

THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Board of the Corporation  
held on Wednesday 29 March 2023 at 5.30pm  
in the Aspire Restaurant at the Altrincham Campus Trafford College**

<b>Present:</b>	Graham Luccock	(Chairperson)
	James Scott	(Principal and Chief Executive Officer)
	Charlotte Barratt	
	Jill Bottomley	
	Olivia Bussey	
	Adele Carney	
	Sarah Drake	
	Janet Grant	
	Alison Hewitt	
	Heather Lang	
	Emily McIntosh	
	Michelle McLaughlin	(Staff Member)
	Jonathan O'Brien	
	Ayo Oyebode	
	Marcia Reynolds	
Louise Richardson		
*Uswah Sayyed	(Student Member)	
Lina Tsui-Cheung		
Jeremy Woodside		
<b>In Attendance:</b>	Carmen Gonzalez-Eslava	(Deputy Principal)
	Kal Kay	(Chief Finance Officer)
	Alison Duncalf	(Deputy Corporation Secretary)

\* Joined the meeting via Microsoft Teams.

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**COR/01/23 Apologies for Absence**

The Deputy Corporation Secretary (DCS) reported that apologies for absence had been received from Fatema Desai, Jed Hassid and Sabine Van der Veer.

It was noted that MJ (Student Governor) was not in attendance at the meeting.

It was further confirmed that the Corporation Secretary (CS) and Vice Principal Corporate Services and Planning (VPCSP) were unable to attend the meeting.

The Chairperson extended a welcome to the meeting and referred members to the re-ordered agenda which was being presented in a revised format with a view to enabling greater debate around strategic issues.

The Chairperson shared with members the inscribed "mallet" as retained by Stockport College and shared its history.

**COR/02/23 Declarations of Direct or Indirect Interest**

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

**Minute No.****COR/03/23 Minutes of the Board of the Corporation Meeting held on 14 December 2022**

The minutes of the meeting were received and noted.

**COR/04/23 Matters Arising from the Minutes**

The Chairperson referred members to the previously circulated summary and progress concerning the actions arising from the minutes and earlier meetings of the Board of the Corporation.

It was confirmed that that most of the actions were closed and those that remained open were in the future in terms of their action.

The following further updates on progress were reported:

i) COR/168/22 – Governor Links and Learning Walks Update

A question was asked by a member in respect of the Marketing and External Relations Link Visit Report and whether there had been any progress in respect of the recording of courses on the Group’s website.

The Principal and CEO (PCEO) reported that significant progress had been made and there was now a dedicated member of the MIS staff who maintained an oversight of course information and ensured a link to the website was in place and updated.

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

**COR/05/23 Anti-Slavery and Human Trafficking Statement 2023**

The Principal and CEO (PCEO) referred members to the previously circulated Anti-Slavery and Human Trafficking Statement 2023.

There was confirmation that the statement had been produced by the Director of Human Resources and Performance (DHRP) and that it was being presented to members for consideration in advance of its publication on the Group’s website.

Questions and comments were invited from members.

- A question was asked by a member in relation to section 5 - the General Principles used at the Group for mitigating risk, in terms of how the risk analysis took place referencing high risk versus low-risk activity and in particular the assessment made under supply chain activity.

The Chief Finance Officer (CFO) undertook to seek clarification on this matter from the Vice Principal Corporate Services and Planning and the DHRP.

**There were no further questions and comments from members and following due consideration it was resolved that the Anti-Slavery and Human Trafficking Statement 2023 be approved subject to clarification of the matter raised in relation to risk analysis.**

**Action: Chief Finance Officer/Director of Human Resources and Performance**

**Minute No.****COR/06/23 Annual Gender Pay Gap Report 2023**

The PCEO referred members to the previously circulated report and the Gender Pay Gap Report for the Group using a snapshot of 31 March 2022.

There was confirmation that following its consideration by the Board of the Corporation the report would be published on the Group's website.

Questions and comments were invited from members.

- A member, with reference to the report, highlighted the 3% improvement in the number of females in the upper quartile compared to 2021 and a 6% increase on 2020. The member sought clarification for the year-on-year increases.

The CFO responded that the intention was to highlight the further positive shift made over the last 12-month period.

- A member further commented on the message of the report in respect of the continued reduction in the gender gap.

