

## MINUTES

*Corporation No 116*

Date: *16/12/2014 (Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business Centre*

Committee: *Corporation*

Notes: *Refreshments will be available from 5.30pm in the communal area.*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Gerry Corless, Ian Douglass, Ian Higginbotham, James Hodgkinson, Jessica Moore, Jolyon Dodgson, Marion Nuttall, Steve Rigby (Chairman), Stuart Heys (Vice Chairman) and Tony Hindle*

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

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

Guests: *Naveed Sharif (Co-opted Member)*

Apologies: *Clare Platt, Garry Payne, Ishwer Tailor (Co-opted Member), Jean Yates and Robert Robinson*

## ***Public Minutes***

Item number:      Item description:  
(and category)

**94.14**                   ***Attendance of Co-opted Members of Committees and Members of 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 however, may exclude members of staff from attending any business that it deems necessary.

(c) Attendance by any other person shall be at the discretion of the Corporation following advice from the Principal or the Clerk. The Corporation actively encourages Co-opted Governors to attend noting that they do not have voting rights.

**Resolved:**

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

**95.14**                   ***Apologies for Absence***

***Record***

Apologies for absence had been received from Clare Platt, Jean Yates, Rob Robinson, Ishwer Tailor and Garry Payne.

**96.14**                   ***Public Minutes of Previous Meeting***

***Decision***

The public minutes of meeting number 115 held on Tuesday 30 September 2014 were confirmed and signed as a true and correct record.

**97.14**                   ***Declarations of Interest***

***Record***

There were no declarations of interest

**98.14**                   ***Opening Remarks - Chairman***

***Information***

The Chairman addressed members and provided an update on his recent activities on behalf of the College.

He made reference to the two recent training events.

The first, delivered by the Chair of Stoke on Trent College Corporation, concerned different approaches for the Governors to 'know' their College to enhance effective governance and inform questions and challenge to the Executive. Suggested strategies included learner walks and Link Governor schemes.

The second, an in-house event, was dedicated to the whole College self-assessment report (SAR). The Director of Quality had presented the SAR to Governors and there followed group activity and discussions from which some amendments were agreed. These did not affect the area grades or overall College grade.

The feedback showed both events were well received with the first showing some differences in individual Governor preferences and opinions. The subject required further discussion and was referred to later in the meeting. The matter would also receive consideration at the Governors Away Day in January 2015.

The Chairman and Principal had recently attended an awards event in the House of Lords, London which celebrated employability of learners from vocational learning. The case studies of the eleven selected learners were documented in the booklet, 'The Road to Employment, Learner Voices' produced by the 157 Group in association with Landex. One of the winners, Joe Clements, had completed his advanced apprenticeship in horticulture through Myerscough College. Joe was now working towards a degree in Horticulture at Kew Gardens, one of the youngest ever on the programme. Those who had attended the Myerscough College Apprenticeship Awards Ceremony in July remembered Joe giving an excellent vote of thanks at the end of the proceedings.

It was clarified the 157 group is a consortium of influential further education colleges formed following the Foster Review, 'Realising the potential, a review of the future role of further education colleges', published 2005. The group has a focus on high level vocational and technical qualifications including apprenticeships which lead to employment.

**Resolved:**

**That the Chairman's Opening Remarks and the ensuing dialogue be noted.**

## **Consultation**

### **Letter from the FE Commissioner**

The letter referred to quality improvement in Colleges to analyse the underlying characteristics of those that are successful and those that are not. The following success strategies were identified:

Clarity – Clear vision and focus.

Connectivity – Networking. Outward facing.

Confidence – Ability to seek help, a balanced team required.

Complacency - Lack of senior team visibility.

Consistency – Policies e.g. lesson observations 100% compliance.

Cohesion – Focus on common purpose.

Challenge – Difficult conversations.

Creativity – Take measured risks. Not command and control.

Celebration – Praise more common than criticism.

Care – Generic guidelines for both staff and students.

Overall – Find someone who is performing well and learn from them.

**Annual Report from the FE Commissioner** During the year, 11 Colleges had been referred to the FE Commissioner due to a judgement of 'inadequate' following Ofsted inspection, failure to meet national minimum standards, performance and / or an inadequate assessment for financial health or financial control as identified by the Skills Funding Agency.

The annual report summarised the recommendations and the lessons learned arising from each of the FE commissioners interventions. The report noted the following under the key headings below.

