

## MINUTES

*Corporation No 122*

Date: *29/09/2015 (Tuesday)*

Time: *18:00–20:00*

Venue: *Bowland Suite*

Committee: *Corporation*

Notes: *Refreshments will be available from 5.30pm.*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Clare Platt, Gerry Corless, Ian Higginbotham, Jean Yates, Jolyon Dodgson, Marion Nuttall, Megan Cook, Robert Robinson, Steve Rigby (Chairman) and Stuart Heys (Vice Chairman)*

Attending: *Alison Robinson and John Wherry*

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

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

Apologies: *Garry Payne, Ian Douglass and Rachel Lawson*

## **Public Minutes**

Item number:      Item description:  
(and category)

**70.15**                   ***Attendance of Co-opted members of Committees and 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 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.*

However, the Corporation does encourage Co-opted Governors to attend and take part in the discussion and debate.

**Resolved:**

**That Management attend the public and confidential agenda items.**

**71.15**                   ***Apologies for Absence***

**Record**

Apologies for Absence were received from Ian Douglass, Garry Payne and Allan Foster.

**72.15**                   ***Public Minutes of Previous Meeting***

**Decision**

The public minutes of meeting number 121 held on Tuesday 14 July 2015 (already circulated) were signed and approved as a correct record of the meeting.

**73.15**                   ***Declarations of Interest***

**Record**

Members of the Corporation did not make any declarations of interests in respect of items on the public agenda.

**74.15**

***Chair***

***Decision***

The Chair welcomed all to the meeting.

The student Governors were attending their first meeting and introductions were made. The Student President, Megan Cook would serve on the Quality & Standards Committee. Rachel Lawson had been appointed as second student governor but on reflection had decided against the role. Following due process the student body had then appointed Zoe Jones as Vice President and nominated her to be the second Student Governor on the Board. Zoe would join the Audit & Governance Committee. Both students were studying for honours degrees in Equine Science.

The Chair commented on a full agenda and deferred further comment to relevant parts of the meeting.

**Resolved:**

- i. **That the Chair's opening remarks be received.**
- ii. **That the appointment of Zoe Jones as Student Governor on Corporation and Audit & Governance Committee for the academic year 2015 / 2016 be endorsed.**

**75.15**

***Governor Involvement***

***Consultation***

Corporation gave consideration to a report of the visits by Governors to College events for 2014 - 2015.

A schedule of events for the coming year which Governors were invited to attend was attached to the agenda. In the main arrangements for attendance would be via the Deputy Clerk who will also keep a log and record of any governor feedback. The list would be updated throughout the year and regularly circulated.

Governors informed the Corporation of any involvement they had had with the College since the last meeting.

A member wished to feed back that the photography students exhibit at the Harris Gallery Preston was excellent though somewhat underplayed due to limited acknowledgement through signage. In the current academic year:

- Clare Platt, the Governor representative for Safeguarding had met with the Director of Student Support & Welfare. She informed members that LCC was currently being inspected by Ofsted and that due to attendance at Myerscough by looked

after children and high needs students Myerscough may be contacted as part of the remit. The previous year's case studies had been closed apart from one. Three cases had been opened this academic year. Training around the PREVENT (anti terrorism / radicalisation) agenda continued. There would be a half hour session on PREVENT for Governors prior to the December Corporation meeting.

- There had also been governor representative at the FE students induction both at the general welcome where the Principal and Deputy Principal addressed the students and at the student services induction which was described as 'very reassuring with good approachable and enthusiastic staff'.

The date for the Croxteth visit publicised on the schedule was being changed. Governors would be informed of new arrangements and transport would be provided.

**Resolved:**

**That the Governor Involvement Report and schedule of events for 2015 / 2016 be received.**

**76.15**

**Consultation**

***Association of Colleges - Communications***

Corporation gave consideration to the Association of Colleges communications.

**Association of Colleges Board Policy Update**

The document stated that a prominent promise from the recently elected Conservative Government was for 2 million new jobs in the next five years and 3 million apprentices and made comment on other key policy matters concerning colleges.

**Association Of Colleges North West Region news**The letter provided information on events in the region and support for Colleges and Governors on area reviews.

Corporation was informed that an event at Lancaster and Morecambe College on 27 November would incorporate staff and student induction sessions. The Clerk would have further details to pass to the staff and student governors.

**Resolved:**

**That the Association of Colleges Communications be noted.**

**77.15**  
**Decision**

***Report of the Finance and Resources Committee of 8 September 2015***

The Vice Chair of the Finance and Resources Committee reported on the meeting.

**Appointment of Chair & Vice Chair**

The Committee had agreed the appointment of Ian Douglass as Chair and Clare Platt as Vice Chair of the Committee for the coming academic year.