**There were no further comments or questions from members and following due consideration it was resolved that the Annual Gender Pay Gap Report 2023 be approved in advance of its publication on the Group's website.**

**Action: Director of Human Resources and Performance**

**COR/07/23 Operational Plan 2022/2023 – Mid Year Update**

The PCEO referred members to the previously circulated report and a mid-year update on progress against the Operational Plan 2022/2023.

An update against the Group's four Strategic Priorities and three Strategic Enablers and the following issues were highlighted:

- **Strategic Priority 1 (Students)** and the key risks around student recruitment and the effective response to national policy drivers including the implementation of the new T levels and Higher Technical Qualifications.

It was added that there were also concerns around the underperformance against the Adult Education Budget (AEB) for which there was no maximum amount of funding earmarked for learning support. It was further stated that the demand for non-devolved provision was decreasing.

- **Strategic Priority 2 (People)** which continued to be high risk due to the high levels of staff vacancies, the higher than usual levels of sickness/absence, increased workload demands and pressures around staff pay, all which were issues that were consistent with that of the wider sector.
- **Strategic Enabler 2 (Digital)** for which it was recognised that progress was being made on infrastructure requirements and replacement of IT equipment. It was advised that the key risk was now establishing the curriculum drivers required to transform the use of technology to better meet the needs of students inside and outside of Group. Reference was made to the changes in personnel leading in this

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area and the impetus to address aspects such as digital and distance/remote learning.

- **Strategic Enabler 3 (Finances)** as a key risk reflective of increasing costs and reduced levels of income. It was noted that the previous year the Group's Financial Health Grading had been "Outstanding" but for the current academic year the position was borderline between "Good" and "Requires Improvement".

The PCEO further highlighted specific objectives within the Operational Plan that were rag rated red and which were unlikely to be achieved by the end of the academic year.

Questions and comments were invited from members.

- A member commented on increased employer engagement stating that this was coming through in a number of ways and was positive to see.
- Another comment was made by a member in relation to T Levels and the employer funding mechanisms.

The PCEO highlighted a recent announcement of support for employer placements adding that the Group was due to receive some funding to facilitate this support.

- It was asked by a member whether it was anticipated that the source of funding would increase the take up of T Levels.

The PCEO responded that the impact was likely to be minimal adding that whilst T Levels were an excellent qualification there were perception issues associated with them. It was commented that T Levels were as difficult as A Levels, if not more so, and consequently there was a need for an equivalent or better grade profile.

It was further stated that students and parents understood A Levels but that this was not the case for T Levels. There was recognition that the T Level profile was very narrow and that more recently the government had withdrawn 4 T Levels, which were due to commence in September 2022, and were deemed to be not yet fit for purpose.

In terms of those T Levels that were currently being delivered the PCEO indicated there were good student numbers particularly in relation to Engineering and Manufacturing and Construction and Building Services.

The Chairperson observed that locally the Mayor of Stockport was very supportive of T Levels and Apprenticeships.

In conclusion the PCEO suggested that even though T Levels were as rigorous or more rigorous than A Levels there was not necessarily the same recognition from Universities.

**There were no further questions or comments from members and following due consideration it was resolved that the Operational Plan 2022/2023 mid-year update be received and noted.**

**Minute No.****COR/08/23****Key Performance Indicators Update Report – Spring 2023**

The PCEO referred members to the previously circulated report and an update on the progress against the Group's Key Performance Indicators (KPIs) and information in respect of any area of risk.

The PCEO provided an overview of the background to the KPIs and confirmed that they were agreed by the Board as part of the finalisation of the three-year Strategic Plan and annual Operational Plan. It was confirmed that the KPIs were split into 7 categories within which some formed part of the Group's Grant Agreement (GA) with the ESFA following the merger with Cheadle and Marple Sixth Form College.

It was reported that a mixed picture was presented in terms of the rag rating with:

- learner numbers and funding mainly rag rated as "red".
- apprenticeships, as part of student outcomes, were also largely "red" consistent with the outcome of the recent Ofsted visit.
- most of the other KPIs being rag rated as "amber" at the mid-year point whilst they were awaiting the end of year outcome.

The PCEO further indicated that three changes to the KPIs were being sought:

- A change to the Apprenticeship Achievement Rate, from 70% to 65%, as considered at the recent meeting of the FE Curriculum and Quality Committee, which it was considered would continue to deliver a challenging but realistic target;
- A change in the metric for Employer Satisfaction from the Group's own internal measure, for which there was a challenge attaining sufficient employers to complete, to the external government rating; and
- A change in the metric for Student Satisfaction from the results of one question (would you recommend TTCG to a friend) to the aggregated Overall Satisfaction Measure which should provide greater assurance to members around student satisfaction rates.