#### **The Role of the Clerk**

Effective Clerking is an essential component of good governance and in a number of the colleges visited it fell below what was needed. Salary of a clerk ranges from under 21k to over 50k. 79% of clerks are part time. 35% work for other colleges. 24% have another role in the college.

*Source AoC Clerks Conference*

#### **Governance**

Lessons from the Boardroom: No difference in performance between Carver model or committee model.

More important to have skills rather than representation. Difference between strategic and operational management does not mean that Board members should avoid taking a detailed interest in how the college operates.

#### **Leadership and Management**

Leadership and management in less successful Colleges are often characterised by:

Failure of the Board to challenge the Principal.

Imbalance of skills in the senior team.

Communications.

### **Quality Improvement**

The three main reasons why colleges do not deliver quality provisions are:

- Lack of focus on the needs of the learner both inside and outside the classroom.
- Absence of quality systems and procedures consistently applied across the college.
- Poor performance management and inability to deal with things as they arise.

### **Financial Health**

Financial difficulties often occur because of:

Over optimism in growth and reluctant to cut costs. Class sizes are too small. New technologies have not been applied to reduce staffing levels especially support staff.

The Commissioner referred to future challenges and summed up by reporting that the further education sector is essential to the development of the economy and ensuring social mobility. As such it needs to provide high quality teaching and learning within the resources available.

In response to a question the FE Commissioners role was clarified. Where intervention is triggered rapid and rigorous action is taken by the FE Commissioner to secure the necessary improvement, and to safeguard the interests of existing learners and put in place better local provision for the future. The FE Commissioner assesses the capacity and capability of the existing governance and leadership to deliver rapid and sustainable improvement.

### **Resolved:**

**That the Further Education Commissioners Letter and Annual Report be received.**

**100.14**

### **Consultation**

#### ***Revised English Colleges Code of Governance***

The original 'English Colleges Foundation Code of Governance' published in 2009 was currently under review by the Association of Colleges. A draft of the new Code has been produced and was now out for consultation.

Corporation gave consideration to the:

- Association of Colleges letter which explained the decision to review the code.

- English Colleges' Code of Good Governance Part 1 which sets out the values, expectations, and principles of good governance.
- English Colleges' Code of Good Governance Part 2 which expands each of the ten principles and describes underpinning good practice.
- English Colleges' Code of Good Governance consultation questions.

The closing date for comments was the 5th March 2015 which was prior to the next meeting of the Corporation.

In the discussions that followed Corporation made comment which included:

- Questioning whether aspects of the code were too prescriptive.
- Noting a comply or explain process.

The topic would come under consideration at the Away Event, at which the Chief Executive of the Association of Colleges was to address members. Individual Governors were encouraged to pass comment to the Clerk.

Corporation would need to give attention to the values and principles looking at how the Board meets / demonstrates them and what processes are in place.

The Clerk would produce a report highlighting where Myerscough was, in relation to the Code.

The ten points in the code bear significant similarity to the criteria that are looked at by Ofsted.

Members noted that it in all probability the Board would be bound to adopt the code. The AoC letter states, 'Boards are encouraged to adopt its 'spirit' as well as its 'letter'. By adopting the Code, you can demonstrate leadership and stewardship in relation to your college help protect its reputation and that of the wider sector, and give key stakeholders and partners confidence in our self-regulation.'

**Resolved:**

- I. **Governors be encouraged to send individual responses to the Clerk**
- II. **That Audit & Governance Committee be authorised to formulate a response on behalf of the College at their meeting on 10 February 2015.**

## **Consultation**

Corporation gave consideration to the latest Policy Update from the Association of Colleges together with a copy of their manifesto shaped through discussing priorities with policy makers and politicians, stakeholders and Principals.

The Policy update, which was a Board paper, summarised the main policy issues for the AoC and colleges. Corporation noted the paper provided context in the political landscape taking into account a general election was due to take place in May 2015.

The 2015 manifesto makes 10 recommendations grouped under 3 themes relating to student choice, the economic impact of colleges, and the equitable and effective distribution of limited resources.

The 10 recommendations concerned:

### **Theme 1 Supporting Student Choice**

Careers education and advice. Education accounts for students aged over 19. Affordable and accessible student transport.

### **Theme 2 Sustaining economic recovery through education and training**

Creating a higher technical and professional education system fit for the 21st century.

Preparing young people for apprenticeships.

Assessment which reflects real life.

Continued autonomy to respond to local needs.

