

MINUTES

Corporation 115

Date: *30/09/2014 (Tuesday)*

Time: *18:00–20:00*

Venue: *Skills Building*

Committee: *Corporation*

Notes: *A tour of the Preston Campus will take place prior to the meeting at 4.15pm commencing from the Skills Building. Refreshments will be available from 5.30pm*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Clare Platt, Garry Payne, Gerry Corless, Ian Douglass, Ian Higginbotham, James Hodgkinson, Jean Yates, Jessica Moore, Jolyon Dodgson, Marion Nuttall, Robert Robinson, Steve Rigby (Chairman) and Stuart Heys (Vice Chairman)*

Attending: *Alison Robinson (Vice Principal), Jennifer Eastham (Deputy Principal) and John Wherry (Deputy Principal)*

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

Guests: *Ishwer Tailor (Co-opted Member) and Naveed Sharif (Co-opted Member)*

Apologies: *Tony Hindle*

Public Minutes

Item number: Item description:
(and category)

66.14 ***Attendance of Co-opted Members of Committees and College Management***

Decision **Welcome**

The meeting was held in the newly opened Foundation Learning and Skills Centre. Prior to the meeting Governors toured the new facility and other campus developments. The tour was led by the DP Resources.

At the meeting the Chairman extended a welcome to all present and particularly to Jimmy Hodgkinson, Student President and Jessica Moore, Student Governor who were beginning their terms of office.

At the close of the meeting the Chairman extended a welcome to fellow governors to attend the regular meetings he held with the Principal over lunchtime on certain Fridays.

Arrangements could be made via the Clerk, Deputy Clerk or through the Principal's Office.

Attendance of Co-opted Members of Committees and College Management

Standing Order 16 states that: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.

However:

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 29.

The Corporation however, may exclude members of staff from attending any business that it deems necessary.

Attendance by any other person shall be at the discretion of the Corporation following advice from the Principal or the Clerk.

Resolved:

That members of the senior management team and co-opted committee members be invited to attend the meeting.

- 67.14** ***Apologies for Absence***
Record Apologies for absence had been received from Tony Hindle and Ishwer Tailor, the co-opted member of Audit Committee.
- Jolyon Dodgson had notified the Clerk that he would be arriving part way through the evening and arrived during item 69.14.
Jean Yates had notified the Clerk she would be leaving prior to the close of the meeting and left after item 78.14.
- 68.14** ***Public Minutes of Previous Meeting***
Decision The public minutes of meeting number 114 held on Tuesday 15 July 2014 were confirmed and signed as a true and correct record.
- 69.14** ***Declarations of Interest***
Record There were no declarations of interest.
- 70.14** ***College Governance: A Guide***
Information The Department for Business, Innovation and Skills (BIS) had issued the document to provide guidance for Governing bodies to ensure Colleges were meeting their accountability responsibilities both internally and externally in the context of the changing landscape since the Education Act 2011.
- Resolved:**
- That the 'College Governance: A guide' be received and its contents noted.**
- 71.14** ***North West Region AoC Governance Support Programme***
Information The Association of Colleges was delivering a governance support programme on behalf of the Education and Training Foundation. The paper provided details of key figures and highlighted specific areas of focus along with Autumn term diary dates for the North West. The Clerk updated members on various initiatives and opportunities.
- Resolved:**
- That the above be received and noted.**
- 72.14** ***Report of the Finance Committee 9 September 2014***
Decision The Chairman of the Finance & Resources Committee presented the report on items from its meeting

Appointment of Vice Chairman

Ian Higginbotham had been appointed as Chairman by Corporation in July 2014 and at the meeting Ian Douglass was appointed as Vice Chairman for the academic year 2014 / 2015.

- * **The Principals Strategic Plan Progress Report 2012/2013**
- * **Strategic Plan targets for 2014 / 2015**
- * **Financial Position Statement for Period Ended 31 July 2014**
- * **Investment Funds, Including Interest, for Period Ended 31 July 2014**
- * **Capital and Revenue Cash Flow for Period Ended 31 July 2014**
- * **Myerscough Ventures Report for Period Ended 31 July 2014**
- * **Capital Expenditure Report for Period Ended 31 July 2014**

The Committee received the above final reports on the various aspects of the College finances, for the year ended 31 July 2014. The Committee was pleased to report that overall the finances of the College were in a healthy state and was satisfied with the above reports and management of areas.