Questions and comments from members were invited.

- A member, with reference to the Ofsted comment around the utilisation of qualitative as well as quantitative measures, asked if these changes would support this aspiration.

The PCEO responded that in addition to these KPIs a significant number of wide-ranging indicators and measures were presented to and routinely considered by the FE Curriculum and Quality Committees. It was added that some of the measures already used were qualitative in nature and further the judgements made were also qualitative and fed into the KPIs.

The Deputy Principal (DP) added that the Accountability Framework (AF) around apprenticeships also incorporated a number of aspects such as the amount of time students take to complete their framework. Moving forward it was stated that the AF would be aligned into the Quality Improvement Plan (QIP) and address measures that included both student and employer satisfaction.

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- A member expressed their support for the adoption of the external government rating for Employer Satisfaction but asked as to why a better response would be received as opposed to the local measure.

The PCEO responded that he was unsure as to the underlying reasons and indicated that this was something that would be followed up accordingly. There was confirmation that the HE matrix replicated the nationally established measure but that for FE there had not been an equivalent measure.

**Action: Principal and CEO**

- A member, with reference to the recorded data on positive destinations, congratulated the team on the improved position as compared to the previous year.

The PCEO clarified that the current data set was applicable to the previous year's cohort the PCEO also undertook reflect on the wording to more accurately communicate the year that the data referred to.

**Action: Principal and CEO**

- In respect of staff sickness, a member commented on the less favourable position compared to the target.

The PCEO responded that this issue was being replicated across the sector in part reflective of the latest wave of Covid. It was added that wherever possible cover was being secured however this brought with it additional costs.

- It was asked by a member as to whether data was available which provided information in respect of illness versus mental health sickness. It was added that it would be beneficial to know if there was a mental health crisis.

The PCEO undertook to pursue this data request with the VPCSP.

**Action: Principal and CEO/Vice Principal Corporate Services and Planning**

- A member asked whether there had been any impact on the utilisation of agency staff on the student experience.

It was stated that where this was evidenced it was being investigated further. The PCEO added that this challenging position was reflective of the tightness of the labour market. Assurance was provided that where agency staff were contracted then an assessment took place of the quality of the service provided.

**There were no further questions or comments raised by members and following due consideration it was unanimously resolved that:**

- a) **the Key Performance Indicators Report be received and noted: and**
- b) **the three proposed changes as detailed above in relation to the Key Performance Indicators for the Apprenticeship Achievement Rate; the metric for Employer Satisfaction; and the metric for Student Satisfaction be approved and adopted.**

**Action: Principal and CEO**

**Minute No.****COR/09/23****Quality Improvement Plan and Key Performance Indicators Report 2022/2023**

The Deputy Principal (DP) referred members to the previously circulated report and an update on the progress of the Group's Quality Improvement Plan (QIP) and Key Performance Indicators (KPIs) at this point in the 2022/2023 academic year.

There was confirmation that progress against the QIP and associated KPIs had been discussed at the recent meeting of the FE Curriculum and Quality Committee.

It was noted that the QIP and Quality KPIs 2022/2023 had been included within the previously circulated pack of supporting documentation.

The DP stated that at this point in the academic year a mixed picture was presented.

With reference to the progress against the QIP and its 8 objectives the following was highlighted:

- the Apprenticeship Achievement Rate and a proposal that the KPI in respect of the achievement rate be amended from 70% to 65% (previous agenda item refers).
- the significant amount of work taking place around High Needs arising from which for the current cohort of learners, retention was 96% with attendance in line with the group's average of 84%, a much-improved position to that of 18 months ago.
- overall attendance continued to be an issue of concern in a year in which students would be sitting a larger number of external and more challenging examinations; and
- an overview of the ways in which local skills needs were being responded to.

Attention was also drawn to the progress being made on the 4 Areas for Improvement (Afi) post the Ofsted inspection and the following was highlighted:

- the 2 Afi in relation to apprenticeships and the more qualitative aspects (involvement of employers in the planning of on and off the job training and identify what apprentices already know and can do at the start of their programme with a view to ensuring an offer of a challenging and individualise curriculum) good progress was being made in both areas;
- in relation to the "choices" programme and the view that the programme was not ambitious enough in terms of the content and delivery, the programme had been reviewed and all students were now considered to be challenged and furthermore all student were accessing external work experience placements; and
- in relation to those learners with low attendance the position was not yet where it should be albeit there had been some slight improvement, reference was made to the competing pressures for some students in relation to work and homelife commitments.