Meeting the English and maths challenge.

### **Theme 3 Creating a fair and effective education system**

Funding which matches student need.

Spending scarce resources sensibly.

**Resolved:**

**That the Association of Colleges Policy Update and Manifesto be received.**

## **102.14**

### **Information**

#### ***Report of the Myerscough Student Union (MSU)***

Corporation gave consideration to the report from the President of the Student Union on activities this term.

The report gave an overview of student engagement in social and sports activities. The MSU was seeking views of the student population to inform the development of activities. Some MSU funds were being devolved to the Centres. A wide variety of sports activities were offered with successful bids ensuring required staffing. An output of one of the bids was to engage with those with disabilities, females and HE students. The MSU asks staff to promote the activities and encourage the student population to 'have a go'.

FE and HE course representative meetings had been held with no serious issues identified.

A television had been purchased for students at the Crow Wood Centre. The year was progressing well. The MSU hoped this would continue into the new year.

Management congratulated the Student President on progress and activities to date and members thanked him for the report which provided some insight into student life at the College.

**Resolved:**

**That the Report of the Myerscough Student Union be received**

103.14

***Financial Statements Auditors Report and Financial Statements for the year Ended 31 July 2014 and External Auditors Findings Report to the Audit & Governance and the Finance & Resources Committees***

***Decision***

Financial Statements Auditors Report and Financial Statements for the year Ended 31 July 2014 and External Auditors Findings Report to the Audit & Governance and the Finance & Resources Committees Both the Audit & Governance and the Finance & Resources Committees had considered the above documents. The Chairmen of the Committees drew Corporations attention to points in the documents. Corporation noted Audit Committee had expressed its satisfaction with the communication, tone, completeness and presentation of the External Audit Findings Report with no matters for management action.

Corporation noted the accounts presented a sound financial position and as such, Finance & Resources Committee had not considered it necessary for attendance from the external auditor at the Corporation meeting. It was confirmed to Corporation that no adjustments to the final pre audit management accounts were required.

**Resolved That:**

- I. **The external audit findings report for the year ended 31 July 2014 be approved.**
- II. **The draft letter of representation (financial statements) be approved.**
- III. **The draft letter of representation (regularity) be approved.**
- IV. **The Auditors Opinions in respect of the Financial Statements Audit and Regularity Audit for 2013 / 2014 be approved.**
- V. **The Audited Annual Accounts, Members Report and Management Letter for the year ended 31 July 2014 be approved.**

VI. **That the original accounts be forwarded to the SFA prior to 31/1/2014.**

104.14

***Draft Annual Report of the Audit Committee to the Chief Executive Officer and Corporation for the Year Ended 31 July 2014.***

***Decision***

Corporation gave consideration to the above report of the Clerk which had been considered at the last meeting of the Audit & Governance Committee who commended it to the Corporation.

Internal Audit reports and the Financial Statements Management Letter had been considered, proposed recommendations monitored and areas of weakness addressed. During all these considerations account had been taken of the appropriate regulations and guidelines and Codes of Practice.

The Committee had found no evidence of impropriety.

Corporation noted that Audit Committee was of the view that it had operated effectively and fulfilled its obligations as identified in its Terms of Reference. It was also of the opinion that the College's audit arrangements, the internal control systems, value for money policy and procedures, financial controls, framework of governance, risk management and control were adequate, operating effectively and its processes secured economy, efficiency and effectiveness and could be relied upon.

The Clerk drew Corporations attention to the Audit Committee opinion above. The Chairman of Audit Committee signed the report which would be sent to the SFA.

**Resolved:**

**That the Annual Report of the Audit Committee to the Chief Executive Officer and Corporation for the Year Ended 31 July 2014 be approved.**

105.14

***Report of the Audit & Governance Committee of 4 November 2014.***

***Decision***

Corporation gave consideration to the report of the Chairman of the Audit & Governance Committee on the above meeting which contained three matters requiring a decision from the Corporation.

**105.14.1 Annual Risk Management Report for 2013 / 2014, detailed Risk Management Plan for 2013 / 2014 dated October 2014 and the updated Risk Management Policy and Procedure.**

The documents had been reviewed in the summer when the risk had been redefined via a scoring matrix change from 3 x 3 to 5 x 5 and a complete review of all risks had been undertaken to provide Board Assurance. Corporation noted there had been considerable consultation with Governors resulting in the revised approach to risk in the College.

