

TRAFFORD & STOCKPORT COLLEGE GROUP

Minutes of the Meeting of the Board of the Corporation
held on Wednesday 2 October 2024 at 4.00pm in the Boardroom at the Altrincham Campus

Present:	Graham Luccock	(Chairperson)
	James Scott	(Principal and Chief Executive Officer)
	Jill Bottomley	
	Olivia Bussey	
	Sarah Drake	
	Alison Hewitt	
	Heather Lang	
	*Emily McIntosh	
	Michelle McLaughlin	(Staff Governor)
	Jonathan O'Brien	
	Marcia Reynolds	
	*Louise Richardson	
	Blerta Shira	(Student Governor)
	Jeremy Woodside	
In Attendance:	Rebecca Clare	(Corporation Secretary)
	Carmen Gonzalez-Eslava	(Deputy Principal)
	Henry Taylor-Toone	(Chief Finance Officer)
	Michelle Leslie	(Vice Principal Corporate Services and Planning)
	Yvonne Riley	(Assistant Corporation Secretary)
	Aisha Shabbir	(Student Governor)

*attendance at the meeting via Microsoft Teams

Minute No.**COR/83/24 Apologies for Absence**

The Corporation Secretary (CS) reported that apologies for absence had been received from Charlotte Barratt, Jed Hassid and Lewis Ormston.

The Chair of the Corporation welcomed the newly elected Student Governor, Aisha Shabbir (AS) to the meeting. It was noted that (AS) had only recently been elected and was therefore attending the meeting as an observer.

AS provided a brief verbal update on the election process and her chosen studies.

COR/84/24 Declarations of Interest

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

COR/85/24 Summary of the Group's Achievements against the Strategic Plan 2021-2024 and KPI Outcomes 2023/2024

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The Principal and Chief Executive Officer (PCEO) referred members to the previously circulated summary of the Group's achievements against the Strategic Plan (SP) 2021/2024 and KPI outcomes 2023/2024.

It was noted that with the completion of the Strategic Plan, the summary report has taken the place of the typically presented operational plan report.

Strategic Plan 2021/2024

In relation to the outcomes and impact of the Strategic Plan 2021/2024, the PCEO referred to the following points:

- The statement included an overview of "headline achievements", and then a summary of key points against the four Strategic Priorities (SPs) and the three Strategic Enablers (SEs).
- Each section against the SPs and SEs includes a reminder of what the Board set out as objectives, a summary of what has been successful in seeking to deliver these, a summary of challenges, and a set of outcomes (or what could also be called impact measures).

The PCEO advised that collectively the Group has accomplished a great deal, and that significant progress has been made given the challenging nature of the past three years.

The PCEO highlighted that although he felt that the Group had successfully managed the last three years, operationally, moving into the new strategic plan, there was a need for a more strategic approach in leading the Group forward.

Key Performance Indicator Outcomes 2023/2024

The PCEO provided the following update in relation to the outcomes of the Key Performance Indicators:

- in some cases, the outcomes for finance and student achievement rates are still provisional subject to the final reconciliation and return in October (R14)
- the original FY21 baseline is included in the summary, as these outcomes represent the culmination of the last Strategic Plan cycle
- the FY24 outcomes are RAG rated against the target; and for this summary also RAG rated against the Grant Agreement KPIs. Most of these are in line with or above the Grant Agreement target set. Those in AMBER are not presenting a cause for concern

Questions and comments were invited from members.

The Chair expressed his gratitude to the Executive Leadership Team and highlighted the accomplishments, referring to the effective leadership and management and the outstanding work achieved over the past three years. The Vice Chair and Board members concurred with the Chair's comments and asked that the PCEO pass on their gratitude to the Group.

The PCEO advised that a succinct version of the achievements against the Strategic Plan would be shared externally and with stakeholders.

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There were no further questions or issues raised by members and following due consideration it was unanimously resolved that the Summary of the Group's Achievements against the Strategic Plan 2021-2024 and KPI Outcomes 2023/2024 be received and noted.

COR/86/24**Strategic Plan 2024/2030 and Draft KPIs 2024/2030**

The PCEO referred members to the previously circulated report which included the updated TSCG Strategic Plan and Key Performance Indicators (KPIs) for 2024/2030.

The PCEO recommended the Strategic Plan and KPIs 2024/2030 for approval subject to any final changes requested by the Board.

Strategic Plan 2024/2030

It was noted that the draft Strategic Plan had been considered in detail by the Board of the Corporation in July 2024.

