

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

MEETING OF GOVERNING BOARD

TIME/DATE 5.00pm TUESDAY 13th OCTOBER 2020

VENUE VIRTUAL: MICROSOFT TEAMS

ATTENDANCE	Independent Governors	Ann Harrison (Chair) Diane Brennan Kath Causey Andrea Ferguson Susan Loudon Susan Spibey Jenny Bullen Michael Ferraby Gill Edwards <i>Alison Chambers</i> David McDonald Paul Howard
	Staff Governors	Jennifer Cockram Rebecca Turley
	Student Governors	<i>Kodie Anderson</i> <i>Vacancy</i>
	Principal	Anna Dawe
	Clerk to the Governing Board Vice Principal, Curriculum Vice Principal, Corporate Services Finance Director Assistant Principal, IT, MIS and Sub-contracting	Robert Smith Claire Foreman Louise Brown Steve Scott Dave Harrison

Italics denotes absence

PART 1 MINUTES

Item		The meeting opened at 5.00pm and was quorate with at least 7 members present.
1	GB/20/10/001	APOLOGIES An apology for absence was received from Alison Chambers.
2	GB/20/10/002	DECLARATION OF INTERESTS There were no declarations of interest.
3	GB/20/10/003	PART 1 MINUTES OF THE GOVERNING BOARD MEETING ON 7TH JULY 2020 The minutes were approved as a correct record for signature by the Chair.
4	GB/20/10/004	MATTERS ARISING The Clerk advised that the final item on the Action Sheet would be covered under a later agenda item.

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

5	GB/20/10/005	APPOINTMENT OF NEW MEMBER The Chair advised that the Search & Governance Committee had interviewed Paul Howard as a candidate for the current governor vacancy. She drew members' attention to Paul's CV and was pleased to report that the committee members had unanimously agreed that Paul would be a suitable appointment to the Governing Board. Members discussed his skills and experience and noted proposals within the committee minutes to appoint him to the Resources Committee. RESOLVED: i. That Paul Howard be appointed as a member of the Governing Board for a period of four years from 13 th October 2020, subject to a one-year probationary period; and ii. That Paul Howard be appointed as a member of the Resources Committee. Paul Howard was welcomed to the meeting at 5.10pm
6	GB/20/10/006	PRINCIPAL'S UPDATE The Principal outlined the various forms of government support that had been made available to support colleges in relation to the Covid-19 pandemic. This included a number of programme funding initiatives, such as Kick-start, the Lifetime Skills Guarantee and additional funding for 16-18 Traineeships. It was noted that, whilst these initiatives had provided some additional income for the college, the number of learners able to benefit under fairly strict qualifying criteria was relatively limited. It was also noted that an extra £1,000 apprenticeship incentive had been offered to employers to encourage greater levels of apprentice recruitment. The Principal also advised that an additional capital funding grant of £1.23M had been made available to the college. The Principal reported that the GMCA had provided £50K of additional AEB and capital funding, and that Wigan Council had offered further non-financial support. This included support to help find re-employment opportunities for redundant apprentices and liaising with Transport for Greater Manchester to secure transport for students ahead of the start of term. Members discussed the impact of Covid-19 on staff and students and noted that the college was seeing increases in the number of staff and students needing to self-isolate. The Principal explained that this made teaching and learning more difficult but assured members that the college's key aim in these circumstances was to ensure that course delivery was maintained and that individual learners were not adversely affected by enforced absences. The Principal provided a brief outline of changes in the national political picture in terms of the FE sector. She reported that the Secretary of State for Education had made a speech in Parliament in which he stressed the need to fund and improve the further education sector. Members noted that this was seen as the beginning of a potentially significant review of the sector and that a White Paper was being published which may lead to significant or radical change. The Principal outlined possible areas of reform, including placing colleges back into public ownership, an expansion in the role of the FE Commissioner in terms of individual college's curriculum offer and mandated or incentivised collaboration within the sector and between colleges and higher education institutions. It was also noted that there may be an increase in the influence of Local Enterprise Partnerships over the functioning of colleges, but noted that the way this might work was not at all clear at this time. It was noted that Wigan & Leigh College's Chair had, with a small group of other Chairs, met with the author of the White Paper to discuss the ways in which college governance might be affected by these changes. The Chair advised that she had also attended a number of AoC presentations on the subject and suggested that the

