

## MINUTES

*Corporation No 131*

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Date: *14/03/2017*  
*(Tuesday)*                      Time:                      *18:00–20:00*

Venue: *Rural Business*      Committee:                      *Corporation*  
*Centre*

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

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Clare Platt, Garry Payne, Gerry Corless, Ian Douglass, Jane Booker, Julie Hughes, Richard Furnival, Robert Robinson, Steve Rigby (Chairman) and Stuart Heys (Vice Chairman)*

Attending: *Alison Robinson (Vice Principal), John Wherry (Deputy Principal) and Paula Lister (Deputy Principal)*

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

Apologies: *Grace Power, Ian Higginbotham, Ishwer Tailor (Co-opted Member), Rebecca Fitzsimmons and Sarah Ellis*

## Public Minutes

Item number:  
(and category)

### **15.17 Attendance of Co-opted Governors 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, 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.*

**Resolved:**

**That Management attend the public and confidential parts of the meeting.**

### **16.17 Apologies for Absence Record**

Apologies for absence had been received from Ian Higginbotham, Sarah Ellis, Rebecca Fitzsimmons and Grace Power.

### **17.17 Declaration of Interest Record**

There were no declarations of interest received in respect of items on the public agenda.

### **18.17 Appointment of Chair and Vice Chair Decision**

At the last meeting Stephen Rigby announced that he would be retiring as a Governor on 31 March 2017, following an extension to his term of office and a request to remain in the position of Chair in order to maintain consistency throughout the Area Review process.

Subsequently nomination papers for the position of Chair and/or Vice Chair

were circulated to all eligible Governors on 31 January 2017 with a closing date of 3 March 2017.

In accordance with the Instrument and Articles and the Corporation Standing Orders the election of Chair/Vice Chair was by a show of hands where only one nomination was received. Should there be more than one nomination for either or both posts then the election would be by ballot.

The appointments would be effective from 1 April 2017 until 31 July 2018. The Clerk had received one nomination for the position of Chair of the Corporation, Stuart Heys the current Vice Chair. Two nominations had been received for the position of Vice Chair, Gerry Corless and Allan Foster. Members noted a close vote for position of Vice Chair.

Following due process it was

**Resolved:**

- 1. That Stuart Heys be elected as Chair of Corporation from 1 April 2017 to 31 July 2018.**
- 2. That Allan Foster be elected as Vice Chair of Corporation from 1 April 2017 to 31 July 2018.**

**19.17** *Chair's Opening Remarks*  
*Information*

The retiring Chair, Stephen Rigby addressed the Corporation at what was his last meeting after a twelve year period of service.

He drew members' attention to the recent endorsement of the College's strategies, success and quality through the Area Review process, Ofsted inspection (letter from the 2 day short inspection pending) and Leaders in Diversity Award.

It had been an interesting period in which Area Review confirmed Myerscough as a stand-alone specialist College. He urged members to recognise this as a major outcome which could lead to positive opportunities for the College and acknowledged the work of the Principal, Management and fellow Governors throughout the process.

The Chair reflected on the College environment and operation of the Board over the past twelve years noting changes in culture and focus as Governors considered the wider picture and different stakeholder perspectives. He made mention of the attention to staff wellbeing through the framework of pay and work and focus on the quality of teaching and learning.

He expressed confidence in the future for Myerscough College and wished the incoming Chair and Vice Chair well in their roles.

The Principal reciprocated appropriately thanking Stephen for his support to the College its students and staff and made comment on a good working relationship and the humour Steve brought to the role. Staff and fellow Governors endorsed the sentiment.

At the close of the public business Steve was presented with an engraved Corporate glass gift and a Myerscough rose with planter by the Chair elect.

**Resolved:**

1. **That the Chair's opening remarks be received.**
2. **That the retirement of the Chair Stephen Rigby be noted and thanks expressed for his service to the College.**

**20.17** *Correspondence*  
*Information*

**Association of Colleges AoC** - Members noted the contents of the letter received from Ian Ashman, AoC President. The President had focused on advocacy for Colleges, promoting wellbeing and good mental health, and the review of AoC.