The PCEO noted the following updates:

- the wording for the Purpose, Vision and Mission has been amended following Board feedback and a review by an external marketing agency (Creative Concern)
- some of the wording and associated objectives have been updated for each of the proposed Strategic Priorities (SPs)
- each SP has been referenced where relevant against the UN Sustainable Development Goals following a suggestion by a Board Member

Key Performance Indicators 2024/2030

In relation to the KPIs the PCEO reported that the complexity and numerous regulatory requirements of FE Colleges necessitates a comprehensive number of measures.

It was confirmed that the KPIs included the following:

- a series of 'Headline Measures' followed by a series of proposed measures aligned to each Strategic Priority
- the FY24 Base for each measure together with the proposed target for each year over the duration of the new Strategic Plan
- baseline measures marked with an Asterisk to be confirmed

Next Steps/ Timeline

In relation to next steps and timeline, the PCEO confirmed the following:

- TSCG Marketing Team to update the Strategic Plan document following final approval
- the new Strategic Plan to be launched with staff members during the ELT Campus Briefings throughout November. This will include outlining to colleagues how feedback through the staff survey has contributed to the formation of the Strategic Priorities and associated objectives
- external launch event with key stakeholders to be scheduled for December/ January

Questions and comments were invited from members.

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A member commented that the adjustments made in response to feedback from the Board were clearly evident and thanked the PCEO for taking the views of the Board into consideration.

In response to a question around changes to Ofsted judgements, the PCEO advised that consideration would be given to the relevant KPI following confirmation from Ofsted.

There were no further questions or issues raised by members and following due consideration it was unanimously resolved that the updated Strategic Plan 2024/2030 and KPIs 2024/2030 be approved.

COR/87/24 Minutes of the Board of the Corporation Meeting held on 17 July 2024

There were no issues raised by members and it was resolved that the minutes of the meeting be approved and accepted as a correct account of the meetings proceedings.

COR/88/24 Matters Arising from the Minutes

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

It was confirmed that all of the actions had been closed.

There were no further issues raised by members arising from the minutes.

COR/89/24 Enrolment and Student Numbers Update 2024/2025

The Deputy Principal (DP) referred members to the previously circulated presentation and a summary update on recruitment, learner numbers and predicted funding income.

The presentation covered the following:

- 16-18 Overview and Analysis
- Adults
- Higher Education Overview and Analysis
- Apprenticeships
- Risks & Opportunities

The DP highlighted the following updated position:

16-18 Overview and Analysis

- 16 to 18-year-olds enrolments are slightly below target at 99%
- Cheadle, Marple, Stretford and subcontractors are currently below target
- the curriculum areas below target are Sport and Public Services, Creative Arts and FT GCSE
- the curriculum areas significantly above are Construction, ESOL, Hair, Health and Early Years and Progression Curriculum

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- there are increased applications (c.1000) and significant increases at Stockport in Construction, Hair and Motor Vehicle and Stretford in Construction
- there is a waiting list of 500+ learners in key areas above, working to place students and fill spaces available
- additional groups created where possible, but specialist spaces & staffing are a barrier to further recruitment
- the Group is still open for recruitment on all courses with any capacity
- 'Late start' being finalised and delivered post half term

In response to a question around the enrolment challenges at Cheadle and Marple campuses, the DP advised that A-level recruitment has not met expectations and that the Level 2 vocational pathway at Marple has not taken off as planned. The DP also made reference to competition from other colleges but advised that overall numbers were not significantly below target.

The PCEO highlighted a slight decline in Sport, and the potential impact of growth with Stockport County and the need for a strategic conversation at executive level with regards to the subcontracted provision. It was noted that Sport and Public Services were below target across the Group.

A member commented on a recent Link Governor meeting and discussions around Marple campus, the area it serves and the understandable difficulties and impact that transport may have on student numbers, despite a bus service being provided by the Group.

The DP advised that it was positive that the Group was above allocation overall and that with all the measures in place they were confident that they would meet the Curriculum Plan target.

Adults

- overall, now stands at 36% towards planned target (7690)
- strong marketing campaigns, increased applications but low conversion rates (choice, process, reporting)
- courses with waiting lists (construction / electrical, engineering)
- further in-year opportunities being explored

Higher Education Overview and Analysis

The DP highlighted the concerns with Higher Education recruitment, particularly in construction, and the need to close down four new programs due to lack of recruitment.

The Deputy Principal advised that contingency plans had been built in as it was recognised that it was a very ambitious curriculum plan.

A member enquired about the concerns with regards to Teacher Education and the DP advised that issues lay in errors in recording the numbers rather than recruitment.

In relation to the financial impact on the overall budget, the Deputy Principal confirmed that the Group would be finalising the risks over the coming weeks. The Chief Finance Office (CFO) advised that, with the contingencies, it was likely

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that they would be able to balance out the budget despite the recruitment challenges.