Questions and comments were invited from members.

- The issues in relation to student behaviour and an increase in recorded incidents was raised by a member who indicated this aspect had been explored by the FE Curriculum and Quality Committee.

The DP stated that there had been significant progress made in the reporting of behaviour and associated incidents adding that the impetus had been upon

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attaining consistency across the Group. Reference was made to the work that had taken place with staff around the challenging of behaviour which was further underpinned by the Group's updated behaviour policies. It was stated that every incident was challenged, not matter how minor, and recorded.

- Members went on to explore the pastoral support and guidance offered to students much of which was not acknowledged or funded by central government.

The PCEO referred to a visit from FE German counterparts that had taken place the previous week and at which pastoral support had been discussed with the approach from German colleagues being that if it was not funded then it was not delivered.

The PECO added that a significant proportion of the Group's staffing costs had been directed to learning support facilitators and the support of SEND students whereas in Germany this support would be provided by the teachers.

The DP added that there was a disconnect between what employers were saying about the lack of core competencies in terms of prospective employees and the availability of associated funding, with this issue not being recognised at either a local or national level.

- A member asked as to how this issue could be brought to the attention of policy makers and commissioners.

The PCEO suggested that Local Skills Improvement Plans (LSIPs) may offer a means of taking steps to address this issue albeit that the collection of core data was at a formative stage and there continued to be some interpretation to take place.

It was suggested that employers were saying that they needed people who were more organised, arrived on time and had core Maths, English and Customer Service skills. Reference was also made to concerns around work ethic and commitment as well as social skills.

- A member highlighted the Group's trauma informed approach suggesting that post the pandemic there was a lack of safe spaces for students suffering with mental health/trauma issues. The member indicated that she would be happy to share initiatives currently being progressed within the Higher Education sector.

**Action: Deputy Principal/EM**

**There were no further questions or comments raised by members and following due consideration it was resolved that the update on progress against the Quality Improvement Plan and Performance Indicators for 2022/2023 be received and noted.**

**COR/10/23****Key Issues of the Safeguarding Committee Meetings held on 28 November 2022 and 9 February 2023**

The Link Governor for Safeguarding provided the Board with an overview of key issues considered at meetings of the Safeguarding held on 28 November 2022 and 9 February 2023.

The following was highlighted: -



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- the continued work taking place to respect of safeguarding and in particular the support offered to EHCP and SEND students;
- the robustness of reporting systems at a local level informing the operation of safeguarding procedures and reporting;
- the ongoing challenges in relation to mental health and the cost-of-living crisis;
- the support offered by mental health first aiders; and
- the work taking place with students to build resilience.

Questions and comments were invited from members.

- A member asked a question in relation to domestic violence and criminality and the numbers of students impacted.

The DP indicated that she could share this data.

**Action: Deputy Principal**

- The member further asked what support was available to students affected by domestic violence and criminality.

The DP responded that a lot of work took place with young people around identification of signs in relationships. It was further stated that the Group also worked closely with Social Services in this area.

- The member went on to ask if staff attendance impacted on the help and support that was provided to those students with mental health challenges.

The DP outlined the extended team attached to this area within the Group as well as the access to other staff and professionals. It was further stated that there was flexibility to move staff around in response to need and that managers did not carry caseloads and therefore were available to offer additional support. It was also reported that a lot of work took place to support students to self-regulate, signposting was in place and peer-to-peer support was also being explored.

- A member asked about the position in relation to HE and safeguarding noting that the HE Curriculum and Quality Committee had not yet recruited a HE student representative.

There was confirmation that a HE student representative was now in place and attending meetings. It was further confirmed that HE students were appropriately supported in terms of safeguarding and mental health.

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

**COR/11/23****Chief Finance Officers Report and Management Accounts for the period ending 31 January 2023**

Members were referred to the previously circulated CFO Report and Management Accounts for the period ending 31 January 2023.

The CFO advised that the Management Accounts for this period had also been considered in detail by the Resources Committee at its meeting on 8 February 2023.

