|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MINUTES** | | | | | | |
|  | | | | | | |
| *Corporation No 166* | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Date: |  | *27/09/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
|  | | | | | | |
| Venue: |  | *Bowland Suite* |  | Committee: |  | *Corporation* |
|  | | | | | | |
|  | | | | | | |
| Present: |  | *Alison Robinson (Principal), Allison Jones, Barbara Godby, Debbie Clayton, Jane Booker (Vice Chair), Kathryn Townsley, Kevin Burke, Louise Bell, Matthew Chesterman, Rafik Adam, Robin Newton-Syms, Sue Collinge and Taylor Campbell* | | | | |
|  | | | | | | |
| Attending: |  | *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
|  | | | | | | |
| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
|  | | | | | | |
|  | | | | | | |
| Apologies: |  | *Allan Foster (Chair), Clare James, David Hall, Robert Wallace and Rosie Bryson (Co-opted Member)* | | | | |
|  | | | | | | |

|  |  |
| --- | --- |
| ***Public* Minutes** | |
|  | |
| Item number: | Item description: |
| (and category) |  |
|  | |
| **62.22** | ***Attendance of College Management Staff*** |
| ***Decision*** | **Standing Order 13 states that:**  As a matter of policy all meetings of the Corporation and its Committees will be held in private. The agendas, 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 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 for the public, confidential and strictly confidential agenda items.** |
|  | |
| **63.22** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Rosie Bryson, Taylor Campbell, Allan Foster, David Hall, Clare James and Rob Wallace. |
|  | |
| **64.22** | ***Governor Rafik Adam*** |
| ***Record*** | The Clerk reported that he and the Chair had been contacted by Rafik indicating that he was resigning with immediate effect. He was cutting back on external memberships to spend more time with his family.  The Board accepted his resignation and asked the Clerk to convey to Rafik their thanks for his past services and to wish him well in the future. |
|  | |
| **65.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 165 held on Tuesday 5 July 2022 and published on the extranet were agreed and signed as a true and correct record of the meeting. |
|  | |
| **66.22** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
|  | |
| **67.22** | ***Opening Remarks of the Chair*** |
| ***Decision*** | In the absence of the Chair there was no formal report. However, the Vice Chair commented that the various Graduation Ceremonies had gone well and that the Chair had to be complimented on his participation. |
|  | |
| **68.22** | ***Correspondence*** |
| ***Decision*** | The Corporation considered the following correspondence received since the last meeting:  Report produced by RSM Auditors on Maintaining up to Date  Information;  Letter from the FE Commissioner date July 2022;  Letter from the Executive Director, Education and  Children's Services, Lancashire County Council regarding  assistance given to Wennington Hall School.  **Resolved:**  **That the letters be noted and the Vice Principal and Deputy Principal, Finance and Corporate Services, be thanked for the assistance given to the Lancashire County Council.** |
|  | |
| **69.22** | ***Student Engagement Report*** |
| ***Decision*** | The Corporation considered a report on student engagement.  The report outlined the proposals for student engagement and enrichment in the coming academic year.  **Resolved:**  **That the report be received.** |
|  | |
| **70.22** | ***Governor Engagement Programme*** |
| ***Decision*** | Corporation considered the notification of the Governors Engagement Programme for 2022/2023.  Governors who wished to attend any of the activities on the list were advised to go through the Clerk. This would ensure that any attendance was added to the Governor CPD report.  **Resolved:**  **That the report be received.** |
|  | |
| **71.22** | ***Report of the Finance and Resources Committee of 13 September 2022*** |
| ***Decision*** | |  |  | | --- | --- | | The Corporation considered the report of the Finance and Resources Committee of 13 September 2022.  **MATTERS FOR THE INFORMATION OF THE CORPORATION**  **i)          Queen Elizabeth II**  At the start of the meeting the Chair expressed her sadness on hearing of the death of Queen Elizabeth II. Other members of the Committee also offered their condolences.  **ii)         Election of Chair and Vice-Chair of the Finance and**  **Resources Committee for 2022/2023**  The Committee reappointed Sue Collinge as Chair and Clare James as Vice-Chair for the coming year.  **iii)       The Principal's Strategic Plan Progress Report**  **2021/2022;**  **Financial Position Statement including Income and**  **Expenditure, Investment Funds and Interest, Capital and**  **Revenue Cash Flow, Ventures and Capital Expenditure for**  **Period Ended 31 July 2022.**  The Committee received all of the above regular reports on the various aspects of the College finances for the period ended 31 July 2022.  It was pleasing to note that the finances of the College remained in a healthy state with the balance sheet remaining strong.  The Committee considered the Strategic Plan Progress Report for the Finance and Resources Committee. The key performance indicators related to income, the Capital Plan, Human Resources Statistics and Financial Performance. The report was based on the new Strategic Goals of People and Sustainability.  Staff sickness and retention were better than target with the Riddor accident rate improving and below a target of less than 3%. The remaining targets under People related to student satisfaction and in general these expressed good/strong responses although completion rates for the staff survey were below target. Some of the NSS survey figures were below target.  