

MINUTES

Corporation 141

Date: *23/10/2018* Time: *18:00–20:00*
(*Tuesday*)

Venue: *FITT* Committee: *Corporation*
Conferece
Room

Notes: *Refreshments will be available from 5.30pm*

Present: *Alison Robinson (Principal), Allan Foster (Vice Chairman), Barbara Godby (Co-opted Member), David Hall, Gerry Corless, Irene Ainsworth, Jane Booker, John Morphet, Julie Hughes and Richard Furnival*

Attending: *John Wherry (Deputy Principal), Richard Morris (Deputy Principal) and Steven Downham-Clarke (Vice Principal)*

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

Apologies: *Debbie Clayton, Declan Burke, Garry Payne, Ian Higginbotham, Richard Hughes and Stuart Heys (Chairman)*

Public Minutes

Item number: (and category)	Item description:	Queries:
<p>79.18 <i>Decision</i></p>	<p><i>Attendance of College Management Staff</i></p> <p>Standing Order 13 states that:</p> <p><i>As a matter of policy all meetings of the Corporation and its Committees will be held in private. The agendas and minutes and supporting papers of its public business will be made available to the general public.</i></p> <p><i>However:</i></p> <p><i>(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.</i></p> <p><i>(b) The Corporation however, may exclude members of staff from attending any business that it deems necessary.</i></p> <p><i>(c) Attendance by other persons shall be at the discretion of the Corporation following advice from the Principal or Clerk.</i></p> <p>The Corporation does encourage Co-opted Governors to attend and take part in the discussion and debate.</p> <p>Resolved:</p> <p>That Management attend for the public and confidential agenda items.</p>	
<p>80.18 <i>Record</i></p>	<p><i>Apologies for Absence</i></p> <p>Apologies for absence had been received from the Chair of Corporation Stuart Heys, and Governors Ian Higginbotham, Declan Burke, Debbie Clayton and Richard Hughes.</p> <p>The Vice Chair of Corporation, Allan Foster chaired the meeting.</p>	
<p>81.18 <i>Decision</i></p>	<p><i>Public Minutes of Previous Meeting</i></p> <p>The public minutes of meeting number 140 held on Tuesday 2 October 2018, published on the extranet, were signed and agreed as a true and correct record of the meeting.</p>	
<p>82.18 <i>Record</i></p>	<p><i>Declarations of Interest</i></p> <p>There were no declarations of interest made in respect of items on the public agenda.</p>	
<p>83.18 <i>Decision</i></p>	<p><i>Governor Resignations</i></p> <p>Corporation gave consideration to two Governor resignations:</p> <p>Martin Smith had resigned from the Corporation with effect from Monday 8 October</p>	

	<p>2018.</p> <p>Sydney Barwick, Student Governor had resigned with effect from 11 October 2018, after obtaining a part time permanent post at the College. Syd continued with his studies towards the foundation degree in arboriculture.</p> <p>Both had written to the Clerk to express their thanks and appreciation for the opportunity and best wishes for the future of Myerscough College & University Centre.</p> <p>Governors acknowledged their contributions and instructed the Clerk to respond on their behalf.</p> <p>The student vacancy was being addressed via the Student Support Officer. Members discussed the independent vacancy noting the need to increase membership of Audit & Governance Committee and option to appoint up to 2 Co-opted Committee Members to each Committee.</p> <p>The vacancies would be discussed at Audit & Governance Committee meeting in November and recommendations made to Corporation.</p> <p>Resolved:</p> <p>That the resignations and resulting Corporation vacancies be noted.</p>	
<p>84.18 <i>Decision</i></p>	<p>Correspondence</p> <p>Corporation gave consideration to the correspondence from the Association of Colleges</p> <p>Policy update June to September 2018</p> <p>The document provided information under the following headings:</p> <p>National politics and Brexit - The Brexit negotiations continued to be the main policy issue for the government in 2018. Continuity of funding for European social funding and the Erasmus programme was guaranteed until December 2020.</p> <p>Autumn Budget - This would be on 29 October, AoC had submitted a detailed budget submission to HM Treasury on Friday 28 September. This combined longer-term proposals and short-term recommendations.</p> <p>Teachers Pay - AoC had informally put a case to DfE for a matching pay rise in line with the school teachers package to be funded for college staff. AoC staff decided to step up campaigning work to make the college voice heard at a political level via a Colleges Week to be held from 15 to 19 October 2018.</p> <p>Myerscough had taken part in the Love our Colleges campaign through a trip to Westminster with staff and students. The Principal had spoken with MPs Ben Wallace and Stephen Twigg who were both sympathetic to the issue of pay and funding and who pledged support.</p> <p>Pensions Explanation of pension fund valuation and the unwelcome plans for a rise in Teacher Pension Scheme contributions.</p> <p>Members noted ongoing consideration to the implications for Myerscough College.</p> <p>Immigration White Paper - In advance of a white paper on future immigration policy,</p>	

the Home office's Migration Advisory Committee had published two papers in September covering international students and the role of EU workers.