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

- that the most recent set of accounts had been made available earlier in the day;
- the Financial Health Grade continued to be forecast as “Good” however in the year to date it was showing as “Requires Improvement” with the contributing factors being that High Needs income was not yet invoiced to Stockport MBC (£900k); agency costs for high levels of sickness and increased rates when covering sickness as well as staffing costs to support High Needs students; and the profiling of some of the non-pay cost for maintenance works;
- a slight deterioration in the EBITDA and engagement with Barclays Bank in respect of the covenants;
- that should the covenants be breached the proposed way forward would be via the issuing of a waiver by the bank, a proposal that was currently being explored with the Group’s internal auditors;
- the challenging economic picture with increasing inflation and energy costs impacting upon the Group as well as the cost of living on staff and students;
- confirmation of the completion and submission of all statutory and regulatory returns;
- a summary of income allocations and planning assumptions including the 16-19 allocation for the next academic year which presented an overall increase in from the 2022/2023 allocation of £784k;
- the award of an increase in T-Level funding to 247 students with a known reduction of 60 T-Level learners following the notification of the late postponement of 4 T-Level qualifications (approximating to a £50k reduction in the allocation);
- the risk of in-year claw-back in respect of T-Levels which currently presented a risk of between £100k and £250k;
- the Greater Manchester Colleges (GMC) Consortium Agreement for which approval was being sought in relation to the signatories (Chairperson and Principal and CEO) and application of the Group seal to the final document when it became available; and
- reference to the Eversheds GMC Group Consultation Review and Draft Consortium Agreement as circulated in the supporting documentation.

Questions and comments were invited from members.

- A question was asked by a member in relation to the GMC Consortium contracts and how the Group and Board of the Corporation would maintain oversight of the quality of provision delivery undertaken by other local colleges.

The PCEO referred to the inputs from the Group’s Quality Manager but added that there was also a need to determine how governors would be kept up to date and informed.

There was confirmation that the GM Principal’s Group received quality reports, updates in respect of capital and new facilities from all colleges as well as each institution evaluating their own projects/partners.

There was agreement that there was a need to give consideration to and determine how governors would maintain oversight of GMC Consortium contracts and their delivery.

**Minute No.****Action: Principal and CEO**

- The issue of the covenant breach was raised by a member and it was asked how it was anticipated that the internal auditors may respond.

The CFO responded that she was scheduled to meet with the auditors the following day, adding that the intention was to attain their input prior to agreeing to a breach.

- With reference to the Group's Financial Health Grade and the contributing factors to the year-to-date metric showing "Requires Improvement" clarity was sought in respect of the likely receipt from Stockport MBC.

There was confirmation that the DP had undertaken substantial work around this issue and an invoice of £900k had been submitted to Stockport MBC.

The DP added that an increase of 2.5% to the hourly rate as charged to the local authorities, in respect of High Needs support, had been applied and that this increase had not been challenged by any other local authority other than Stockport. There was confirmation the invoice had now been submitted and conversations were ongoing.

- A member commented on the current Financial Health Grade of the Group and the marginality, as the year-end approached, in terms of retaining "Good" or slipping into "Requires Improvement"

The PCEO responded that a grading of "Good" continued to be forecast but that the position was tenuous. It was stated that when setting the budget for the next academic year there would need to be careful consideration of what budget could be set to deliver a grading of "Good".

The PCEO went on to outline some of the pressures and challenges from a budgetary perspective referencing the pay claim of the trade unions of 10%, in the context of the forecasted pay increase of 2.5%. The CFO reiterated that the position of the Group had been made very clear to the trade unions in that it could not exceed a pay award of 2.5% adding that other means of supporting colleagues were being explored around aspects such as increments and work life balance.

There was recognition that as year-end approached, the ability of the Group to maintain a Financial Health grading of "Good" would require some challenging considerations.

- A question was asked by a member around the generation of other income including funding from overseas students.

The PCEO indicated that whilst important this aspect was a relatively small element of the Group's funding with monies also coming from full cost funding from employers and also part funded adults.

The view was expressed that individuals and companies had less money to spend and within companies the behaviour was for greater utilisation of the apprenticeship levy. In addition, it was suggested that the Board would need to think very carefully about diluting the core business of the Group.

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- It was suggested that by a member that consistent with recruitment challenges and companies needing to look at how they developed their workforce, whether there was potential for a collaborative approach across the GMC Group.