**The Principals Strategic Plan Progress Report 2014/2015**

**Strategic Plan Targets for 2015/2016**

**Financial Position Statement for Period Ended 31 July 2015**

**Investment Funds, including Interest for Period Ended 31 July 2015**

**Capital and Revenue Cash Flow for Period Ended 31 July 2015**

**Myerscough Ventures Report for Period Ended 31 July 2015**

**Capital Expenditure Report for Period Ended 31 July 2015**

Finance & Resources Committee had received the above final reports on the various aspects of the College finances for the year ended 31 July 2015 and were pleased to report that overall the finances of the College were in a healthy state.

The Key Performance targets for 2015/2016 were agreed.

**Going Concern**

Governors were satisfied that it was reasonable to prepare the College's financial statements on a going concern basis. A statement to this effect would be included in the financial statements.

**Signature Change**

Authority was agreed to remove Jennifer Eastham as a signatory from bank authorisations.

**Overseas Visits Annual Report for the Year Ended 31 July 2015**

Finance & Resources Committee were pleased at the extent of land-based and sports sector specific visits undertaken at a cost to the College of £9,143.

## **Lancashire County Pension Scheme**

The Lancashire County Pension Scheme had recently announced a partnership agreement with the London Pension Fund Authority. An explanatory note extracted from the County outlined the reasons for the partnership.

## **College Funding 2015/2016**

The Principal had reported a cut to the adult skills budget and the discretionary learner support fund for 2015/2016 of £22.5k which was much less than many other colleges. This had been reported to the Chair and Vice Chair of Finance & Resources Committee who had agreed that this did not require an amendment to the agreed budget or financial forecast.

## **Health and Safety Policy – Review**

The Deputy Principal Resources had presented a report on a review of the Health and Safety Policy headed by the Health & Safety Policy Statement. Corporation endorsed Finance & Resources Committee's approval of the document.

## **Annual Cycle of Business 2015/2016**

The Committee agreed their annual Cycle of Business for 2015/2016.

### **Resolved:**

**That the Finance & Resources Committee Report from 9 September be received.**

### **78.15 Decision**

#### ***Report of the Finance and Resources Committee 29 September 2015***

Finance & Resources Committee at its meeting on 29 September 2015 had considered the Self-Assessment of Compliance with the Regularity and Propriety Requirements document and the Regularity Framework Self-Assessment and endorsed the College responses.

The Report and Financial Statements for the year ended 31 July 2015 incorporating the pre audited accounts were presented and the Committee was pleased to note that the College had generated a surplus in the year of £937k after a profit on disposal of assets of £17k together with an allowance for FRS17 of £253k.

College income of £27.8m had increased marginally from £27.6m in 2013/2014.

Finance & Resources Committee had asked for some clarification on areas of the report, none of which impacted on the figures presented.

Corporation would be requested to note two issues which may require an alteration to the figures, these being an increase in rent for the Croxteth Centre and an adjustment concerning the timing of withdrawals from work-placed provision.

The final financial statements auditors report would be presented to the November Audit Committee and to the Finance & Resources Committee for recommendations prior to submission to the December Corporation meeting for final approval, signing and submission to the Skills Funding Agency.

Corporation wished to congratulate the management team on the overall report which continued to show that the College was in a sound financial position.

Following consideration Corporation

**Resolved:**

- i. **That the Draft Pre-audited Report and Financial Statements for the Year ended 31 July 2015 be approved subject to minor amendments to the text as recommended by Finance & Resources Committee and some potential amendment to the figures in relation to rent for facilities at Croxteth and a matter in relation to Work Placed Learning.**
- ii. **That the matters for information in the Finance & Resources Committee Report be received.**

**79.15**

**Decision**

***Annual Report of Human Resources for 2014 / 2015***

Corporation gave consideration to the Annual Report of Human Resources for 2014/2015. The report provided an annual summary of matters reported to the Committee throughout the year and included further information and statistics concerning the Human Resources over the year.

Corporation noted the strengths, targeted improvements and actions taken. Further actions planned included, analysis of staff survey results and roll out of action plans and improved reporting systems for line managers. Corporation expressed satisfaction with the report.

**Resolved:**

**That the Annual Human Resources Report 2014 / 15 be received.**

**80.15**

***Annual Report on Health and Safety for 2014 / 2015***

***Decision***

Corporation gave consideration to the Annual Report on Health and Safety for 2014 / 2015.

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.

Corporation noted that accident rates were in line with previous years as measured against College's own data in the absence of suitable benchmarking data. Members had noted press reports had indicated increases in accidents in sports related injuries. It was reported that this was not the case at Myerscough.