**National Centre for Diversity** - The letter confirmed the successful achievement of 'Leaders in Diversity' which would remain valid for 24 months from March 2017. The letter stated, 'The Leaders in Diversity journey and the achievement of the standard gives a positive message to all the stakeholders, both internal and external and each person should be congratulated for their input to the success of the organisation'.

Members noted the value of diversity throughout the organisation and how it feeds through into teaching and learning and to success.

**Resolved:**

1. **That the AoC letter be received**
2. **That the achievement of Leaders in Diversity be noted**

**21.17** *Report of the Myerscough Students Union*  
*Information*

Corporation gave consideration to the MSU report. The report provided details of fundraising, social, wellbeing and sports activities. In addition MSU was confident their efforts to ensure the College would be successful in renewing its Fairtrade accreditation this month, March 2017 would be successful.

Student elections were currently taking place for the position of Student President and other positions. The Student President as part of the role would serve on the Corporation. A second Student Governor would also be elected. Members noted that for the last two years the post was no longer sabbatical with those elected to the Board being involved in active study.

Members commented on the value of student representation on the Board and strategies would be considered to engage the Student Governors with the role to provide a meaningful experience with good attendance at meetings.

**Resolved:**

**That the MSU Report be received.**

**22.17**  
*Decision*

***Governors Involvement Strategy***

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

Governors had attended the official opening of the Foundation Learning Centre by the High Sherriff of Lancashire and reported on a well organised, pleasurable and inspiring event at which the High Sherriff had awarded the College his Community Award.

Those who had attended the Ofsted meeting with inspectors reported they had felt confident and knowledgeable in the meeting. The Clerk had been present and commented on the good performance from those present. Contributions from all Governors was noted through their individual service which contributed to the collective decision making of the Board.

The Safeguarding Governor, Clare Platt had continued to meet with the Director of Student Support & Welfare where she was informed on the strategic approach and operational decisions. Members noted that Clare's term of office on the Board concluded at the end of the year and Audit & Governance Committee had identified that Jane Booker had relevant skills and background and was willing to take on the role. Clare would arrange a handover to Jane.

The teaching Staff Governor had been involved in a day's filming of teaching staff, students and classroom environments. The outcome would be part of a case study by the Department of Education and the Educational Training Foundation. This was looking at special educational needs and disabilities (SEND), how the leadership was embedded in the organisation to be really effective and would be shared nationally.

Governor attendance was also registered at the Higher Education course representatives meeting.

**Resolved:**

**1. That the Governor Engagement Report be received.**

**23.17**  
*Decision*

***Report of the Audit and Governance Committee 7 February 2017***

Corporation gave consideration to the Report of the Audit and Governance Committee presented by the Chair of the Committee

**Internal Audits** - The following had taken place:

- UK Visa and Immigration - Compliance Review - 1 low level recommendation made.
- Framework for Compliance with the Counter Terrorism and Security Act 2015, including the Prevent Duty - 2 low level recommendations made.

The reports provided assurance of operations in these areas and the level and amount of recommendations was below the Auditors benchmark in comparison to similar institutions.

**Internal Audit Progress and Summary Update** - There was good progress on implementing recommendations.

**Strategic Risk Management and Governance Risks** - Under the new approach to risk the Committee had given attention to both registers and recommended changes in some areas to provide clarity, inclusion and amend scoring.

**Subcontracting arrangements** - The report provided details of numbers enrolled, the funding value, success rates and the reasons for subcontracting the provision.

**Corporation Vacancies** - The Committee had noted the appointment of David Hall, Regional Director of the NFU, as a Governor of the College with effect for 1 April 2017 and following the retirement of the current Chair, Stephen Rigby.

Clare Platt who was the Safeguarding Governor would retire from the Board in December 2017. Audit & Governance Committee had identified that Jane Booker had the relevant skills for the role and recommended a hand over period be arranged with a view to her taking on the role after Clare's retirement.

**Corporation Quality Improvement Plan** - Members were satisfied with progress against actions.

**Away Event** - The event would be held in-house on 28 April 2017 with the programme being finalised by the Chair and Vice Chair of Corporation and Chair of Audit & Governance Committee. Members were invited to contact the Clerk with input.

