

THE TRANSITION BOARD

**Minutes of the Transition Board Meeting
held at 5.30 pm on Tuesday 27 April 2021 via Microsoft Teams**

Present:	Graham Luccock	(Chairperson)
	James Scott	(Principal and Chief Executive Officer, TTCG)
	Alison Hewitt	(Chairperson of CAMSFC)
	Glad Capewell	
	Gareth Turner	
	Sue Derbyshire	
	Louise Richardson	
	Jeremy Woodside	
In Attendance:	Barry Watson	(Clerk to the Transition Board)
	Mike MacLoughlin	(ESFA Representative)
	Don Everitt	(Interim Finance Director CAMSFC)
	Eve Johnson	(Project Manager)
	Lesley Davies	(Merger Director)
	Carmen Gonzalez-Eslava	(Deputy Principal)
	Michelle Leslie	(Vice Principal Corporate Services & Planning, TTCG)
	Andrea Bennett	(Director of Finance & Strategy, TTCG)
	Jim Aleander	(External Advisor)
	Darryn Hedges	(Interim Chief Finance Officer)
	Alison Duncalf	(Administrative Support – Governance)

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Prior to the commencement of the meeting the Chairperson welcomed Darryn Hedges (Interim Chief Finance Officer) to his first Transition Board meeting.

TB/21/21 Apologies for Absence

The Clerk to the Transition Board (CTB) reported that apologies for absence had been received from Clair Dyson, Mohammed Ramzan.

TB/22/21 Declaration of Direct or Indirect Interest in any of the following Items

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

TB/23/21 Minutes of the Transition Board Meeting held on 23 March 2021

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

Minute No.**TB/24/21****Matters Arising from the Minutes**

i) TB/18/21 – Communications Plan Progress Update

The Principal & Chief Executive Officer, TTCG (PCEO) provided the Transition Board with an update on activities in relation to the progress of the Communications Plan as follows:

- He had met with CAMSFC staff as discussed at the last meeting and advised that the meetings had been very productive.
- A meeting with the Chief Executive of SMBC was scheduled to take place tomorrow.
- Breakfast with MP's had not happened due to timings and political activity but that the event would be arranged post-merger.
- Meetings had been held with a local MP (MR) by CAMSFC and that arrangement to meet with another local MP (MM) would be made post-merger.
- Joint meetings with the Trades Unions would take place later in the day with items for discussion including the leadership structure post-merger, merger timescale and restructuring timescale post-merger. A member asked if the position with the Trades Unions (TU) was a positive one. The PCEO advised that the TU's were adopting a position of no comment at this stage and he outlined the response that had been made in respect of whether a trade dispute would be carried over post-merger.

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

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

TB/25/21**Final Legal Arrangements to the Point of Merger Update**

The Vice Principal Corporate Services & Planning, TTCG (VPCSP) presented a verbal report which updated members concerning the progress regarding the legal aspects of the merger proposal.

The VPCSP provided members with the following information:

- The Draft Grant Agreement had been received and would be presented to TTCG on 28 April 2021.
- The Draft termination of the CAMSFC loan agreement had been agreed by Treasury.
- The land searches' outcomes would be reported to the TTCG Board on 28 April 2021.

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- The letter of consent with Barclays Bank was still outstanding and was being worked on.
- The Licence for Ridge Sports Association would now be dealt with as a post-merger agreement.

The CS confirmed that all the relevant legal documents would be ready for execution by the respective Boards for the meetings later in the week.

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

TB/26/21**Final Pre-Merger Budget Update**

The Director of Finance & Strategy (DFS) presented the final report which updated the Transition Board concerning pre-merger costs and set out the up to date financial activity against the allocated budgets.

The key issues arising from the report were as follows:

- ESFA Funding Support and College contributions.
- Pre- Merger costs for each organisation.
- TTCG Grant claim for pre- merger costs.
- Costs being incurred at risk. Regarding the claim for the costs of the Financial Due Diligence the ESFA representative confirmed that these would be met and that TTCG should submit a claim accordingly.

Action: Director of Finance & Strategy

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

TB/27/21**Capital Transformation Fund Update**

The VPCSP advised the Transition Board that there was no further information to report in respect of the application route through to the Capital Grant application in respect of the Cheadle Campus.

The VPCSP further advised the Board in relation to the timing challenges that this presented and that the ESFA were cognisant that the Group wished to approach the application through the special arrangements that had been written into the process for application.

The ESFA representative commented that work was continuing regarding the matter but that unfortunately the process had been slower than expected due to the large programme that was being dealt with. He added that the Group would be given the same amount of time to present and prepare the application and full proposal as other Colleges.

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

TB/28/21 Approval of Polices for Merged Entity

The Project Manager (PM) presented the following proposed updated policies for the merged entity:

- SEND Policy 2020/2021
- Child Protection and Safeguarding Vulnerable Young Adults Policy 2021
- Equality and Diversity Policy 2021-2023
- Admissions Policy 2021-2023
- Health and Safety Policy 2021-2022

The PM advised that the policies had been produced through discussion with the Strategic Oversight Groups, comprising the relevant managers of both Colleges, after due consideration by the joint Leadership Team.

Members considered each of the policies in detail and raised the following issues:

- A member commented that it was important that the Child Protection and Safeguarding Vulnerable Young Adults Policy reflected the recently published Department for Education Keeping Children Safe in Schools and Colleges (January 2021) and that this was reflected in the Policy. The member also commented that the Policy should also reflect the role and responsibilities of Governing Bodies to comply with the legislative requirements. It was advised that the guidance would be reflected in the Policy which was due for further review for the Academic Year 2021/2022.
- Regarding the Equality and Diversity Policy a member commented that the Policy included a manager who was leaving the organisation. It was advised that this would be amended for September 2021 when the post holder would no longer be employed by the Group.
- A member commented that regarding the SEND Policy there was little reference to Adults and that as a result they might not think that the Policy and available support was relevant to them. The Deputy Principal commented that she would reflect on the comment. A further member asked if there was enough information in the Policy in respect of the key role of the Learner Support Assistants. The Deputy Principal commented that she would also reflect on this comment together with the wider roles in the institution in the context of the Policy

Action: Deputy Principal

There were no further issues raised by members and it was unanimously resolved that the Policies be approved within the relevant time frames.

Action: Project Manager

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Any Other Business

There were no matters raised under any other business and the Chairperson thanked all members and officers for their excellent contribution to the work of the Transition Board since its inception.

The meeting closed at 6.13pm