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

picture was a little worrying, particularly in terms of any plans for future college ownership. However, she was pleased to report that the most significant focus of these meetings and presentations had been about the ways in which colleges and other institutions might collaborate to make education delivery more effective and relevant for potential students. The Principal commented that, whilst it was very positive that the college's voice was being heard, it was important to remember that Wigan had its own economic picture and its own challenges and opportunities. She stressed the importance of retaining flexibility to accommodate local need and to best serve the local community and cautioned that this flexibility may be threatened by 'one size fits all' solutions.

The Principal highlighted the focus on collaboration between the FE and HE sectors and advised that Greater Manchester was keen to get ahead of this agenda and that institutions were already working closely together to identify potential collaborative opportunities. The Principal was pleased to report that the Greater Manchester FE and HE institutions had agreed three core aims: to achieve a joined up system; a system that is proactive and responsive; and a system that works together for the benefit of the whole city region. However, she also advised that one of the most apparent factors in these early stages was that institutions were acknowledging that many specific local needs could not easily be accommodated within a collaborative model. It was noted that this issue impacted significantly on Wigan & Leigh College when considering Greater Manchester collaboration, as it was a border college with a significant proportion of its learners coming from outside of the Greater Manchester area. It was also noted that, despite a willingness to embrace collaboration, financial competitiveness would still remain in many areas, as all institutions would need to ensure that their own financial objectives were met.

Members discussed the approach to be adopted by the college and agreed that collaboration would be embraced where it was strategically important but the college would also continue to focus on serving its learners and local community. It was also noted that the college would need to continue to engage nationally and would continue to do the right things at the right time and for the right reasons. Members recognised that this approach would help the college to engage in collaborative activities that would benefit Wigan and the Greater Manchester region, whilst also maintaining a national focus and continuing to serve the college's community at a local level.

The Principal provided an update on college performance against its strategic priorities. In relation to 'Quality', the Principal reminded members that there was no nationally published data for 2019/20 but confirmed that the college would use its own data for the purpose of the Self-Assessment Report and for internal quality assurance purposes. The Principal confirmed that Ofsted had advised that inspections would be suspended until January 2021. The Principal outlined achievement results for classroom based learning for 2019/20 and was pleased to report that 16-18 achievements had increased by a further 1.5% in 2019/20 and were now 7.1% above national average. However, she also reported that 19+ achievements had fallen by 2.2% from the previous year. Members acknowledged that the main reason for this fall was a significant number of ESOL learners who had enrolled prior to lockdown but had not had sufficient evidence to enable the college to produce a centre calculated grade. Members also discussed outcome data in other areas and were pleased to note that HE data had improved in 2019/20.

The Principal commented that it had been disappointing that full performance data could not be produced due to Covid-19 as many areas had been showing impressive signs of improvement and would have liked to see this tested through the normal examination and assessment cycle. She also commented that it was a disappointment that expected improvements in apprenticeship data would now be affected by the large number of apprentices being made redundant or placed on breaks in learning

during furlough periods. Members discussed the ways in which the Covid-19 response had impacted on the college's approach to teaching and learning and noted that digital and blended approaches were working well. They also noted that the college had shaped its curriculum 'intent' around these new approaches and taking account of new ways of keeping individually affected learners up to date with required course progress.

In relation to 'Place' priorities, the Principal outlined the extensive work taking place with partner schools, including development of the transition programme, Steps to Success. She explained that this programme provided potential new students with tools and materials to help prepare them for their transition to college. It was also noted that the college had delivered online assemblies for individual partner schools, introduced differentiated approaches to interviews, held Virtual Open Events and had been invited to partner an application for a Teaching School Hub. The Principal also highlighted a number of curriculum changes, including an extended adult offer to help meet local Covid-related challenges and to respond to local redundancies. Members also discussed the college's involvement in wider institutional activity, including the Principal's membership on the new Skills & Employment Board.

