

**Minutes of the Corporation Meeting Held on
Tuesday 14 February 2023**

Present: Damien Bourke, Simon Boyle, Phill Brown, Malcolm Bruce, Kirk Cornwall, Jonathan Frankham, Rachael Frankland, Shayer Hussain, Karen James, Josh Lester, John Lyne (Chair), Jackie Moores, Arsana Subba

Nils Elgar, Clerk to the Corporation

In Attendance: Dave Dobson (Executive Director Finance and Estates), Leon Dowd (Deputy Principal Quality and People), Nicola Welland (Deputy Principal Curriculum)

ACTION

22/23.43 Apologies for Absence

Resolved: The Board of Governors resolved to accept the apologies of Elaine Price and Chris Rushton. **Accepted**

22/23.44 Declarations of Interest

It was noted that Jonathan Frankham had a standing declaration that he was an employee of the Education and Skills Funding Agency (ESFA), the College's principal funder and regulator. **Noted**

22/23.45 Minutes of the Meeting Held on 6 December 2022

Resolved: The Board of Governors resolved to approve the minutes of the meeting held on 6 December 2022. **Approved**

22/23.46 Matters Arising

On minute 22/23.22 (Matters Arising – Pay Review 2022/23), the Deputy Principal Quality and People reported that the proposed pay award had been accepted by the trade unions and would be paid into staff bank accounts in February 2023, backdated to include January 2023. **Noted**

22/23.47 TRET Update

Simon Boyle, Shayer Hussain and Josh Lester joined the meeting at the start of this item.

This minute is confidential as it contains information provided in confidence.

22/23.48 Key Discussion Topic: Self-Assessment Report 2021/22, Quality Improvement Plan 2022/23 and Curriculum Performance Scorecard

The Deputy Principal Quality and People, Deputy Principal Curriculum and Principal contributed to a presentation that covered key points on the Self-Assessment Report (SAR) (for the period September 2021 to January 2023) and Quality Improvement Plan

2022/23 and the Curriculum Performance Scorecard. Key points included:

- (i) Governors needed to be aware of the dataset of cohorts impacted by COVID – Teacher Assessed Grades (TAGs) and Centre Assesed Grades (CAGs);
- (ii) the SAR Validation had taken place on 31 January with scrutiny provided by Malcolm Bruce, John Lyne, Elaine Price and Chris Rushton;
- (iii) the proposed grades for the SAR were as follows:
 - Overall Effectiveness – 2
 - Leadership and Management – 2
 - Quality of Education – 2
 - Behaviour and Attitudes – 2
 - Personal Development – 2
 - Safeguarding – Effective
 - Contribution to Meeting Skills – Strong
 - Education Programme for Young People – 2
 - Adult Learning Programmes – 2
 - Apprenticeships – 3
 - Learners With High Needs – 2;
- (iv) Quality Improvement Plan (QIP):
 - apprenticeships achievement rate in 2022/23 was on track to achieve the 68% target;
 - good progress was being made on supporting teaching and learning improvement;
 - there was a focus on preparing students for exams on vocational L3 provision;
 - overall attendance was slightly below target and remained a key priority;
- (v) the Curriculum Performance Scorecard showed current performance in 2022/23.

Issues considered by Governors included:

- (i) that while apprenticeships had been judged as ‘requires improvement’, there had been many improvements and by the time of any Ofsted inspection this could be upgraded via a position statement;
- (i) a view that the Executive Team had been open to challenge during the SAR Validation event;
- (ii) that the College has been making progress and that apprenticeships was the area most affected by COVID – not just at the College but nationally;
- (iii) English and Maths:
 - the impact of not being able to improve English and Maths attendance. It was noted that most Ofsted inspection reports of FE colleges included a recommendation to improve attendance in English and Maths;
 - the Senior Leadership Team had a caseload of poor attenders in English and Maths;
 - that it didn’t seem to matter what curriculum model was used, attendance remained stubbornly in the high seventies (percent);

- whether the College had to improve attendance in English and Maths to get an ‘outstanding’ judgement. It was noted that this was the case. However, management was confident that it was looking at everything, but that the policy was fundamentally flawed;
- whether the College could do anything to help its feeder schools improve their English and Maths results. It was noted that the College was already working on this. It was noted that when students attend their classes, they can improve and some indeed flourish. However, the reality the College was facing was that 71.3% of its students came from the top three deprivation deciles.

Resolved: The Board of Governors resolved to approve the Self-Assessment Report 2021/22. **Approved**

Resolved: The Board of Governors resolved to approve the Quality Improvement Plan 2022/23. **Approved**

Karen James left the meeting towards the end of this item.

22/23.49 Principal’s Report

The Principal reported the following points:

- (i) the College’s Annual Strategic Conversation (ASC) took place in December, with the outcome letter included with her report. It was attended by the Senior Leadership Team, the Chair and Clerk. It was a low key event and a good discussion had taken place. The College outlined its achievements and the challenges that it faced. Achievements included meeting skills needs, collaboration in Greater Manchester, robust finances and results, including high grades and growth. The College was able to voice its concerns on policy issues such as Special Educational Needs and Disability (SEND) funding, staff recruitment and English and Maths;
- (ii) funding:
 - as the AEB lead for the Greater Manchester Colleges’ Group (GMCG) she had requested a review of adult funding rates because it was recognised that other combined authorities had made uplifts. As a consequence, the GMCA would provide an in-year 5% uplift to funding;
 - the ESFA was also increasing its AEB funding rates for larger providers but this would not impact the College as it only had a few out of area (Glossop) learners;
 - modelling by the College’s MI Manager suggested that the College’s income would reach £32m in 2023/24;
- (iii) capital funding:
 - the College had received £630k for improving category C buildings and £251k for an additional project to improve carbon reductions. These projects were currently being identified and would be included into the already busy masterplan;