Corporation noted Myerscough's strong financial position in the current climate where 43% of colleges had reported a deficit. Taking into account reduced funding, the agreed capital programmes and the economic and political landscape Corporation requested consideration be given to provide a training event where Governors could consider some of the risks and provide some additional focus in this area to all members. A training event was timetabled for 10 March 2015 where potentially this could be scheduled dependent upon any other priorities that came from the Governor Away Event in January 2015. Corporation expressed the desire to be recognised as an outstanding Board and saw being confident in holding the executive to account through appropriate challenge which also extended to scrutinising of internal audit recommendations and processes. The Clerk would give the matter consideration.

It was clarified that risk concerned with IT was incorporated with the various disaster recovery strategies in place. It also appeared separately on the full risk register.

**Resolved:**

- I. That the Annual Risk Management Report be approved**
- II. That the Full Risk Management Plan be approved**
- III. That the Risk Management Policy and Procedure be approved.**

**Co-option of Committee Member – Naveed Sharif**

Audit & Governance Committee had given consideration to the re-appointment of Naveed Sharif as a Co-opted Committee Member of Quality & Standards Committee, and recommended his reappointment.

**Corporation Resolved:**

**That Naveed Sharif be re-appointed as a co-opted Committee Member to the Quality & Standards Committee for a seventh one year term of office commencing 1 January 2015.**

**Other Matters for the Information of the Corporation**

### **Appointment of Chairman and Vice Chairman of the Committee for 2014 / 2015**

Audit & Governance Committee had re-appointed Jolyon Dodgson as Chairman of the Committee and appointed Gerry Corless as Vice Chairman, for the ensuing twelve months.

### **Financial Statements Auditors Report for the Year Ending 31 July 2014 and External Auditors Findings Report to the Audit and Finance Committees.**

This item was considered earlier in the meeting.

### **Annual Report of the Audit Committee to the Principal/Chief Executive and Corporation for the Year Ended 31 July 2014**

This item appeared earlier in the meeting.

### **Skills Funding Audit**

Audit & Governance Committee had given consideration to the two recent Funding Assurance reviews undertaken by the Skills Funding Agency (SFA) concerning the Education Funding Agency (EFA) delivery and the Skills Funding Agency delivery.

The basis of the reviews was to check on evidence of each learners, eligibility, existence and achievement. Members had noted that error rates were easily within acceptable parameters of below 5 percent. The EFA error rate was 0.53% against a £9.1m allocation and the SFA error rate was 1.01% against a £3.1m allocation. There was no implication to this year's funding allocation though potentially there could be minimal impact to the following years funding allocation with respect to SFA funding.

### **Internal Audit Progress Report and Summary Report Update**

Audit & Governance Committee had received and noted the above report which contained information for 2013 / 2014 detailing progress to date on all recommendations made. In total 34 recommendations were made of which 27 (79%) had been implemented and 7 (21%) were on-going and none were outstanding.

### **Data Returns Report**

Audit & Governance Committee had considered the report of the Deputy Principal, Finance and Funding on the above which had indicated

that all returns for 2013 / 2014 had been submitted on time. The first return for 2014 / 2015 had also been submitted on time.

### **Governor Skills Audit 2014**

Audit & Governance Committee had given consideration to the results of the Skills Audit 2014. The Skills Audit was a useful tool in identifying the overall make-up of the Board as well as to identify strengths and gaps in skills on the Board for recruitment purposes. Corporation was reminded that there would be a requirement to recruit two new Governors in summer 2015 and that the Skills Audit would form the basis of recruitment decisions. Governor Recruitment would be reviewed at the next Audit & Governance meeting in February 2015.

### **Governance Quality Improvement Plan 2014 / 2015 (QIP)**

Audit & Governance Committee had given consideration to the Governance QIP prepared by the Clerk who had referred to the Self-assessment responses in the process. Various items were underway and the upcoming training events and Away Event, January 2015 would be utilised to address matters as well as Management reports to relevant Committees.

### **Annual Review of Decision Making processes of the Corporation**

The following are the various processes that make up the overall decision making process:-

- Corporation Structure
- Scheme of Delegation
- Committee Constitution and Terms of Reference
  - Appeals Committee
  - Audit and Governance Committee
  - Finance and Resources Committee
  - Quality & Standards Committee
  - Remuneration Committee
- Standing Orders
- Code of Conduct
- Confidentiality Policy

An exercise to review the Corporation Structure had been undertaken in March and July 2014 which resulted in a review of all of the above documents apart from the Confidentiality Policy. These documents therefore, had not required further review.