Department for Education - Steve Frampton and David Hughes had a constructive meeting with the Education Secretary in September in which they challenged him to fund colleges to do what DfE wants them to do.

Post 18 review - AoC paper suggested the review take a broad look at issues including the need to do more to develop courses at Level 4 and 5 and to revitalise adult education.

GCSE results, A-level results and enrolment season -

Competition between universities for students was more intense than ever as a result of the falling population of 18 year olds and the absence of number controls. More universities than ever offered places via clearing.

T Levels - AoC continues to work closely with officials, with the colleges who will pilot T levels in 2020 and with the wider sector over the introduction of a different approach to industry placements.

Myerscough College was part of the pilot project and seen as a best practice provider. The College lead, Jackie Hough had been invited to Department for Education meetings looking at implementation and the impact to the Land-based sector.

Apprenticeships - The Institute for Apprenticeships is proceeding with the approval of new standards and the adjustment of funding rates for already approved programmes. In August, DfE announced a one-year delay to 2020 in the previous plan to bring all employers onto the Digital Apprenticeship Service.

Devolution - All combined authorities were moving ahead with plans to maintain grant-funded relationships with home colleges in the short-term.

Higher Education The Office for Students (OFS) announced first entries of universities and medical schools onto its register in summer and added the first colleges in September.

College Insolvency Consultation DfE presented regulations to Parliament in September 2018 to implement the college insolvency regime which confirms their intention to put the legislation into effect by the start of 2019.

Ofsted The 2017-18 cycle ended with 74% of colleges holding good or outstanding verdicts. Ofsted's senior team are working on plans for the new common inspection framework for the period after 2019.

Mergers and conversions - There are now 266 colleges, 61 of whom are sixth form college

The Colleges Senior Staff Remuneration Code Association of Colleges Governors council

This AoC consultation document contained proposed changes to the Code of Good Governance with the introduction of a Senior Staff Remuneration Code. The document would be considered by Audit & Governance Committee at its meeting on 6

	<p>November 2018 with comments required by 27 November 2018. Governors were requested to inform the Clerk or Chair of Audit & Governance Committee, Gerry Corless of any comments they wished the Committee to consider.</p> <p>The document states, 'By visibly adopting the Remuneration Code, governing bodies demonstrate leadership and stewardship in relation to remuneration within their institutions and, in doing so help to protect institutional reputation and provide greater assurances to key stakeholders and partners, including the student community and wider society.'</p> <p>Corporation noted that it had adopted the Code of Good Governance and would need to give due consideration to the proposed amendment.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the correspondence be received. 2. That the amendment to the Code of Good Governance concerning remuneration of senior staff be referred to Audit & Governance Committee. 	
<p>85.18 <i>Information</i></p>	<p><i>College Academic Performance 2017-2018</i></p> <p>The Vice Principal's presentation on the academic performance of the College for 2017 / 2018 fed into the majority of the items and was referred to throughout the meeting and is minuted under the relevant minute items.</p> <p>The Complaints Report was considered separately</p> <p>The presentation assisted Corporation in its decision making for the assurance statements on Academic Higher Education required by the Office for Students</p> <p>Resolved:</p> <p>That the Academic Performance Presentation be received.</p>	
<p>86.18 <i>Decision</i></p>	<p><i>Further Education Report 2017 / 18</i></p> <p>Corporation gave consideration to the further education performance.</p> <p>14-16 Schools - Achievement was 85.6% with positive success in English and Maths. Home schooled learners made up a significant number of the learners at 143 (8 in 2014/15). Members received assurance that the operation was economic. They noted high numbers of vulnerable learners, good success and progression to 16 to 18 provision.</p> <p>FE - Final results were in bringing the achievement rate to 87.7%. (88.5% 2016 / 17). This was a positive result at a time of course restructure to endpoint assessments. If maths and English were taken out the achievement was 89.6%. High grade achievement showed an upward trend.</p> <p>The performance of 19 plus learners was raised as needing attention right across the college provision.</p> <p>There would be focus on the maths and English strategy especially maths with performance falling below national average. The GCSE 9-4 grades had dropped in 2017/18 partly due to moving maths to the new harder test papers from the legacy</p>	