Corporation endorsed Audit & Governance Committee recommendations.

**Resolved:**

1. **That the Audit & Governance Report of 7 February 2017 be received.**
2. **That Jane Booker be appointed as Safeguarding Governor from 1 January 2018.**

**24.17**  
*Decision*

***Report of the Finance and Resources Committee 21 February 2017***

Corporation gave consideration to the report of the Finance & Resources Committee.

**Matters requiring a decision:**

**Further Education Tuition Fees 2017 / 2018**

The Committee had considered the proposed increases in Further Education tuition fees and authorised the Chair and Vice Chair to recommend any amendments once the level of fees charged by competitor colleges was known.

Corporation noted that the benchmarking exercise had resulted in proposing that fees be set at a higher level for some extended diploma courses, details were included in the revised report which came with a recommendation for approval. Corporation endorsed the proposal.

**Senior Post Holders Grievance and Disciplinary Policies and Procedures**

The Committee had considered the above Policies and Procedures which had been reviewed and updated in line with normal practice.

Corporation endorsed the amendments to bring the policy in line with the Equality, Diversity and Inclusion agenda and also where necessary to match the similar staff policy.

## **Matters for information:**

**The Principals Strategic Plan Progress Report 2016 / 2017.**  
**Financial Position Statement for Period Ended 31 January 2017 including Investments.**  
**Capital and Revenue Cash Flow for Period Ended 31 January 2017.**  
**Capital Expenditure Report for Period Ended 31 January 2017.**  
**Myerscough Ventures Report for Period Ended 31 January 2017.**

The Committee received the regular reports on the various aspects of the College finances for the period ended 31 January 2017. Whilst the finances of the College remain in a healthy state the impact of the reduction of HE student numbers in the current year remained of serious concern. This was reported to the last Corporation meeting and Management continued to take action to mitigate the reduction in income.

Income from Myerscough Ventures was behind profile by some 9% due in the main to a reduction in HE numbers which led to less utilisation of residencies, catering and other Ventures activities.

Corporation noted the reduced HE numbers and a request for a review of income and margins which would be considered at the 'Away Event' in April 2017.

Corporation noted a surplus despite income being behind targeted levels.

## **Strategic Risk Register**

In line with the agreed policy review each Committee would now receive a report on risks associated with their area of operation. The Committee received the report but wished to have it consolidated into one report (each individual area was in a separate report) and in chronological order with the highest risks first.

## **College Funding Update**

Since the Finance & Resources Committee meeting the EFA contract value had been confirmed which amounted to an increased allocation of £1.2m. This included increases which would not affect the bottom line, namely, student financial support of £56k and an allocation of £153.5k which was a transfer from SFA funding which College would expect to reduce accordingly. Taking these into account Corporation was pleased to note a funding increase of £1m which reflected the increased numbers of 16-18 year olds from 2016 / 17.

The SFA had not yet released contract allocations for 2017/18.

### **Financial Regulations – Annual Review**

The amendments in the main were around the revision of accounting regulations, updated titles, alignment with the new car booking scheme and provision of alternative senior management signatures in the absence of designated individuals.

### **Policy on Subcontracting – Review**

In compliance with SFA funding the policy had been reviewed.

### **Student Union Constitution**

Amendments had been agreed to reflect the appointment of the Student Union Liaison Officer and the Student Union President no longer being a sabbatical position.

### **Human Resources for the Period Ending 31 January 2017**

#### **Health and Safety Report for the Period Ended 31 January 2017**

The Committee had scrutinised reports, received information and were assured of effective management in these areas.

### **Terms of Reference for the Finance and Resources Committee**

Following review the Committee was assured that the Terms of Reference matched the responsibilities of the Committee.

### **Next Meeting**

The next meeting of the Committee would be held on Tuesday 6 June 2017.

### **Resolved:**

- 1. That the Tuition Fees for 2017 / 2018 as detailed in the report be agreed**
- 2. That the revised Grievance and Disciplinary Policy and Procedure for Senior Post Holders be agreed.**
- 3. That the matters for information be received.**

**25.17**  
*Decision*

***Report of the Quality & Standards Committee 28 February 2017***

Corporation gave consideration to the report of the Quality & Standards Committee of 28 February 2017.

**Performance Data 2016/2017**

The Committee had reviewed performance for the current year as follows:

**Strategic Plan Progress Report 2016/2017.**

**Current Year Data:**

**FE**

**HE**

**Work Based Learning**

The Committee had considered the reports.

Key performance indicators for retention and attendance were meeting target. Overall and timely success for Apprentices showed an upward trend. Corporation noted some difficulties in recruiting staff to Sportsturf in the South East.

There was a move to teach to the City and Guilds qualification framework from Btec.

Recruitment for FE and work-based learning indicated upward trends.

HE recruitment was down which reflected national trends. Corporation noted this would be discussed at the 'Away Event' and was aware of the impact to income and actions to reduce costs.

Performance in maths and English remained a concern but Governors were encouraged by good results from November re-sit exams.

The College Research Strategy was being revised to incorporate wider scholarship activity and would be re-launched as the Research and Scholarship Strategy.

The recently introduced Teaching Excellence Framework indicated an initial rating of 'silver' for the College but should Veterinary Nursing (25% of HE provision) be regarded as graduate professionals a truer reflection of 'gold' may be obtained. The College continued to lobby for this recognition.

**Learner Voice**

Overall feedback was positive and results fed back to learning areas for action. The data was reviewed at the Curriculum Quality Group and the

Quality Monitoring Strategy Meeting and feeds into academic and support self-assessment reports.

### **Teaching and Learning and Assessment Report**

At the time of the report 81% of staff had been observed with 95% of lessons graded as 1 or 2. Corporation was informed that Ofsted had observed 47 lessons during the 2 day inspection and was pleased to note the high quality teaching in the College.

### **Equality, Diversity and Inclusion Action Plan**

Corporation was delighted to be updated that the College had been awarded the 'Leaders in Diversity' award. In addition the College had received three nominations for diversity awards, which recognised the contribution of two members of staff and the College as a whole.

### **Quality Improvement Plan 2016/2017**

Members were updated on progress against targets.

### **LANDEX Peer Review Report**

Corporation noted the value of benchmarking and external reviews.

### **Strategic Risk Register**

Quality & Standards Committee had considered risks relative its area of operation, members would feedback to the Vice Principal any post meeting comments on the risks identified.

### **Date of next Meeting**

Members noted the next meeting of the Committee would be held on Tuesday 4 July 2017.

### **Resolved:**

**That the report of the Quality & Standards Committee of 28 February 2017 be received.**

## **26.17** *Cultiva Annual General Meeting 2017* *Information*

The Cultiva Annual General Meeting 2017 was held at Sparsholt College, Hampshire on 15 February 2017. Myerscough College Governor, Gerry Corless had been appointed a Director of Cultiva and was in attendance together with the Principal.

Members received an overview of the history, current make-up and purpose of Cultiva and its relevance in the education sector as a national body.

**Resolved:**

**That the verbal report from the Cultiva Annual General Meeting 2017 be received.**

**27.17**      ***Governor Training - Away Event 2017***

*Decision*

It was confirmed that the Governor Training "Away Event" for 2017 would take place in the Bowland Suite on Friday 28 April 2017 between 9.30am and 4.00pm.

The Chair and Vice Chair of Corporation and Chair of Audit & Governance Committee along with the Principal and the Clerk would finalise the agenda based on matters discussed and identified by the collective.

**Resolved:**

**That the arrangements for the Governor Training Away Event 2017 be noted.**

**28.17**      ***Landex - Governor Appointment***

*Decision*

At the December meeting of the Corporation members were informed that Jeff Beer, Governor of Cornwall College and the Landex representative on the AoC Governors Council, wished to re-introduce meetings of Governors representing all Landex Colleges. These meetings had previously taken place once or twice a year.

Landex had reminded the College that the Board had not as yet nominated a Governor to this group.

There were no names put forward at the meeting with members preferring opportunity for the representation to be an available Governor rather than a named individual.

However as previously stated should a Governor wish to put their name forward, the contact was via the Clerk.

**Resolved:**

**That the position regarding a Landex Governor appointment be noted.**