

The Manchester College Board

Minutes of the meeting held on 6 July 2023 at 10.00am at Openshaw

Present: Dame Ann Limb (Chair), Catherine Hill OBE, Philip Johnson, Justice Ellis, Rachel Curry (Principal)

Apology: Mark Fletcher, Jenifer Burden

In Attendance: Mark Harris (Vice Principal: Adult Curriculum) Christine Kenyon (Deputy Principal), Debbie Sanderson (Divisional Finance Director - College and Income Team), Michael Walsh (Deputy Principal: Adult Curriculum and Student Support) and Ed Lack (Group Director of Quality), Lorna Lloyd-Williams (Company Secretary & General Counsel)

For Student Voice item 57/22: Sukhjeet Rai (Student Voice Manager), Andrew Pickles (Assistant Principal- student support and foundation curriculum), Nata Gobjila - English writing and media Openaward, Andy Acheampong – Higher Education in Teaching Professions

Apology: Marie Stock, Barry Atkins

No declaration of interests were received.

At the start of the meeting, the Chair welcomed Michelle Fletcher to the meeting and congratulated her on her appointment to the post of Vice Principal Quality. The Chair also congratulated Debbie Sanderson on her appointment to the post of Vice Principal – Resources. The Board were informed that the position of Deputy Principal had been advertised but had not been recruited to. Barry Atkins had agreed to be seconded into the role for 12 months. Christine Kenyon would remain on a part-time basis for 3 days per week leading on qualification reform and other projects.

Part A

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| 52/22 | <p>Part A minutes of the meeting held on 4 May 2023</p> <p>Subject to a minor amendment regarding job titles, the Part A minutes of the meeting held on 4 May 2023 were approved as a true and correct record of the meeting and approved for signature.</p> |
| 53/22 | <p>Matters Arising</p> <p>Link Governor roles were discussed with the Company Secretary proposing that the Group Safeguarding Governor should twice yearly attend the TMC Board to provide members with further assurance and triangulation. The Board agreed and commended this approach. In relation to the local skills agenda, it was discussed and noted the strength Board members collectively brought regarding this agenda.</p> |

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| <p>54/22</p> | <p>Accountability Board Statement</p> <p>The Deputy Principal provided an update on the statutory requirement for the Board to review how well the College was meeting local need. Given that local need was the intent behind the College's 'Careers not Courses' focus this was noted to already be a key part of the curriculum strategy. The Board noted that there was a formal requirement to review every 3 years as part of the Local Skills Improvement Plan process (LSIP), and within 3 months of the publication of the LSIP. The review would be undertaken early in next academic year and needed to be done in collaboration with other governing bodies. Once completed, the outcomes needed to be published on the website.</p> <p>The Supporting Principles were summarised and focused on: improvement, collaborative, timely, involve stakeholders. There was no set format, but prompts were provided - e.g., how do governing bodies know that they're meeting local need? The content was outlined and the following points were made in discussion:</p> <ul style="list-style-type: none"> • Given the statutory responsibility for the review, the Board would seek assurance that the statements made were supported with a sound evidence base. It was confirmed that as part of the review a data pack would be provided to substantiate the points made • ACTION: It was agreed that future coverings papers for all items to be considered by the TMC Divisional Board should cover a statement associated with meeting local need <p>Principalship</p> <ul style="list-style-type: none"> • ACTION: A meeting of the TMC Divisional Board would be organised in the autumn term for the review to be considered. This would ensure alignment with the published Local Skills Improvement Plan and the Adult Strategy, as well as the local contribution to skills needs considered as part of Ofsted's Education Inspection Framework <p>Company Secretary</p> <ul style="list-style-type: none"> • ACTION: It was agreed that a draft copy of the LSIP would be circulated to Board members <p>Company Secretary</p> <ul style="list-style-type: none"> • Reference to level 3 onward progression should be made in answer to the standard question "Does the curriculum on offer enable learners, particularly those studying below level 3, to make sufficient progress?" • It was confirmed that the accountability statement would be an iterative 'live' document and subject to discussion with stakeholders and amendment throughout its currency • No other college in the NW had yet to undertake its review and advice would be sought from other governance professionals regarding the process. |
| <p>55/22</p> | <p>Review of subcontracting arrangements including policy</p> <p>The Board were advised that the Manchester College only operated one subcontract, for a small amount of provision with the Greater Manchester Fire and Rescue Service (GMFRS) to deliver the Prince's Trust Teams Programme. This was noted to be an extremely long-standing arrangement which pre-dated the emergence of The Manchester College in 2008. The subcontract enables TMC to reach NEET young people who may not otherwise access mainstream college provision, and</p> |

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| | <p>the programme focus primarily on transition to work but also provides a stepping-stone into further education and apprenticeships and therefore meets the rationale for subcontracting contained in the Subcontracting Policy. The Board noted the rationale for the use of the particular subcontractor and with Mark Fletcher having given his instructions by email which were communicated by the Company Secretary, it was</p> <p>Resolved to approve the policy and endorse the use of the subcontractor.</p> |
| <p>56/22</p> | <p>TMC Fees Policy</p> <p>The Board considered the TMC fees policy and noted that minimal changes were proposed from the 2022/23 policy, the dates having been updated and the option to pay by direct debit having been removed due to low take up and the majority of learners using the recurring card payment method. With Mark Fletcher providing his instructions by email which were communicated by the Company Secretary it was</p> <p>Resolved to approve the TMC Fees policy.</p> |
| <p>57/22</p> | <p>Student Voice</p> <p>The Board received an update on the 2023/24 student voice strategy, which outlined the collation of student voice activities in term 3 and focused on the implementation on the student voice strategy for 2023/24. Governors asked how the impact was being measured and the Assistant Principal, explained the mechanisms being used. Governors advised that they would like to see what had changed going forward. The Assistant Principal highlighted to the Board the following:</p> <ul style="list-style-type: none"> • Student Engagement event – The Board were advised that key topics which were discussed with students were Student Leadership Teams, Student Voice brand/Communication and Enrichment with students having given approval to the new student voice brand logo. Governors were informed that students had emphasised that they wanted more face-to-face interaction and more opportunities had started to be provided with the Board being provided with examples. • Enrichment – students had provided feedback that they wanted a timetabled approach and enrichment that would add value to them as citizens and that work had taken place to reflect this is the enrichment programme. Governors were also informed that a student conference had recently taken place. • Student Awards – Members were advised that this had taken place on 7th June with details of the evening being provided. It was noted that over 200 people had attended the event which was presented by the Student Union President and a Performing Arts student whom Governors had recently met at a TMC Board meeting. Board noted that the evening was planned and executed by students. <p>The Board were also informed of the work being planned going forward regarding student voice and the roles being developed to support this. It was emphasised that the intention was to ensure that student voice was heard and acted upon and Governors were advised that a student leadership team was being developed.</p> |

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| | <p>Governors then had the opportunity to discuss with the students present their experience and hear from them what they had been doing prior to their studies and their next steps. Positive feedback was received regarding the staff and in particular the tutors. Positive feedback was also given regarding the pastoral support from tutors too. The students commented on how studying at TMC had helped their self-confidence. Governors probed whether there was anything that could have been done better and differently and it was noted that the library resources at Shena Simon were not good and that adult students would prefer to have specially designated space for them to study.</p> <p>The formal meeting then ended and Board members had the opportunity to engage further with students during the lunch.</p> |
| | <p>RESOLVED that as the items to be considered are deemed commercially sensitive, the Board moved into confidential session.</p> |
| | <p>----- Chair</p> <p>----- Date</p> |

The meeting closed at 13:39