	<p>edition last year and in English, to a much more challenging test requirement. English performance was in line with national college benchmarks.</p> <p>Observations of teaching, learning and assessment. The overall percentage of grade 1 and 2 amongst FE teachers was 100% and a significant improvement on previous years. Grade 1 was now 50% plus.</p> <p>Areas for Improvement English & maths; Functional Skills pass rates & GCSE 9-4 pass rates in both subjects. Some specific areas of achievement rates for Equine and Animal studies require improvement. 16-18 looked after children achievement requires further investigation. High grade achievement at level 3 in Land-based City and Guilds programmes across all centres.</p> <p>Resolved:</p> <p>That the Further Education Report 2017 / 18 be received.</p>	
<p>87.18 <i>Decision</i></p>	<p>Higher Education Report</p> <p>Overall achievement for 2017 / 18 was high at 90% (92% in 2016/17) with high grade achievement at 55% (54% in 2016/17). Numbers were slightly down on the previous year with only Vet Nursing & Farriery Department showing growth. High grade achievement showed an upward trend in the majority of areas. Recruitment to year-one full time programmes remains a priority. Differential outcomes suggest that the critical areas for retention and achievement were year-one retention for part time provision (mainly those studying by distance learning) and achievement (pass rate on the target award) for full time finalist students. The gap in outcomes for students from different ethnicities was 5%, although from proportionately low numbers. The gap in outcomes for students from disadvantaged backgrounds (POLAR 4 group 1) was 6%.</p> <p>HE Annual Partner Institution Report 2017/2018 The report referred to the 2016/17 action plan and outlined the activities taken and their impact. Strategies had been developed towards improving recruitment, retention and achievement with recruitment to HE remaining a key priority for 2018/19. There were actions concerning Graduate outcomes, a key area of consideration in the awarding of Teaching Excellence Framework (TEF) grade, in which, Myerscough had achieved the highest award of TEF Gold. Graduate outcomes remain a key focus for 2018/19 which included continued lobbying for veterinary nursing to be recognised as a graduate profession. Other actions included attention to student voice outcomes, HE course team feedback research and scholarly activity, external examiner actions and development of the Associate School. There followed detailed analysis of 2017/18 course statistics, student feedback, course team feedback, External Examiners' comments/Reports, Learning resources, and a commentary on partnership liaison. The report concluded with a list of commendations over the academic year. An action plan for 2018/19 was included.</p> <p>Learner Voice - was promoted through a range of mechanisms including Module</p>	

Feedback Questionnaires, Staff : Student Liaison meetings, Course Representatives, student surveys and the College Compliments, Suggestions and Complaints procedures.

There was a high response rate, 77%, to the National Student Survey. Headline results showed good feedback above national average for all but 3 areas, these being 'Organisation and Management', 'Learning Resources' and 'Learning Communities'. Apart from these 3 areas, performance was close to upper quartile results with 'Assessment Feedback' and 'Academic Support' in the upper Quartile. Departmental analysis showed where the issues were for follow up. Members looked for correlation in the stats to provide indicators of concerns and noted there was a drop in Animal Studies performance and student survey results. College had engaged with best practice examples to inform practice in the College especially with regard to animal studies.

As previously reported there had been work on online learning communities but this was not yet leading to an upturn in NSS feedback.

External Examiner Reports - There had been 17 reports. 11 contained only low-level desirable actions, 2 of these contained only 1 action. There had only been 1 essential action which had been resolved. Corporation noted there was also 1 desirable action. Common themes of good practice had been identified

Destinations - Data was from 2016 / 17 and was collected external to the College. There were high percentages of students gaining positive outcomes following their study. There were lower numbers of graduates from Animal Studies and Equine achieving graduate rated employment. Vet Nurses also scored low on this metric but that was due to Veterinary Nursing not being recognised as a graduate profession. College continued to lobby with the professional body (the RCVS) for this recognition. National benchmarks were not available.

DLHE Positive Outcomes (the proportion of graduates who were available for employment that had secured employment or further study) remain high at 99%, above Strategic Plan target (97%).