Corporation gave consideration to the Confidentiality Policy and review of items later in the meeting. Corporation noted that Audit &

Governance Committee had expressed its satisfaction that following previous reviews of the above documents, apart from the Confidentiality Policy, they remained fit for purpose and required no further amendment.

**Resolved:**

- I. **That the above items for information be noted.**
- II. **That the decision making process of the Corporation be approved.**

**106.14**

**Decision**

***Equality and Diversity Report 2013 / 2014 and Action Plan 2014 / 2015***

An earlier draft of the Equality & Diversity Report had been considered by the Quality and Standards Committee. Members had been requested to forward feedback and comments to the Vice Principal in advance of this meeting.

Corporation gave consideration to the final draft of the E & D Report which had to be published on the College website by 31 January 2015 as a legal requirement. Corporation recognised this legal requirement and that this fed into the design and content of the document. The document contained a broad action plan and from this a detailed Action Plan had been produced for internal use. The Action Plan had a strategic focus and was embedded through all aspects of delivery. It had been discussed at the Equality Strategy Group and received input from other senior staff. It was confirmed that the Equality Strategy Group had new terms of reference which reflected its strengthened membership at leadership and management level. There had been excellent attendance at its meetings.

Corporation asked questions concerning the make-up of the College student body which it understood did not reflect the demographic profile of the area. Corporation also noted that their own profile was not reflective and would consider this in future recruitment. Equality & Diversity matters would receive further consideration at the Away Event in January 2015. Corporation were informed that following the College's achievement of 'Investors in Diversity Stage 1' the decision has been made to miss out the stage 2 process and move straight to the top accreditation, 'Leaders in Diversity' This accreditation shows that an organisation demonstrates excellence in equality, diversity and inclusion practice as well as improving internal leadership and providing support to become an ambassador in the field. The contract had been signed and the Board would receive updates on progress and actions.

**Resolved:**

- I. **That the Equality and Diversity Report 2013 / 2014 be approved**
- II. **That the Equality & Diversity Action Plan 2014 / 2015 be approved**

**107.14**

**Decision**

***Myerscough College Self-Assessment Report 2014***

Corporation gave consideration to the SAR which incorporated suggestions made at the SAR training session held on Tuesday 2 December.

Various suggestions had been incorporated into the document presented to the Board which included matters of document design for explanatory and monitoring purposes, and addition of Governance aspects in the leadership and management section

**Resolved:**

**That the Myerscough College Self-Assessment Report 2014 be approved**

**108.14**

**Consultation**

***Report of the Quality & Standards Committee of 11 November 2014***

The Chairman of the Quality & Standards Committee reported on items from the Report which had been circulated with the Corporation agenda.

**Appointment of Chairman and Vice Chairman** Corporation noted Marion Nuttall had been re-appointed as Chairman and Allan Foster as Vice Chairman for the ensuing twelve months.

**Performance Data 2013 / 2014**

Quality & Standards Committee had reviewed performance for 2013/2014 as follows:

Strategic Plan Progress - Report 2013 / 2014.

Year End Performance & Current Year Data:

FE

HE

Work-Place Learning

The overall outcome for 2013 / 2014 was that FE performance had achieved a success rate of 90% placing the College in the top ten per cent of colleges nationally.

Teaching and Learning performance was improving and targets were set to incorporate this trend. Targets for Maths and English and long level 3 courses would be challenging.

Age 19 plus ethnic learners (low numbers), achievement was significantly lower than their counterparts and overall 19 plus learners across all Centres needed greater support.

Recruitment targets had been achieved through the use of sub-contractors.

Changes to the Ofsted Inspection regime would mean that the College could be inspected as soon as Spring/Summer 2016.

In terms of HE performance the overall success rate was high with recruitment in line with last year. A number of post graduate programmes were currently being developed. The College had also been chosen as one of fifteen in the UK to participate in a project funded by HEFCE to develop a national framework for scholarly activity in college based higher education.

Corporation noted that following further QAA Reviews Myerscough remained top of the league table.

Work Place Learning final data for 2013 / 2014 was, overall success, 79% and timely success 67% both of which were above national average but fell short of College aspirations.

Quality and Standards Committee had acknowledged the good performance but was rigorous in its monitoring and discussions to satisfy itself of quality for all in teaching, learning and assessment and that the College was continuing on its journey to 'Outstanding'. Corporation were assured that where necessary, management strategies and actions were in place.

