



Full Corporation Meeting

27th March 2024

Time: 4.30 pm
Chair: Mr N Horsfall

Present:

Mark Rigby	Carol Davies	Nick Horsfall
Andy Lythgoe	Stephen Bamber	Carole Swarbrick
Angus Hughes	Robert Coyle	Zahid Tapas
Alexandria Stones	Emily Louise Quinton	

In Attendance:

Lesley Hart Deputy Principal	Sandra McManus Deputy Principal – Curriculum	Sarah Ball Assistant Principal – Pastoral
Mark Goodwin Assistant Principal – Student Experience	Nicola Sodano Assistant Principal – Teaching and Learning	Tracy Tunstall Clerk

1. Apologies for Absence

Apologies for absence were received and accepted by Governors from Bashir Shama, Glenys Hughes, Susan Wright, Bilkis Ismail and Stuart Merrills.

2. Declarations of Interest

There were no declarations of interest.

3. Approval of Annual Accountability Statement

Mrs J Errington gave an update on the Accountability Statement and informed Governors of the additional information which has been included in this year's statement. She informed Governors that the Professional Growth Programme has been re-vamped to support local skills needs since the release of the Greater Manchester LSIP. She highlighted that the introduction of A Level Human Biology is currently being investigated to meet the needs of the local health based HE courses, and that work is being carried out to embed and grow the Education and Early Years T Level to support students who wish to move into nursery and primary education. Work also takes place with local HE providers to ensure that the curriculum we deliver to students supports and prepares them for their progression into higher education.

Mrs Errington highlighted the Local Needs Duty, which is a new section, and outlined the 7 key sectors to support growth and skills gaps as evidenced in the Greater Manchester LSIP.

Governors thanked Mrs Errington for her report.

Governors resolved to approve the Accountability Statement for 2024/25.

4. Appointment of Vice Principal

The Chair of Governors thanked Governors for their swift responses to the email circulated by the Clerk on 7th March 2024 following the interviews for the post of Vice Principal. Following the recommendation of the selection panel, Governors had **unanimously agreed** to confirm the appointment of Fionnuala Swann. Ms Swann is currently Assistant Principal and Centre Principal at Nelson and Colne College and will take up her position in College on 21st August 2024.

5. Appointment of External Governor

The Chair of Governors informed Governors that Stephen Bamber would move into the role of External Governor with immediate effect as the skills he brings are an asset to the Board. He therefore relinquishes his role as Parent Governor.

Mr M Goodwin arrived.

6. Minutes of the Previous Meeting

The minutes of the meeting held on 12th December 2023 were **agreed** as a true and accurate record.

7. Matters Arising from the Minutes

(a) Minute 8 - CIF Bid

The Chair of Governors was pleased to report that the CIF Bid to replace the College roof has been successful. Work will take place from June to December. Governors **noted** however that an additional £500k for the VAT element of the project is now required as, unlike schools, the college is not VAT registered.

(b) Minute 11(c) – Minutes of the Curriculum and Quality Committee

The Chair of Governors asked if the work carried out by the External Consultant in the Science Department was going well and **noted** that staff in the department have been largely positive about the changes being made.

8. Minutes of Sub-Committees

(a) Governance and Search Committee

The minutes of the Governance and Search Committee held on 18th January 2024 were **noted**.

The Chair of the Committee highlighted that Stone King had drawn attention in their report that attendance at our Governors' meetings was below the national benchmark. He asked that Governors make every effort to attend meetings.

The appraisal process of the Chair of Governors was completed and areas of concern which were highlighted have already been recognised and some new procedures have been implemented. It had previously been agreed that the Chair of Governors will meet with each individual governor on an annual basis, however in order to help reduce his workload the Vice Chair of Governors will now undertake this work.

(b) Full Corporation Feedback from Stone King

The minutes of the Full Corporation Meeting held on 22nd January 2024 to receive feedback of the External Review of Governance from Stone King were **noted**.

(c) Risk and Audit Committee

The minutes of the Risk and Audit Committee held on 28th February 2024 were **noted**.

The Chair of the Committee informed Governors that a detailed presentation had been given by the Director and Deputy Director of Business and Computing on the work carried out by the department to mitigate poor results. Whole College strategies are used for intervention and revision strategies, along with departmental strategies to improve student outcomes.

Links with the Local Authority Children's Services Department have not yet been established.

The Chair of the Committee highlighted that the paper relating to the protection of the building from a terrorism attack had not yet been sent to the Anti-Terrorist Team for their guidance and expertise, however after a general discussion it was felt that the Prevent Team would be more appropriate. The Deputy Principal would follow this up.

Action: The Deputy Principal to forward the paper to the Prevent Team for their comment.

The Chair of the Committee reported on the lengthy discussion which had taken place regarding the Risk Register and how this would be developed going forward. He also outlined that an identified specific risk would be discussed in detail at each meeting. This would be determined, in the first instance, by the risk with the highest residual score. Governors **noted** that Stone King had recommended that certain areas of risk should be allocated to individual committees to monitor and that the Risk and Audit Committee recommended that this is **adopted**. This was **agreed in principle** but would be discussed further at the Strategy Event on 1st May 2024.

The Chair of the Committee drew attention to the recommendation that an external consultant is appointed to carry out a health and safety audit before the end of this academic year.

(d) Student Affairs Committee

The minutes of the Student Affairs Committee held on 6th March 2024 were **noted**.

The Chair of the Committee informed Governors that the students had given an excellent presentation of the activities and events which had taken place during the last term. Governors **noted** the attendance data in relation to tutorial and PGP sessions and the feedback given by students on understanding the relevance of the PGP sessions in particular.

(e) Finance and Personnel Committee

The minutes of the Finance and Personnel Committee held on 6th March 2024 were **noted**.

The Chair of the Committee informed Governors that the current capability process is to be reviewed with Eversheds along with other policies. Staff will be given clear guidelines in relation to underperformance and interim monitoring periods, and how and when it will be necessary to move to the capability procedure. A 'buddy' system for newly appointed Heads of Department has been implemented.

The Chair of the Committee drew attention to the annual review of the Financial Regulations. He reported that Finance Committee approval is currently required for the award of contracts over £75k but that this was now considered too low. He reported that the Finance Committee had resolved that Committee approval for the award of contracts should be increased to contracts over £100k and presented this to Full Corporation for formal approval.

Governors unanimously resolved to approve the Financial Regulations with the award of any contract over £100k requiring approval by the Finance and Personnel Committee.

The Deputy Principal informed Governors that at the time of the Committee meeting it was not known if the ESFA will fund the 5% increase on the employers' contribution for teachers' pensions for the period 1st April to 31st August 2024 and reported that she has now received confirmation that this will also be funded.

(f) Curriculum and Quality Committee

The minutes of the Curriculum and Quality Committee held on 20th March 2024 were **noted**.

In the absence of the Chair of the Committee the Deputy Principal – Curriculum gave an outline of the matters discussed at the meeting. She informed Governors that a further 50 licences for Teachermatic have been purchased and that all teaching staff now have access to this. The Deputy Principal – Curriculum highlighted that consideration would be given to introducing A Level Environmental Science as there is a growing move amongst other colleges to offer this. She highlighted that Early Careers Teachers (ECTs) are well supported and a comprehensive plan is in place to train and support them.

The Deputy Principal – Curriculum informed Governors that the timing of the meeting did not allow for Assessment 5 data to be presented to the Committee and that this would be circulated to Governors in due course.

9. Safeguarding Update

The Assistant Principal – Pastoral presented the Safeguarding and Learning Services Update. She drew attention to Martyn's Law which is not yet in place as law. However, the Bill will impose requirements in relation to certain premises and events to increase preparedness for, and

protection from, a terrorist attack. The Government will establish an inspection and enforcement regime and issue credible and fair sanctions for serious breaches.

The Assistant Principal – Pastoral informed Governors of the two types of Exit Cards for student use and highlighted that if used the teacher of the class should send an email. A Governor asked what the relevance was for an email to be sent and **noted** that this was purely to check on the whereabouts of the student.

Governors **noted** that two Educational Mental Health Practitioners have been allocated by the NHS to provide mental health support to students. One will be on-site each day on a Tuesday and Friday. A Governor asked if the College is funding this and **noted** that this is funded by the Bolton Mental Health Support Team, however the capacity is to only see 3 students per day.

The Assistant Principal – Pastoral highlighted that the DfE has published a new edition of its statutory guidance Working Together to Safeguard Children in December 2023 which replaces the 2018 edition.

10. Management Accounts to 31st January 2024

The Deputy Principal informed Governors that Bury Council had been chased regarding the High Needs Element 3 funding which is due and reported that they claim to not having received any paperwork regarding this. Their funds have now been dispersed and it is unlikely that funding of £19,785 will now be received.

Governors **noted** that £156k had been allocated to replace the lift, however with additional funding being required for the roof this will no longer be replaced. Governors **noted** that the lift is serviced and inspected regularly.

Mr A Hughes arrived.

The Deputy Principal reported that the projected outturn is £550,861 and highlighted that the additional funding of £58k to cover the 5% increase in teachers' pension contributions from the ESFA and IT equipment trade-in of £18k had not yet been factored in. She informed Governors of the need to preserve the cash position to cover the additional costs of replacing the roof and the requirements of the successful CIF bid. Further discussions on this would take place at SMT. A Governor asked if the costs for replacing the roof would be in a single financial year and **noted** that the work will take place from June to December and therefore within one financial year. Governors **noted** that tenders had already been received for this work and that a meeting would now take place with the contractor to re-visit the contract.

Governors **approved** the management accounts to 31st January 2024 projected to 31st July 2024.

11. Update and Monitoring of Strategic Plan 2023/24

In the Principal's absence, the Deputy Principal – Curriculum drew attention to the mid-year progress review of the Strategic Development Plan and informed Governors that the report highlighted the positive outcomes. It was **agreed** that further work was needed on the Strategic Development Plan to give a clearer picture of how progress is being made against KPIs. This would be brought back to the next meeting.

Mr Z Tapas left the meeting.

12. Approval of Curriculum Changes for 2024/25

The Deputy Principal – Curriculum informed Governors that there were no plans to remove any course provision this year, although consideration will be given to the number of science groups that might be offered.

There are plans to introduce two new courses for 2024/25. The UAL Art Course was under review and there are sufficient applications to reinstate the course, there are 29 applications and 4 aspirational applications at the present time. The T Level in Education and Early Years will replace the current outgoing BTEC Childcare course with plans to recruit 15 learners onto this new course.

13. Principal's Report

In the absence of the Principal, the Deputy Principal – Curriculum gave a brief outline of his report. She informed Governors that the funding arrangements for 2024/25 have now been published and allocations received. The baseline 16-19 funding rate will increase by 1.89% to £4,843.

The current student numbers on roll is 1803 which is 80 more students than at the same point last year.

Total applications for a place at the Sixth Form in 2024/25 have significantly increased and are up by 220 on the previous year. 73 applications are currently held in a waiting area.

Governors **noted** the report on the Trips, Visits, Visitors and Guest Speakers which have taken place from September to present which indicates the skills and enrichment which students can access to enhance their student experience.

The Principal's report was **noted**.

14. Any Other Business

There was none.

15. Date and Time of Next Meeting

The next meeting will be held on Tuesday, 9th July 2024 at 6.00 pm.

Governors were reminded that there will be additional Strategy Event on Wednesday, 1st May 2024 from 5.00 pm to 8.00 pm to discuss and plan a way forward from the feedback of the governance review from Stone King.

The annual Strategy Event will take place on Wednesday, 15th May 2024 from 5.00 pm to 8.00 pm.

There being no further business the meeting closed at 6.15 pm.