The PCEO responded that the Local Skills Improvement Plan (LSIP) was exploring this aspect, in particular the demand for companies in relation to leadership and management development. It was added that an event at Stockport College was shortly scheduled to take place around this offer.

**There were no further questions or issues raised by members and following due consideration and deliberation it was resolved that: -**

- (a) the Chief Finance Officer's Report be received and noted;**
- (b) the Management Accounts for the period to 31 January 2023, including the year-end forecast for the financial year 2022-2023, be duly approved; and**
- (c) there be authorisation for the signing of the final Greater Manchester Colleges Consortium Agreement, by the Chairperson and Principal and CEO, and that the application of the seal be approved.**

**COR/12/23****Selection of Contractor Framework for the Cheadle Project**

The DCS referred members to the previously circulated report as prepared by the Project Manager.

The DCS confirmed that the Corporation Secretary had previously circulated the report to members, which included information in respect of the selection of a contractor framework and the associated process, for which comments had been invited in advance of this meeting.

It was noted the report provided a detailed overview of the selection process arising from which the appointment of Procure Partnerships Framework, as the selected contractor for the project and to enable commencement of the first stage of the contractor procurement process, was recommended.

**There were no questions or issues raised by members and following due consideration it was resolved that the appointment of Procure Partnerships Framework as the selected contractor as part of the first stage of the contractor procurement process was duly approved.**

The DCS undertook to notify the Project Manager of the resolution accordingly.

**Action: Deputy Corporation Secretary**

**COR/13/23****Key Issues of the Health and Safety Committee Meeting held on 8 March 2023**

The Link Governor for Health and Safety (H&S) provided the Board with an overview of key issues considered by the H&S Committee at its meeting held on 8 March 2023.

The Link Governor highlighted the H&S review and associated actions in respect of Evolve; accident analysis; fire safety management; first aid management; display screen equipment; and contract management/services.

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**There were no issues or comments raised by members following the update and it was resolved that the key issues be received and noted.**

**COR/14/23****Key Issues of the Sustainability Committee Meeting held on 16 March 2023**

The Link Governor for Sustainability provided the Board with an overview of key issues considered by the Sustainability Committee at its meeting held on 16 March 2023.

The Link Governor referred to the substantial amount of work taking place which included the awareness campaign.

The PCEO added that a mid-year update in relation to the Sustainability Action Plan was scheduled to be considered at the next meeting of the Resources Committee.

**There were no issues or comments raised by members following the update and it was resolved that the minutes be received and noted.**

**COR/15/23****Governor Link Reports**

Members were referred to the previously circulated reports arising from Governor link visits as follows:

- Higher Education
- CEIAG
- Quality of Education
- Education Programmes (Academic)
- FE Student Engagement
- Technical and Vocational including English and Maths
- Audit and Risk
- Progression Curriculum and SEND

The Chairperson referenced the positive reports, some of which encompassed the new link areas.

**There were no questions or comments raised by members and following due consideration it was resolved that the reports, arising from the Governor Link visit be received and noted.**

**COR/16/23****Governor Links Progress Report – Spring 2023**

The DCS referred members to the previously circulated progress report in respect of the planned Governor Link visits for 2022/2023.

There was confirmation that the report presented a summary of the visit activity undertaken during the current academic year and further offered support to members in their timely completion of their link governor visits.

**There were no questions or comments from members and following due consideration it was resolved that the Governor Links Progress Report be received and noted.**

**COR/17/23****Governance Action Plan 2022/2023 – Mid Year Update**

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The DCS referred members to the previously circulated mid-year report in relation to the Governance Action Plan for 2022/2023.

There was confirmation that good progress had been made to date against the 10 rated actions detailed in the report. Attention was drawn to the recent Ofsted rating of Good and completed action therein as well as governance attendance which was marginally above target but had room for further improvement.

The DCS stated that the impact report associated with the Action Plan would be reported in the autumn term.

**Action: Corporation Secretary**

**There were no questions or comments from members and following due consideration it was resolved that the Governance Action Plan 2022/2023 mid-year update be received and noted.**

**COR/18/23****Association of Colleges Code of Good Governance Consultation Process**

The DCS highlighted the consultation currently taking place in relation to the Association of Colleges (AoC) Code of Good Governance for English Colleges and made reference to a recent communication from the Corporation Secretary which had included a copy of the draft code and details of the review and consultation process.

It was noted that members had been invited to submit their comments on the proposed new code.

The DCS confirmed that it was intended that a response be made on behalf of the Group with the closing date for comments being 6 April 2023.

The DCS undertook to recirculate the document to members.

**Action: Deputy Corporation Secretary**

The Chairperson commented that the proposals presented a condensed code that was strategic in nature and fit for purpose.

**There were no further questions or comments from members and following due consideration it was resolved that the ongoing consultation process in respect of the Association of Colleges Code of Good Governance for English Colleges be received and noted.**

**COR/19/23****Resignation of Independent Member of the Board of the Corporation and Updated Committee Membership 2022/2023**

The DCS reported that Sabine Van der Veer (SVdV) had submitted her resignation as an Independent Member of the Board of the Corporation.

It was further reported that that SVdV had been subsequently approached with a view to continuing as a Co-opted Member of the FE Curriculum and Quality Committee and Link Governor Information Technology and Digital Skills.

Members were referred to the updated Committee and Working Group Membership 2022/2023 as circulated with the Board of the Corporation papers.

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**There were no questions or comments raised by members and it was resolved that:**

- a) the resignation of SVdV as an Independent Member of the Board of the Corporation be received and noted;**
- b) the appointment as SVdV, as a Co-opted member of the FE Curriculum Committee, be approved; and**
- c) the continuation of SVdV in the role as Link Governor Information Technology and Digital Skills be approved.**

**Action: Corporation Secretary**

**COR/20/23 Minutes of the External Governance Review Working Group held on 16 February 2023**  
The minutes of the meeting were received and noted.

**COR/21/23 Matters Arising from the Minutes**

- i) EGRWP/18/23 – Appointment of External Governance Reviewer

Members were referred to the previously circulated Minutes of the meeting of the External Governance Review Working Group (EGRWG) held on 16 February 2023.

The Chairperson confirmed that the EGRWG had interviewed 3 shortlisted organisations arising from which it was recommended that Education Training Foundation/Institute of Directors (ETF/loD) be appointed to undertake the Group's External Review of Governance.

It was noted that the proposal from ETD/loD had been provided in the previously circulated pack of supporting documentation.

It was stated that colleges were required to undertake an External Review of Governance every three years arising from which a report would be delivered which would include suggested areas for improvement.

The Chairperson reported that he and the CS had met with the Kurt Hall of the ETF and that it was intended that the review would commence early in the next term with a view its completion by September 2023.

It was noted that it was further proposed that the outcomes of the review would be presented to a single item agenda meeting of the Board on 26 September 2023.

**There were no questions or comments raised by members and following due consideration it was unanimously resolved that the Education Training Foundation/Institute of Directors be appointed to undertake an External Review of Governance commencing April 2023.**

**COR/22/23 Action: Corporation Secretary**  
**Confirmation of the Board Resolution Application for Admitted Body Status – Greater Manchester Pension Fund**

The DCS stated that the Application for Admitted Body Status of the Greater Manchester Pension Fund (GMPF) by Bulloughs Cleaning Services had been reported to the Resources Committee at its meeting on 8 February 2023

**Minute No.**

It was reported that following the transfer of cleaning services to a third-part provider Bullough's, as part of the TUPE process had made a commitment to TTCG employees who were transferring across, for admitted body status for the GMPF in order to retain their existing pension arrangements.

It was further reported that following consideration of the implications there had been confirmation of the process and approvals required from the Board of the Corporation.

The DCS referred to the action taken by the Corporation Secretary to attain email approval from members to authorise the signing of the contract by the designated signatories (the Chairperson and PCEO) and application of the Group seal.

**There were no questions or comments raised by members and it was duly resolved that the resolution of the Board of the Corporation, made by email, in respect of the Application for Admitted Body Status – Greater Manchester Pension Fund, and the authorisation of the designated signatories and application of the Group Seal be formally recorded as approved.**

**COR/23/23      Equality Diversity and Inclusion Policy 2023/205**

The PCEO referred members to the previously circulated Equality Diversity and Inclusion (EDI) Policy as provided in the supporting documentation.

There was confirmation that since the approval of the preceding EDI Policy the Group had implemented its EDI Strategy and accompanying action plan. It was noted that the Policy had been updated to reflect the strategy including updated definitions, practices and commitments.