Sustainability indicated that, apart from HE numbers, the financial indicators were on, close to, or above target whilst recruitment to FE was above target. However, subcontracting numbers were higher than budget. Apprenticeship numbers were below target but the related income was above target.  The Capital Plan was anticipated to be delivered within target.  The Finance Report was presented by the Director of Finance who indicated that it was a first draft and did not include the year-end adjustments and reconciliations, which would be represented in the final audited Financial Statements as at 31 July 2022.  However, the actual surplus of £1,736k was £1,611k ahead of the control budget and 1,349k ahead of the forecast. After FRS102 pension adjustments the College made a loss of £441k. Financial Health remained ‘outstanding’. Pay costs were 56.5% of income comparable to the control budget of 58.6%.  The accounts included the £400k retention bonus.  Overall College income was £35.540m against a control budget of £34.627m, and forecast of £34.552m. Cash balances at the period-end remained strong at £13.189m, with cash days at 136 days remaining very strong.  Commercial Services departmental accounts showed that the overall margin, excluding the farm, was £1,321k, £36k ahead of forecast of £1,285k. Including the farm, the margin was £1,021k against a forecast of £1,145k. The farm was currently reporting a loss of £300k against a control budget predicted loss of £140k.  The accounts continued to meet the FE Commissioner's financial benchmarks and it was confirmed that the College remained a Going Concern.  The approved capital expenditure for the year was £2m with £718k being brought forward from monies unspent in 2021/2022. An in-year allocation of £671k had been included for the Skills Accelerator project and this was offset by a matching capital grant from the ESFA. Spend to date was £2,154m with a forecast of £3,444m.  The Committee asked various question on the reports and sought clarification in some areas. They also welcomed the current financial position.  The Committee received the reports.  **iv)        External Audit Regularity Questionnaire**  The Committee considered the above questionnaire and the responses provided by the College. The document would be used as the basis for the Regularity Audit by the Independent Auditors. It was required to be signed by the Chair of Corporation and the Accounting Officer in advance of the reporting of the audit in compliance with the Post 16 Audit Code of Practice.  The Committee noted the responses to the questionnaire and authorised the Chair and Accounting Officer to sign the document.  **v)         Overseas Visits for the Year Ending 31 July 2022**  The Deputy Principal, Finance and Corporate Services, presented a report on a review of the Overseas Visits Policy. Only minor changes had been made to the policy.  An appendix to the report was a summary of overseas visits taken in 2021/2022. Only one trip took place in July 2022 when two members of staff travelled to Denmark to present their research papers. The total cost of the trip was £2,159. All other trips were cancelled due to Covid restrictions in place at the start of the year.  The Committee noted the report.  **vi)        College Value for Money Policy Review**  The Deputy Principal, Finance and Corporate Services, presented a report on a review of the College Value for Money Policy. The report included details of savings achieved during the last twelve months.  The part-time Procurement Officer had assisted in the achievement of the savings listed.  Governors referred to the current energy crisis and price increases and sought a level of assurance regarding the impact on College finances. The Deputy Principal, Resources, confirmed that the College used a broker to obtain the best available price for energy and that currently prices had been fixed until October 2023.  The Committee approved the report.  **vii)       Subcontracting (Including Supply Chain Fees and Charges)**  **Policy and Procedure – Review**  The Committee considered the report of the Vice Principal on a review of the Subcontracting (Including Supply Chain Fees and Charges) Policy and Procedure.  The aim of this policy was to ensure that all sub-contracted provision was managed effectively and efficiently whilst focusing on quality. The policy governed all sub-contracting within the College. Roles and responsibilities for the College and sub-contractors were clearly defined from the outset of the partnership and all sub-contractors were required to agree and sign both a Contract and Service Level Agreement   The Committee agreed the Policy  **viii)      Strategic Risk Register**  The Committee considered the Strategic Risk Report for September 2021/2022 as presented by the Deputy Principal, Finance and Corporate Services. Included in the report was a reference to the risk appetite statement, risk assessment framework and risk heat map.  The report identified the top five risks for the College.  Governors asked which particular areas of the College were finding difficulty in recruiting teaching staff and if this was impacting on course delivery. The Vice Principal confirmed engineering related posts were proving a problem currently, allied to staffing sickness, but that detailed actions were being taken to mitigate the issues.  The Committee noted the report.   |  | | --- | | **ix)        Review of the Health and Safety Policy**  The Committee considered the review of the College Health and Safety Policy. There were no significant amendments to the policy other than to update contacts and job titles, removing reference to Covid actions and to include the recently agreed Menstruation Policy. Otherwise it was judged to remain fit for purpose.  The Committee agreed the revised policy.  **ix)        Annual Cycle of Business 2022/2023** |   The Committee approved the annual cycle of business for the coming year.  **Resolved:**  **That the report be received.** | |
