

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation
held on Wednesday 20 July 2022 at 5.30 pm
in the Boardroom at the Altrincham Campus Trafford College**

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| Present: | Graham Luccock | (Chairperson) |
| | James Scott | (Principal and Chief Executive Officer) |
| | Jill Bottomley | |
| | Adele Carney | |
| | Fatema Desai | |
| | Sarah Drake | |
| | Heather Lang | |
| | Marcia Reynolds | |
| | Louise Richardson | |
| | Uswah Sayyed | (Student Member) |
| | Lina Tsui-Cheung | |
| Jeremy Woodside | | |
| In Attendance: | Barry Watson | (Corporation Secretary) |
| | Carmen Gonzalez-Eslava | (Deputy Principal) |
| | Kal Kay | (Chief Finance Officer) |
| | Michelle Leslie | (Vice Principal Corporate Services and Planning) |
| | Naomi Harrop | (Director of Human Resources and Performance) |

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COR/74/22 Apologies for Absence

The Corporation Secretary (CS) reported that apologies for absence had been received from Janet Grant, Colette Fagan, Sabine Van der Veer, Adam Redford (Student Member) Michelle McLaughlin (Staff Member), Jed Hassid, Alison Hewitt, and Olivia Bussey.

It was also advised that the Deputy Corporation Secretary was unable to attend the meeting.

COR/75/22 Declarations of Direct or Indirect Interest

There were no declarations of direct or indirect interest in any of the meeting business items.

COR/76/22 Minutes of the Board of the Corporation Meeting held on 18 May 2022

The minutes of the meeting were received and noted, and it was resolved that they be approved and accepted as a correct account of the meetings proceedings.

COR/77/22 Matters Arising from the Minutes

The Chairperson referred members to the previously circulated summary of the actions arising from the minutes and the progress attained therein.

- i) COR/46/22 Outcomes of the Cultural Alignment Survey

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A member asked if any progress had been made in relation to the further investigation regarding the outcomes at the Stretford Campus in terms of the lower scores on the Performance Index Continuum.

The Principal and Chief Executive Officer (PCEO) advised that the work had not yet been undertaken but would be addressed in the Autumn Term Roadshows that would be held at each of the Group's Campuses.

Action: Principal and Chief Executive Officer

- ii) COR/63/22 Strategic Workshop – Economic Plan Stockport Metropolitan Borough Council

A member asked if there had been any progress made in respect of the negative comments made by the Mayor of Greater Manchester (MGM) in respect of post 16 provision in Greater Manchester.

The PCEO confirmed that the Greater Manchester College Group had written to the MGM and that they had received a letter of apology from him concerning the matter.

There were no further matters raised by members arising from the minutes that had not been actioned or were on the meeting's agenda.

COR/78/22 Strategic Plan Objectives Update- July 2022

The PCEO presented a report which made proposals for changes to Group's Strategic Objectives in relation to its Strategic Priorities and Strategic Enablers.

The PCEO advised that the Leadership Team had reviewed the Strategic Plan (SP) and that due to external environmental changes it was essential that the SP was refreshed and updated to ensure that it remained meaningful and relevant.

It was also advised that it was proposed that the overall aims of the SP remain unchanged, and that the Strategic Priorities and Strategic Enablers remained highly relevant.

The report provided members with the details of the proposed changes to both the Strategic Priorities 1-4 and the Strategic Enablers 1-3 and the PCEO provided an overview of the changes.

The report also included details of the Outcome/ Impact measures for each objective to 2024.

Members raised several issues arising from the report as follows:

- A member asked what the external accreditation in relation to Strategic Priority 2 was in terms of establishing the Group as a sector leading employer in the Northwest.

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The PCEO advised that there were a range of external accreditations in this respect and detailed some of the accreditations that would be looked at including: Investors in People, Beacon Awards, Top 10 Companies, Investors in Diversity etc.

It was further advised that it was hoped that the Group would be able to secure the most appropriate accreditations by the Autumn Term 2022.

