation after due discussion resolved that IR's sabbatical period be extended by a further 12 months only and that no further period be granted following the extended expiry date.

The Chairperson undertook to advise the member accordingly.

Action: Chairperson of the Board of the Corporation/ Corporation Secretary

GCOR/09/20 Progress Update – Governance Action Plan 2019/2020

The CS presented a report, which provided members with details of the progress that had been made in respect of the Governor's Action Plan as at March 2020.

The CS went through the progress that had been made for each of the eight agreed actions and there were no raised by members arising from the report and it was resolved that the report be noted.

GCOR/10/20 Student Recruitment 2020

The Principal advised the Board of the Corporation of the current position for student recruitment for the Academic Year 2019/2020.

The Principal specifically advised that:

- The Group were still tracking applications despite the Covid19 situation and that applications were overall 650 up compared to last year. It was also reported that the number of acceptances were up in most curricular areas.
- Applications at Stretford and Stockport were both up.
- Actions to turn applications into acceptances and ultimately enrolments including the intention to go straight to offer based on an assessment of the student application.

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

GCOR/11/20 Quality Improvement Plan 2019/2020 and Performance Indicator Report

The VPCQP presented a report, which provided members with details of the progress against the Quality Improvement Plan (QIP) together with details of the Key Issues arising from the Plan.

The report provided members with a copy of the QIP together with the Group's Curriculum Performance Indicators as at March 2020.

The VPCQP advised that the QIP had been considered in detail by the Further Education Quality Committee at its meeting on 11 March 2020 and there had been no changes to the QIP since then.

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He did advise however that the up to date retention for 16-18 was 93% and that for 19+ it was 98% which were still looking strong.

With regard to the calculation of grades for the current year the VPQCP advised on the process that would be undertaken and that there would be no performance tables published for the current Academic Year

A member asked how achievement rates would be dealt with and was advised that further information was needed on the matter. The VPCQP further advised that the Group would most likely be in a better position than the previous year as for example A Level retention was much stronger at 80%.

A member asked about the current position with regard to Ofsted and was advised that the AoC had advised that there would be no inspections until January 2021 and it will be the data from last year that Colleges will be judged on.

In presenting the report the VPCQP advised concerning the key issues arising from QIP within the following areas of provision:

- Maths and English.
- Courses at Risk.
- A Levels.
- Apprenticeships.
- Adult Education.
- Student Support.
- Work Experience.

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/12/20**Meeting of the Curriculum and Quality Committee held on 11 March 2020**

The Chairperson of the Curriculum and Quality Committee provided the Board of the Corporation with a brief overview of the matters considered by the Committee at its most recent meeting.

The Chairperson in particular drew member's attention to the following matters considered by the Committee:

- Curriculum Development Area Reviews which were new this year and were comparable to a mini Ofsted and had been considered by the Committee for the areas of Maths, English and Construction. The Committee Chairperson commented that they were really useful reports undertaken by an external Ofsted Inspector. It was further advised that the managers were responding quickly to the areas identified for improvement.
- Student Engagement Strategy. The Chairperson advised that this was a really positive Strategy and had been recommended for approval by the Committee. A member asked about the student engagement initiatives in the community that the Group were engaged in and the VPCQP provided the Board with a detailed account of the many community initiatives across all campuses. A member identified a typographical error in the title of the document and it was agreed that this would be amended. A member commented that this was a very good strategy and document and asked about the arrangements in place to help students to register to vote. The VPCQP advised of the many initiatives taken in this respect and agreed that it should be included in the Strategy.

Action: Vice Principal Curriculum & Quality/ Stockport Principal

Minute No.

There were no further issues raised by members and subject to the agreed amendment and inclusion it was resolved the Student Engagement Strategy be approved.

It was noted that minutes of the meeting would be presented to the Board at its next meeting.

Action: Corporation Secretary

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

GCOR/13/20**Minutes of the Equality and Diversity Committee Meeting held on 6 September 2019**

The minutes of the meeting were received and noted and the Vice Principal Corporate Services and Planning (VPCSP) provided an overview of the matters considered by the Committee.

The Board discussed the following issues arising from the minutes:

- Arrangements to avoid duplication of Mental Health issues across Committees.
- Gender Pay Gap and management actions going forward to address issues.
- The need to revisit the agreed actions from the meeting in the light of remote working.

There were no further matters raised by members and it was resolved that they be noted.

