

MINUTES

Corporation No. 124

Date: *15/03/2016 (Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business Centre*

Committee: *Corporation*

Notes: *Remember Governor training will take place prior to the meeting from 4.30pm in the Rural business Centre. Refreshments will be available from 5.30pm*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Garry Payne, Gerry Corless, Ian Douglass, Ian Higginbotham, Jane Booker, Jean Yates, Marion Nuttall, Megan Cook, Robert Robinson, Steve Rigby (Chairman), Stuart Heys (Vice Chairman) and Zoe Jones*

Attending: *John Wherry and Paula Lister (Deputy Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Whiteside (Deputy Clerk)*

Guests: *Ishwer Tailor (Co-opted Member)*

Apologies: *Alison Robinson, Clare Platt, Richard Furnival (Co-opted Member) and Sarah Ellis (Co-opted Member)*

Public Minutes

Item number: Item description:
(and category)

- 01.16 Attendance of Co-opted Governors and College Management**
- Decision**
- Standing Order 13 states that:
- As a matter of policy all meetings of the Corporation and its Committees will be held in private. The agendas, minutes and supporting papers of its public business will be made available to the general public.*
- However*
- a) *The Principal shall be authorised to invite members of staff to attend in their employed capacity for both public and confidential business as appropriate and in accordance with Standing Order 25.*
- b) *The Corporation however, may exclude members of staff from attending any business that it deems necessary.*
- c) *Attendance by other persons shall be at the discretion of the Corporation following advice from the Principal or Clerk.* However, the Corporation does encourage Co-opted Governors to attend and take part in the discussion and debate.
- Resolved:**
- That Management and co-opted Committee members attend the meeting.**
- 02.16 Apologies for Absence**
- Record**
- Apologies had been received from Clare Platt and Ian Douglass, and Co-opted Committee members Richard Furnival, and Sarah Ellis, and Vice Principal Alison Robinson. Staff Governor Rob Robinson had taken a leave of absence.
- 03.16 Public Minutes of the Previous Meeting**
- Decision**
- The public minutes of meeting number 123 held on Tuesday 15 December 2015, published on the extranet, were signed and agreed as a true and correct record of the meeting.
- 04.16 Declaration of Interest**
- Record**
- There were no declarations of interests received in respect of items on the public agenda.
- 05.16 Chair**

Information	<p>The Chair addressed the Corporation and provided an update on his recent activities on behalf of the College.</p> <p>Key activities concerned the Further Education sector Area Reviews, the Capital Plan and the Governor visit to Croxteth. Members noted that almost 20% of the College's 16-18 income stream was through Croxteth numbers.</p> <p>He also acknowledged the networking from Governor Ian Douglass which had led to a visit to Myerscough by Dr McWhorter from Texas A & M University and the potential for mutual opportunities.</p> <p>All matters were reported in more detail later in the meeting.</p>
Resolved:	That the Chair's opening remarks be received.
06.16 Information	<p>Correspondence</p> <p>Members gave consideration to the Association of Colleges North West Office newsletter for March. Corporation was pleased to note a specific reference to apprentice training at Myerscough College with photographs included following the Regional Directors' day with an apprentice.</p> <p>Resolved:</p> <p>That the correspondence be received.</p>
07.16 Consultation	<p>Report of the Myerscough Students Union</p> <p>Corporation gave consideration to the report from the Myerscough Students Union, prepared by the Student Union Liaison Officer, which included details of RAG week, social activities, community links, elections, submission of the Green Impact Accreditation, and social media. Previously the Student President had been a Sabbatical Post, under new arrangements the full time Student Liaison Officer post had been created and the Student President was a current Student and member of the Governing body. Members were pleased to hear that foundations were being developed in this first year of these arrangements and appreciated the demands on the Student President's time as she worked towards her degree.</p> <p>Resolved</p> <p>That the report of the Myerscough Student Union be received</p>

08.16

Consultation

Governor Involvement Strategy

Governors informed the Corporation of any involvement they have had with the College since the last meeting.

Teaching and Learning Fair – Attending Governors commented on good interaction displays, an excellent ‘Good to Outstanding’ session, addressing risk averseness of staff in an observation situation through encouragement by activity leaders and noticeable willingness of staff to be more adventurous. There was a positive English and Maths workshop with good buy in from attendees and reference to British Values and employment skills.

Preston campus FE and HE course representative meetings – Good attendance from students and managers with matters referred directly to managers. The Library facilities were praised. Items tended to concern general day to day life at the College rather than education matters.

Croxteth Campus Visit - Nine Governors visited Croxteth to review delivery and the facilities available. The purpose was to inform decisions later in the agenda. A schedule of forthcoming events was attached to the agenda. Event leaders would be briefed on Governor attendance.

Resolved:

That the Governor Involvement Strategy

09.16

Decision

Report of the Audit & Governance Committee of 9 February 2016

Corporation gave consideration to the report of the Chair of the Audit & Governance Committee.

The Internal Audit Report had contained an audit on a Governance matter, Board Effectiveness, recruitment, skills audit, self-assessment, succession planning and reporting. The findings indicated an overarching control framework was in place with a high level of compliance. No management actions were identified and areas of good practice were noted. Corporation was pleased to receive this assurance on effective arrangements.

The second Internal Audit Report had focused on the Student Code of Conduct, advice and guidance and management of student accommodation. One medium priority action and one low priority action were raised.

Corporation noted that in addition the external audit service had reported on the College’s arrangements to manage and control its subcontractors. This was to meet Skills Funding Association

requirements as the College subcontracted more than £100k of its funded provision to one provider - Lynwood, during 2015 / 2016.

The Risk Management summary plan had been considered with responses to the satisfaction of the Committee. Corporation noted that the DP Finance & Corporate Services was reviewing the reporting of risk and that a training session would be held prior to the Corporation meeting in December 2016.

Corporation noted there was a current vacancy on the Board attached to the Finance & Resources Committee.

Three Governors, Jean Yates, Marion Nuttall and Stephen Rigby were due to retire in this calendar year.

A further three governors, Ian Douglass, Allan Foster and Stuart Heys were approaching the end of their terms of office all eligible and willing to serve a second four year term.

Ian Higginbotham was approaching the end of his second four year term. As he was a previous Chair, in accordance with the Instrument and Articles, of Governance he was eligible to serve a third four year term. He had indicated his willingness to continue in the role.

Corporation endorsed Audit & Governance Committee recommendations.

Following due consideration of the items for information and those requiring a decision and the recommendations from the Audit & Governance Committee Corporation

Resolved:

- i. **That the membership of Jean Yates be extended from 30 June 2016 to 31 July 2016 end of the academic year.**
- ii. **That Ian Higginbotham be appointed to serve a third four year term commencing 1 July 2016.**
- iii. **That Ian Douglass be appointed to serve a second four year term commencing 1 April 2016.**
- iv. **That Allan Foster and Stuart Heys be appointed to serve a second four year term commencing 1 October 2016**
- v. **That the Clerk be authorised to access Social media channels, LinkedIn and relevant organisations to publicise Governor vacancies**
- vi. **That the interview panel comprise the Chair or Vice Chair of Corporation, Chair and Vice Chair of Audit & Governance**

Committee and Audit & Governance Committee members Zoe Jones and Jane Booker, subject to availability.

10.16

Decision

Report of the Finance & Resources Committee of 23 February 2016

Corporation gave consideration to the report of the Finance & Resources Committee.

The Principals Strategic Plan Progress Report 2015/2016Financial Position Statement for Period Ended 31 January 2016Investment Funds, Including Interest, for Period Ended 31 January 2016Capital and Revenue Cash Flow for Period Ended 31 January 2016Capital Expenditure Report for Period Ended 31 January 2016Myerscough Ventures Report for Period Ended 31 January 2016

Finance & Resources Committee had received the regular reports on the various aspects of the College finances for the period ended 31 January 2016 and noted that overall the finances of the College remained in a healthy state.

As members were aware recruitment for 16-18 year olds would not achieve the funding numbers which had been increased due to the funding methodology. Lagged funding methodology did mean that there would be no in-year claw back but there would be a reduction in allocation for the 2016 / 2017 academic year.

A Management restructure was strengthening and stabilising the team Skills and Apprenticeships Team. Further numbers were expected as many of the industries preferred to recruit in Spring on these roll on roll off programmes, though it was not expected College would achieve recruitment target.

College Funding 2015 / 2016 Further EducationFinance & Resources Committee gave consideration to the College Funding update for 2016 / 2017 which included information on the key elements of the Education Funding Agency (EFA) contract and a revised allocation for the 2015 / 2016 Skills Funding Agency (SFA) allocation.

EFA Contract - As members had been made aware there would be a reduction in numbers funded and the value of the contract. The value had not been confirmed but estimates predicted a £300k reduction.

SFA Update - For 2014 / 2015 delivery had exceeded the contract. In February 2016 the SFA released an additional allocation of £130,686 for 16 - 18 apprentices for the year 2015 / 2016 taking the total contract to £3,047,728. The SFA funding allocation notification for 2016 / 2017 was

delayed until after the budget. A report would be distributed once notification was received.

Tuition Fees 2015 / 2016 Corporation endorsed the maximum of 3% increase for both full and part time courses and all residential accommodation apart from the self-catering single en-suite rooms option which was being held at the 2015 / 2016 rate. College paid due regard to Consumer Protection Legislation in publication of fees.

Financial Regulations – Annual Review Corporation endorsed the amendments to the Financial Regulations which reflected restructures of roles, delegation of appropriate authority, adherence to procurement regulations policy and capitalisation policy.

Area Review The Lancashire Colleges Group had agreed to the commissioning of RCU Ltd to carry out an analysis of the Colleges provision within Lancashire. At a cost of £3,500 to each College the full cost to be met by Lancashire Colleges group.

Policy on Subcontracting – Review The Policy on subcontracting was agreed and in compliance with SFA funding rules was subject to annual review.

Human Resources Report for the period Ended 31 January 2015

Consideration was given to the Human Resources Statistics report which provided information on staff turnover, stability index and, levels of staff sickness together with areas for improvement and a report on actions taken and their impact.

Overall staff turnover was below average. Teaching staff turnover was highest of the staff categories. The staff stability index had decreased in this period reflecting the departure of some experienced staff.

Health and Safety Report for the period ended January 2016

Members gave consideration to the Health and Safety Report for the period ended 31 January 2016 which provided an analysis of accident statistics over the period together with other Health and Safety activity including policy updates, staff training, free health checks, auditing and inspections. Accident rates remained stable with slips trips and falls remaining as the main cause. New audit procedures were to be trialled in one curriculum and one support area.

Resolved:

That the Report of the Finance & Resources Committee of 23 February 2016 be noted.

11.16

Information

College Financial Health

Following submission of the final accounts for 2014 / 2015 the Skills Funding Agency had confirmed the Financial Health of the College as 'Outstanding' with an onward underlying position of 'Good' in accordance with the implementation of the Capital Plan. This was in line with the College's own assessment and forecast. The notification arrived too late to be considered at the February meeting of Finance & Resources.

Resolved:

That the financial health grade of "Good" be noted

12.16

Decision

Report of the Quality and Standards Committee of 1 March 2016

Corporation gave consideration to the report from the Quality & Standards Committee.

The Committee had reviewed performance for the current year as follows:

Strategic Plan Progress Report 2015/2016.

**Current Year Data: FE - Attendance and Retention/Withdrawal Value
Added Report HE – Attendance and
Retention/Withdrawals Work Based Learning**

Key performance indicators for retention and attendance for both FE and HE were meeting targets.

The report on FE focussed not only on attendance and retention but also performance and outlined strengths and weakness and the action plans in place to improve performance. Attendance was at 96% and retention at 97% but there were still challenges at the Croxteth campus. Attendance for 14 – 16 year olds was below target but this was influenced by the schools and their activities, with the removal of College attendance sometimes used as a punishment. A number of students now came to college following home schooling. English and Maths remained challenging.

Recruitment targets had not been achieved although this had been anticipated to some extent and would continue to be monitored throughout the year.

The Added Value report was in reference to BTec Level 3 students. The Added Value service does not cover City and Guilds qualifications and as the College converts more courses to these qualifications the report will be of less value and therefore may not be commissioned in the future.

Overall the College score for added values was 4 on a 9 point scale which was classed as 'Very Good'.

HE retention was at 99% with attendance at 90%. Five new HE course were going through the UCLan approval process with four more to be submitted. These would all complement existing course provision.

The College was also leading in a HEFCE / AOC programme to develop a national framework and kite mark for scholarly activity in college.

Myerscough remained the top performer in the QAA Higher Education Review.

In relation to Work Place learning there were some challenging issues which had been reported to previous meetings and also to the Corporation. Corporation noted the actions and concurred with Quality & Standards Committee in recognition of a high risk area which required careful monitoring and also an area key to Government policy. A restructure was taking place in the Apprentice & Skills team to ensure greater effectiveness.

Learner Voice

The Committee considered the Learner Voice report which provided an analysis for the current year. Strengths included the Induction Survey, FE Choices Learner Satisfaction Survey and external survey feedback from the Skills Funding Agency. Governors also reported on their attendance at HE & FE course representatives' meetings where most matters raised were not of an educational nature.

Teaching and Learning Report

The Vice Principal provided additional information regarding the lesson observations which were now on target apart from Apprenticeships and Skills. The Committee was assured of the rigour of the process.

Equality, Diversity and Inclusion Action Plan

The Committee gave consideration to the above action Plan. The Vice Principal confirmed that the College had achieved the Level 2 Equality, Diversion and Inclusion Award and would now work towards the Leaders in Diversity Award. The Stage 2 report highlighted progress made but also some areas for improvement.

Quality Improvement Plan 2015 / 2016

Quality & Standards Committee gave consideration to the above report which showed progress against targets.

LANDEX Peer Review Report.

The Peer Review process linked to structured improvement plans and continued to be an effective method of sharing good practice and forming a shared view of required standards.

Resolved:

That the Report of the Quality & Standards Committee be received.

13.16 *Ofsted and British Values*

Consultation Ofsted

Corporation gave consideration to a copy of a recent presentation from Alan Hinchliffe, HMI Special Advisor, Colleges on the new Ofsted Inspection Framework which contained five slides of questions that may be asked of Governors. Members found the document informative and of value for training and the Governor involvement strategy. The Clerk noted the questions where Governors requested further information.

British Values:

- Democracy
- The rule of law
- Individual Liberty
- Mutual Respect and tolerance for others, such as people who hold different faiths

Corporation noted that Colleges were actively required to promote the British Values and noted their inclusion in the Ofsted Framework.

Resolved:

That the update on Ofsted and British Values be received

14.16**Decision*****Review of Committee Memberships***

At the Away Event in January reference was made, following the Committee restructure in 2014, that on occasion, following a few apologies, committees were meeting with small numbers of Governors in attendance although remaining quorate. All Governors, apart from the Principal, were limited to serving on only one committee. It was agreed, subject to Corporation approval, to increase the numbers on each Committee by one through seeking volunteers to serve on a second committee, noting that Governors on Audit and Governance cannot serve on Finance and Resources and vice versa. Subsequently Ian Douglass had volunteered to serve on Quality and Standards and Marion Nuttall on Audit and Governance. No one had volunteered to join the Finance and Resources Committee but currently with two Co-opted Governors the same issues did not arise.

Following due consideration

Resolved:

- i. **That the Quality & Standards, Audit & Governance and Finance & Resources Committee membership be increased to 7 members with provision for up to 2 co-opted members and as such the terms of reference be amended.**
- ii. **That Ian Douglass be appointed to Quality & Standards Committee.**
- iii. **That Marion Nuttall be appointed to Audit & Governance Committee.**

15.16**Decision*****Cultiva Governor Representative***

Following the retirement of Jolyon Dodgson from the Board there was a vacancy for a Director from Myerscough College for Cultiva. The Cultiva Board comprises of Principal's and one Governor from each of the five Colleges in the Group. Members interested were asked to contact the Principal for further information. The next meeting of Cultiva would be in the Autumn term.

Resolved:

That the vacancy to the Cultiva Board be noted and a nomination be confirmed at a future meeting

16.16***Governors Away Event Friday 22 January 2016.***

Consultation Corporation gave consideration to the notes of the training day held in January 2016 where Governors had considered area reviews, Governance self-assessment and the College Strategic Plan.

Resolved:

That the Away Event notes be received.

17.16 Dr G M 'Mike' McWhorter

Information The Principal informed the Corporation of a visit to the College by Dr McWhorter, following an initial contact through Governor Ian Douglass. The visit to the College took place on 3 and 4 March 2016. Dr McWhorter works for the Norman Borlaug Institute for International Agriculture at the Texas A & M University in the United States. Members applauded the link and noted that the visit may lead to an exchange of students in the coming year.

Resolved:

That the above be noted.