Action: Vice Principal Corporate Services & Planning

The Vice Principal Corporate Services and Planning (VPCSP) commented that it should be noted that the accreditations did not drive the Group's Strategic Priorities.

- Regarding Strategic Priority 3 (SP3) a member asked how transformational, rather than transactional, relationships with employers would be achieved.

The PCEO advised that the SP3 was closely aligned to the actions contained in the Group's Employer Responsive Strategy and outlined the actions that would be taken to ensure the engagement was transformational and as detailed in the strategic objectives for Strategic Priority 3. The member thanked the PCEO for the explanation and commented that the proposed changes were excellent.

There were no further questions or issues raised by members and following due consideration it was resolved that the proposed changes to the Group's Strategic Objectives through the updated Strategic Priorities and Strategic Enablers be approved and implemented for the Academic Year 2022/2023.

Action: Principal and Chief Executive Officer**COR/79/22 Quality Improvement Plan and Performance Indicators 2021/2022 Update Report**

The Deputy Principal (DP) presented a report which provided members with an update (June 2022) concerning the progress of the Quality Improvement Plan (QIP) and Key Performance Indicators 2021/2022.

The DP advised that the report had been considered in detail by the Further Education Curriculum and Quality Committee at its meeting on 29 June 2022 and that there were no significant movements in data to report to the Board.

The report provided members with details of the key issues and the areas for improvement and the DP went through each of the components relating to this in detail as outlined below:

- Overall, good progress had been made against the areas for improvement identified for 2021-2022 during a year which had been defined by the increase in demand and complexity of the support needs of students, the difficulties recruiting staff in areas such as Learning Support, Health & Social Care and Construction and the full integration of Cheadle and Marple into the wider Group.
- The relentless focus on re-engaging students in education following the disruption to learning during the pandemic, establishing their starting points,

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and effectively responding to their needs to enable learners to make progress and successfully complete their programmes together with the very positive impact of the focus on performance.

- The development of the students' skills in English and mathematics and provision targeted support to ensure that more students achieve qualifications in these key subjects.
- The improved position in respect of retention of Education, Health and Care Plan (EHCP) learners and High Needs learners. It was advised that although retention for the Group's most vulnerable learners had improved it was slightly lower than the Group average for EHCP, Looked After Children (LAC) and learners with SEND needs.
- Student feedback was very positive overall, as was employer feedback and student destination data.
- Attendance continued to be a key challenge across all Campuses, especially in English and maths.
- Issues relating to delivery and performance on Apprenticeship programmes and retention at the Cheadle and Marple Campuses.
- Securing work placements for students and the continued focus on High Needs and ECCP students and the effective embedding of the new Inclusion structure.

Members raised several issues arising from the report as follows:

- A member asked for further clarification around the actions to improve attendance going forward compared to previous years.

The DP advised concerning the multiple actions that were being or due to be taken in this respect which included the following:

- an extension to the parental platform which would improve communications with parents and carers and be rolled out across the Group,
- a direct approach by teachers to students,
- continued reinforcement with employers,
- more effective timetabling, and
- more activities around student free time.
- A member asked if the parental platform would have a positive impact from a safeguarding perspective.

The DP advised that it would and outlined the actions and links with the pastoral teams that would occur through the process.

- A member asked if there was a similar portal for local employers to tap into in from a Work Experience perspective.

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The PCEO advised that there was a local portal in Stockport College called Ganda and that conversations regarding this were occurring at a Greater Manchester Level but that there was still a lot of work to do.

- A member asked for an explanation of the impact on the Group of 242 apprentices being out of funding.

The DP provided a detailed explanation as to how this occurrence had taken place which was largely due to external factors outside the Group's control. The DP also identified the risks to the Group from a financial, performance and Ofsted perspective.

The DP also outlined the actions that were being taken to ensure that as far as possible the apprentices achieved and completed and that there was evidence to support the actions the Group had taken to support the learners.