Corporation received assurance that good reporting systems and review procedures were actively in use reflective of the areas culture for continuous improvement.

Well-Being initiatives continued to develop with activities and services promoted throughout all Centres of the College.

**Resolved:**

**That the Annual Health and Safety Report be received.**

**81.15**

***Annual Report on Sustainability for 2014 / 2015***

***Decision***

Corporation gave consideration to the Annual Report on Sustainability.

Sustainability decision making involves an analysis of the economic, environmental and social consequences of actions taken before implementation. Myerscough College has become a more sustainable College by many individuals doing lots of small actions as well as by major capital investments. Sustainability is considered at strategic level in making decision about how the College operates.

The main impacts include the consumption of resources (particularly energy and water) and the production of wastes. Indirect impacts include fuel consumption from staff and students travelling to and from the campuses and the energy consumed in the manufacture and transport of products purchased.

A Carbon Management Plan was in place and fed into the Capital Plan with appropriate technologies embedded into new buildings built to BREAM excellence standards.

**Resolved:**

**That the Annual Sustainability Report be received.**

**82.15**

**Decision**

***Annual Report on Safeguarding and Policy Review for 2014 / 2015***

Corporation gave consideration to the Annual Report on Safeguarding for 2014 / 2015 and the Safeguarding Policy.

The Safeguarding / PREVENT Policy and associated documents, including Risk Assessments had been updated to include reference to the counter Terrorism and Security Act 2014 (Prevent Duty) and the statutory guidance 'Keeping Children Safe in Education March 2015'

Claire Platt, Governor linked to Safeguarding has regular meetings with the Director of Student Support and Welfare and along with other Governors has attended Safeguarding Training.

The College will continue to embed the Prevent Agenda and complete the mandatory training planned for all staff and students.

The College will ensure all managers complete Safer Recruitment Training.

The online safeguarding course for students was further developed in readiness for the new academic year.

An online mental health course has been undertaken by a number of key staff to improve understanding of mental health. This along with software to support tutorials in identifying those who have low confidence / self-esteem and / or who feel isolated should enable early intervention / support to be put in place.

The annual report also provided details of events, training and statistical analysis.

Corporation noted that the Director of Student Support & Welfare would ensure operations and responsibilities would also be compliant to the new Ofsted Framework.

**Resolved:**

- i. **That the Safeguarding / Learner Protection and Prevent Policy and Procedure be approved.**
- ii. **That the Annual Safeguarding Report 2014 / 2015 be received.**

**83.15**

***Annual Farm Report 2014 / 2015***

***Decision***

Corporation gave consideration to the Annual Farm Report for 2014 / 2015.

The Farm had been utilised as a teaching resource by a wide range of students. High quality research and student project work had been undertaken.

There was increased knowledge of innovative technology through attendance of conferences and visits to producers.

Plans were underway to implement the first phase of the Food, Farming and Innovation Technology Centre (FFIT Project) which would facilitate investment in technology on the farm relating to livestock and grassland and offer direct benefit to the student learning experience.

Myerscough enterprise performance was in line with industry benchmarks at a challenging time for dairy farming. Managers continued to implement cost control measures whilst maintaining a facility that provided direct benefit to learners.

Corporation noted a year of good performance for Agriculture and Countryside as a learning area and with the development of the FFIT Centre potential for external recognition and investment.

**Resolved:**

**That the Annual Farm Report 2014 / 2015 be received.**

**84.15**

***Student Destination Data Report***

***Consultation***

Corporation gave consideration to the Student Destination Report which included statistics on:

**Positive Outcomes** - the proportion of graduates who were available for employment and had secured employment or further study destinations of HE students finishing their course of study in 2014 with comparisons over a three year period.

**Graduate Prospects** - the proportion of graduates who were available for employment and had secured graduate level employment or graduate level further study.

At subject level positive outcomes were high for Agriculture & Countryside, Teacher Training and Sport and lower for Greenspace & Creative Studies, Equine and Veterinary Nursing & Farriery. The need for recognition of the role of a veterinary nurse as a graduate level position has been raised with the professional body, the RCVS.

At subject level graduate prospects were high for Teacher Training, Motorsports & Agriculture Machinery Engineering and Sport and lower for Veterinary Nursing & Farriery, Equine and Animal Studies. Employer events were planned for each subject area to promote employment opportunities. Student personal and employability skills would be monitored via the College's Employability Programme.

**Resolved:**

**That the HE Student Destination Report be received.**

**85.15**

***Consultation***

***Student Success Rates 2014 / 2015***

Corporation gave consideration to a presentation from the Vice Principal together with the reports on student success rates for Work Placed Learning, FE and HE success rates for 2014/2015.