- (iv) regional Ofsted activity:
- the Trafford College Group had recently received a 'good' judgement overall, with 'requires improvement' for apprenticeships;
 - Wigan and Leigh College was 'good' across the board with 'strong' progress for meeting skills needs;
 - the Deputy Principal Curriculum had completed her Ofsted training;
 - she had undertaken two inspections to date this academic year;
- (v) national policy: Initial guidance was that colleges needed to respond to their Local Skills Improvement Plan (LSIPs) by submitting an Accountability Statement by 31 May 2023. This was a new funding requirement. However, the LSIPs themselves were not required to be submitted until 31 May. For the current year, colleges could base their Accountability Statements on draft LSIPs. Tameside College would use the same Labour Market Information (LMI) that was used to create the Greater Manchester LSIP. The College's Accountability Statement would require Board approval and so was currently on the agenda for the Board meeting scheduled for Tuesday 23 May. In response to college feedback, the Department for Education had just announced that colleges could submit a draft Accountability Statement by 31 May and then a Board-approved final version by 31 July 2023;
- (vi) new projects:
- a £2m GMCG project in Construction skills was underway. Its focus was on Construction (including low carbon) with technical skills tasters to increase uptake of L3/4/5 technical provision to drive local productivity;
 - Multiply (Maths project): The GMCA had asked for expressions of interest from its level 2 maths providers to receive enhanced funding to support adults studying level 2 maths. The College had bid for £65k to the end of the academic year. The GMCA planned on extending the project with potential for further funding for the College of £180k per year for three years.

Governors noted that some colleges had created large tomes for their accountability statements and the advice offered that the College should keep its own Accountability Statement short and simple.

Resolved: The Board of Governors resolved to note the Principal's Report.

Noted

22/23.50 December Finance Report

The Executive Director Finance and Estates reported the following points:

- (i) as the mid-year review based on the January month-end position was currently underway and would be presented at

- the next Board meeting on Tuesday 28 March, the current report focussed on key themes;
- (ii) income: enrolments in 16-19 and AEB were above allocations for the year. In respect of 16-19 growth, no in-year funding was expected, instead this would be reflected in next year's income. Enrolments for apprenticeships remained challenging and was a national issue;
 - (iii) pay costs. These reflected the difficulties in recruitment faced by the College, with savings due to unfilled posts and increased costs of cover. Overall, it was anticipated that pay costs would be less than budgeted and would partially offset reductions in income;
 - (iv) non-pay costs, where inflationary pressures were being seen in service contracts, energy costs at T1 and the Construction curriculum. The budget had made an allowance for inflation and funds were being released into impacted areas;
 - (v) overall, there may be a reduction on the budgeted surplus for the year (£622k);
 - (vi) most of the approved capital of £650k had now been allocated. Funded capital projects were being monitored for cost increases, with amendments being made to ensure projects remained on budget.

Governors were content with the report as presented and awaited the outcome of the mid-year review at the next meeting.

Resolved: The Board of Governors resolved to note the December Finance Report. **Noted**

22/23.51 Procurement Compliance and Spend Approvals

The Executive Director Finance and Estates reported that no approvals were required, instead information was shared for transparency on the awarding of two contracts above £150k in value and the details of a procurement exemption.

Resolved: The Board of Governors resolved to note the Procurement Compliance and Spend Approvals report. **Noted**

22/23.52 Update on Governor Engagement and Development Activities

The Clerk to the Corporation reported the following Governor engagement and development activities had been recorded since the date of the last Board meeting:

- (i) 15.12.22 – HE Graduation Ceremony – Malcolm Bruce, John Lyne;
- (ii) 17.01.23 – Governor Learning Visit to Creative (Clarendon Sixth Form and T1) – Jonathan Frankham, Rachael Frankland, John Lyne, Arsana Subba
- (iii) 17.01.23 – Governors' Dinner (numerous)
- (iv) 31.01.23 – Safer Recruitment Training – John Lyne – as Safeguarding Lead
- (v) 31.01.23 – SAR Validation – Malcolm Bruce, John Lyne, Elaine Price, Chris Rushton)

Positive feedback was given on the Governor Learning Visit to Creative. The Principal commented that staff involved in Governor Learning Visits had reported that they had enjoyed showcasing what they do. It was noted that the next Governor Learning Visit would be to Health, Social Care and Early Years where Governors would be able to see some of the new equipment that had been purchased for the teaching of the Health and Social Care T-Level qualification.

Resolved: The Board of Governors resolved to note the verbal update on Governor Engagement and Development Activities. **Noted**

22/23.53 Items to Note

(i) Chair's Action

Resolved: The Board of Governors resolved to note that no Chair's Actions had been taken since the date of the last meeting. **Noted**

(ii) Use of the Seal of the Corporation

The Clerk to the Corporation reported that three documents had been signed under the Seal of the Corporation by Chair of Governors and Principal that related to GMCA funding conditions for the Construction Skills Centre project.

Resolved: The Board of Governors resolved to note the use of the Seal of the Corporation that had been taken since the date of the last meeting. **Noted**

(iii) Interim Report on Governor Attendance 2022/23

Resolved: The Board of Governors resolved to note the Interim Report on Governor Attendance 2022/23 (91%). **Noted**

22/23.54 Time and Date of Next Meeting – Tuesday 28 March 2023

The Chair reported that the date of the next meeting was Tuesday, 28 March 2023.

The Clerk to the Corporation mentioned that prior to the next meeting there would be a Governor Learning Visit to Health, Social Care and Early Years.

Minutes formally approved by the Corporation:

Chair

Date