Apprenticeships

- overall new end of year starts at 441 (742 continuing)
- end of October profiled starts at 291
- current position at 226 plus 83 inquiries and vacancies
- planned funding of £3,753M (new starts plus carry-in) vs £3,510M budget
- the online enrolment process in place has improved experience and reduced risks. The CFO advised that minimum D Locks were coming through.
- there are planned in-year opportunities to generate further business

The DP advised that the Group is focusing on maintaining the positive trajectory and is confident that they will meet the budget income target for apprenticeships.

The DP reminded Governors that previously, some apprenticeships had been paused in certain key areas to focus on quality and systems due to Ofsted feedback and staffing challenges. As a result, student and employer satisfaction has improved and the DP advised that there are opportunities for growth but recognised the challenges and risks, particularly with the reforms to Growth and Skills Levy that are yet to be announced.

A member raised a question as to whether apprenticeships were delivered remotely, and it was confirmed that it is was a combination. The DP highlighted that apprentices come into college on day release and that staff also go out to the workplace.

Final questions and comments were invited from members:

Action: Deputy Principal

In response to a question the DP confirmed that the 42nd Day is 1 November 2024 and the that numbers were fluctuating slightly at present. The DP advised that focus is centred on capacity and what is right for the students. The Chair of the FE Curriculum & Quality Committee asked if the final position could be shared with governors in advance of the Committee meeting as it is not scheduled to take place until 28 November. It was noted that information with regards to 'swap don't drop' would also be welcomed.

Action Deputy Principal

A member asked if information could be shared in relation to the number of courses and the percentage of courses cancelled and the DP undertook to circulate the information.

A member noted the positives in apprenticeships but enquired, given the challenges in HE, when it might be time to review or close the provision and direct the resources elsewhere.

The DP advised that the matter has been considered, particularly in the context of the Strategic Plan and made reference to the strengths in terms of Level 4 and HTQ priority areas, the work undertaken with two universities and the

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effectiveness of early years programmes in meeting local needs and catering for students that may not be interested in traditional university paths.

The PCEO confirmed that HE is profitable and makes a good contribution in meeting a niche requirement in adults looking to upskill and reskill but highlighted that the scrutiny undertaken by regulatory bodies is disproportionate to the size of the provision and that the Board is right to challenge the future of the provision.

Action: Board of the Corporation

Following due discussion, it was agreed that the Board would continue conversations in respect of HE and the future of the provision.

There were no further questions or comments from members and following due consideration it was resolved that the update in respect of Enrolment and Students Numbers 2024 be received and noted.

COR/90/24**TSCG Results Update (including A Levels, GCSEs, T Levels, Level 3 Vocational)**

The DP referred members to the previously circulated report and information in relation to the GCSE, A Level, T Level and Level 3 Vocational results in 2023-2024.

The following was highlighted:

- the improved position against 2022/2023
- student profile and barriers to learning
- progress against KPIs and the current position not yet where the Group wants to be
- GCSEs compared well with the National Rate
- improved A Level Results
- improved A to C Grades by 5%
- improved A to B Grades by 7.2%
- improved value added, from Alps 7 to 6 (Marple 5, Altrincham 6, Cheadle 7, Flixton 8)
- pass rates in T Levels is 100%, compared to 88.7% nationally, with high grades at 62%, broadly in line with national at 63%
- Level 3 Applied General and Tech Levels have significantly improved from 2022/2023: improved retention by 3% to 90.85%; increased pass rate to 93.9% (+3.4%) and achievement now 85.3% (+5.8%)
- a significant improvement in achievement for Construction and Healthcare and Early Years (two key 'at risk areas' in 2022/2023)

The DP advised that the Group was very pleased with the results, particularly considering the student profile and expressed the Group's pride at being an inclusive provider that promotes student progression.

It was noted that the Group was still waiting on the overall position for Level 1 and Level 2.

Questions and comments were invited from members

The Chair commented on the positive progress measures for young people in both English and maths against 2022/2023.

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The DP highlighted that progress is now positive in both English and maths across all campuses, a much-improved position from the previous year.

The DP referred to the challenges in respect of attendance and the additional support and measures put in place, which included English and maths hubs, letters to students and parents to stress the importance of the exams and the available support. The DP expressed pride in the staff for the positive outcome and all the hard work undertaken during the year.

The PCEO commented on the improvements with the full time GCSE programme results and asked the newly appointed student governor of her experiences of the programme. The student governor advised of the positive experience and advised that the teachers were supportive and would revisit material again to clarify understanding when required.

The Board extended their gratitude to the staff for all their hard work during the academic year.

There were no further questions or comments from members and following due consideration it was resolved that the report in respect of GCSE, A Level, T Level and Level Vocational results 2024 be received and noted.

COR/91/24**HE Quality Improvement/ KPI 2023/2024 - Final Outcomes**

The DP referred members to the previously circulated reports in respect of the final outcomes of HE Quality Improvement Plan (QIP) and associated Key Performance Indicators (KPIs) 2023-2024.

The DP advised that there was little change since previously reported and highlighted the Areas for Improvement (Afls) where the data was still pending, which included:

- to improve the high classification rates across all student groups and improve achievement rates across some student groups
- to improve design and delivery of teaching and improve assessment design and quality of feedback to students to support achievement

Action: Deputy Principal

The DP confirmed that the final outcomes would be presented at the next HE Curriculum Quality Committee in November alongside the HE Self-Evaluation Document (SED).

The following was highlighted:

- the positive progress in relation to the implementation of the curriculum and support for students
- the issues in the progress and development of an HE dashboard to track progress and outcomes effectively and drive improvement
- the decline in the NSS results compared to 2022/23 and the gaps in satisfaction across particular groups of learners, mainly those with a declared disability of learning difficulty

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- the measures taken to develop the curriculum and issues with enrolment numbers as highlighted earlier in the meeting

It was noted that actions RAG rated Amber or Red in the QIP would be rolled over into the 2024/25 QIP and prioritised.

There were no questions or issues raised by members and following due consideration it was resolved that the outcomes of the HE Quality Improvement Plan and Key Performance Indicators 2023-2024 be received and noted.

COR/92/24**Subcontracting and Partnerships Outcomes 2023/2024 and Updated Arrangements for 2024/2025**

The DP referred members to the previously circulated report and an update on the subcontracting partnerships for 2023-2024 and the updated arrangements for 2024-2025.

The Deputy Principal advised that the overall number of partners/subcontractors that the Group will be working with in 2024/25 is in line with that of 2023/24 and as previously reported at the Board of the Corporation in May 2024.

An overview of the proposed subcontracting arrangements and partnership arrangements for 2024-2025 was presented which included the following:

- decision to cease Flixton Girls School provision at the end of 2024/2025. It was noted that current numbers represent progressing students only and that no new students have been enrolled on the provision this year
- the financial Due Diligence undertaken in advance of issuing contracts for all the Group's partners and subcontractors highlighted concerns with three subcontractors (Debut Academy of Performing Arts, Stockport County, Vantage Academy Trust), and one partner (Code Nation). The DP advised that the Group has carried out the necessary checks and are reassured that plans are in place for the organisations to remain financially sustainable and to protect students and the quality of education

The following was highlighted in respect of concerns and plans to mitigate risk:

- **Code Nation Limited** (Company recently acquired by the Reed Group)
The DP advised that that there had been some issues with achievement that had not been anticipated and that the Group would continue to review the current partnership arrangements considering the changes in the company and any potential changes in the delivery model.
- **Debut Academy of Performing Arts** (High Risk inadequate financial Health)
The DP advised that a meeting had been held with the owners and that reassurance had been provided that there was an accounting error. It had been advised that the financial position was good and that the company is involved in several activities that will deliver growth. It was noted that the number of students is relatively small and that, if necessary, the Group could continue to deliver the programme with some minor internal changes.

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- **Stockport County** (Low Risk)
Inadequate financial health due to nature of the club business model, parent company also inadequate and numbers being down on last year.

The DP reported that a meeting had been held with the owner to seek reassurance for their financial position. It was noted that the owner had provided another of his companies as guarantor. The DP highlighted plans to separate the education provision from club operations next year to prevent similar issues. The DP advised that the Group, if necessary, could continue to deliver the provision in house with no impact on students.

- **Vantage Academy Trust** (no contract in place – Flixton Girls School)
The Deputy Principal reported that Flixton Girls School have not responded to repeated requests for financial due diligence information. It was noted that Year2 enrolment was approved by ELT but that invoices will be withheld from payment until all information can be received to perform the Financial Due Diligence and issue a contract.

The PCEO advised that a thorough review of all subcontracting and partner relationships would be undertaken for 2025/2026 with a report presented to the Board for consideration over the continuation of the provision.

The Chair highlighted that the Resources Committee regularly monitor subcontracting and partnerships arrangements to provide Board assurance.

The PCEO reminded members of the ESFA and previous concerns regarding some partnerships being more like subcontracting and highlighted the internal audit of the provision and the implementation of recommendations.

A member advised of issues with subcontracted provision, teaching resources, self-employment and highlighted the complexities in tax and employment laws due to varying work status and associated risks and the significant amount of public funding that is being directed towards individuals that are not obligated to comply with certain regulations. The PCEO provided assurance in terms of DBS checks and undertook to ensure that information with regards to work status/self-employment is reflected in the due diligence process.

Subcontracting Proposal 2024-2025 (Xyrius)

The DP referred members to the previously circulated report on the Xyrius subcontracting proposal.