Research - Income continued to decline, though performance against the previous year in terms of output from research active staff was met and exceeded. The decrease in research income could be offset if payment in kind was taken into account (for example, equipment provided to sport is estimated to be worth £45k). Corporation noted HE staff had reduced teaching hours in order to engage in research. There was a Research Strategy and lead staff member. The budget had been cut in line with the reduction in HE numbers. Research opportunities continued to be explored.

Observation of Teaching, Learning & Assessment - The process showed stable and positive results indicating a highly skilled teaching workforce, with all teachers Good or Outstanding. 55% of HE tutors were graded Outstanding.

Management were now exploring the option of moving from graded observations to a non graded developmental model which reflected Ofsted practice. It was clarified that non graded did not mean non judged and that findings would be triangulated against other metrics including achievement and student satisfaction, Regular walk throughs would lead to increased frequency to build consistency, rigour, robustness and a holistic culture.

Members again mentioned the correlation between the processes to look for indicators that warned of declining performance so analysis and actions could be put in place in a timely manner.

	<p>A list of actions concluded the presentation concerning Higher Education. Members noted a theme around marketing and wished to highlight this as essential activity.</p> <p>Members discussed central marketing, distributed marketing, analysis of the effect of activities, quality of marketing versus increased activity and tapping new markets. Members noted plans for increased student participation and live chat initiatives. They referred to the previous Strategic Day discussions around an external review.</p> <p>Office for Students Registration Letter. The Office for Students (OfS) has received an application and registered Myerscough College in the register of English Higher Education providers.</p> <p>Office for Students Registration and Assurance Statement; The Vice Principal's presentation with discussion, questions and answers together with attention to the reports assisted Corporation in its decision making for the sign off of the assurance statements on Academic Higher Education required by the Office for Students.</p> <p>OfS requires the College accountable officer to confirm the following for the 2017-18 academic year on behalf of the College Governing Body: 'The governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. This included evidence from the provider's own periodic review processes, which fully involve students and included embedded external peer or professional review. The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate. The standards of awards for which we are responsible have been appropriately maintained.'</p> <p>Corporation recommended that The College Accountable Officer, Alison Robinson Chief Executive & Principal sign the Annual Assurance Statement for return to OfS by 03 December 2018.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the assurance statements be signed by the Chief Executive & Principal. 2. That the report on Higher Education for 2017/18 be received. 	
<p>88.18 <i>Decision</i></p>	<p><i>Apprenticeship and Skills Report 2017 - 2018</i></p> <p>The report provided an overview and an update on key developments within Apprenticeships and Skills for 2017 / 18.</p> <p>Apprenticeship and Skills Report Overall and timely achievement for 16 to 18 age range showed an upward trend whilst 19 plus showed a negative trend. The area had shown significant growth at a time of national decline and continuous change through the implementation of the levy and changes to course structure.</p>	

	<p>Enrolments for 2017-2018 currently stand at 544 (01.08.2017 – 31.07.2018) – against a departmental target of 550. There were still a number of applications (40-50) to process which may have a start date within the 2017-2018 contract</p> <p>ESF 2.2 Upskilling Lancashire – The College has been successful as a partner with The University of Lancashire and other local colleges</p> <p>In-Year Performance. Overall was 73% with a best case of 75.7% which was 6.3% under target and a 1% increase on the previous year subject to all learners achieving (90% of learner’s achieving would give a best case of 73.7% a 1% decrease on last year). However, this is well above national benchmarks of 67% and the Provider Group of 68.9%. Timely was 56.7% with a best case of 59.5%. This is disappointing and below expected target, although the proposed target was significantly ambitious aiming at a 10.9% increase in one year. (90% of learner’s achieving would give a best case of 59.2%).</p> <p>Financial outcomes - Income target was £2.197m with the actual achieved being £2.484m including CITB (£205k) & Traineeships (£82k).</p> <p>Destinations - The data (2016 /17) showed 95.4% positive progression for funded students.</p> <p>Employer Satisfaction - 96.6% of employers satisfied with the training they receive (Good or better) and 96.5% of employers would recommend the college to other employers (Good or better) Trends were up. Employer Satisfaction rates continued to be outstanding and in line with college targets with an internal satisfaction rating of 98.2% for 2017/18 Myerscough was awarded “The Skills Provider of the Year 2018” at the Red Rose Awards.</p> <p>Corporation noted the listed actions.</p> <p>Resolved:</p> <p>That the Apprenticeship and Skills Reports 2017 - 2018 be received.</p>	
<p>89.18 <i>Decision</i></p>	<p><i>Learner Voice 2017 - 2018</i></p> <p>Corporation gave consideration to Learner Voice Reports for 2017/2018.</p> <p>The reports:</p> <p>KPIs Learner Survey 2017/2018; "You Said We Did" Poster for FE; "You Said We Did" Poster for HE; "You Said We Did" Example; Learner Voice Promotion Board; Learner Voice Calendar 2018/2019</p> <p>The report examined the feedback from learner voice systems undertaken to date in the academic year 2017-18. Two main forms of learner feedback were used; surveys and course representative meetings. Results from learner feedback are used by the College to identify areas where student satisfaction is lower than the College would</p>	

