



TMC Board meeting

9:30am-12:30pm on 6 October 2023, City Campus

Present: Dame Ann Limb (Chair), Catherine Hill OBE, Philip Johnson, Justice Ellis, Rachel Curry (Principal), Jenifer Burden (via Teams), Mark Fletcher, Garry Bridges

In Attendance: Mark Harris (Vice Principal: Adult Curriculum), Debbie Sanderson (Vice Principal: Planning and Performance), Michael Walsh (Deputy Principal: Adult Curriculum and Student Support) and Ed Lack (Group Director of Quality), Barry Atkins (VP FE Curriculum), Marie Stock MBE (Vice Principal – Student Experience and Support), Lorna Lloyd-Williams (Company Secretary & General Counsel), Sherman Wu (Governance Officer), Michelle Fletcher (Vice Principal: Quality)

DRAFT BOARD MINUTES

The meeting opened at 9:34am and was quorate with at least 3 Governors present.

The Chair praised the contribution made by the Principal and all TMC staff to give the best support to the students. The Chair welcomed Garry Bridges to his first meeting.

1. Apologies

No apology was received.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the meeting on 6th July 2023

The minutes of the meeting held on 6th July 2023 were received and approved as a correct record and signed by the Chair.

4. Matters arising

The Board received an update that a fully formed adult strategy would be presented by the Deputy Principal in summer of 2024 and that the self-assessment process was being pulled forward to have the SAR/QIP in place.

The Chair emphasised the role of governors was to give support to TMC staff and she reminded all the governors to complete the virtual training on “Keeping Children Safe in Education 2023” by 6 October 2023.

The Chair questioned whether all the appraisals with governors (except for Garry Bridges) and co-optees had been completed. The Group Chair confirmed that all the appraisals had been completed and appraisal forms had been reviewed by the appraisers and appraisees and the appraisal outcome had been brought to the Governance Committee’s meeting held on 5th October 2023 for review/discussion. The Group Chair added that after the discussion at the Governance Committee’s meeting on 5th October 2023, it was suggested to have the Chair of TMC to participate in the appraisal with co-optees next year.

The Chair shared her experiences in Learning Walks and the benefits she had gained. The opportunity to talk with students and staffs was reported to have been very helpful in providing a rich context to enable understanding on the progress and the consistency of values/culture. The Chair encouraged governors to prioritise their schedule to participate in the Learning Walks in January 2024. Governors welcomed this opportunity and questioned whether Learning Walk was part of Ofsted preparation. In response the Board were advised that Learning Walks was part of board member/governors’ training plan but not solely for the purpose of Ofsted preparation.

5. SAR & QIP

The following key issues on SAR were presented to the Board:-

1. The SAR had been brought forward by around 3 months to prepare the College for an Ofsted inspection in this academic year.
2. Governors should be aware that the data position for the College was still fluid although enough achievements had been processed to make accurate judgements. The SAR was drawn from a variety of sources such as FEA report and Deep Dives but there would be potential change on the references to FEA report and Deep Dives.
3. The SAR had been made into a shorter and more concise document than previous iterations, based on the feedback that Governors had provided in the past.
4. The draft SAR had been reviewed by a validation panel chaired by the Deputy Managing Director of Total People and attended by the Managing Director of Total People and the Executive team lead for quality across the LTE Group. Suggested amendments had been incorporated. The Group Director of Quality added that the draft SAR had been reviewed by external consultant, Elaine Price who responded positively on the SAR and agreed with TMC’s self judgements; however, Elaine pointed that there was a need to make a better judgement on the grading on personal development and whether the strong or reasonable contribution to skills had been made.

It was notable that a wider evidence base and consistent approach framework would be used to draw up the revised SAR.

Governor questioned how employer team and curriculum team worked together and how touchpoints can be presented and the coherence of our touchpoints with the employers, and whether the destination data for 6 months were collected from college or outsourced organization. In response the Board were advised that an external organization collected the data for 6 months after students had completed their courses and the strategic intent was articulated well as commented by the consultant notwithstanding that the consultant was questioning whether the curriculum intent was articulated well in all areas. Board requested that they be provided with a paper detailing all the touchpoints for board/curriculum team’s reference.