- A member asked about the problem that the Group had in securing final assessments and the impact for the Group.

The DP explained the likely response from an Ofsted perspective and explained the problems from a quality and recruitment perspective in employing assessors. The DP also explained the current progress regarding the 242 apprentices.

The PCEO advised the Board that the Group had recently received an award from the City & Guilds awarding body as the best College with a distinction for Standards.

- A member asked about the accuracy of the Rag Rating for support for Adult Learners in the QIP and the PCEO advised that it was recorded as such as it was important that the Board was aware of the areas of importance particularly regarding SEND and Apprenticeships

There were no further questions or issues raised by members and following due consideration and deliberation it was resolved that the report be noted.

COR/80/22 Ofsted Inspections Preparations – Progress Update

The Deputy Principal made a presentation which advised the Board concerning the Updated Ofsted Inspection Framework together with the preparations that had been made and were being made in anticipation of a forthcoming inspection.

The presentation covered the following issues, and the DP provided a detailed narrative for each of the items:

- Inspection Changes
- Enhanced Inspections
- The Trafford College Group Inspection and Preparations.
- Current Priorities and Challenges.

The CS advised the Board of the actions that had been taken and the preparations that had been made for Governors for the forthcoming Inspection. The Board were

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reminded that two Ofsted Ready Groups were in place with the new Group preparing for the Inspection around how well the Group meets local needs.

- A member commented that an early inspection could possibly disadvantage the Group. The DP commented that the preparations had not taken this factor into account and that it was regarded as a real opportunity for the Group to show how well it meets local needs. A member commented that the Group is aware of its challenges and has a positive story to tell.

There were no further questions or issues raised by members and following due consideration and deliberation it was resolved that the presentation be noted.

COR/81/22 Minutes of the Further Education Curriculum and Quality Committee held on 29 June 2022

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

- The incredibly difficult year that had been experienced due to a wide range of factors and the swift response of the Group to all the challenges to enhance the students time at the Group.
- the Curriculum Development Area Review reports considered by the Committee.
- Monitoring of the Quality Improvement Plan and the hard work put in by the Group's staff to deliver the required improvements.
- The detailed review and the recommendation concerning the five Policies considered by the Committee.

The Chairperson of the Committee thanked the Chairperson of the Board of the Corporation for his support in Chairing the meeting due to the Information Technology difficulties she experienced on the evening of the meeting.

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

COR/82/22 Matters Arising from the Minutes

- i) FEC&Q/29/22- Policies Review 2022-2024

After due consideration and review the Board of the Corporation unanimously approved the Committee's recommendation that the following policies be approved and implemented as detailed:

- **Careers, Education, Information and Guidance**
- **Special Education Needs**
- **Positive Behaviour Support Policy**
- **Sexual Violence and Abuse**
- **Mental Health and Well Being**

Action: Deputy Principal

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There were no other matters arising from the minutes.

COR/83/22 Meeting of the Higher Education Curriculum and Quality Committee held on 13 July 2022

The CS advised that the above Committee meeting was only held last week, and it had not been possible to turn the minutes around to comply with the timing requirements within the Group's Standing Orders.

He provided an overview of the meeting and commented that the minutes of the meeting would be presented to the Board of the Corporation at the next meeting.

Action: Corporation Secretary

He further advised that there were several Policies that required the Board of the Corporation's approval following a detailed review and recommendation by the Committee and that these were detailed in the Supporting Documentation information.

COR/84/22 Matters Arising from the Meeting

- i) HEC&Q/19/22 – Higher Education Policies and Procedures 2022-2024

The Board of the Corporation unanimously approved the Committee's recommendation that the following Higher Education Policies and Procedures be approved and implemented:

- **Admissions Policy and Procedure**
- **Student Complaints Policy**
- **Mitigating Circumstances Policy Procedure and Guidance**
- **Appeals Policy and Procedure**
- **Fitness to Study Policy**
- **Accreditation of Prior Learning Policy and Procedure**
- **Academic Misconduct Policy**
- **Higher National Qualification Assessment Regulations**
- **Student Transfer Policy**
- **Student Terms and Conditions of Enrolment (2022/2023)**

Action: Corporation Secretary

COR/85/22 Draft Budget 2022/2023 and Financial Plan to July 2025

The Chief Finance Officer (CFO) presented a report which presented proposals in relation to the Draft Budget 2022/2023 and Financial Plan to July 2025.