### **Teaching and Learning Report**

The report provided a summary of key developments, initiatives and impact for the start of the academic year in line with the College strategic aim to provide an outstanding teaching and learning experience.

The target for Grade 1 lesson observations continued to increase in line with College performance to reach 'Outstanding'.

### **Research Report**

Quality and Standards Committee had given consideration to the booklet, 'Myerscough Research, Research for Practical Applications' The publication served as a showcase, featuring key themes and projects to illustrate the College's specialist position to various stakeholders including students, institutions, funders and organisations the College collaborates with.

### **Equality, Diversity and Inclusion Annual Report 2013 / 2014**

Referred to earlier in the meeting

### **Continuing Professional Development Annual Report 2013 / 2014**

Quality & Standards Committee had given consideration to the above report which showed details and costs of training and provided judgments on its impact.

Members had sought assurance that allocation of expenditure and choice of training met the staffs CPD needs and received responses on how this was agreed.

In their discussions and from responses to questions Corporation noted 92% of lesson observations were graded at 1 or 2 (1 being the highest) Those who were not observed last year had been observed this year. There was mixed response to the peer observation programme with some staff showing reluctance and being unwilling for others to come into their lessons whilst others welcomed the initiative and reported benefit. Management wished to work carefully to remove any barrier to what was designed to be a non-judgemental (non scoring) support and developmental process.

### **Resolved:**

**That the Report of the Quality & Standards Committee of 11 November 2014 be received**

**109.14  
Decision**

***Report of the Finance & Resources Committee of 25 November 2014***  
Matter requiring confirmation by the Corporation

## **Financial Regulations – Interim Review**

### **Authority to incur liabilities.**

Remained fit for purpose no changes required.

**Low value payments and collections** – It was agreed the approval of some low value payments and direct debit collections be delegated to the College Accountant / Senior Finance Officer as below; Payment of Equine events judges expense claims <£100 by BACS

Collection of residential fees / gym and golf membership / livery fees / rent etc. by Direct Debit

In addition, providing the initial paperwork had been previously signed by the Deputy Principal - Finance and Funding, the College Accountant be able to process the following BACS payments providing any greater than £500 have been countersigned by the Principal, Vice or Deputy Principal: Computer / Cycle scheme invoices.

Weekly Bursary payments to students <£100 each (once annual amount has been authorised).

Quarterly payment to HMRC in respect of the Game Duty (providing the return has been signed as above).

### **Resolved:**

**The changes to the Financial Regulations as illustrated above be approved. 109.14.2Matters for Information**

**Financial Statements Auditors Report for the Year Ending 31 July 2014 and External Auditors Findings Report to the Audit and Finance Committees.**

Corporation considered this item earlier in the meeting.

**The Principals Strategic Plan Progress Report 2013/2014;**

**Financial Position Statement for Period Ended 31 October 2014;  
Investment Funds, Including Interest, for Period Ended 31 October 2014;**

**Capital and Revenue Cash Flow for Period Ended 31 October 2014;**

**Capital Expenditure Report for Period Ended 31 October 2014;**

## **Myerscough Ventures Report for Period Ended 31 October 2014.**

Finance & Resources Committee had received regular reports on the various aspects of the College finances for the period ended 31 October 2014. It was pleased to report that overall the finances of the College remained in a healthy state. The balance sheet was at £6.5m, a current ratio of 1:1.26 and cash days of 83.45.

Recruitment for 16 – 18 year old had been challenging but targets had been met with the use of sub-contractors. The challenge for the future was to convert applications received into enrolled students to reduce the level of subcontracting.

HE part time recruitment was slightly behind profile but additional recruitment was expected.

There had been a higher than expected recruitment of high needs learners resulting in more than twice the number anticipated. This was as a result of changes in the law and local authority policy aligned to the excellent facilities provided by the College. This was having an impact on funding and the Executive were actively seeking and receiving the funds that should accompany high need learners. The College had accordingly increased the bid for the numbers of high needs students for next year. In relation to the Capital Plan the profile for the next twelve months showed that the proposals were affordable within the identified timescale.

Income from Myerscough Ventures was on profile whilst the Farm was slightly ahead of profile.

The report also indicated that the capital plan projects were meeting targets.

## **Myerscough Student Union Annual Accounts for the Year Ended 31 July 2014**

The Committee had considered the above accounts and noted that the Association remained solvent.