GCOR/14/20**Minutes of the Safeguarding Committee Meeting held on 9 December 2019**

The VPCQP provided the Board with an overview of the main issues considered by the Safeguarding Committee at its last meeting.

There were no substantive matters raised by members arising from the minutes and the VPCQP undertook to correct the error in the minutes relating to the attendance at the meeting.

Action: Vice Principal Curriculum & Quality/ Stockport Principal**GCOR/15/20****Draft Report and Financial Statements including Letter of Representation for the period ending 31 July 2019**

The Director of Finance and Strategy (DFS) presented members with a copy of the final Report and Financial Statements and Letter of Representation (DRFSLR) for the period ending 31 July 2019 which had now been completed and duly signed by the authorised signatories.

The DFS advised that additional payments had been made to Grant Thornton of £10,200 relating to additional work undertaken during the original audit and additional work undertaken in March 2020 which was duly noted.

The Chairperson thanked the DFS for her and her team's work in finally reaching a satisfactory end to the closure of the Financial Statements and Letter of Representation.

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

Minute No.**GCOR/16/20****Management Accounts for the 7 months ending 29 February 2020**

The DFS presented a report, which provided members with the financial monitoring and forecast report as at 29 February 2020.

The DFS advised that the financial impact of Covid 19 was not reported in the accounts due to the fact that it did not start to impact until March 2020.

It was further advised that the full impact of Covid 19 on the Group's financial position could not be currently assessed as guidance was being received on a daily basis.

The DFS advised that the biggest impact of Covid19 was likely to be on the 2020/2021 financial position and that more detailed financial modelling would be carried out as soon as further information became available and would be reported to the Board in due course.

Action: Director of Finance & Strategy

It was reported that the overall performance in the seven-month period was a surplus of £9k compared to the budgeted deficit of £247k. The DFS advised that the positive position against the plan was largely due to profiling of pay and non – pay expenditure and that management action was still required to deliver the plan.

The DFS further advised that the forecast for the full year under the best case scenario was a deficit of £255k which was on track due to depreciation. It was further advised that the underlying EBITDA was £469k off plan as the best case scenario incorporated greater certainty over additional costs and reduction in income.

The DFS also advised that the worst case scenario was a deficit of £2,326k with a mid-case position of a deficit of £1,318k. It was further advised that the best case position would not now deliver the original financial plan and that the position had deteriorated due to ill health retirements costs of £180,000k and pressure around Apprenticeships and Higher Education income streams. The DFs advised that the team were working on the mid case scenario and hoped to have a Covid updated forecast/budget for Governors consideration around May 2020.

Action: Director of Finance & Strategy

With regard to financial targets it was noted that the following objectives had been set:

- ESFA Financial Health maintain or improve current rating.
- Pay to income ratio of less than 65%.
- Cash balance to be in excess of £3m covenant.

With regard to the cash position the DFS advised that it was looking good and that the land sale in respect of Stockport had exchanged contracts and the deposit had been paid by the purchaser. The DFS also updated the Board with regard to the ongoing covenant position and the discussions with the Bank.

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

- The approach and position of the Group in respect of furloughing of staff. The DFs advised that the VPCSP would present a full report outlining the approach later in the meeting but that the opportunities were limited due to the nature of the business and the workforce.

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The DFS further commented that the biggest risk was in respect of Apprenticeship provision were the risk could be significant and that the Group were currently working on scenario modelling. A member asked what the ESFA were saying about the matter. The Principal advised of the conversations that were being held with ESFA officials and that the cash position would be strong, the issue would be around the covenants and possible breaches. Other matters were discussed in relation to this particularly with regard to other options available to the Group. The DFS advised that all avenues were being explored with external agencies.

- A member sought clarification around the land sale at Stockport College and was advised that contracts had been exchanged on 1 April 2020 and that the public consultation exercise had started. The VPCSP advised that it was hoped that the planning application would be considered in September 2020. The member asked if there were any conditions to the exchange of contracts and was advised that it was subject to planning permission but that it was not anticipated at this stage that there would be any difficulties with this as SMBC had been very supportive throughout the whole process.

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 7 months ending 29 February 2020 be approved.

GCOR/17/20**Board Assurance and Risk Management Framework Update- March 2020**

The DFS presented a report, which updated the Board of the Corporation on the Group's updated Risk Management Framework for 2019/2020, which had been reviewed in detail by the Risk Management Group at its meeting on 24 March 2020.

The DFS advised that the updated Framework would be presented for detailed consideration by the Audit Committee at its meeting on 30 April 2020.

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

GCOR/18/20**4 Year Financial Plan Update**

The DFS reminded members that the Board had approved the 4 Year Financial Plan at its additional meeting in January 2020 but that due to significant changes it would be necessary to update the plan.

The DFS advised she was currently working on the updated Plan and that she would bring the updated version, for the Board's consideration at the next meeting.

Action: Director of Finance and Strategy

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

GCOR/19/20**Minutes of the Resources Committee Meeting held on 26 February 2020**

The minutes of the meeting were received and noted and the Chairperson provided a brief overview of the business items considered by the Committee.

GCOR/20/20**Matters Arising from the Minutes**

- i) GRES/06/20 – Management Accounts for the 5 months ending 31 December 2019

Minute No.

The Board of the Corporation unanimously approved the Committee's recommendations that the Management Accounts for the 5 months ending 31 December 2019 be approved.

The 7 months' update of the management accounts were considered at agenda item 16

GCOR/21/20 Digital Skills Strategy Action Plan Update

The Vice Principal Corporate Services and Planning advised the Board that the Digital Skills Strategy and the associated Action Plan was being reviewed and updated in the light of the impact of Covid 19.

It was further advised that the review was due to commence on 22 April 2020 and that she would present any amendments to the Board of the Corporation in due course.

Action: Vice Principal Corporate Services and Planning

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

GCOR/22/20 Minutes of the Health and Safety Committee Meeting held on 31 January 2020

The minutes of the meeting were received by the Board of the Corporation and the VPCSP provided the Board with a brief overview of the main issues considered by the Committee which was noted.

A member commented that it very pleasing to see that a student was in attendance at the meeting.

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

GCOR/23/20 Response to Covid-19 Update

The Principal provided the Board of the Corporation with a further update report in relation to the management response and current position in respect of Covid-19.

- Continuation of Education and Training and working remotely. The Principal commented that the plans that had been put in place continued to be operating effectively and that the staff had done an amazing job in delivering the whole of the curriculum remotely in a two-week period. The Principal expressed a vote of thanks to staff who had made it possible to deliver on line learning in a virtual world. The Board of the Corporation fully endorsed the Principals appreciation to the staff who had been involved in the delivery the online learning.
- Quality Assurance. The Principal outlined the process that had been put in place so that the quality of learning could be assured and the identification of which students were engaging and which student were less engaged. The Principal also outlined the actions that were being taken by staff to ensure that student engagement during lockdown was continuous. It was further advised that the approach that was being taken was once of being there to support the students and that the campuses would remain open over Easter apart from Stretford where there was no learner demand. The Principal outlined the staffing arrangements that had been put in place to facilitate this approach.

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- Health and Safety and Wellbeing of Staff. The Principal commented that this was a key priority for the leadership Team and outlined the initiatives and actions that had been put in place to support staff and to ensure that all Health and Safety aspects arising from the challenges were being taken into account and addressed.
- Finance. The Principal summarised the financial issues that were creating challenges particularly with regard to securing clarity around future funding arrangements which was still uncertain. The Principal advised that further reports regarding the position would be presented to the Board as soon as the picture became clearer.

Members made a number of comments arising from the update as follows:

- A member congratulated the Principal to the fantastic job that had been done to date and commented on the challenges that her organization were facing in relation furloughing of staff and the financial uncertainties for educational establishments going forward. The Principal commented that it was very difficult for publicly funded organisations but that they would explore every avenue available to ensure the Group maximizes any support it was entitled to.
- A member asked about the platforms that were being used to support remote working and learning. The VPCQP advised of the range of generic and specific platforms that were being used. The Board had a broad discussion around the future of learning and working and how IT might change how learning and working are delivered. The VPCSP advised that the current situation was an opportunity to push on the Group's Digital Strategy with opportunities to look at delivery in a more efficient and effective way.
- A member congratulated all involved in the speedy response to Covid-19 and asked about the level of engagement by learners with Apprenticeship provision compared to other courses. The VPCQP advised of the process that was currently being implemented by the Assistant Principals together with the targets for percentage of engagement and the taking of virtual registers. It was further advised of the current range of engagements for College wide provision and was pleased to report that in some areas it had increased and cited Construction which had gone from 45% to 68% during lockdown. He further advised of the actions that were being taken when a trend of low engagement had been identified.

The member asked about the position regarding the learner support review that was due to take place and what plans were in place for it. The VPCQP advised that it was hoped that the review and themed health check would take place in May 2020 and presented to Governors in due course.

- The Chairperson commented on his feeling of pride when he has seen the dedication and hard work of staff in response to Covid-19 and undertook to write to staff thanking them for the work they had done in respect of the items discussed.

Action: Chairperson of the Board of the corporation

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

Minute No.**GCOR/24/20****Safeguarding Guidance for Remote Working**

The VPCQP presented a report which provided the Board of the Corporation with details of the guidance that had been produced in relation to the Group's move to a remote education delivery model in response to the Covid-19 pandemic.

The VPCQP advised that the guidelines should be considered as an addendum to the existing Safeguarding Children and Adults Policy as well as the Staff Safeguarding Code of Conduct.

It was further advised that the guidelines would be updated as required following further information from the Department for Education.

Action: Vice Principal Curriculum and Quality /Stockport Principal

The VPCQP drew the Boards attention to the following key aspects of the guidance and went through each of the areas to explain the current status and position of the actions that had been taken to date:

- Liaison with Local Authorities.
- Students accessing Campus.
- Keeping Children Safe in Education.
- Policy Roles and Responsibilities.
- Reporting Safeguarding concerns.
- Bullying Guidelines.
- Staff Training and Safer Recruitment.
- Online Safety.
- Student Mental Health and Wellbeing.

A member commented that the guidelines in relation to On Line Safety and Student Health and Wellbeing emphasised what staff are doing with regard to the current position and added that Governors would continue with their Link meetings with managers all be it remotely.

There were no other matters raised by members and it was unanimously resolved that the Guidelines as presented be approved and added as an addendum to the Safeguarding Children and Vulnerable Adults Policy and the Staff Safeguarding Code of Conduct.

Action: Vice Principal Curriculum and Quality /Stockport Principal**GCOR/25/20****Coronavirus Job Retention Scheme**

The VPCSP presented a report which made proposals for the Group's approach to the Governments Coronavirus Job Retention Scheme.

The report set out the guidelines for the scheme and the VPCSP advised that it was intended that the Group should use the scheme for areas where the Group was reliant on commercial income and unable to continue the service provision. The VPCSP also advised that the proposal intended to get the right balance between being a responsible employer and financial responsibility.

It was added that the principles behind the approach were that the Group should comply with statutory responsibilities, staff are not financially disadvantaged, would still accrue holiday entitlement and that hours for flexible contracts would be honored in terms of those that had already been set.

In terms of the areas that relied on commercial income the VPCSP outlined which areas were covered and that a review was currently being undertaken to see if the service could continue to be provided.

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The report also outlined the proposed two phased approach to furloughing staff and outlined the assumptions on which furloughing arrangements would be made. The VPCSP outlined the time frame for the proposals and identified the key issues which in her view were as follows:

- Staff consent and redundancy issues. The Board had a detailed discussion with regard to this matter in the context of the responsibilities of the Group to staff from a contract of employment perspective. The VPCSP explained the position to members and advised that the approach that was being proposed was taken after full consultation and support of the Group's solicitors. It was further advised that there were only a small number of staff that fall into this category and the approach would be one of securing agreement. A member advised of the approach that had been taken in her organization in respect of discussions with unions, communication with staff and the redundancy position. The Principal commented that with the Group having so few staff in this category gaining consensus on a one to one basis would, in her view, be the preferred approach and outlined the reasons why this was the case.
- Reputation and Staff Morale considerations. A member suggested redeployment as an option, and it was advised that this had been considered. A member asked about other Colleges stance with regard to the matter and were advised that all Colleges were in the same position. A member commented that the time portal was very tight with claims having to be made by 20 April 2020.

There were no further issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that the scheme as detailed in the VPCSP report be approved.

Action: Vice Principal Corporate Services and Planning**GCOR/26/20****Any Other Business**

A member asked if the Groups Instrument and Articles of Government had been updated in order to allow virtual Board meetings.

The CS advised that they had been updated some time ago to allow this facility and that Eversheds – Sutherland had been consulted to ensure that the wording of the amendment was appropriate.

The Chairperson advised the Board that the Chairperson of LTE Group had unfortunately passed away unexpectedly and that he would be sending a card on behalf of The Trafford College Group to her husband.

Action: Chairperson of the Board of the Corporation

There were no further matters raised under any other business.

GCOR/27/20**Date of Next Meeting**

It was noted that the next scheduled meeting of the Board of the Corporation would be held at 5.30 pm on Thursday 21 May 2020.

Action: Corporation Secretary

The meeting closed at 7.30 pm.