The CFO advised that the draft budget and financial plan had been scrutinised in detail by the Resources Committee at its meeting on 22 June 2022 and had been recommended to the Board of the Corporation for approval.

The CFO provided members with a detailed breakdown of changes to the proposals since the consideration by the Resources Committee.

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It was noted that the Financial Plan had been extended through to July 2025 to provide alignment with the Group's ongoing capital developments and to provide members with assurance in respect of the Group's financial position over that period.

The CFO provided members with an overview of the proposals which covered the following key issues:

- The proposed Budget was cautious rather than optimistic.
- The key factors that had been considered in the budget production.
- There would be no breach of Covenants.
- The Group had factored in as much as it could in respect of the staff pay award which was now included in the base budget.
- The key sensitivities including the potential impact of a reduction in income and the consequential impact on the Group's financial health grade and the impact of the Cheadle Project from a cost perspective.
- The current cash position which was good and was not impacted on by the delivery of the Cheadle Project.
- The Financial Plan through to 2025 was robust.

Members raised several issues arising from the Budget and Financial Plan proposals as follows:

- A member commented that she was less worried about 2024/2025 because the position would have changed by then. The CFO agreed and added that the extra period had been added to give assurance around the cash position due to the Capital Projects.
- A member asked about the financial position of Higher Education provision and the CFO advised that the data provided gave details of the income v costs in terms of contribution rates.
- A member asked about the proposed changes to the matrix in the future and its impact on the Group's financial health rating. The CFO advised that it is at this stage only a proposal but that it was an issue that would be monitored closely going forward.

Action: Chief Finance Officer

There were on further questions or comments from members and following due consideration and deliberation it was resolved that the Draft Budget 2022/2023 and Financial Plan to 2025 be approved and implemented.

Action: Chief Finance Officer

COR/86/22 Management Accounts for the period ending 31 May 2022

The CFO referred members to the previously circulated Management Accounts for the 10 months ending 31 May 2022.

It was advised the management accounts had been reviewed and scrutinised by the Resources Committee at its meeting on 22 June 2022 and that they were recommended for approval by the Board of the Corporation.

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A brief overview of the key issues from the accounts was provided within which the following was highlighted:

- the Group was still forecasting to have an Outstanding Financial Rating by the end of the financial year.
- the main changes between the accounts reported in March 2022 was that the income forecast had been revised down by almost £300k which had been offset by a release of the risk reserve.
- The significant impact of the successful Capital Bid for the Cheadle Project on the balance sheet and cash reserve forecasts.

There were no questions or issues raised by members and after consideration it was resolved that the Management Accounts for the period to 31 May 2022 be approved.

COR/87/22 Cheadle Project Update – July 2022

The VPCSP provided an update in respect of the Cheadle Project and the following was highlighted:

- The bid to the FE Capital Transformation Fund which had been submitted to the Department for Education had now been formally approved.
- The timescale for the Project was tight and an updated milestone targets had been produced to take account of the 4 months lost waiting for approval.
- The design team had been appointed and engagement had taken place with Stockport Metropolitan Borough Council and Sport England over the project.

There were no questions or issues raised by members and following due consideration it was resolved that the update report be received and noted

COR/88/22 Confirmation of Resolution – ESFA Funding Grant Agreement – The Cheadle Project

The CS confirmed that the Board of the Corporation, via electronic media due to timing reasons, had unanimously resolved to approve the resolution in respect of the acceptance of the Grant Funding Letter and the Terms and Conditions of the Agreement with the ESFA for the Cheadle Project.