Overall success rates for Higher Education had increased to 85% and exceeded the strategic target of 84%. Full-time HE continued to outperform part-time HE though both showed an upward trend. Overall success rates for 16-18 learners was 85% which was lower than the previous year but did include Maths and English data. The introduction of the new BTEC assessment regime which removed the availability for students to take extra re-assessments impacted on the results.

A full analysis of apprenticeship timely and overall success data was not available at this stage. Complete data would be available at period 15 of these roll-on roll-off programmes in November. Current predictions forecast lower success rates at Apprenticeship level, this was partly due to some delayed withdrawals. 16-18 year olds on Advanced Apprenticeship programmes were showing an increase in success rates.

The detailed reports provided analysis over a wide range of parameters to ensure Management were mindful of the achievement of different 'types' of learner and to make sure any achievement gaps were highlighted with action plans in place.

Corporation wished to thank the Vice Principal, who was attending a residential event in Warwick, for travelling to the meeting to present the item.

**Resolved:**

**That the Student Success Rates Report and Presentation for 2014 / 2015 be received.**

**86.15**

***Learner Voice 2014/2015***

***Consultation***

Corporation gave consideration to the FE Learner Voice end of year report for 2014/2015 and the HE National Student survey for 2014/2015.

**FE Learner Voice end of year report** -The report identified key outcomes from the main FE surveys and course representative meetings. Results from surveys are used to highlight good practice and identify areas where student satisfaction is lower than targeted and from this consultation, actions and or explanations are agreed and implemented.

**HE National Student survey for 2014/2015** - The overall satisfaction rate was 83%. Overall timeliness of feedback is targeted for improvement. The survey results highlighted other key strengths and specific areas for improvement which would be analysed and fed back to the areas.

**Resolved:**

**That the Learner Voice Report 2014 / 2015 be received.**

**87.15**

***Complaints - Annual Report***

***Consultation***

Corporation gave consideration to the Complaints Report for the academic year 2014 / 2015 which provided an analysis by subject and complainant and whether justified, part justified or not justified. According to the HEFCE guidance Higher Education complaints data was shared with the Corporation.

Of the sixty-one formal complaints received, 24% were justified, 38% were partly justified and 38% were not justified. Of these, six were escalated to the Appeals Stage.

**Resolved:**

**That the Complaints and Appeals Annual report 2014 / 2015 be received.**

**88.15**

***Annual Report on Continuing Professional Development for 2014 - 2015***

***Decision***

Corporation gave consideration to the Annual Report on Continuing Professional Development for 2014 / 2015 and the breakdown of the financial expenditure and the learning hours together with a leaflet outlining the type of training provided.

Analysis of effectiveness linked into key success indicators connected with teaching and learning. There would be further work to review the correlation between lesson observation actions, identified training

needs from performance reviews and continuing professional development programme sessions.

**Resolved:**

**That the Annual report on Continuing Professional Development 2014 / 2015 be received.**

**89.15**

***Decision***

***Governance Self-Assessment***

Corporation gave consideration to the report on the Governance self assessment survey, the actual survey returns and a draft Governance Self-Assessment Report which would feed into the overall College SAR and Governance Quality Improvement Plan for 2015 / 2016.

In the main comments and scores were positive and overall the indication was that Governance had not yet reached 'Outstanding' and the recommended grade should be 'Good'. The report highlighted areas where scores from some Governors indicated improvement was required.

Documented member comments were appreciated to aid with analysis but particularly where scores were at the highest level or lower than desired standards. The individual comments and scores that made up the overall grade were anonymised. The Self Assessment would receive further analysis at the Governor Away Event in January 2016.

The Clerk would present the Governance SAR in October at the Support SAR Validation Day.

**Resolved:**

- i. **That the Governance Self assessment be proposed as 'Good' subject to College validation.**
- ii. **That the Governance Self Assessment Report be received.**

**90.15**

***Decision***

***Whistleblowing Policy***

Good governance requires that the Whistleblowing Policy for the College be reviewed annually. Corporation gave consideration to the current version of the policy and agreed that it remained fit for purpose. The Clerk confirmed that the policy had not been called into use in the last academic year.

**Resolved:**

**That the Whistleblowing Policy and Procedure be approved.**

**91.15**

***Post 16-19 Education - Area Review***

***Consultation***

Corporation gave consideration to the Guidance for the Post 16 Education and Training Institutions Area Review.

The guidance contained a forward from Nick Boles MP, Minister for Skills in which he stated that the reviews were driven by the need to drive up productivity by developing a professional and technical education system which ensures all young people are on a high quality route to employment. The reviews would focus on general further education (FE) and sixth form colleges.

**Resolved:**

**That the Guidance for the Post 16 Education and Training Institutions Area Reviews be received.**