Members considered the college's position in relation to 'Sustainability' and were pleased to learn that better than expected financial performance meant that the college had been able to invest more in curriculum, equipment and the estate and would still mean that the 2019/20 end of year position would move to 'outstanding' financial health under the ESFA grading system. Members also noted that a significant number of changes would be made to the 2020/21 budget position as matters had significantly improved from the initial assumptions at the start of the Covid-19 lockdown. However, it was recognised that significant risks remained and Covid-19 would continue to cause uncertainty in relation to future planning. The Chair commented that these budget forecast changes would be discussed under a later agenda item but suggested that it was clear that the college was in a far better financial position than had been cautiously expected earlier in the year.

In relation to estates, it was acknowledged that the way college buildings now operated was very different from normal approaches, with significant changes being made to reduce Covid-related risks. It was noted that a capital allocation project was being developed in line with the agreed estates strategy in order to maximise any opportunities from the availability of new capital funding. It was also noted that progress had been made in arrangements to secure use of the Rushton Building but acknowledged that this would be discussed under the Part 2 agenda.

The Principal outlined the current enrolment position and members were pleased to learn that 16-18 recruitment was significantly above expectations, with almost 300 learners above target. However, it was noted that some 'no shows' and early withdrawals would have the effect of reducing this number before the November census point, but acknowledged that it was still likely that the college would achieve overall 16-18 growth and the resulting additional funding in 2021/22 under lagged funding arrangements. The Principal also advised that the AEB enrolment position was challenging and that recruitment to the full AEB allocation was unlikely. She added that she expected the full Greater Manchester allocation to be met but felt it was unlikely that the full national contract would be delivered, although the college would continue to utilise this as much as possible throughout the year. Members were pleased to learn that, whilst apprenticeship recruitment was down on the previous year as expected, it was on target to meet budget forecasts. They were also pleased to learn that HE recruitment was on target.

The Principal paid tribute to the college's staff. She commented that they had gone above and beyond expectations again and again during the Covid-19 pandemic. She highlighted the ways in which staff members had supported students during very