It was also confirmed that the Board had unanimously resolved the at the PCEO be authorised to sign and submit acceptance of the Grant Funding Letter and Terms and Conditions of the Agreement.

The CS confirmed that all relevant actions relation to the resolution had been undertaken.

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

Minute No.**COR/89/22 Variation to Barclays Funding Agreement**

The CFO presented a report which advised members that for the Group to progress with the Cheadle Project, it would be necessary to vary the terms of the loan facility with Barclays Bank UK PLC (the Bank).

It was advised that this was because there are restrictions within the Funding Agreement in terms of how much the Group can spend on capital developments and other capital purchases. It was also advised that the Group had also taken the opportunity to increase the routine capital expenditure limit from £900k to £1.5m, in any financial year.

Included within the report was the Letter of Variation from the Bank setting out the amendments to the facility agreement dated 5 April 2018 and the CFO informed the Board that the Resources Committee had reviewed the changes in detail at its meeting on 22 June 2022 and recommended them to the Board of the Corporation for approval.

The CFO advised that the Bank requires a specific wording for the resolution and in the circumstances and after due discussion and consideration it was unanimously resolved that:

1. **That the amendments set out in the Letter of Variation are in the interests of and for the benefit of the Borrower and are most likely to promote the success of the Borrower for the benefit of the members as a whole and that such terms and conditions of the Letter of Variation be and are approved and accepted.**
2. **That James Scott, Principal and CEO and Graham Luccock, Chair of the Board of the Corporation are authorised to sign the Letter of Variation on behalf of the Borrower to indicate acceptance of the terms and conditions.**
3. **That the Bank is authorised to act in all matters concerning the Facility as amended by the Letter of Variation upon instruction from the Borrower, in its capacity as Borrower of the Facility, signed in accordance with the Bank's mandate for any of the accounts of the Borrower held with the Bank current from time to time.**

Action: Chairperson of the Board of the Corporation & Principal and Chief Executive Officer

COR/90/22 Board Assurance and Risk Management Framework Update July 2022

The CFO referred members to the previously circulated report and the Board Assurance and Risk Management Framework update along with a summary of the Risk Assurance Framework and a visual heatmap.

There was confirmation that the Audit Committee had received the report and focused on the risks with a gross impact score higher than 15 and that 4 risks had been referenced to the Board of the Corporation for discussion Ref -SP/1/3, SP/2/2 SE1/2* and OTH/1/8.

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The broader or emerging risks which had also been considered by the Committee were reported to be:

- Inflation at a 40-year high, increased expectations on both pay and non-pay with emerging national risks around pay, and potential strike actions ahead of discussions on next year's pay recommendation.
- Continued focus on recruiting to vacant roles.
- Operating review may cause increased staff turnover and unrest.
- Conflict in Ukraine potentially resulting in higher costs and potential increase in cyber-attacks.
- Defunding of level 2s which impacts around 600 current students.
- ONS review of the classification of colleges.

There were no questions or issues raised by members and following due consideration and deliberation it was resolved that the Board of the Corporation was satisfied that the risks were being actively managed, that appropriate controls were in place and that they were working effectively.

It was also resolved that the amendments to the Framework as recommended by the Audit Committee be approved.

Action: Chief Finance Officer

COR/91/22 Minutes of the Audit Committee held on 27 June 2022

The minutes of the meeting were received, and the Vice Chairperson of the Audit Committee provided a brief overview of the business items considered by the Committee as follows:

- The appointment of a newly appointed Co-opted member of the Committee.
- The Data Protection Update.
- Audit into The Leaders in Safeguarding Accreditation.
- An update on the Tracker of management actions including the continuance in the monitoring of the actions relating to Management Information Services.
- Internal Audit Reports and the Draft Internal Audit Plan for 2022/2023.