ACTION: VP FE Curriculum

In respect of local and regional skills economy and with the accountability statement, the Chair suggested to explore the possibility of building up a tracking system or destination mechanism to widen the evidence base. The Board also had a discussion on the impact of TMC management's changes and what had been done to ensure smooth transition. It was concluded that some rephrasing should be made in regard to the change of TMC's board composition and the success of board transition together with variety skills and expertise on board level should be reflected in the SAR.

The Board were advised that the SAR had been written before all data about assessment had been processed. There was sufficient data in this document to form judgements, but the data would continue to move until the end of October 2023. In most cases the data would improve further as achievements were processed. Overall, the achievement rates were good and above the national levels. The Board was assured that the data would be drawn up with wider evidence base.

The Board were advised that the college values and strategic intent were aligned with Manchester strategies. In regard to the data, the Board had a debate whether 18/19 data should be used as starting point to compare in SAR and the Board were assured that the data in COVID period could be provided to inspectors for reference if requested. The Board were also informed that progress of learners and detailed elaboration on the destination of the students would be included in the SAR. Governors suggested that the strengths on T-level outcome should be emphasized in the document.

A governor highlighted that there was a skills gap with 0.6% of student's destination to the apprenticeship in 2021/22. With the education reform, the Board noted that there would be more focus on apprenticeships. After a discussion in the Board, it was suggested that a college strategy on apprenticeship should be formulated preferably in partnership with Total People.

The Board were also briefed on the key strengths and areas of improvement as outlined in the SAR. In regard to the impact of measures taken to improve the wellbeing of the staff, the Board were advised that leaders and managers did not have sufficient management information on it, and it was suggested that a survey could be done with the staff and the outcome could be brought forward to the next meeting for discussion.

ACTION: Group Director of Quality

A governor noted that the minority students had an underdeveloped understanding of British Values and challenged whether more work should be done to improve their understanding of British Values. The Board were assured that more work had been done to improve students' understanding of British Values and such progress had been tested in the learning walks. It was agreed that the wording on minority would be tweaked.

The Board also had a debate on what extent should be treated as "minority" and some of the ways to gather and analyse the data were suggested by the governors. It was suggested that there was a need to finetune the language to better reflect the picture.

The Board also discussed both safeguarding and ED&I and mooted the need to have safeguarding lead within TMC divisional board. The Chair questioned whether some link roles such as skills/safeguarding leads could be added within TMC divisional board. The Board were advised that any decision to add the link roles had to be formulated by Governance Committee and then approved by the LTE Board. The Board were reminded that the key legal responsibilities sat with the Group Board and that the Group had Link Governors for both EDI and safeguarding with it having already been agreed within the cycle of business for the year that the

Group Safeguarding Link Governor would attend the TMC board on two occasions during the academic year. The TMC Board requested that the ED&I Link Governor also attend a TMC Board meeting and also requested to receive additional training on Safeguarding and Prevent.

ACTION: COMPANY SECRETARY AND GC

The Board were also advised that an update on the student safeguarding policy was under review which would be put forwarded to board approval and then to LTE board approval.

ACTION: COMPANY SECRETARY AND GC

The Group Director of Quality presented the key strengths and areas of improvement in regard to personal development. In respect of the QIP, the Board were advised that the QIP set out what have been done and what will be done. A debate had been made on the wordings of SAR and it was suggested that rephrasing some of the wordings would be needed to reflect the College progress already made during the year.

A governor noted from the report that there was an area of improvement on staff wellbeing and questioned what measures would be taken. The Board were advised that external support like webinar and talks would be provided and a platform had been built to support the staff.

Following further discussion and debate it was

Resolved to approve the SAR and QIP (but requested a review of the Personal Development curriculum – and a move to grade 3 for the personal development key judgement on the SAR).

6. OFSTED update

The Board received an update on the College's inspection readiness strategy summary.

The Board were briefed about the use of “BRAG” rated approach to prepare Ofsted inspection. A governor questioned what strategy would be adopted to change those “green” areas to “blue”. The Board were advised that those “red” areas would be targeted first with support from TMC Quality Team and Principalship, although it should be noted that some of these areas are “red” because of recruitment and retention of staff.

A governor asked if there is any comprehensive document about British Values, the Principal confirmed that she would send some tutorial materials to the board members for study.

ACTION: The Principal

Chair

Date

The meeting closed at 12.37pm