## **Skills Funding Agency – Financial Health**

The Skills Funding Agency had confirmed the grade for the College's financial health for 2013 / 2014 as 'Outstanding' and 'Good' for the current budget year.

## **Myerscough Ltd / Myerscoll Ltd Appointment of Director**

Following the retirement of Governor Dick West the Committee had endorsed the appointment of Stephen Rigby as a Director of the dormant companies Myerscough Ltd and Myerscoll Ltd.

### **Human Resources**

The Committee had considered the above report which contained analysis of staff turnover, breakdown analysis of leavers, staff stability index, staff sickness statistics and the Staff Survey undertaken in the summer and benchmarked against 49 other colleges.

Level of sickness amongst some areas of the College remained a concern and senior management had raised the Sickness Absence Policy at the last Staff Forum with proposals to slow the rate of access to the policies full sickness leave entitlements for new starters.

Management had reported that they were exploring options for the outsourcing of the Preston campus cleaning services. Corporation gave consideration to this matter later in the meeting.

### **Health and Safety Report for the period ended 31 October 2014**

Members had given consideration to the Health and Safety Report for the period ended 31 October 2014 which included a summary of key strengths, areas for improvement, actions taken and the impact, and further actions planned and expected impact.

There was a reduction in accidents relating to Slips, Trips and Falls though this category remained the main cause of accidents or incidents at 30%. 86% of accidents or incidents were from the student population. 130 staff had taken advantage of the free flu injections.

### **Resolved:**

**That the above matters be noted.**

### **110.14**

#### ***Consultation***

#### ***Governor Involvement Proposal***

Corporation gave consideration to the report produced by the Vice Principal. The training session on 25 November had also focused on ways for Governors to engage with the wider college and increase their visibility. The morning session of the Away Event on Friday 16 January 2015 was being allotted to Teaching, Learning and Assessment, the role of Governors and would be led by external facilitator, Alastair Taylor.

The full programme for the Away Event would provide provision for Governors to discuss some of the emerging issues.

The topic had been raised at the Away Event in January 2014. The Vice Principal had looked at documented recommended good practice and guidance in the sector and listed various findings in her report. The report, which was linked to strategic aims, went on to suggest various ways Governors could come to know and understand the College better, to support them in effective governance in addition to the detailed data reports and executive summaries scrutinised by Quality & Standards Committee. The proposal was a mechanism to allow Governors to see this from the ground through various perspectives including employers, teachers and students.

Governors had differing opinions on the extent to which they wished to engage with the wider College. Corporation did note that the approach linked to current documentation they had been considering, eg, the Code of Governance. Corporation also noted that to progress the scheme protocols would need to be produced and managed carefully to maintain that separation between strategic and operational responsibilities.

Additional individual comments included:

An appreciation of some interesting engagement suggestions.

Allowing an open culture so the experiences be more than a tick box exercise.

The proposal had been shared with Debra Woodcock from the AoC whose opinion indicated it to be a well thought out document containing good practice.

There was a direct link to the proposed revisions in the Code of Governance which provides assurance on direction.

A desire to know the outputs and about the processes to get to them. Students are currently not aware of the governing body and the role it plays.

Careful management requiring much planning and ongoing management time to run such a scheme.

The Student President had been consulted on the proposals.

A vehicle to provide Governors with confidence when asking questions of Management and answering questions from externals e.g. ofsted inspectors.

The biggest contributions come from being better informed. Running parallel with this scheme individual Governors could benefit from occasionally sitting in on Committees other than those they have membership of. The Corporation needs to discuss strategy issues and not the day to day running of the organisation and must be wary of raising one area at the expense of another.

The matter would receive further consideration before any decisions were made.

**Resolved:**

**That the Governor Involvement Proposal be received and further consideration be undertaken at the Away Event in January 2014.**

**111.14**

***Decision***

***Governors Away Event - 16 January 2015 - Barton Grange Hotel***

Corporation received and agreed the programme for the above event which was discussed throughout the meeting. The Clerk would confirm arrangements with members.

**Resolved:**

**That the Programme for the 16 January 2015 Away Event be agreed.**

**112.14**

***Information***

***Staff Forum Minutes***

Corporation received the minutes of the Staff Forum held on Friday 14 November 2014 and noted these were now circulated to Corporation rather than Committee.

**Resolved:**

**That the Staff Forum Minutes be received.**

