|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MINUTES** | | | | | | |
|  | | | | | | |
| *Corporation No 167* | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Date: |  | *01/11/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
|  | | | | | | |
| Venue: |  | *Bowland Suite* |  | Committee: |  | *Corporation* |
|  | | | | | | |
| Notes: |  | *The meeting will be held in person in the Bowland Suite. A voucher is attached to obtain a meal from the College restaurant prior to the meeting.* | | | | |
|  | | | | | | |
|  | | | | | | |
| Present: |  | *Allan Foster (Chair), Allison Jones, Barbara Godby, Clare James, David Hall, Debbie Clayton, Jane Booker (Vice Chair), Kathryn Townsley, Kevin Burke, Louise Bell, Matthew Chesterman, Rafik Adam, Robert Wallace, Robin Newton-Syms, Sue Collinge and Taylor Campbell* | | | | |
|  | | | | | | |
| Attending: |  | *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
|  | | | | | | |
| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
|  | | | | | | |
| Guests: |  | *Rosie Bryson (Co-opted Member)* | | | | |
|  | | | | | | |
|  | | | | | | |
| Apologies: |  | *Alison Robinson (Principal)* | | | | |
|  | | | | | | |

|  |  |
| --- | --- |
| ***Public* Minutes** | |
|  | |
| Item number: | Item description: |
| (and category) |  |
|  | |
| **89.22** | ***Attendance of 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 and 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 may however, 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.  The Corporation does encourage Co-opted Governors to attend and take part in the discussion and debate.  **Resolved:**  **That Management attend for the public and confidential agenda items.** |
|  | |
| **90.22** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Kevin Burke, Alison Robinson and Rosie Bryson.  The Clerk reported that prior to the meeting the FE Student Governor, Taylor Campbell, had resigned from the Corporation due to study and work commitments. |
|  | |
| **91.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 166 held on Tuesday 27 September 2022, published on the extranet, were agreed and signed as a true and correct record of the meeting. |
|  | |
| **92.22** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made with respect to items on the public agenda. |
|  | |
| **93.22** | ***College Academic Performance 2021/2022*** |
| ***Decision*** | The Corporation considered a presentation from the Vice Principal covering the academic performance of the College for 2021/2022. Governors asked questions and sought clarification on various aspects of performance, which then fed into the majority of the items on the agenda.  Areas for attention in the coming year were highlighted for each of the academic areas.  The presentation assisted Corporation in its decision making for the assurance statements on Academic Higher Education.  **Resolved:**  **That the academic performance presentation be received.** |
|  | |
| **94.22** | ***Further Education End of Year Performance 2021/2022*** |
| ***Decision*** | Corporation considered the further education performance.  **14-16 Schools -**Achievement was 81.9%. Home schooled learners made up a significant number of the students. Retention remained strong at 89.2%.  Members received assurance that the operation was economically viable. They noted the successful progression of a high number of vulnerable learners to 16 to 18 provision.  **FE -** Final results included a retention rate of 94.4% (College target 95%), achievement was 79.8% and a pass rate of 85.5% including English and Maths. The pass rate achieved excluding English and Maths was 82.2%. The report detailed retention, pass rates and achievement for each area across all centres. It also showed that there had been a gradual decline in pass rates and achievement over recent years due to the impact of Covid 19, although retention had remained high at 94%.  Attendance for the previous year was 90.4%.  High grade achievement showed an increase on last year at 50.2% but below the strategic plan target of 66%. Areas requiring action in the coming year were highlighted in the report.  There would be a continued focus on Maths, English and Level 3 qualifications achievement this year.  **Resolved:**  **That the Further Education Report for 2021/2022 be received.** |
|  | |
| **95.22** | ***Higher Education End of Year Report 2021/2022*** |
| ***Decision*** | Corporation considered the end of year performance report on the provision of Higher Education at the College for the last academic year:  **Overall achievement** - for the year was high at 82.8% against a target of 90% with high grade achievement at 50%. High grade achievement showed a slight increase overall but remained below the target of 60%. Recruitment to year-one full time programmes remains a priority. In year retention was 95.3%. Continuation rates were 87%, close to the target of 90%.  Strategies and Action Plans had been developed towards improving recruitment, retention and achievement, with recruitment to HE remaining a key priority for 2022/2023.  The Action Planning would be included in the College HE Institutional Report for the University of Central Lancashire and the Access and Participation Plan for the Office for Students. Action plans would also be reported through the UCLan Partnership Report.  **Resolved:**  **That the Higher Education Report be received.** |
|  | |
| **96.22** | ***Apprenticeship and Skills End of Year Report 2021/2022*** |
| ***Decision*** | |  | | --- | | The report provided an overview and an update on key developments within Apprenticeships and Skills for 2022/2022.  **Apprenticeship and Skills Report** - Overall and timely achievement for both the 16 to 18 age group and the 19 Plus students showed an increasing trend from the previous year.  Overall Achievement:  16-18    63.5% (target 74%)  19-23    72.1% (target 79%)  24 plus  84.6% (target 80%)  Overall  72.6% (target 78%)  Nationally overall achievement was 57.5% with retention at 58.8%.  Retention was 79.8%, just above target.  Enrolments for the year were 546 against a target of 509.This enabled financial targets to be met due to more learners being recruited to Standards, which has a higher funding cap. |   An action plan for 2022/2023 was included in the report.  **Resolved:**  **That the Apprenticeship and Skills Report be received.** |
|  | |
| **97.22** | ***Employer Voice and Employer Engagement 2021/2022*** |
| ***Decision*** | |  | | --- | | The Employer Services Team (EST) acts as the focal point of contact for all employers who contact the College. This included Apprenticeships, Short Courses for both industry and leisure and any bespoke full cost provision and industry training partnership opportunities, including international delivery. |   The report seeks to provide information on progress against set targets and areas of improvement. The EST provides intensive information, advice and guidance to employers looking to train existing staff or to recruit new apprentices into their businesses.  The ESFA had chosen a different approach to judging employer satisfaction this year and Myerscough achieve a ''good'' rating.  **Resolved:**  **That the Employer Voice and Employer Engagement Report 2021/20212 be received.** |
|  | |
| **98.22** | ***National Students Survey*** |
| ***Decision*** | The report updated the Corporation on the outcomes of the National Student Survey for 2021/2022.  The response rate for 2022 was 66% with overall satisfaction at 76%. The overall satisfaction rate was a decrease on last year's outcome of 82%. This was 11% below upper quartile but 1% above the national benchmark for England.  The report broke the results down into various categories and also compared the performance with other land based universities and colleges.  **Resolved:**  **That the report be received.** |
|  | |
| **99.22** | ***Learner Voice Report 2021/2022*** |
| ***Decision*** | Corporation considered the Learner Voice Reports for 2021/2022. Results were collated via surveys, Course Representative meetings, Staff Awards – My Star, We Hear U and Myerscough Golden Roses. Results from learner feedback were used by the College to identify areas where student satisfaction was lower than the College felt was acceptable and would allow for action plans to be put in place to make improvements.  88% of FE students were prepared to recommend the College to others. Across the range of students those feeling safe in College ran into the high nineties.  Responses to the NSS survey were detailed earlier in the meeting.  Areas for improvement included the need to increase participation in the various approaches for obtaining feedback.  **Resolved:**  **That the Learner Voice report be received.** |
|  | |
| **100.22** | ***Safeguarding Annual Report 2021/2022*** |
| ***Decision*** | |  | | --- | | Corporation considered the Annual Report on Safeguarding, including reference to Child Protection, PREVENT and Missing from Education. |   The Vice Principal gave an overview of the report and responded to questions and discussions. The annual report included a summary of activity and statistical data in key areas. A key strength of the College and the designated Safeguarding Steering Group was the regular review of legislation and its recommendations in order that stakeholders have confidence that the College is meeting its obligations in this area.  The Governors did express concern at the large increase in safeguarding alerts mentioned in the report and wished to be reassured that there were sufficient resources to deal with these and that the well-being of the staff concerned was being closely monitored.  **Resolved:**  **That the Safeguarding Annual Report for 2021/2022 be received.** |
|  | |
| **101.22** | ***Complaints and Appeals Annual report 2021/2022*** |
| ***Decision*** | |  | | --- | | Corporation considered to the Annual Report on Complaints received by the College in 2021/2022.  Analysis indicated varying types of complaint from diverse parties. The report detailed the complaints received but indicated no significant areas as a cause for concern, although a number related to students in residential accommodation and the continued issues due to Covid. Complaint outcomes and recommendations feed into College continuous improvement arrangements.  R**esolved:**  **That the Complaints and Appeals Annual Report be received.** | |
|  | |
| **102.22** | ***CPD Annual Report 2021/2022*** |
| ***Decision*** | |  | | --- | | The report identified current strengths in the College's CPD processes as well as key areas for improvement to enhance those processes and systems. In summary:     29,763 hours of CPD undertaken;     862 staff accessed online CPD sessions;     89% of budget allocated.  The overall budget for 2021/2022 increased by just over 18% to £94,600.  Since the Covid restrictions many events were now delivered via online provision.  Actions to take forward: |   Move to more online training provision with a full review of systems and processes.  A Management Training programme for the College Management Team will continue to be developed in addition to focus on T Levels, Ofsted preparations, Teaching and Learning and Subject Specific Pedagogy.  **Resolved:**  **That the CPD Annual Report for 2021/2022 be received.** |
|  | |