There was a shortfall against target in recruitment of apprentices over 18 though nationally Myerscough was ahead of trend. Further Education recruitment had met target with some being via subcontract arrangements to safeguard future allocations. Higher Education; the part time element had fallen short of target which converted to 2% against the budget.

The key performance indicators for 2014 / 2015 were agreed.

Forecast for the year previously reported to the Committee indicated that surplus for the year would exceed target. The outcome provided a score of 'Outstanding' for financial management.

Going Concern

No material uncertainties had been identified leading to doubt about 'Going Concern' which Finance & Resources Committee had endorsed. A statement to this effect would be included in the financial statements.

Overseas Visits Annual Report for the Year Ended 31 July 2014

Finance Committee had considered and noted the above report and were pleased at the extent of the visits undertaken at a cost to the College of just over £6,000.

Additional High Value Credit Card

The Committee had agreed to the provision of a second high value credit card.

Annual Cycle of Business 2014 / 2015

Finance & Resources Committee had agreed their annual Cycle of Business for 2014 / 2015.

Corporation Resolved:

That the above matters be received.

73.14

Decision

Report of the Finance Committee of 30 September 2014

The Chairman of the Finance & Resources Committee reported on items requiring a decision and supporting items.

Draft Report and Pre-audited Financial Accounts for the year ended 31 July 2014.

At their meeting held immediately prior to the Corporation meeting the Finance Committee had given consideration to the draft pre-audited accounts and members report for the year ended 31 July 2014 prepared by the DP Finance & Funding.

The College had generated a surplus in the year of £457k after a loss on disposals of assets of £268k, together with an allowance for FRS17 of £499k.

The final documents with the audited accounts would be presented to the Corporation at their meeting on 16 December 2014 for approval and signature by the Chairman of the Corporation and the Principal before being forwarded to the Skills Funding Agency and other Stakeholders as required.

Corporation discussed the final accounts noting good performance which reflected projections and previous discussions. Members noted the increased net assets due to the Capital Programme and expressed confidence in the financial management of the College.

Following full consideration Corporation

Resolved:

That the Draft Report and Pre-audited Accounts for the year ended 31 July 2014 be approved.

Self-assessment of Compliance with the Regularity and Propriety Requirements.

The self-assessment questionnaire supported the statement on regularity, propriety and compliance with the terms and conditions of funding that must be included in the Corporation's 2013 / 2014 Corporate Governance and Internal Control Statement.

The completed document would be signed by the Accounting Officer (the Principal) and the Chairman of Governors in advance of the audit commencing on 6 October 2014.

Corporation Resolved:

That the self-assessment of Compliance with the Regularity and Propriety Requirements document be received and signed by the Principal and the Chairman of the Corporation.

Regularity Framework

Corporation noted the regularity audit framework which set out the context, responsibilities and requirements for the regularity audit required under the Joint Audit Code of Practice Part 2.

Corporation resolved:

That the above be noted.

74.14

Consultation

Annual Human Resources Report 2013 / 2014

Corporation gave consideration to the Annual Human Resources Report 2013 / 2014.

The report indicated good performance against strategic targets and key performance indicators

Corporation noted overall staff turnover had increased, in particular for teaching staff and there was some increase in sickness levels. Members asked questions around stress related illnesses to receive assurance on the College's stance and that the levels were within norms. Corporation was updated on the staff training around stress related illness, also referred to in the Health and Safety Report considered later in the meeting. The DP Resources responded to questions around these statistics in which members made comparisons with support staff statistics. It was confirmed exit interviews were held and reasons for leaving analysed. The most common reason for leaving was promotion outside the organisation with an increase in pay. Corporation had previously approved the decisions around the framework of pay and

conditions which had included the rebase of pay scales and performance related appraisal systems. There had been much emphasis on assessing the quality of teaching with documented improvements in place supported by Teaching Support Programmes. These activities may have contributed to the increase in staff turnover but had also led to a notable increase in numbers and quality of applicants for teaching posts in the College.

It was noted that the cost to the College of sickness was £200k which was a challenge Management sought strategies to address whilst keeping at the forefront the well-being of the staff.

Staff Survey results were due to be analysed and the attendance at work policy was being reviewed in consultation with the Staff Forum.

In response to questions members were informed that in common with other providers there was a challenge in recruiting staff to deliver Maths and English. It was clarified that the level of pay in schools was greater than at FE Colleges.

Recruitment of staff to the specialist area Motorsports continued to provide a challenge. Members were updated on strategies and the pleasing student performance from the area.

Corporation Resolved:

That the Annual Human Resources Report 2013 / 2014 be received

75.14

Consultation

Annual Report on Health & Safety 2013 / 2014

Corporation gave consideration to the Annual Report on Health & Safety 2013 / 2014

The 'Statement of Intent' incorporated compliance to relevant legislation, the College's commitment to best practice for its stakeholders and how this would be achieved. The updated Health and Safety Policy was attached to the report for assurance and comment.

Throughout the year Resources Committee had been satisfied with the reports, monitoring, initiatives and events, and had received satisfactory responses to their various questions.

The Annual Report provided details of the wide remit of Health and Safety in the College. Strengths were measured through a variety of parameters including reference to learner feedback, active involvement from key partnerships, promotion of wellbeing, number and quality of events and activities, management of and Governor monitoring of

health and safety, reduced accidents and use of health and safety procedures in procurement.

Management were working on improving online systems, adding detail to the accident statistics to provide analysis by residency and age, introducing further training and a safeguarding qualification for students which included a health and safety unit. Corporation discussed the presentation of the statistics and it was agreed indication of percentage of cohort would benefit interpretation. Management had made enquiries regarding benchmarking externally without much success. It was considered externally that Myerscough had effective reporting mechanisms. Measures of severity were picked up through 'Riddor,' Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Corporation Resolved

- I. **That the Annual Report on Health & Safety 2013 / 2014 be received.**
- II. **That the updated Health and Safety Policy and Procedure be endorsed.**

76.14

Consultation

Annual Report on Sustainability 2013 / 2014

Corporation gave consideration to the annual report on Sustainability which included detail on the progress on the Carbon Management Plan which was embedded throughout the College. There had been reductions in electric and water consumption with reduction in gas consumption being a key area for the coming year. Further 'invest to save' projects were subject to available funds and individual impact assessments.

Corporation Resolved:

That the Annual Report on Sustainability be received.

77.14

Decision

Annual Report on Safeguarding 2013 / 2014

Corporation gave consideration to the Annual Report on Safeguarding 2013 / 2014 and to the updated Safeguarding Policy and Procedure. Both documents had taken into account new legislation and actions incorporated into College Improvement Plans.

Although safeguarding is the responsibility of all, Clare Platt had been appointed as the Board's Safeguarding Representative. She had received training, met with the Vice Principal and had further meetings arranged in order to fulfil her role.

Corporation noted College was delivering a safeguarding qualification to students with study materials written by Myerscough Staff.

Corporation Resolved:

- i. **That the Annual Report on Safeguarding be received**
- ii. **That the updated Safeguarding Policy and Procedure be endorsed**

78.14

Consultation

Annual Farm Report 2013 / 2014

Corporation gave consideration to the Annual Farm Report. Though the Farm had not achieved break even, performance was above the previous year. Members sought assurance that targets for the Farm be set with an expectation of less variance between outcome and projections. Corporation noted that a wide range of students continued to benefit from its use as an educational resource.

In their discussions Corporation gave positive focus to the future of the Farm and its place in the Strategic Plan for the College. This was discussed in more detail later in the meeting, minute 80.14 refers.

Corporation Resolved:

That the Annual Farm Report be received.

79.14

Consultation

Learner Voice 2013 / 2014

Corporation gave consideration to the Learner Voice Reports and a presentation of summaries by the Vice Principal in which she highlighted the key strengths, key areas for improvement, the actions taken to date, and actions planned and expected impact.

- * **HE National Student Survey**
- * **FE student midyear survey 2013 / 2014**
- * **Work-place learning student survey 2013 / 2014**
- * **14-16 student Survey 2013 / 2014**
- * **Farriery Student Survey**

During discussion members raised various questions and extended the dialogue around some of the reports summarised as:

In HE satisfaction with timeliness of feedback had increased but this would still remain as a priority for 2014 / 2015.

Response rates were noted, most being at least 70% though some were lower.

The Vice Principal confirmed there were differences between the sites and there were differences across the curriculum areas which would be picked up in the self-assessment reports.

In response to further questions concerning the Centres Corporation was informed that there would be a separate SAR from Croxteth this year to provide opportunity for closer analysis which would inform the Quality Improvement Plans. It was clarified some HE feedback on IT resources related to key assignment periods when students worked late, there had been some network problems and students wanted late night access to College resources. College was being responsive in resolving issues and finding mechanisms to support learners.

Corporation Resolved:

That the Learner Voice 2013 / 2014 Report be received

80.14

Consultation

Student Destination Data Report

The report was based on the intended destination of the 2014 FE students and actual destinations of HE students finishing their course of study in July 2013.

The key strengths indicated high progression of FE students to education and / or employment, and high overall positive outcomes for the HE students with 97% progressing within 6 months to education or employment.

The summary of key areas for improvement looked at: areas where industry relevant progression could be improved, Centre specific uptake of Learn to Work programmes, and identification of economically inactive students 'NEETS'.

There had been impact from actions taken throughout the year which included the launch of the Learn to Work certificated scheme, staff qualifications in information, advice and guidance (IAG), improved access to careers advice through the Myerscough App, improved reporting and area bespoke career and progression fairs.

The further actions planned included further extension of the Learn to Work scheme, re-accreditation to the MATRIX standard, internal progression strategies, promotion of employment opportunities, focus on graduate prospects, appointment at Croxteth for a new IAG position.

Corporation Resolved:

That the Student Destination Data Report be received.

81.14

Consultation

Student Success Rates 2013 / 2014

The reports, which Corporation noted indicated key areas of strength, areas for improvements, actions taken and their impact, and actions planned and their impact were supported by a presentation from the Vice Principal who also responded to member questions.

Work-place Learning

At the time of the Period 12 report to 31 July 2014 Success rates were: overall 80% against a target of 83% and timely at 68% against a target of 74%.

Employer satisfaction rates were 96% and the number of active businesses was 1123 against a target of 1060.

Further Education

The final success data would not be finalised until mid-October. To date long qualification success was 88%, short qualification was 92%, with the overall success at 89% against a target of 90%.

Higher Education.

The Higher Education success rates were: full time courses 86.8%, part time courses 73.1%, overall success 81.5%.

Corporation debated the importance of the success rate statistics, with reference to various points of view and endorsed the College's aspiration to be able to claim success in the top 10% or top 5% of Colleges as a measure of value externally.

Governors were updated on government policy concerning provision of English and Maths GCSEs in FE Colleges. They sought assurance on the strategies around provision in the College and associated recruitment of staff.

Corporation noted the final success rates would be reported to the November 2014 meeting of the Quality & Standards Committee.

Corporation Resolved:

- I. **That the reports on student success rates be received.**
- II. **That final success rates be reported to Quality & Standards Committee at its meeting being held on 11 November 2014.**

82.14

Decision

Governance Self-Assessments (SAR)

Corporation gave consideration to the analysis of the returns of the Governors Self-Assessment questionnaire and to the draft Governance

SAR. The format had been changed for this year to allow some benchmarking with other FE Colleges in the North West.

Corporation concurred with the grading of 'Good' and noted the trend was upwards, moving towards 'Outstanding'.

The Clerk informed members that the Quality Improvement Plan for 2014 / 2015 would be submitted to the next meeting of the Audit & Governance Committee being held on 4 November 2014.

A session on challenge was due to be delivered by an external presenter in November 2014.

Members discussed the possibilities and benefits of peer review exercises which could be looked at for the future.

The final Quality Improvement Plan for 2013 / 2014 was presented and Corporation noted areas for improvement had been addressed. Opportunities for Governors to have a greater understanding of teaching and learning and the learner voice would be carried forward to the 2014 / 2015 QIP for further attention. A review had been planned for the Away Event in January 2015.

Corporation Resolved:

That the Governance Self-assessment Report be received.

83.14

Decision

Whistleblowing Policy

Corporation gave consideration to the Whistleblowing Policy and Procedure which was reviewed annually. In response to queries the Clerk informed Corporation that it was in line with current legislation and remained fit for purpose.

Resolved:

That the Whistleblowing Policy and Procedure be approved.

88.14

Information

Landex Report

Corporation gave consideration to the Landex Report which confirmed Myerscough's membership and contained details of the peer review visit to Myerscough in January 2014 along with a summary of actions for the coming year.

The findings indicated Myerscough, 'has a very thorough quality review process and has made impressive investment in improving teaching and learning. It has invested in an impressive range of physical resources to

support teaching and learning.’ The report also made mention of the high student success rate (2012 / 2013) which was well above the Landex Colleges’ average and that in common with many other Colleges further attention should be paid to collecting and recording student destination data.

In response to questions it was confirmed Management accepted the report as a good summary and useful external endorsement of performance and quality.

Corporation Resolved:

That the Landex Report be received.