Background

The DP reported of the recent removal of GMCA Adult Skills Funding for Seetec and the significant impact on the delivery of essential digital skills training to Greater Manchester (GM) residents (and more specifically in Trafford).

It was noted that Seetec, approved by GMCA, was previously the prime contractor for this initiative and unfortunately, their withdrawal has left Xyrius, one of their subcontractors, without a prime, causing an abrupt halt in the delivery of vital provision in a key priority area across some of the most disadvantaged communities across Trafford.

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The DP advised that the Group has been approached by GMCA and Trafford Council and asked to continue to support the delivery across Trafford residents with immediate effect through the subcontracting arrangement with Xyrius.

It was noted that Xyrius already has a substantial waiting list of GM residents waiting to participate in digital skills training.

The DP commended the subcontracted proposal with Xyrius for approval.

The DP advised that the due diligence has been completed, and no risks have been identified and that GMCA will confirm approval in writing and will issue the contract once the Group has received formal approval from the Board.

It was noted that if Board of the Corporation approves the proposal, delivery will start early in October 2024.

There were no further questions or comments from members and following due consideration and deliberation it was resolved:

- (i) that the reporting in respect of Subcontracting and Partnership Outcomes 2023-2024 and Updated Arrangements 2024-2025 be received and noted; and**
- (ii) Subcontracting Proposal 2024-2025 in respect of Xyrius be approved.**

COR/93/24**Annual Safeguarding Report 2024**

The DP referred members to the previously circulated Annual Safeguarding Report 2024. The DP advised that the report included detailed information by campus and issue type and provided governors with a comprehensive overview of the safeguarding landscape.

It was noted that the report was presented in a similar format to the previous year and that a cover report had been provided with a summary of the key aspects arising from the annual report.

The DP highlighted the following key messages:

- increase in safeguarding referrals, particularly at the beginning of the term
- the effectiveness of the safeguarding team in providing support. It was noted that the demand for safeguarding interventions typically drops later in the year due to the effective strategies and interventions
- the safeguarding team's responsiveness and their ability to address local issues quickly. The DP highlighted the team's understanding of local concerns and their proactive approach

Questions and comments were invited from members.

A member raised a question with regards to the increase in safeguarding activity and whether the Group was confident that there was enough resource within the team to meet the needs and provide a timely quality service.

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The DP advised that the Leaders in Safeguarding Audit had raised a similar question and as a result a review of the team had been conducted. It was noted that the review had provided assurances, that currently, capacity is sufficient to meet demands. The DP highlighted that this was due, in part, to the continued focus on prevention and self-management, and the engagement with a wide range of partners to inform and educate students which had resulted in an overall decrease in referrals throughout the year. The DP advised that the Group was getting smarter at providing 1-1 support where needed and sign-posting students that can self-manage to the appropriate services.

The CFO advised that, on a Leadership basis, a new Assistant Principal Student Support, Safeguarding and Inclusion had been appointed to provide the right level of support and oversight.

The Deputy Principal highlighted that supervision is provided for the safeguarding team through a paid for service to ensure that they have the support when needed.

A member commented that they were pleased to see the work that had been undertaken in respect of toxic masculinity, particularly at Stretford campus as this was a matter that had been raised at a Student Leadership meeting.

A question was raised to the student governors as to whether they were aware if students felt safe in college and the student governors advised that students were aware of the services available and how to report any safeguarding issues or concerns.

The DP advised that question relating to the reporting of safeguarding incidents is reflected in both staff and student surveys with high positive responses.

A member asked a question with regards to Impero and was advised that this was a software tool to monitor website searches to trigger any safeguarding risks/concerns.

A member raised a question with regards to 57 weapon incidences and if this was due to the fact that it was not measured in previous years and the DP provided examples and advised of the types of objects that could be considered a weapon. The meeting considered the security measures in place and the PCEO highlighted the roving knife arch last year at the Stockport sites and noted the student positive interactions with the police and the building of relationships.

A question was raised with regards to peer on peer abuse and the DP advised of the incidences, particularly in relation to social media and the actions taken to support, raise awareness and educate students.

Governors thanked staff and the safeguarding team for all the hard work that had been undertaken throughout the year and the positive measures put in place to support students.

There were no further questions or comments from members and following due consideration it was resolved that the Annual Safeguarding Report 2024 be received and noted.

Minute No.**COR/94/24 Chief Finance Officer's Report and Management Accounts for the Period Ending 31 July 2024**

Members were referred to the previously circulated CFO Report and Management Accounts for the period ending 31 July 2024.

It was confirmed that the following was attached to the covering report:

- a copy of the CFO's presentation
- Period 12 Management Accounts
- Period 12 Management Accounts Supporting Schedules.
- the Management Accounts Period 12 Dashboard

The CFO made a presentation in relation to the key issues from his report and the management accounts under the following headings:

- Period 12 Educational EBITDA Forecast
- Current Ratio
- Financial Health
- Cash

Prior to the presentation, the CFO drew the meeting attention to STEGTA. It was noted that STEGTA has now gone into administration and the Group's exposure as an outstanding debtor of £61k which has been fully provided for as at 31 July 2024. The CFO advised that the likelihood of receiving any of this money is low, but that the Group will await any final resolution from the liquidation before processing a formal debt write-off.

Period 12 Educational EBITDA Forecast

The following was highlighted:

- positive financial outcome with a £3.6 million education EBITDA, exceeding the initial target of £2.4 million
- focus on income delivery, particularly in areas like AEB and apprenticeships contributed significantly to the positive financial performance
- efforts in maintaining good control over non-pay costs also played a crucial role in achieving the positive financial outcome

Current Ratio

The following was highlighted:

- current ratio 1.85 but skewed by cash for the Cheadle project. The underlying position is only 0.89
- improved position by more Education EBITDA and less Capital spend

Financial Health

The following was highlighted:

- FY2023/24 showing Outstanding, but the underlying position noted as Good

Cash

The CFO confirmed a cash position of £12 million

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

- **the Chief Finance Officer's Report and presentation be received and noted; and**
- **the Management Accounts for the period to 31 July 2024 be duly approved**

COR/95/24**Health & Safety Annual Report 2024**

The VPCSP referred members to the previously circulated Health and Safety Report 2024 and an overview of key health and safety activities and performance during the previous academic year.

The VPCSP advised that the purpose of the report is to provide Board assurance of how health & Safety is managed across the Group

The following key points were highlighted:

- Health & Safety is monitored by the Health & Safety Committee
- the employment of competent colleagues to manage health and safety and to ensure that there are processes in place to ensure statutory compliance
- ISO accreditations at Altrincham, Stretford, Stockport and Marple campuses working towards achieving accreditation for Cheadle with the new build. It was noted that ISO assess the management of health and safety
- as with last year, the analysis of accident and incident reporting identifies a growing trend (12.9% increase) of recorded incidents relating to medical ill health which occurred off-site. It was noted that there were also 2 RIDDOR reported incidents
- RAAC - managing the process with works scheduled to be completed by the 2024/2025 academic year
- annual fire assessment for 2024/25 is in progress. It was noted that whilst good progress is being made, it is anticipated that further actions will be required. Interim management actions to mitigate against any risk will be undertaken whilst the scope of works is agreed, procured, and undertaken the Head of Health, Safety and Sustainability to update the Health and Safety Committee, as appropriate

There were no questions or comments from members and following due consideration it was resolved that the Annual Health and Safety Report 2024 be received and noted.

COR/96/24**Appointment of Student Governors**

The Chairperson reported on the outcomes of the recent election which had been carried out consistent with the Student Governor Appointment Process. There was confirmation that 7 students had been nominated for the positions and that the outcome of the election and the student with the highest number of votes was as follows:

- Aisha Shabbir (Trafford College – Altrincham Campus).

It was also advised that the following Deputy Student Governors appointments had also been made:

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- Miracle Mbokela (Trafford College – Altrincham Campus) and Jaisha Nehal (Trafford College – Stretford Campus)

It was further advised that the duration of the Student Member period of office would be until they conclude their studies at the Group.

There was confirmation that Blerta Shira would continue in her role as Student Governor.

In response to a question, the Staff Governor advised that they had not been able to secure representatives from all campuses and that candidates from Cheadle and Marple had pulled out of the election process

There were no questions or issues raised by members and it was resolved that the following appointments be approved:

- (i) **Aisha Shabbir (Trafford College – Altrincham Campus) to the position of Student Governor; and**
- (ii) **Miracle Mbokela (Trafford College – Altrincham Campus) and Jaisha Nehal (Trafford College – Stretford Campus) to the positions of Deputy Student Governor.**

COR/97/24**Resignation of Members of the Board of the Corporation and Co-opted Member of the Audit Committee**

The Chairperson advised the Board of the Corporation of recent resignations.

It was confirmed that Ayo Oyeboode has resigned as a member of the Board of the Corporation due to work commitments. The Chairperson thanked Ayo for his commitment and support as both a Board Member and Link Governor.

It was also confirmed that Emma Kelly has resigned as a Co-opted Member of the Audit Committee due to recent change in employment that has taken her out of area. The Chairperson thanked Emma for her commitment and support as a Co-opted Member

The Chairperson also confirmed that Jed Hassid has resigned but would continue to be a member of the Board of the Corporation until the end of the term. It was noted that the Board of the Corporation meeting to be held on the 11 December will be Jed's final meeting.

The Chairperson thanked Jed for his commitment and support as both a Board Member and Chair of the Audit Committee.

Action: Corporation Secretary

The Chairperson confirmed that a Governor Dinner would be planned to take place in January and that this would provide an opportunity to thank governors that had been unable to attend a final meeting.

Action: Corporation Secretary

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With regards to board membership vacancies, the Corporation Secretary confirmed that there were some strong applicants and that a Search Committee would be scheduled to consider the applications.

COR/98/24**Key issues of the Equality, Diversity and Inclusion Committee Meeting held on 3 July and 11 September 2024**

The key issues of the Equality, Diversity and Inclusion Committee meeting held on 3 July and 11 September 2024 were received and noted.

The VPCSP advised that the September meeting focused on strategic direction and shared the following key points:

- outcomes of the EDI Annual Plan 2023/2024 to be presented to the Resources Committee in the Autumn Term
- EDI Annual Plan 2024/2025 to focus on substantial priorities by strand with a shift in focus on impact over actions
- final year of the EDI Strategy to be considered in alignment with the new Strategic Plan
- review to be undertaken to analyse the EDI data for 16 to 18 funded students to identify gaps and trends

The VPCSP advised that the draft plan had not been presented to the EDI Committee due to the early scheduling of the meeting but emphasised that the priorities had been assessed based on the EDI Strategy and its four main areas: curriculum, organisational and decision-making culture, staffing, and community. It was noted that a further EDI Committee had been scheduled to take place prior to half term to present and further consider the draft plan.

There were no questions or issues raised by members and following due consideration it was resolved that the key issues, actions and matters arising be received and noted.

COR/99/24**Key issues of the Safeguarding Committee Meeting held on 30 August 2024**

The key issues of the Safeguarding Committee meeting held on 30 August 2024 were received and noted.

In the absence of the Link Governor for this area, the DP shared the following key points:

- early Safeguarding Committee meeting focused on start of year priorities to provide assurances that the Group was ready to welcome students and minimize risks, particularly given the civic unrest
- Business Continuity Plan and the need to ensure arrangements were in place to protect students and staff should any civil disturbance occur
- Annual Safeguarding report considered prior to presentation to the Board of the Corporation
- Safeguarding and Prevent risk registers merged due to duplication. It was noted that advice had been sought from the Leaders in Safeguarding

A member noted that the Safeguarding posters had been updated in preparation for the academic year.

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There were no questions or issues raised by members and following due consideration it was resolved that the key issues, actions and matters arising be received and noted.

COR/100/24**Action Log of the Skills Accountability Committee Meeting held on 9 September 2024**

The Action Log of the Skills Accountability Committee meeting held on 9 September 2024 held was received and noted.

The Link Governor noted the key points considered at the Committee:

- the anticipated announcement from the Government of the release of the new Employment Rights Bill
- Curriculum Planning – ‘pause and review’ and future impact on T Level numbers and decision already made to close two pathways
- update on the LSIP Project
- Leadership bootcamps
- SME Skills packages
- Local Skills Improvement Fund and the two priorities
- Innovation Fund
- New Employer and Community Response Strategy
- consideration as to whether to have student and employer representatives on the committee or a subcommittee to capture their voice
- Green Skills and social value

In relation to the Employment Rights Bill, the Link Governor shared the following key points:

- the disconnect between employment law and education
- day 1 employment rights
- minimum wage and the removal of age bands and the potential negative impact on providers of apprenticeships
- the consultation period and the need to voice concerns

The PCEO advised that the AoC had not referenced the Employment Rights Bill (ERB) specifically in forums and advised that consideration had been focused on the change in the growth and skills levy and the potential impact on apprenticeship recruitment. The VPCSP advised that she was aware of the (ERB) from an employer perspective but not as a provider. The PCEO noted the potential impact on providers and undertook to look into the matter and to raise the issue at committees.

Comments were invited from members:

The PCEO advised that he had been unable to attend the meeting and raised the following points:

- FEIF Update and the continued relationship with Marketing Stockport

The PCEO advised of the Leading with Confidence Programme previously run by TSCG in conjunction with Marketing Stockport, which reached out to many local businesses and provided training to over 60 individuals in Level 2 and Level 3 first-line management skills. It was noted that the Group was

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partnering again with Marketing Stockport to conduct information and training sessions for businesses on AI cyber resilience. This programme is currently running in Stockport, with plans for a similar initiative in Trafford.

- National policy and Skills England and what LSIPs will look like moving forward

The PCEO advised of discussions with the Employee Representative Body (ERB) and concerns of a potential shift away from LSIPs (conservative initiative) towards Skills England. The PCEO noted that the Group had embraced LSIPs and highlighted the positive work undertaken. The PCEO committed to keep the Board updated on developments.

There were no further questions or issues raised by members and following due consideration it was resolved that the key issues, actions and matters arising be received and noted.

Action: Chair of the Corporation/ Principal and CEO

To consider a replacement for Governor (JH) on the Committee following his resignation.

COR/101/24**Key Issues of the Health & Safety Management Review Meeting 9 September 2024**

The minutes of the Health and Safety Management Review meeting held on 9 September 2024 were received and noted.

The VPCSP shared the following key points:

- the meeting reflects the Health & Safety Committee's recommendation to hold an annual management review rather than a standard committee meeting
- a number of members of the Leadership Team were invited to the meeting
- Annual Health & Safety Report considered prior to presentation to the Board
- review of the Health & Safety Policy to be considered as part of the Board meeting agenda
- launch of a campaign to encourage staff to report near misses

A member raised a question about the culture to support near misses and the VPCSP advised that this was one of the challenges as members of staff tended to call a first aider and then consider that the situation had been dealt with. The VPCSP advised that it was about raising awareness to report.

A member commented on the proactive nature of the Head of Health, Safety and Sustainability.

There were no further questions or issues raised by members and following due consideration it was resolved that the key issues, actions and matters arising be received and noted.

COR/102/24**Key Issues of the Sustainability Management Review Meeting 11 September 2024**

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The minutes of the Sustainability Management Review meeting held on 11 September 2024 were received and noted.

The Link Governor for this area shared the following key points:

- consideration of the outcomes of 2023/2024 action plan with a review of Amber RAG rated actions. It was noted that the outcomes had not yet been finalised as they were awaiting some final reporting
- Curriculum Planning commenced for 2025/2026 and a course on Retrofit
- roll out of Carbon literacy training
- Energy Efficiency Grant discussed
- sign off of the Green Travel Plan across the Group
- consideration of the KPIs – Estate point of view around energy use and waste generated
- worked through the details of the Sustainable Food initiative as a pilot for contractors on the recycling and reuse of food containers and wasted cardboard
- retention of the ISO Award, recredited in Altrincham and Stretford campuses. It was noted that Marple and Stockport had already achieved and that the Group would work towards Cheadle with the new build
- action plan 2024/2025 and the need to prioritise and focus on big items
- TSCG shortlisted for the Green Gown Awards (recognition of exceptional sustainability initiatives being taken across universities and colleges) – Stage 2 results are expected in November. Stockport shortlisted for student engagement and tomorrow's employees

There were no questions or issues raised by members and following due consideration it was resolved that the key issues, actions and matters arising be received and noted.

COR/103/24**Business Continuity Policy and Policy Statement 2024/2025**

The Business Continuity Policy and Policy Statement were reviewed and considered by the Board of the Corporation.

The VPCSP advised that the policy had previously been approved in December and that there were no major updates with changes relating to job titles

The VPCSP advised that they had attempted to simplify the process to align with the DFS checklist for major incidents. However, an audit revealed it lacked sufficient robustness and that a specialist consultant had been engaged to try to achieve a balance. The VPCSP further advised that there was still much to achieve and that they would be looking at the processes, systems and capacity going forward.

The VPCSP recommended the policy and policy statement for approval.

Following comments from members it was agreed that the policy would be recommended for approval.

There were no questions or issues raised by members and following due consideration it was resolved that the Business Continuity Policy 2024/2025 be approved.

Minute No.**COR/104/24 Health & Safety Policy 2024/2025**

The Health & Safety Policy was reviewed and considered by the Board of the Corporation.

It was noted that Health and Safety Charter Statement of Intent was approved by the Corporation at its meeting held on 17 July 2024.

The VPCSP recommended the policy for approval and advised that a review of the policy had been undertaken following the Board meeting in July and that comments made by members had been taken into account.

There were no questions or issues raised by members and following due consideration it was resolved that the Health & Safety Policy 2024/2025 be approved.

COR/105/24 Any Other Business

A member enquired about Black History Month activities, awareness and promotion. The Staff Governor (SG) advised of the wide range of events happening across campuses, which included dancing, atrium presentations, guest speakers, fashion shows, and a local primary school steel band. The VPCSP highlighted the positive collaboration with event planning teams. It was noted that planned activities included both staff and students and had been well publicised.

The Vice Chair congratulated the SG on her recent promotion to Head of Student Personal and Professional Development.

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

COR/106/24 Date of the Next Meeting

The date of the next meeting will be held on 11 December 2024 at 3.00pm.

Jeremy Woodside and the Student Governors, Blerta Shira and Aisha Shabbir, left the meeting at 5.17pm

The meeting closed at 17:56 pm.