	<p>feel is acceptable and then to put action plans in place to make improvements.</p> <p>FE Choices had published data placing Myerscough College at the top of the land-based Colleges for Student Satisfaction based on recommendation of the training provider.</p> <p>Areas for Improvement included analysis of responses to questions concerning:</p> <p>The Library HE - organisation and Management is good HE - the learning community is good HE - the student voice is good FE - catering meets needs FE - satisfaction with the college bus service</p> <p>Corporation made comment on analysis of declining trends matched to the effectiveness of the actual questions and the volume of questions.</p> <p>FE Learner Voice - FE Choices had published data placing Myerscough College at the top of the land-based Colleges for Student Satisfaction based on recommendation of the training provider. Members noted attention would be given to declining trends and the volumes of questions in the surveys.</p> <p>Resolved:</p> <p>That the learner Voice Report 2017 / 18 be received</p>	
<p>90.18 <i>Decision</i></p>	<p><i>Employer Voice and Employer Engagement 2017 - 2018</i></p> <p>The Employer Services Team (EST) acts as the focal point of contact for all employers who contact the College about Apprenticeships, Short Courses for both Industry and Leisure, plus any bespoke full cost provision and industry training partnership opportunities including international delivery in some cases.</p> <p>The report seeks to provide information on progress against set targets and areas of improvement.</p> <p>The EST provide intensive information, advice and guidance to employers looking to train existing staff or to recruit new Apprentices into their business. The recent changes to Apprenticeships delivery and funding through the reforms has meant the team have had to absorb and react immediately to changes so that employers can be informed at the earliest opportunity of any changes that may impact on them. Employer Satisfaction rates continue to be outstanding and in line with college targets with an internal satisfaction rating of 98.2% for 2017/18.</p> <p>Resolved:</p> <p>That the Employer Voice and Employer Engagement Report 2017 / 18 be received.</p>	

<p>91.18 <i>Decision</i></p>	<p><i>Complaints - Annual Report</i></p> <p>Corporation gave consideration to the Annual Report on Complaints received by the College in 2017/2018.</p> <p>Analysis indicated varying types of complaint from a variety of complainants. There were no significant areas indicating cause for concern, though the category, 'staff conduct' had attracted more complaint with 4 being justified and 3 part justified. Complaint outcomes and recommendations feed into College continuous improvement.</p> <p>Corporation did indicate it would be interested to have a figure for percentage justified.</p> <p>Resolved:</p> <p>That the Complaints Annual Report be received.</p>	
<p>92.18 <i>Decision</i></p>	<p><i>Continuing Professional Development (CPD) - Annual Report for 2017 - 2018</i></p> <p>The report identified current strengths in the Colleges' CPD processes as well as key areas for improvement to enhance those processes and systems.</p> <p>Identified actions to take forward: Action through Technology Enhanced Learning, Spiral digital development programme to enhance users of the college Virtual Learning Environment - Canvas Further development to use the Aspire bookings, recordings and evaluation modules to improve efficiency of CPD bookings and evaluations and introduce online CPD application forms. Work with the Management Information Services team to develop the staff intranet with upgraded Aspire system to provide a more interactive and flexible system. Continue to improve reporting for Quality & SMT feeding into FE performance boards and PMM's for learning area teams. To continue to design the CPD & Wellbeing programmes in reflection of previous year's feedback and evaluation to ensure effective & relevant learning takes place. As part of the Staff Wellbeing strategy to continue and develop Mental Health training for all staff in collaboration with Lancashire MIND and other key college areas. Enhance the functionality of the self-study portal to allow increase reporting at individual and management level with the use of Power BI for timely statistical data.</p> <p>Resolved:</p> <p>That the Continuing Professional Development - Annual Report for 2017 - 2018 be received.</p>	

Signed:

Date: