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| **MINUTES** | | | | | | |
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| *Corporation No 146* | | | | | | |
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| Date: |  | *01/10/2019 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Bowland Suite* |  | Committee: |  | *Corporation* |
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| Notes: |  | *A voucher will be issued with the agenda for Governors to take refreshments in the College Restaurant prior to the meeting.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster (Vice Chairman), Barbara Godby, Garry Payne, Ian Higginbotham, Jane Booker, John Morphet, Karen Birchall, Louise Bell, Richard Furnival and Stuart Heys (Chairman)* | | | | |
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| Attending: |  | *Janet Whiteside, John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Apologies: |  | *David Hall and Debbie Clayton* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **66.19** | ***Attendance of College Management Staff*** |
| ***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 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.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.** |
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| **67.19** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Debbie Clayton, John Morphet, Louise Bell and Richard Furnival. |
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| **68.19** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 145 held on Tuesday 16 July 2019 and published on the extranet were agreed and signed as a true and correct record of the meeting. |
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| **69.19** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **70.19** | ***Opening Remarks from the Chair*** |
| ***Information*** | The Chair informed the Corporation that all issues he wished to report appeared later in the agenda. |
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| **71.19** | ***Report of the Students Union*** |
| ***Decision*** | The report provided an overview of the events held by Myerscough Students Union over Freshers Week.  **Resolved:**  **That the Myerscough Students Union report be received.** |
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| **72.19** | ***Appointment of Student Governors*** |
| ***Decision*** | The College Students Union has nominated Ryan Clusky as the HE Student Governor and Ashleigh Mawdsley as the FE Student Governor.  **Resolved:**  **That Ryan Clusky and Ashleigh Mawdsley be appointed as Student Governors for 2019-2020 and to serve on the Quality and Standards Committee.** |
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| **73.19** | ***Governor Engagement Programme*** |
| ***Information*** | Governors were reminded of the invitation to the opening of the education facility at Walton Conservatory Range & Shippon.Karen Birchall and Barbara Godby confirmed that they would be attending.  **Resolved:**  **That the report be noted.** |
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| **74.19** | ***Report of the Finance and Resources Committee of 24 September 2019*** |
| ***Decision*** | The Chair of Finance & Resources Committee reported that the management accounts showed that the surplus for the year was £335k against a budget provision of £477k and a forecast deficit of £56k. The surplus was 1.1% pre FRS102 against a target of 1.5%.  Overall income was £661k below budget and behind last year by £98k. The main areas were Education at £69k (2.1% less than budget), Ventures at £112k (1.9% below budget) and Apprenticeship and Skills £605k (16.9% less than budget), apprenticeships themselves making up £552k of the overall deficit.  Ventures had been impacted by lower numbers of HE students, resulting in lower residential usage and catering provision. Summer schools were well attended this year and had improved performance significantly. The Committee thanked officers for their work in encouraging summer usage of the College facilities.The balance sheet remained healthy with a strong cash position of £7.21m and cash days of 86.71.Investment income was ahead of budget by £31k and £9k greater than last year. Financial health would remain ‘Good’.The Farm had a deficit of £119k against a budgeted deficit of £87k although income was £34k (3.6%) ahead of budget due to high lamb yields which resulted in increased sales. Beef sales also increased during the year.  In relation to the Capital Programme projects were being delivered within agreed parameters and within time frames. There was an agreed underspend of £280k to ensure the preservation of cash reserves.  The Committee explored in great detail the variance between projected surplus and outturn being below budget, particularly with regard to the underperformance of Apprenticeships and Skills which would be discussed later in the agenda.  **Other matters for information:Appointment of Chair & Vice Chair** - Ian Higginbotham and Richard Furnival were re-appointed.  **Statutory Risk Register -** The Committee noted the Risk Register report for activities under the responsibility of the Committee.  **Going Concern** -Governors had agreed that it was reasonable to prepare the College’s financial statements on a ''Going Concern'' basis.  **Trade Debt Levels -** The Committee noted the report on Trade Debt Levels.  **Overseas Visits Annual Report for the Year Ended 31 July 2019** -  The cost to the college had been £4,950.66 which represented 3% of the total spend on overseas visits.  **Review of Banks Signatures -**The Committee agreed amendments to the Bank Signatures in the light of the resignation of the Deputy Principal, Finance and Corporate Services.  **Self-Assessment of Compliance with the Regularity and Propriety Requirements** - The Committee had noted the responses to the questionnaire and authorised the Chair of Corporation and Accounting Officer to sign the document.  **Counter Fraud Policy and Response Plan -**The Committee agreed the Policy and Plan as required by the Post 16 Audit Code of Practice.  **Subcontracting Supply Chain Fees and Charges - Policy and Procedure -** The Committee noted that the Policy and Procedure remained fit for purpose.  **Health and Safety Policy – Review -**The Policy remained fit for purpose subject to minor changes and was approved.  **Annual Cycle of Business 2019/2020** - Agreed.  **Deputy Principal, Finance and Corporate Services -** As this was his last meeting the Committee thanked Richard Morris for his service to the College and wished him well in the future.  **Resolved:**  **That the report be received.** |
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| **75.19** | ***Statutory Risk Register*** |
| ***Decision*** | The Committee received a report on the Key Strategic Risks for the College.  **Resolved:**  **That the report be received.** |
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| **76.19** | ***Annual Report of Health and Safety for 2018/2019*** |
| ***Decision*** | Corporation gave consideration to the Annual Report on Health and Safety for 2018/2019.The report provided assurance that Myerscough College was discharging its duties relating to the health, safety and welfare of its employees, learners and visitors and that appropriate systems were in place to ensure compliance with the Health & Safety at Work Act and associated regulations.Accident rates were slightly higher than the previous year as measured against the College's own data but followed traditional patterns with no particular concerns.  There had not been any serious accidents in the year.  **Resolved:**  **That the Annual Health and Safety Report 2018/2019 be received.** |
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| **77.19** | ***Safeguarding Annual Policy Review*** |
| ***Decision*** | The Corporation gave consideration to a review of the Safeguarding Policy and noted that it remained fit for purpose.  **Resolved:**  **That the review of the Safeguarding Policy be confirmed.** |
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| **78.19** | ***Annual Farm Report 2018/2019*** |
| ***Decision*** | Corporation gave consideration to the Annual Farm Report for 2018/2019. Members noted Key Strengths:    - Excellent use of the farm as a teaching resource by a wide range of students;    - Utilisation of technology to drive performance;    - Restructure of the farm team to improve performance.The Committee also noted that the farm had failed to reach its budget expenditure target by some £32k although this had been offset by increased lamb and beef sales.  **Resolved:**  **That the Annual Farm Report be received.** |
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| **79.19** | ***Review of the Whistleblowing Policy and Procedure*** |
| ***Decision*** | The Clerk presented an updated Policy and Procedure in relation to Whistleblowing. On review the only amendments were to the various contact details.  **Resolved:**  **That the Whistleblowing Policy and Procedure be agreed.** |
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