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| **MINUTES** | | | | | | |
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| *Corporation No 161* | | | | | | |
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| Date: |  | *02/11/2021 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | T5 |  | Committee: |  | *Corporation* |
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| Notes: |  | *The meeting will be held in the Bowland Suite at the Preston Campus. A voucher will be issue to enable Governors to obtain a meal in the College Restaurant prior to the meeting.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster (Chair), Allison Jones, Barbara Godby, Bryony-Grace Clark, Clare James, David Hall, Debbie Clayton, Jane Booker (Vice Chair), Kevin Burke, Louise Bell, Rafik Adam, Robert Wallace, Sue Collinge and Thomas Cocks* | | | | |
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| Attending: |  | *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Apologies: |  | *Robin Newton-Syms* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **97.21** | ***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.** |
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| **98.21** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Kevin Burke. Thomas Cocks had resigned as a Student Governor.Whilst the meeting was face-to-face other Governors were able to join the meeting remotely. |
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| **99.21** | ***Appointment of Student Governors 2021/2022*** |
| ***Decision*** | Following the notification of the resignation of Student Governor Thomas Cocks the student body had elected Dylan Ashcroft to serve on the Governing body for the remainder of the academic year.  **Resolved:**  **That Dylan Ashcroft be appointed Student Governor for the remainder of the academic year and to serve as a member of the Audit and Governance Committee.** |
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| **100.21** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 160 held on Tuesday 28 September 2021, published on the extranet, were agreed and signed as a true and correct record of the meeting. |
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| **101.21** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made with respect to items on the public agenda. |
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| **102.21** | ***Correspondence*** |
| ***Decision*** | The Corporation considered a letter from the ESFA indicating that the College's Financial Health Grade for 2020/2021 was Outstanding and for the current year 2021/2022, based on the agreed budget, it would be Good.  Also circulated with the letter was a financial dashboard compiled from the financial returns from Myerscough and other colleges.  **Resolved:**  **That the correspondence be received and Officers be congratulated on the excellent financial performance.** |
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| **103.21** | ***College Academic Performance 2020/2021*** |
| ***Decision*** | The Corporation considered a presentation from the Vice Principal covering the academic performance of the College for 2020/2021. Governors asked questions and sought clarification on various aspects of the performance, which 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.** |
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| **104.21** | ***Further Education End of Year Performance 2020/2021*** |
| ***Decision*** | Corporation considered the further education performance.  **14-16 Schools -**Achievement was 88.7%, within a pass rate of 92%. Home schooled learners made up a significant number of the students. Retention remained strong.  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 93% (College target 95%), pass rates were 85.5% including English and Maths (excluding E & M, 93.1%) and an achievement rate of 85.2% including English and Maths (85% excluding E & m). The report detailed retention, pass rates and achievement for each area across all centres. The report 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 93%. Attendance for last year had dropped to 79%.  High grade achievement showed an increase on last year at 55.68% but below the target of 64%. Areas requiring action in the coming year were highlighted in the report. Covid had a negative impact on achievement on some courses due to the inability of some learners to complete practical assessments.  There would be a continued focus on Maths, English and Functional Skills again this year.  **Resolved:**  **That the Further Education Report for 2020/2021 be received.** |
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| **105.21** | ***Higher Education End of Year Performance 2020/2021*** |
| ***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 89.3%  with high grade achievement at 48.3%. High grade achievement showed a slight decline overall. Recruitment to year-one full time programmes remains a priority. In year retention was 95.3%.  Strategies and Action Plans had been developed towards improving recruitment, retention and achievement, with recruitment to HE remaining a key priority for 2021/2022.  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.** |
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| **106.21** | ***Apprenticeship and Skills End of Year Performance 2020/2021*** |
| ***Decision*** | |  | | --- | | The report provided an overview and an update on key developments within Apprenticeships and Skills for 2020/2021.  **Apprenticeship and Skills Report** - Overall and timely achievement for both the 16 to 18 age range and also 19 Plus students showed an increasing trend from the previous year.  Overall Achievement:  16-18    63.5% (target 70.7%)  19-23    76.2% (target 75.5%)  24 plus  77.6% (target 76.6%)  Overall  73.0% (target 74.2%)  It was stressed that the impact of Covid and the lockdowns was reflected in these results.  Enrolments for the year were 416 against a target of 480.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 2021/2022 was included in the report.  **Resolved:**  **That the Apprenticeship and Skills Report for 2020/2021 be received.** | |
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| **107.21** | ***Further Education Destination Data*** |
| ***Decision*** | The Corporation considered a report on the destination of FE students at the end of the academic year 2020/2021.  66.5% of all learners reported a positive intended destination into education or employment.  The student satisfaction survey revealed that that 94% were satisfied with the range and levels of career advice they received.  **Resolved:**  **That the report be received.** |
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| **108.21** | ***Learner Voice Report 2020/2021*** |
| ***Decision*** | |  | | --- | | Corporation considered the Learner Voice Reports for 2020/2021. 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.  91% of FE students (response rate 82%) 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 placed Myerscough second amongst land based universities and colleges and with overall satisfaction at 82%.  Areas for improvement included the need to increase participation and engagement. |   **Resolved:**  **That the Learner Voice report be received.** |
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| **109.21** | ***Employer Voice and Employer Engagement 2020/2021*** |
| ***Decision*** | |  | | --- | | 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.  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 business. Employer Satisfaction was 86%.  **Resolved:**  **That the Employer Voice and Employer Engagement Report 2020/2021 be received.** | |
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| **110.21** | ***Complaints and Appeals Annual Report 2020/2021*** |
| ***Decision*** | |  | | --- | | Corporation considered to the Annual Report on Complaints received by the College in 2020/2021.  Analysis indicated varying types of complaint from diverse complainants. 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 issue of no face to face teaching due to Covid. Complaint outcomes and recommendations feed into College continuous improvement.  **Resolved:** |   **That the Complaints Annual Report be received.** |
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| **111.21** | ***CPD Annual Report 2020/2021*** |
| ***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:  9,136 hours of CPD undertaken;  799 staff accessed on-line CPD sessions;  91% of budget allocated;  The Covid restrictions resulted in many events transferring to on-line 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 was developed during 2020/2021, in addition to a focus on Teaching and Learning and subject specific pedagogy.  **Resolved:** |   **That the Continuing Professional Development - Annual Report for 2020/2021 be received.** |
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| **112.21** | ***Safeguarding Annual Report 2020/2021*** |
| ***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 2020/2021 be received.** | |
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| **113.21** | ***Human Resources Annual Report 2020/2021*** |
| ***Decision*** | |  | | --- | | Corporation considered the Human Resources Annual Report for 2019/2020.  The report provided an annual summary of matters reported to the Committee during the year and included further information and statistics concerning Human Resources over the same period.  Staff turnover had decreased from 17.22% in 2019/2020 to to 11.9% for 2020/2021.Staff sickness had reduced from 2.70% to 2.22% below a national average of 3%.  Corporation noted the strengths, targeted improvements and actions taken.  Corporation expressed satisfaction with the report.  **Resolved:**  **That the Human Resources Annual Report for 2020/2021 be received.** | |

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