



Full Corporation Meeting

9th July 2024

Time: 6.00 pm
Chair: Mr N Horsfall

Present:

Nick Horsfall	Mark Rigby	Bashir Shama
Andy Lythgoe	Stephen Bamber	Carole Swarbrick
Bilkis Ismail	Robert Coyle	Zahid Tapas
Susan Wright	Stuart Merrills	

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 Glenys Hughes, Martyn Cox, Carol Davies, Sam Jackson and Angus Hughes.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 27th March 2024 were **agreed** as a true and accurate record.

4. Matters Arising from the Minutes

(a) Minute 4 – Appointment of Vice Principal

The Chair drew attention to the appointment of the Vice Principal and reminded Governors that Fionnuala Swann would no longer be taking up her appointment. Following the recommendation of the selection panel and email correspondence from the Clerk to all Governors it was

unanimously agreed that the post of Vice Principal should be offered to Joanne Smith, which she has now accepted. She will take up her post in August.

(b) Minute 7(a) - CIF Bid

The Chair informed Governors that work is due to commence shortly to replace the College roof. The total cost of the project is £2.9M.

5. Minutes of Sub-Committees

(a) Student Affairs Committee

The minutes of the Student Affairs Committee held on 23rd May 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 term and drew attention to the bus company responsible for free travel for students in Greater Manchester. She informed Governors that they had attended College to promote their 'Our Pass' and gave out other information regarding rewards which are available to our students.

(b) Risk and Audit Committee

The minutes of the Risk and Audit Committee held on 23rd May 2024 were **noted**.

Governors **noted** that Wylie and Bisset had attended the meeting remotely and had given an overview of the preliminary audit planning procedures for the financial statements for the year ending 31st July 2024.

Committee members had also received a detailed account from the Estates Manager on the procedures required to replace the roof and the timeframe for the work to be completed. Governors **noted** that there was an insurance backed guarantee should the installing contractor or sub-contractor cease trading during the period covered by the 25-year warranty.

Governors **noted** that a meeting had taken place with Claire Little from the Home Office to discuss matters in relation to implementing Martyn's Law. A new guidance document has been issued although the exact requirements are not yet known.

Governors also **noted** that there had been a lengthy discussion regarding the workload of the current members of the SLT, and in particular that of the Deputy Principal. A Governor expressed concern that the workload of the SLT had been raised many times before and why was it being raised again through this Committee, however it was **noted** that workload capacity issues had not been raised as a potential risk at the Risk and Audit Committee before and the risks associated with one person having such a large and wide remit. Governors **agreed** that a long term strategy should be put in place and that further discussion should take place at the next Risk and Audit Committee.

Compliance Education have now carried out a Health and Safety Audit for the college in general and for the individual departments, and an action plan drawn up based on discussions undertaken with staff. Further work is required to complete the action plan and to assign specific tasks to

individual members of staff. The Deputy Principal will undertake to complete this for the start of the new academic year.

The Risk Management Policy for 2024/25 had been reviewed and was presented for formal approval.

Governors unanimously resolved to approve the Risk Management Policy for 2024/25.

The Risk Register 2023-24 had been reviewed and would roll forward into 2024/25. It was presented for formal approval.

Governors unanimously resolved to approve the Risk Register for 2024/25.

(c) Governance and Search Committee

The minutes of the Governance and Search Committee held on 5th June 2024 were **noted**.

(i) Board Membership – Number of Terms of Office

The Chair of the Committee informed Governors that the recommendation from Stone King was to consider limiting the number of terms of office which a governor may serve to 2 x 4 years in normal circumstances. The Committee had considered this in detail and recommended that any new governor, with the exception of Parent Governors, Staff Governors and Student Governors, shall be appointed initially for up to a maximum of 2 x 4 years. Renewal is not automatic and re-appointments will be considered by the Governance and Search Committee after a robust review has taken place giving proper consideration to the governor's attendance at meetings, their contribution to the work of the college and an assessment of need as against the skills audit.

Governors resolved to approve that any new governor, with the exception of Parent Governors, Staff Governors and Student Governors, shall be appointed initially for up to a maximum of 2 x 4 years. Renewal is not automatic after any 4 year term of office and re-appointments are considered only after a robust review.

(ii) Process for Appointment/Re-Appointment of Governors

The Chair of the Committee presented the appointment/re-appointment process to be followed for each category of governor and recommended that this formalised procedure is adopted.

Governors resolved that the Procedure for Appointment/Re-Appointment of Governors is formally adopted.

(iii) Front Cover Sheet for all Reports

The Chair of the Committee informed Governors that, in line with recommendations from Stone King, a front cover sheet will be attached to all reports from the beginning of the new academic year. This will highlight the purpose of the report, provide an executive summary and identify any key risks as identified in the College's risk register and the strategic development plan.

(iv) Link Governors

The Chair of the Committee highlighted that there is no formal requirement for a link governor in any area, however the Governance Guide does recommend link governors in a number of areas. The Committee had considered the purpose of a Link Governor and agreed that all Link Governors should provide an annual written report to the Full Corporation. The Committee recommended that additional Link Governors should be appointed for Digital Strategy and also Equality, Diversity and Inclusion.

Zahid Tapas was willing to be appointed as Link Governor for Digital Strategy and Governors **unanimously agreed** that he should be appointed to this role.

Susan Wright was willing to be appointed as Link Governor for Equality, Diversity and Inclusion and Governors **unanimously agreed** that she should be appointed to this role.

For clarification purposes, the following areas have Link Governor as outlined below:

Safeguarding	Carole Swarbrick
SEND	Glenys Hughes
Careers/Skills	Nick Horsfall
Looked After/Previously Looked After Children	Mark Rigby
Digital Strategy	Zahid Tapas
Equality, Diversity and Inclusion	Susan Wright

(v) Start Time of Meetings and Attendance at Meetings via Zoom/TEAMS

The Chair of the Committee informed Governors that the start time of Full Corporation meetings would remain at 6.00 pm however all meetings will end no later than 8.00 pm prompt. The start time of each individual committee meeting will be considered and agreed by the members at the first meeting in the new academic year.

The Chair of the Committee drew attention to a request for remote access to meetings to allow Governors to attend meetings remotely. This had been considered and agreed that this was difficult to do as the equipment in the room used for Full Corporation and Committee meetings did not allow this to work effectively. It was therefore **agreed** that attendance at meetings should be in person. One-off requests to attend a meeting remotely will be considered and a decision made by the Chair of the Committee and will be dependent on a valid reason.

(vi) Governor Skills Audit

The Clerk informed Governors that the audit of governors' skills is due to be undertaken in the autumn term. She would circulate information to all governors over the summer period.

(vii) Governance Action Plan 2024/25

The Clerk presented the action plan of recommendations from the external review governance and the timeframes for each recommendation to be completed/achieved by. It was noted by Governors that this was a working document which would be reviewed at each meeting to ensure that targets are achieved or extended accordingly.

A Governor raised the need for a Link Governor for Whistleblowing. The Governance and Search Committee would consider this at its next meeting and bring their recommendation to the next meeting.

(d) Curriculum and Quality Committee

The minutes of the Curriculum and Quality Committee held on 27th June 2024 were **noted**.

The Chair of the Committee informed Governors that the Positive Behaviour and Sanctions Policy 2024/25 had been reviewed. The Deputy Principal informed Governors that this policy did not require Full Corporation approval, however the appeals procedure had been amended and was submitted for Governors' information.

The Chair of the Committee informed Governors that the Admissions Policy and Procedures for 2025 had been reviewed and was recommended for formal approval by the Full Corporation.

Governors unanimously resolved to approve the Admissions Policy and Procedures for entry in August 2025.

The Chair of the Committee drew attention to the successful Digital Strategy day which had been held on 4th July and to the Careers Report for 2023/24 which had been received.

The Chair of the Committee highlighted the predicted results and reported that in comparison to last year it is expected that there will be a slight decrease in overall pass rates this summer. The Deputy Principal – Curriculum informed Governors that staff are perhaps over-cautious when predicting grades. The syllabus has changed and there are new and inexperienced staff teaching, however governors were informed that additional support is in place with inexperienced staff and students are not compromised in anyway. Early careers teachers now have a 2-year induction programme.

(e) Finance and Personnel Committee

The minutes of the Finance and Personnel Committee held on 1st July 2024 were **noted**.

The Chair of the Committee informed Governors that the Capability Policy and Procedure had been reviewed and was presented for formal approval. A Governor queried why there was a sentence that stated that the procedure does not form part of any contract of employment or other contract for services, and it may be amended at any time, and asked if it is amended would this be brought to the attention of staff. The Deputy Principal informed Governors that any amendments would be consulted through the Unions and brought to the attention of staff. She reported that Eversheds have seen this policy and relevant changes had been made following their

advice. Governors **noted** that the Capability Policy and Procedure is available to staff and is included in the staff handbook.

Governors resolved to approve the Capability Policy and Procedures.

The Chair of the Committee informed Governors that the Student Financial Support Policy and Guidance had been considered and was presented for formal approval.

Governors resolved to approve the Student Financial Support Policy and Guidance.

The Chair of the Committee drew attention to the Local Government Pension Scheme (LGPS) and reported that whilst this is a statutory pension scheme and its rules are set out in Acts of Parliament, LGPS regulations do allow employers to make certain discretionary decisions and these must be published and kept under review. No changes had been made to previous statements and the College will continue not to make use of any discretion. A formal statement has been completed to this effect and requires Full Corporation approval.

Governors resolved to approve the Statement on Exercise of LGPS Discretionary Function.

The Chair of the Committee informed Governors that the College's Gas and Electricity contracts will expire on 31st October 2024 and that three quotes had been received based on a 2-year contract. The costs were only indicative as the wholesale price changes daily however considerable savings can be made on the previous contracts. It was recommended that Npower/Eon Next is approved as the Gas and Electricity Supplier with effect from 1st November 2024.

Governors resolved to approve that Npower/Eon Next are approved as the Gas and Electricity supplier with effect from 1st November 2024.

6. Re-Appointment of External Governors

The Chair informed Governors that the terms of office of both Mark Rigby and Bashir Shama were due to expire on 30th September 2024 and that they had both expressed a willingness to be re-appointed. This had been considered at the Governance and Search Committee held on 5th June and it was recommended that they are re-appointed for a further 4-year term of office.

Governors unanimously resolved to approve the re-appointment of both Mark Rigby and Bashir Shama with effect from 30th September 2024. Their term of office will expire on 29th September 2028.

7. Management Accounts to 31st May 2024

The Chair informed Governors that the Deputy Principal had given a detailed report on the Management Accounts as at 31st May 2024 and that these were recommended for formal approval.

Governors resolved to approve the Management Accounts to 31st May 2024 projected to 31st July 2024.

8. Financial Forecasts: Budget 2024/25 and Financial Forecast 2025/26 and 2026/27

The Chair informed Governors that the Deputy Principal had presented the Budget for 2024/25 and the Financial Forecast for 2025/26 and 2026/27 and given a detailed account of the financial position. Governors noted that the Financial Forecast 2025/26 to 2026/27 sits alongside the Strategic Plan although the requirement now is to only submit financial forecasts for two academic years. He reported that a number of assumptions had been made in relation to funding, student numbers, pay awards etc. and that these were recommended for formal approval.

Governors resolved to approve the Budget for 2024/25 and the Financial Forecasts for 2025/26 and 2026/27.

9. Strategic Development Plan 2023-2026

The Principal informed Governors that the Strategic Plan for 2023-2026 was presented to give Governors assurance that the SLT were continuing to take positive steps. He reported that the Strategic Plan for 2024/25 had been produced following the Strategy Event in May and will be the external facing document. The endorsements from some companies have yet to be received. Governors considered the document and agreed that this was much improved, however they felt that the Ofsted quote should be more prominent and inserted nearer to the beginning of the report.

Subject to this minor amendment Governors resolved to approve the Strategic Development Plan for 2024/25.

10. Principal's Report

The Principal spoke to his report. He informed Governors that the New Students' Day will be held on 11th July 2024 and that there are currently 1,051 students booked onto the event. He drew attention to A Level results day on Thursday, 15th August and invited Governors to join staff and students for a celebratory breakfast from 9.00 am.

The Principal informed Governors that the NJC teacher's pay claim was received by the SFCA in June and that this has been agreed by both the NASUWT and the NEU for a pay increase that is above RPI rate of inflation and for joint discussions on workload and working time to be considered.

With a new Government following the recent general election, Labour has agreed to the SFCA protect student choice campaign's overall request to pause and review the plan to scrap BTECs up to and including 2026/27.

The Principal reported that student retention has increased in comparison to last year and remains above the national benchmark figure.

The Principal informed Governors of the projected enrolment numbers and reported that the total figure does not in reality reflect the expected cohort size in 2024/25 as there is not enough capacity to accommodate such a large number of students. Capacity is 1850 overall although this could extend to 1900 dependent of the subject choices and whether there is space available on these courses.

Governors **noted** the report.

11. Provider Access Legislation Policy 2024/25

The Assistant Principal – Student Experience informed Governors that the Provider Access Policy has been reviewed and updated and was now presented to Governors for approval.

Governors resolved to approve the Provider Access Legislation Policy for 2024/25.

12. Careers Education, Information, Advice and Guidance (CEIAG) Policy

The Assistant Principal – Student Experience presented the CEIAG Policy for approval. He reported that the college conforms to the eight Gatsby Benchmarks and the policy is embedded into all areas of the curriculum to ensure that students are well informed and equipped for the next step of their career journey.

Governors resolved to approve the Careers Education, Information, Advice and Guidance Policy for 2024/25.

13. Link Governor Report on Safeguarding

The Link Governor for Safeguarding spoke to her report. She reported that she had met with the Learning Services Manager and Designated Safeguarding Lead (DSL) and outlined the systems which are used along with the current issues faced. She reported that Safeguarding is an integral part of an Ofsted inspection and that in the recent inspection the department had achieved a satisfactory outcome (only two categories are awarded, Satisfactory and Not Satisfactory). She highlighted that the safeguarding team comprises of three other members of staff. The Link Governor for Safeguarding informed Governors that she was very impressed by the work carried out by the staff and the monitoring systems which are in place and reported that she was satisfied that the reports which Governors received over the course of the year are accurate.

Governors **noted** the report.

14. Link Governor Report on Careers

The Link Governor for Careers gave a verbal report on the department and how the dedicated and committed staff have improved the Professional Growth Programme. He outlined the opportunities available for students for work experience and for attending workplace safaris. He reported that he was currently contacting several Law Firms to encourage them to offer Apprenticeships.

Governors **noted** the report.

15. Appointment of Chair and Vice Chair of Governors

The Chair informed Governors that the positions of Chair and Vice Chair are appointed on an annual basis. He reported that Governors can nominate themselves for either position and that nominations should be received by the Clerk by 1st September 2024.

16. Full Corporation and Committee Membership 2024/25

The Clerk informed Governors that she was currently looking at Committee membership for 2024/25 and asked Governors to let her know if they would like to change to a different Committee, although stressed that this could not be guaranteed. The finalised Committee Membership would be circulated at the beginning of the new academic year.

17. Schedule of Meetings 2024/25

The Schedule of Governors' Meetings for 2024/25 was circulated for Governors' information.

18. Any Other Business

As this was the last Full Corporation meeting before Sandra McManus, Deputy Principal – Curriculum retires, the Chair, on behalf of the Full Corporation, thanked her for all her hard work over the last 16 years, and wished her a long, happy and healthy retirement. She thanked Governors for their support during her time in her post at the College.

19. Date and Time of Next Meeting

The next meeting will be held on Wednesday, 26th September 2024 at 6.00 pm.

There being no further business the meeting closed at 7.45 pm.