**There were no questions or comments raised by members and following due consideration it was resolved that the Equality Diversity and Inclusion Policy 2023/2025 be approved and implemented.**

**Action: Vice Principal Corporate Services and Planning**

**COR/24/23      Data Protection Policy**

The CFO referred members to the previously circulated report and a proposal that the current Data Protection Policy be extended for one further year to May 2024.

It was reported that the policy was last approved in May 2021 and would normally be due for review in May 2023 however consistent with the Group engaging new Data Protection specialists, in the new academic year, it was proposed that a comprehensive review of the policy be undertaken at this time.

There was confirmation that the Audit Committee would then, in the first instance, review a new Policy at the beginning of 2024 followed by its presentation to the Board for consideration and approval in May 2024.

**There were no questions or comments raised by members and following due consideration it was resolved that the Data Protection Policy be extended by one further year to May 2024 and further that a full review of the Policy be undertaken and presented to the Board of the Corporation in May 2024.**

**Action: Chief Finance Officer/Audit Committee**



**Minute No.****COR/25/23 Minutes of the HE Curriculum and Quality Committee held on 23 November 2022 and 1 March 2023**

The minutes of the meetings were received and the Chairperson of the Committee provided a brief overview of the business items considered by the Committee. The Chairperson drew attention to the two new members of the Committee, a new HE Student representative and a new co-opted member.

**There were no issues or comments raised by members and it was resolved that the minutes be received and noted.**

**COR/26/23 Matters Arising from the Minutes**

There no matters arising from the minutes.

**COR/27/23 Minutes of the Resources Committee Meeting held on 8 February 2023**

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

The Chairperson referred to the earlier considerations of the meeting in respect to the CFO Report and Management Accounts.

The following other areas of consideration were highlighted:

- an update on the People and Culture Strategy Action Plan 2022/2023
- a progress report in relation to the Equality, Diversity and Inclusion Strategy 2022/2023
- the Sustainability Action Plan for 2022/2023
- an Estates Strategy update which included an update in relation to the new car park at the Stockport Campus
- considerations in relation to the Wood Lane Lease and Ridge Sports Association Constitution.

**COR/28/23 Matters Arising from the Minutes**

- i) RES/10/23 – Wood Lane Lease and Ridge Sports Association Constitution

It was reported that the following the merger with Cheadle and Marple Colleges the Group acquired the ownership of a separate playing field on Wood Lane, Marple. It was confirmed that the facilities were shared with Marple Rugby Union Football Club; Mellor Football Club; and Marple Athletic Junior Football Club.

Clarification was provided that the new lease reflected the arrangement previously in place and presented a formalisation of the relationships as well as the inclusion of a recent development in relation to funding for a 3G pitch.

**There were no questions or comments from members and following due consideration it was resolved that the Wood Lane Lease and Ridge Sports Association Constitution be duly approved and there be authorisation of the signing and sealing**

**Minute No.**

**of the documents to facilitate the formalisation of the prevailing arrangements into a lease.**

**Action: Vice Principal Corporate Services and Planning**

There were no further matters arising from the minutes.

**COR/29/23****Any Other Business**

- i) Grant Agreement relating to the Enhanced Level 2 GM Multiply Scheme for the period 1 February 2023 to 31 July 2023

The Chairperson referred members to the previously circulated document relating to the Enhanced Level 2 Greater Manchester (GM) Multiply Scheme and which required authorisation for signature by two Board of the Corporation members as well as application of the Group Seal.

The PCEO confirmed that the grant of circa £47k related to the delivery of an enhanced Level 2 maths offer for GM residents 19+ who were already engaged and enrolled on a L2 maths qualification and who were at risk of not achieving.

The CFO suggested that it may be pertinent to review the financial thresholds and approval process associated with this type of contract at the time of the next review of the Financial Regulations.

**Action: Chief Finance Officer**

**There were no questions or issues raised by members and following due consideration it was resolved that authorisation be given for the approval of the GM Multiply Scheme for the period 1 February 2023 to 31 July 2023 Grant Agreement.**

**It was further resolved that the Chairperson and Principal and CEO be authorised to sign the relevant document together with the application of the group's Seal.**

**Action: Corporation Secretary/ Chairperson and Principal and PCEO**

There were no other items raised under any other business.

**COR/30/23****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 17 May 2023 in the Aspire Restaurant at the Altrincham Campus.

**Action: Corporation Secretary**

The meeting closed at 8.12pm.

Uswah Sayyed left the meeting at 6.30pm after agenda item 3(d).