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

COR/92/22 Matters Arising from the Minutes

The Board of the Corporation unanimously resolved that the Audit Committees recommendations regarding the following be approved and implemented:

- i) AUD/24/22 – Internal Audit Visit 2 2021/2022. (Internal Audit Reports)**
- **Subcontracting**
 - **Staff Utilisation**
 - **Health & Safety**
 - **Follow Up**

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- ii) **AUD/25/22- Draft Internal Audit Plan 2022/2023**
- iii) **AUD/26/22 – Audit Strategy Memorandum Year Ending 31 July 2022**
- iv) **AUD/26/22 Additional Work Undertaken by Auditors Policy 2022/2024**

Action: Corporation Secretary/ Chief Finance Officer

There were no further matters arising from the minutes.

COR/93/22 Minutes of the Resources Committee Meetings held on 28 April and 22 June 2022

The Minutes of the meeting were received and noted, and the Vice Chairperson of the Committee provided the Board with an overview of the Committee's considerations and business items considered at the meeting.

COR/94/22 Matters Arising from the Minutes

- i) **RES/33/22- Draft Budget 2022/2023 and Financial Plan up to July 2025**

This recommendation was approved by the Board of the Committee under its considerations of agenda item 3a of the meetings business items.

- ii) **RES/34/22- Management Accounts for the period ending 30 April 2022.**

This recommendation was approved by the Board of the Committee under its considerations of agenda item 3b of the meetings business items.

- iii) **RES/36/22 – Draft People and Culture Strategy 2022/2025**

This recommendation was approved by the Board of the Committee under its considerations of agenda item 4b of the meetings business items.

- iv) **RES/37/22 – Higher Education Fees 2023/2024**

The Board of the Corporation unanimously agreed that the Resources Committee's recommendation concerning the Group's Higher Education Fees for 2023/2024 be approved and implemented.

Action: Chief Finance Officer

- v) **RES/43/22- Variation to Barclays Funding Agreement**

This recommendation was approved by the Board of the Committee under its considerations of agenda item 3e of the meetings business items.

There were no other matters arising from the minutes.

COR/95/22 Equality, Diversity, and Inclusion Strategy 2022/2025

The VPCSP presented the updated Equality, Diversity, and Inclusion (EDI) Strategy for consideration by the Board of the Corporation.

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The VPCSP reminded the Board that the Draft EDI had been considered in detail by members at its last meeting and by the management Focus Group and had been updated in the light of the comments received.

The VPCSP commented that regarding benchmarking the Group was still awaiting a response from the Association of Colleges and would alter the document as required in future years.

In respect of timings, it was advised that the Strategy would be for a 3-year period but that it would be reviewed in the light of any changes and updating to the Strategic Plan.

There were no questions or comments from members and following due consideration it was resolved that the EDI Strategy 2022-2025 be approved and implemented.

Action: Vice Principal Corporate Services and Planning

COR/96/22 People and Culture Strategy 2022/2025

The Director of Human Resources and Performance (DHRP) presented a report which made proposals for the Group's People and Culture Strategy (PCS) for the period 2022-2025.

The report also included the proposed priorities and objectives of the PCS.

The DHRP advised that the PCS had been considered in detail by the Resources Committee meeting on 22 June 2022 and had been recommended to the Board of the Corporation for approval.

The DHRP added that the Group the education landscape and the world of work had changed significantly since the last strategy was adopted and that the new PCS would adopt a "People First" approach, recognising that the people across the organisation were the Group's greatest asset.

It was advised that the proposed PCS would focuses on four inter-related strategic priorities of:

- Organisational Culture
- Attraction of Talent
- Employee and Organisational Development
- Employee Experience

Members commented on the report as follows arising from the report as follows:

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- A member asked about Strategic Priority 4 – Employee Experience and asked if an impact outcome would be the Commitment to the Greater Manchester Employment Charter (GMEC).

The DHRP advised that the GMEC was an initiative of the Mayor of Greater Manchester and that there were different levels of commitment in terms of how organisations treat their employees such as the national living wage, flexible working, and a commitment to the Trade Union Charter.

The DHRP advised that it was the Group's intention to support as many of the themes as possible and the VPCSP added that the approach would be around how the Group meets the priorities it wants to achieve.

A member commented that it was her view that some of the contents of the GMEC should be pushed back as they were not realistic and that the approach had to be around collaborative working.

The PCEO commented that there was a very clear set of criteria for an organisation as a supporter of the GMEC which the Group could achieve but not as a member.

There were no further issues raised by members arising from the report and after due discussion it was resolved that the People and Culture Strategy 2022-2025 be approved and implemented.

Action: Vice Principal Corporate Services and Planning

COR/97/22 Health and Safety Policy Charter 2022/2023

The VPCSP presented a report which included a copy of the Health and Safety Policy Charter (HSPC) for 2022/2023.

The VPCSP advised that there were no proposed changes to the HSPC approved by the Board for 2021/2022.

It was also advised that in future it was intended that HSPC be presented for the Board consideration at the same time as the Group's Health and Safety Policy.

Action: Vice Principal Corporate Services and Planning

There were no issues or comments made by members and after due discussion and consideration it was unanimously resolved that the Health and Safety Policy Charter 2022/2023 be approved and implemented.

Action: Vice Principal Corporate Services and Planning

It was also resolved that the Chairperson of the Board of the Corporation and Principal and Chief Executive Officer be authorised to sign the approval declaration.

Action: Chairperson of the Board of the Corporation & Principal and Chief Executive Officer

Minute No.**COR/98/22 Key Issues of the Health and Safety Committee Meeting held on 27 June 2022**

The Link Governor for Health and Safety (H&S) provided the Board with an overview of the key issues considered by the H&S Committee at its meeting on 27 June 2022.

The key issues covered were as follows:

- Capturing medical information at enrolment.
- MIS and Fire Portal systems up and running.
- 10 handsets to improve communication issued to all sites.

There were no questions or comments from members, and it was resolved that the update be noted.

COR/99/22 Key Issues of the Equality, Diversity and Inclusion Committee Meeting held on 24 June 2022

The Link Governor for Equality Diversity and Inclusion (EDI) provided the Board with an overview of the key issues considered by the EDI Committee at its meeting on 24 June 2022.

The key issues covered were as follows:

- Gender Pay Gap Report.
- Calendar of Events Information including celebration of Diversity and Adult Learners Week.
- Update on Community College Kitchen.
- EDI Strategy Review
- EDI Committee Review of Terms of Reference.

There were no questions or comments from members, and it was resolved that the update be noted.

COR/100/22 Key Issues of the Safeguarding Committee held on 27 June 2022

The Link Governor for Safeguarding provided the Board with an overview of the key issues considered by the Safeguarding Committee at its meeting on 27 June 2022.

The key issues covered were as follows:

- Mental Health First Aid Training for Staff and Students.
- High level of Safeguarding incidents with 82% relating to Mental Health.
- The effectiveness of the College Ready Programme with many ECHP students on programme.
- Support provided to EHCP student.
- Safeguarding Statement on the Group's website.

The PCEO advised that an Annual Safeguarding Report would be presented to the Board at its meeting in October 2022.

Action: Deputy Principal

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A member commented that it would be helpful to have details of who attended the meeting in future reports and the Deputy Principal agreed to action the suggestion.

Action Deputy Principal

There were no further questions or comments from members, and it was resolved that the update be noted.

COR/101/22 Resignation of Member of the Board of the Corporation

The Chairperson of the Board of the Corporation advised the Board that unfortunately Sattar Shakoor (SS) had resigned as an independent member of the Board of the Corporation with immediate effect.

The Chairperson expressed his thanks to SS for his contribution and to Collette Fagan (CF) whose resignation had also taken effect at the end of the Academic Year.

It was advised that the Chairperson would liaise with the CS over the vacancies created and that the Search Committee was due to meet on 14 September 2022 to consider the matter.

The Chairperson reminded members that CF was continuing to serve as a Co -opted member of the Higher Education Curriculum and Quality Committee.