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>challenging times and during self-isolation as particularly impressive. Members concurred with the Principal and passed on their thanks to all of the college's managers and staff for the ways in which they had kept everything working and for the support that had been provided to students.</p> <p>The Chair commented that governors had yet been able to see the new Digital Academy at Leigh because of the lockdown and asked whether any arrangements could now be put in place. The Vice Principal, Corporate Services responded that the college would be able to accommodate visits from individual governors but it was not yet advisable to arrange group visits. It was noted that, even with individual visits, these would be subject to any Covid-19 restrictions in place at the time. The Principal added that the college would review the position after half-term to see if visits could be arranged. She also advised that the Digital Academy would be added to the virtual college tour on the website.</p> <p style="text-align: right;">Action: Vice Principal, Corporate Services</p> <p>The Chair sought further information in relation to those students suffering anxiety or other mental health conditions as a result of the increased challenges brought about by Covid-19. The Principal advised that some increases in anxiety amongst Level 1 and Level 2 learners was apparent, along with other vulnerable students. The Vice Principal, Curriculum commented that she expected this impact to be greater and was very pleased with the additional support provided by staff to help students cope with these challenging times. She also commented that the college's decision to keep Level 1 and Level 2 learning face to face acknowledged the difficulties some of these groups of learners found when working in isolation.</p> <p>Finally, the Principal reported that the Board's previous Chair, Frank Costello, had been awarded an MBE in the Queen's Birthday Honours List for his services to education. Members were delighted for Frank and commented that this award was very well deserved and reflected the long and selfless dedication he had shown to the college and its students over a 20-year period.</p>
7	GB/20/10/007	<p>STRATEGIC PLAN: PRIORITY ACTIONS</p> <p>The Chair highlighted the fact that much of the college's strategic position had been discussed under the previous agenda item and asked the Principal to focus this item particularly on college targets and any proposed changes. The Principal outlined the revised target position and explained that the unusual circumstances of Covid-19 had resulted in many targets simply being rolled over to 2020/21 without being increased, although some had been further increased where it was appropriate to do so. She confirmed that all targets were at the same level or at a level of greater challenge than in the previous year, with no targets being reduced.</p> <p>The Vice Chair commented on the attendance targets and asked whether it would be realistic in current circumstances to expect these to be achieved. The Vice Principal, Curriculum responded that, although categorised differently, online attendance was still counted towards targets and anyone required to self-isolate due to Covid-19 rules would be excluded from the absence data. Members were satisfied that, whilst Covid-19 would make achievement of attendance targets challenging, these exceptions would at least mean that the targets remained realistic.</p> <p>The Chair of Resources Committee drew members' attention to the Finance Dashboard and suggested a number of changes to the presentation of the data, particularly in relation to columns showing specific years. The Finance Director agreed to modify the dashboard to make it clearer in advance of the next Resources Committee meeting.</p> <p style="text-align: right;">Action: Finance Director</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>RESOLVED: That the revised Quality & Curriculum, HR, Estates and Finance KPI Dashboards be approved, including any revisions to annual targets.</p>
8	GB/20/10/008	<p>BUDGET RE-FORECAST 2020/21</p> <p>The Finance Director reminded members of the significant uncertainties that existed at the time the 2020/21 annual budget was discussed by both the Resources Committee and the Board. He also reminded members that it was acknowledged at that time that a significant re-forecasting of the budget was expected to be required to reflect the financial and political situation once the impacts of Covid-19 became clearer. Members acknowledged that the agreed budget had been set on the basis of very cautious assumptions, which were appropriate at that time, given the ‘once in a generation’ level of risk and uncertainty presented by the pandemic.</p> <p>The Finance Director reported that the agreed budget was set to produce a reporting surplus of £105K based on the financial situation at that time. It was noted that, since that time, the college had received confirmation of £657K additional funding from the Maths & English Tuition Fund, would receive £170K in T Level Support and additional Covid-19 support funding of £70K from GMCA. In addition, members noted that the college had received additional capital funding of £1.23M. Members acknowledged that this additional income would have a significant impact on the original budget forecasts. However, they also recognised that all of the additional funding would require associated expenditure. The Finance Director explained that this would include increased teaching salary and agency costs and the costs of delivering capital projects.</p> <p>Members noted that greater clarity in the financial position would mean that the college could increase its investment in curriculum, equipment and the estate and that the operating surplus position would remain unaffected. However, it was also noted that the latest actuarial valuation for FRS102 would have a very significant impact on the college’s reporting surplus, reducing it to a reporting deficit of £908K. Members acknowledged that this was not a reflection of a change to the college’s cash position, which remained very positive. They accepted that the key requirement was to continue to produce operating surpluses, whilst accepting that FRS102 valuations could then have a very significant impact on the reporting surplus. It was noted that this annual valuation had had significant impacts over recent years, but with some years improving the reporting position by several million pounds and other years doing the opposite. Members agreed that the valuation picture was outside of day-to-day financial control in the same way that periodic re-valuation of assets would be. They also agreed that the college could not reasonably be expected to produce a budget to deliver a reporting surplus in these circumstances.</p> <p>Members thanked the Finance Director and commented that the college’s financial position remained very strong in challenging times, particularly in relation to its cash position.</p> <p>RESOLVED: That the budget re-forecast be approved as presented.</p>
9	GB/20/10/009	<p>SEARCH & GOVERNANCE COMMITTEE – 30TH SEPTEMBER 2020</p> <p><u>Member Re-appointment and Probationary Periods</u></p> <p>It was noted that the appointment of a new Board member had been discussed under an earlier agenda item. However, it was also noted that an existing governor’s term of office was due for review and the probationary periods of two further governors were due to come to an end in the current month. The committee’s recommendations for</p>

the re-appointment of Susan Spibey and the continuation of the terms of office of Alison Chambers and David McDonald were discussed and members concurred with the committee's conclusions. Members also concurred with the committee's recommendation to move Jen Cockram from the Resources Committee to the Curriculum & Student Matters Committee with immediate effect.

RESOLVED:

- i) That Susan Spibey be re-appointed as a member of the Governing Board with immediate effect and for a further period of four years;
- ii) That the appointments of David McDonald and Alison Chambers continue for the remainder of their four-year term of office, following successful completion of their one-year probationary periods; and
- iii) That Jen Cockram be removed from the Resources Committee and appointed to the Curriculum & Student Matters Committee with immediate effect.

Governing Board Self-Assessment 2019/20

The Chair outlined committee discussions under this agenda item and it was noted that members had reviewed the evidential text and were satisfied that it was an accurate reflection of the Board's performance during 2019/20. It was also noted that the committee had reviewed the improvement actions and identified further areas for improvement. This included introducing employer links visits to triangulate employer engagement evidence, putting in place committee strategy sessions at the outset of the Strategic Plan review process, and increasing focus on the recruitment of at least one BAME governor, through focused advertising and the use of appropriate agencies and networks. The Chair advised that the committee had recommended that, in order to secure the latter improvement, the Board should consider increasing its membership by one governor if a suitable candidate was found at a time when no specific vacancy existed. It was noted that, as the strategy sessions would be used to commence the review of the Strategic Plan, members would need to review that document in advance of their relevant session. It was also noted that members would need to re-familiarise themselves with the document in advance of the January Strategic Workshop. The Clerk agreed to circulate the Strategic Plan in hard copy to all members.

Action: Clerk

The Chair invited the Clerk to take governors through the Self-Assessment judgment process. In relation to 'capabilities and representation', it was agreed that there had been a considerable improvement in members' skills and expertise in recent years and that key areas such as finance and curriculum were now very well-represented. It was also agreed that the skills and expertise of existing governors had improved considerably as their experience as committee and Board members had developed. On this basis, it was agreed that this area grade should be increased to grade 1 ('outstanding') from grade 2 ('good') in the previous year. In relation to 'strategy and direction' members agreed that this was a very strong area of performance and should be graded as a 1 ('outstanding'), the same grade as the previous year.

For 'overview and scrutiny' it was agreed that this was effective and had improved further during 2019/20 but, with challenges relating to apprenticeship provision still to be resolved in terms of outcomes data, this should be graded only as a 2 ('good'). Finally, members discussed 'governor impact' and agreed that this again could not be graded above grade 2 ('good') whilst the improved outcomes picture for apprenticeships had still to be demonstrated. However, it was acknowledged that it was disappointing that Covid-19 had impacted on what would otherwise have been an improving picture for apprenticeships.

RESOLVED:

- i) That the draft Board Self-Assessment for 2019/20 be approved; and

ii) That the Board Self-Assessment Grades be added as follows:

- Capabilities & Representation – 1
- Strategy & Direction – 1
- Overview & Scrutiny – 2
- Governor Impact – 2
- OVERALL – 2

Governors' Skills Audit

The Chair reported that the committee had reviewed the current skills audit analysis and the equality monitoring position within Board membership. She was pleased to report that the committee had concluded that the level of skills and expertise within the Board's membership was now highly impressive and demonstrated a successful drive to recruit appropriately and to find the sector expertise required by the Board, including strong curriculum knowledge, financial expertise and audit experience. The Chair also commented that the Board's BAME representation remained an area for improvement and that the previously identified female gender representation also remained high. However, it was noted that the appointment of Paul Howard would go some way to addressing the latter of these issues and that a clear improvement action had been added to the Self-Assessment action plan to address the former.

Governors' Attendance 2019/20

The Chair reported that the overall Board and Committee attendance rate had met target at 80%. She thanked governors for their excellence attendance and acknowledged that 100% attendance by many governors had helped the Board to meet its overall target, despite the fact that a small number of governors had not been able to attend some meetings during the year.

Governor Development Programme 2020/21

The Chair explained that the committee had discussed training plans for 2020/21, including potential areas of development to meet the Board's future strategic needs. It was noted that the Chair had suggested that it would be useful if training could involve other colleges as this would provide an opportunity to learn from others. It was also noted that the Chair had agreed to approach her tutors at the Education & Training Foundation (ETF) to ask whether appropriate training could be developed and to approach the other Chairs within her ETF network to ask whether they would like to be involved. Members noted that it was also agreed that the Principal would contact the AoC to consider similar arrangements if working with the ETF was not possible.

Review of Governance Arrangements

The Chair advised that the committee had reviewed the current governance arrangements, with a particular focus on whether any learning in relation to these arrangements could be taken from the Board's response to the Covid-19 pandemic. She advised that the committee considered whether to adopt online arrangements for all future committee meetings, with Governing Board meetings still held in person if possible. Members noted that the committee had agreed to recommend this change to the Governing Board but only as a one-year trial with the matter again being considered for the start of the following academic year. The Chair also reported that the committee had reviewed the use of the Chairs' Meeting during the pandemic, including consideration of whether the group's function should be more formal in nature with potential decision-making authority in some circumstances. It was noted that the committee had agreed that the Chairs' Meetings had been useful during these exceptional circumstances but felt that it should remain a relatively informal arrangement to support the Chair in exceptional circumstances but with no additional decision-making authority, as this would remain covered under existing Chair's Action

		<p>arrangements.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That all committee meetings during 2020/21 be held online and all Governing Board meetings be held in person if appropriate, but the latter to be subject to reversal by the Chair or Vice Chair where Covid-19 or other arrangements make this impossible or inappropriate; and ii) That this be regarded as a trial arrangement without permanent change to the Instrument & Articles of Government and to be subject to further review at the end of 2020/21. <p><u>Review of Governor Induction Procedure / Checklist</u></p> <p>The Chair advised that a number of minor amendments to the induction checklist had been agreed by the committee. It was noted that these related to increasing the focus on governors self-identifying training and development needs and introducing a formal training and development review for new governors after six months in office.</p> <p><u>Search & Governance Committee Annual Report</u></p> <p>The Chair presented the committee’s annual report to the Board and explained that this provided a brief summary of the committee’s activity during 2019/20. She confirmed that the committee had discharged all of its responsibilities as contained within its terms of reference and within the Instrument & Articles of Government.</p> <p>RESOLVED: That the Search & Governance Committee Annual Report be approved.</p>
<p>10</p>	<p>GB/19/10/010</p>	<p>MANAGEMENT ACCOUNTS: JULY 2020</p> <p>The Finance Director presented the draft management accounts for July 2020, which represented the final year-end position. He reported that the year-end position showed an operating surplus (before FRS102 adjustments) of £1.79M against a re-forecast budget of £1.14M; an overall positive variance of £650K. Members acknowledged that this was the result of a cautious approach being adopted at the start of the Covid-19 pandemic but with better than expected income figures materialising. It was noted that the college had increased internal investment spending but below the extent of the increased income levels. It was also noted that the increased surplus level would have the effect of placing the college into the ‘outstanding’ financial health category under ESFA grading. The Finance Director also confirmed that the year-end financial position met all the requirements of the college’s banking covenants.</p> <p>The Finance Director highlighted the effect of the latest FRS102 pension valuation and explained that this would have the impact of reducing the bottom line by £8.4M. As discussed earlier in the meeting, members acknowledged that this did not impact on cash availability and sat outside of general day-to-day financial controls. The Finance Director also outlined the year-end cash position, which stood at 72 days against a budget of 63 days.</p> <p>The Chair commented that, given the challenging circumstances presented by the Covid-19 pandemic, the college had produced an excellent financial performance which would help in terms of meeting the challenges of what would almost certainly be a difficult year in 2020/21. The Chair of the Resources Committee added that these result were above expectations and indicated excellent responsiveness to the Covid-19 risks, particularly in terms of managing the college’s cash position. She also reiterated the Finance Director’s comments in relation to the FRS102 adjustment, and stressed the fact that, whilst it had had a dramatic effect on the accounting bottom line, it had not impacted on the college’s cash position.</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<p>RESOLVED: That the Management Accounts for July 2020 be approved.</p>
11	GB/20/10/011	<p>ANNUAL SUB-CONTRACTING REPORT 2019/20</p> <p>The Assistant Principal provided an update on the delivery position for sub-contracted activity during 2019/20 and highlighted variances since members first approved the sub-contracting values for each partner. It was noted that the college had planned to deliver £1.02M of subcontracting funding through four different partners. It was also noted that the college had continued to fund its partners on government advice despite some non-delivery due to Covid-19. The Assistant Principal explained that partners had been paid on profile based on early recruitment patterns, which had resulted in overall spending of £986K against the £1.02M budget.</p> <p>Members were pleased to learn that quality assurance had been maintained throughout the period, with due diligence completed, unannounced visits taking place, observations and learner interviews. They were also pleased to learn that the planned cycle of performance meetings had continued, albeit with this being done online after the lockdown. The Assistant Principal explained that some funding was utilised to pay for preferred parties of apprentice employers for the delivery of some elements of training, such as Safe Driver Training, Asbestos Awareness and First Aid.</p> <p>RESOLVED: That the Annual Sub-contracting Report be approved.</p>
12	GB/20/10/012	<p>ANNUAL REPORT ON DATA PROTECTION & FREEDOM OF INFORMATION</p> <p>The Assistant Principal outlined Freedom of Information and Subject Access requests during 2019/20 and members noted that there were 20 of the former and 300 of the latter. It was also noted that required response times had been met on all occasions. The Assistant Principal confirmed there had been only one reported data breach, which had not involved the release of sensitive information. The Chair asked what sort of Freedom of Information requests had been received. The Assistant Principal explained that these varied from questions about energy use to enquiries about the number of staff employed by the college. He also explained that many of the enquiries appeared to be from parties seeking information to identify potential commercial opportunities with the college.</p>
13	GB/20/10/013	<p>REPORT ON THE USE OF THE CORPORATION SEAL 2019/20</p> <p>The Clerk provided a summary of the use of the Corporation Seal during 2019/20 and confirmed that each use had been approved by the Governing Board. The Clerk advised that use of the seal had been approved for the following documentation:</p> <ul style="list-style-type: none"> • Funding agreement with GMCA for the Pagefield Centre of Excellence – Approved by the Board 9th July 2019 and executed in October 2019. • Funding Agreement with GMCA for the Leigh Digital Academy – Approved by the Board 9th July 2019 and executed in March 2020. • Project Contract with Greenmount Projects for the main works for the Leigh Digital Academy (initially approved by the Chair and then retrospectively approved by the Board due to Covid-19 lockdown) – Executed in June 2020 and retrospectively approved by the Board 7th July 2020 <p>It was also noted that the Corporation Seal had been applied to three documents under Chair’s Action at the start of 2020/21 and now required retrospective formal approval by the Board. These documents were as follows:</p>

WIGAN AND LEIGH COLLEGE: GOVERNING BOARD

		<ul style="list-style-type: none">• Provider Capital Grant Agreement for a £50K grant from GMCA for additional costs incurred by the college in implementation of works and activities to follow Covid-19 guidance – 16th September 2020.• Amendment to an earlier agreement for a £225K grant for Leigh Digital Academy, removing agreed evidential requirements for the remainder of the funding due to difficulties in assessing evidence during Covid-19 lockdown – 7th September 2020.• Apprenticeship Training Agreement with Weston College – this was a relatively low value contract (expected to be around £12K) and unusually the other party insisted that the contract was executed as a deed – executed 5th October 2020. <p>It was noted that the Governing Board had been made aware that the £50K additional GMCA grant was likely to be provided and that the agreement to waive evidential requirements was relatively uncontroversial as it effectively reduced obligations on the Board, rather than increasing them. In addition, it was also noted that the Apprenticeship agreement was of relatively low value and only executed as a deed at the unusual request of the provision partner.</p> <p>RESOLVED:</p> <ul style="list-style-type: none">i) That use of the Corporation Seal to execute the agreement with the GMCA to receive a grant of £50K to cover additional costs relating to Covid-19 be retrospectively approved;ii) That the use of the Corporation Seal to execute an agreement with the GMCA to waive remaining evidential requirements relating to a previously agreed grant of £225K for the Leigh Digital Academy be retrospectively approved;iii) That use of the Corporation Seal to execute an agreement with Weston College for the delivery of Women’s FA Apprenticeship(s) be retrospectively approved; andiv) That Anna Dawe, Rebecca Turley and Jen Cockram be retrospectively authorised to authenticate the application of the Seal for the above documents.
14	GB/20/10/014	ANY OTHER BUSINESS There was no further business.
		DATE OF NEXT MEETING 5.00pm Tuesday 8 th December 2020
		The meeting closed at 7.45pm (following Part 2 Agenda)