|  | |
| **72.22** | ***Risk Policy and Key Strategic Risks*** |
| ***Decision*** | The Corporation considered the overall Risk Policy developed by the Deputy Principal, Finance and Corporate Services. The policy outlined the approach to the risk appetite statement, the risk assessment framework and the use of the risk heat map.  The Corporation also considered the Strategic & Governance Risk Report for 2022/2023 which highlighted the five key risks.  **Resolved:**  **That the risk report be noted and the Risk Policy be agreed.** |
|  | |
| **73.22** | ***Governance Self-Assessment Report*** |
| ***Decision*** | The Clerk presented a report on the outcomes of the Governance Self-Assessment surveys for 2021/2022. The overall findings from the Governor surveys had proved very positive.  However there were concerns that meetings were too long and that if Governors had read the reports before the meeting there should be no need for lengthy introductions from Officers. It was felt that this issue could lead to a stifling of debate and challenge on some occasions.  Governors also wished to visit the College campus more often and also to gain a greater understanding of the work undertaken by the committees on which they did not serve. The Clerk indicated that proposals were in place to rectify these issues.  It was also noted that there was now a requirement to record both Governor and the Clerk's training records as part of the Governance report in the annual accounts. Training for Governors provided by the Education and Training Foundation was being reviewed.  The findings in the report would be used to inform the overall College SAR training for which was planned for the evening of 22 November 2022.  **Resolved:**  **That the report be received**. |
|  | |
| **74.22** | ***Annual Report of Health and Safety for 2021/2022*** |
| ***Decision*** | Corporation considered the Annual Report on Health and Safety for 2020/2021 presented by the Deputy Principal, Resources.  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.  **Resolved:**  **That the Health and Safety report for 2021/2022 be received.** |
|  | |
| **75.22** | ***Child Protection and Safeguarding Policy and Procedure Review*** |
| ***Decision*** | Corporation considered a report on a review of the Child Protection and Safeguarding Policy and Procedure. Any proposed changes had been highlighted for the information of the Corporation.  **Resolved:**  **That the review of the Child Protection and Safeguarding Policy be agreed.** |
|  | |
| **76.22** | ***Annual Farm Report 2021/2022*** |
| ***Decision*** | Corporation considered the Annual Farm Report for 2021/2022.  Members noted Key Strengths:  - Excellent use of the farm as a teaching resource by a wide range of  students;  - Utilisation of technology to drive performance;  - Restructure of the farm team to improve performance.  The Corporation noted that the farm had failed to reach its budget target although this still had to be confirmed once the final accounts had been processed. Governors sought views on the viability of the farm. The Deputy Principal outlined issues, particularly the weather, which had impacted on performance during the year and also proposals to improve performance in the coming year.  **Resolved:**  **That the Annual Farm Report be received.** |
|  | |
| **77.22** | ***Whistleblowing Policy and Procedure Review*** |
| ***Decision*** | The Clerk presented an updated Policy and Procedure in relation to Whistleblowing.  There were no main changes to the original documentation.  **Resolved:**  **That the Whistleblowing Policy and Procedure be agreed.** |
|  | |
| **78.22** | ***Human Resources Annual Report 2021/2022*** |
| ***Decision*** | |  | | --- | | Corporation considered the Human Resources Annual Report for 2021/2022.  The report provided an annual summary of matters reported to the Finance & Resources Committee during the year and included further information and statistics concerning Human Resources over the same period. |   Staff turnover had decreased from 16.9% with an average 77 active vacancies for 2021/2022.  The average working days lost to sickness was 6.05 and a 2.33% lost time percentage. Both were within national benchmarks.  Governors asked if it was possible for the Corporation to be provided with an age profile of the staffing structure to better understand current and future staffing requirements. Officers indicated that this would be prepared for a future meeting of the Corporation.  Corporation noted the strengths, targeted improvements and actions taken. Corporation expressed satisfaction with the report.  **Resolved:**  **That the Human Resources Annual Report for 2021/2022 be received.** |
|  | |
| **79.22** | ***Cyber Security Update September 2022*** |
| ***Decision*** | |  | | --- | | The Corporation considered the report of the Deputy Principal, Resources, on an update of measures taken to ensure the security of the College's IT network. |   Much of the current work of IT and MIS had been to update the underlying elements of the virtual estate to enhance the cyber security posture and to drive compliance.  **Resolved:**  **That the report be received.** |
|  | |
| **80.22** | ***Governor Training*** |
| ***Decision*** | The Corporation was asked to note that, following consultation, the next Governor training session would be held on Friday 21 October commencing at 2.00pm. Lunch would be provided from 1.30pm.  There would also be a session on the evening of 22 November 2022 to review the draft College Self-Assessment Report.Arrangements were also in hand to confirm the date of the Corporation Strategic Away Event in 2023.  **Resolved:**  **That the report be noted.** |
|  | |