Action: Chairperson of the Corporation/Search Committee

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

COR/102/22 Governor Link Reports

Members were referred to the previously circulated reports arising from Governor link visits.

Reports were received in respect of the following:

- Quality of Education
- Safeguarding and SEND
- FE Student Engagement
- HE Student Engagement
- Students Personal Development
- Altrincham Campus
- Cheadle Campus
- Equality Diversity and Inclusion
- Maths and English.

The Chairperson thanked members and staff involved and advised that he would be reviewing the current arrangements with the CS and PCEO with a view to updating the arrangements for the next Academic Year.

Action: Chairperson of the Board of the Corporation

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There were no further questions or issues raised by members and following due consideration it was resolved that the reports arising from the Governor Link Visits be received and noted.

COR/103/22 Association of Colleges Code of Good Governance and Department for Education Governance Requirements

The CS presented a report which provided members of the Board of the Corporation with appropriate information to enable them to review the acceptance and adoption of the AoC Code of Good Governance.

The report also enabled the Board to review the statutory requirements and recommendations arising from the Department for Education's (DfE) guidance on Strengthening Governance.

The report provided members with the following:

- an overview of the key issues relating to the adoption of the AoC Code of Good Governance and the Department for Education statutory requirements.
- Details of the Group's compliance and position in respect of key aspects of the Code and the DfE requirements and recommendations.
- Proposals for the composition and establishment of a Governor's Working Party to oversee the process and implementation of the External Review of Governance requirements.

There were no issues raised by members arising from the report and after due discussion and consideration it was unanimously resolved that the Board approve the adoption of the Association of Colleges Code of Good Governance with immediate effect together with the recommendations concerning the External Governance Review arrangements.

Action: Corporation Secretary

COR/104/22 Review of Governance Documentation

The CS presented a report which enabled the Board of the Corporation to review several Governance documentations as follows:

- Terms of Reference and Standing Orders of Committees and the Strategic Property Working Group 2022-2024
- Committee Membership arrangements 2022-2023
- Instrument and Articles of Government.

There were no issues raised by members arising from the report and after due consideration it was unanimously resolved that the updated Governance documentation as detailed in the report be approved and implemented.

Action: Corporation Secretary

COR/105/22 Freedom of Speech Code of Practice 2022-2024

Minute No.

The PCEO presented a copy of the updated Freedom of Speech Code of Practice for review for the period 2022-2024.

There was also included for members information a copy of the letter that had been received from the Minister for Higher Education which had been considered in detail by the Higher Education Curriculum and Quality Committee.

There were no questions or issues raised by members and following due consideration it was unanimously resolved that the Freedom of Speech Code and Practice 2022/2024 be approved and implemented.

Action: Director of Marketing

COR/106/22 Any Other Business

The CS advised that due a variety of circumstances it had not been possible to present the updated Safeguarding of Children and Vulnerable Young Adults 2022-2023 to the Board in time for consideration and approval at the meeting.

It was suggested, that to enable for the Policy to be shared with staff at the start of the Academic Year then delegated authority be given to the Chairperson and Vice Chairpersons of the Board of the Corporation and the Safeguarding Link Governor to review and approve the Policy on behalf of the Board of the Corporation.

This proposal was unanimously approved by the Board of the Corporation, and the CS undertook to make the necessary administrative arrangements for the Policy to be reviewed and approved as detailed.

Action: Corporation Secretary

There were no further matters raised under any other business

COR/107/22 Date of the Next Meeting

It was agreed that the next meeting of the Board of the Corporation would be held at 5.30pm on Wednesday 19 October 2022 in the Aspire Restaurant at the Altrincham Campus.

Action: Corporation Secretary

Agenda item 4b was considered as Agenda item 2a after which the Director of Human Resources and Performance left the meeting at 5.46 pm.

Uswah Sayyed joined the meeting at 5.53pm during the consideration of Agenda item 2b.

The meeting closed at 7.36pm.