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| **MINUTES** | | | | | | |
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| *Corporation No 168* | | | | | | |
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| Date: |  | *13/12/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Room T8* |  | Committee: |  | *Corporation* |
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| Notes: |  | *The meeting will be held in person and a voucher was circulated last week for you to obtain a meal prior to the meeting. The venue for the meeting will now be in room T8 in the teaching block opposite the entrance to the College Restaurant.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster (Chair), Barbara Godby, Clare James, David Hall, Debbie Clayton, Jane Booker (Vice Chair), Kathryn Townsley, Kevin Burke, Matthew Chesterman, Robert Wallace and Sue Collinge* | | | | |
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| Attending: |  | *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Guests: |  | *Rosie Bryson (Co-opted Member)* | | | | |
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| Apologies: |  | *Allison Jones, Louise Bell and Robin Newton-Syms* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **109.22** | ***Attendance of College Management Staff and External Auditor*** |
| ***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.  **Resolved:**  **That Management attend for the public and confidential agenda items.** |
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| **110.22** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Louise Bell, Rosie Bryson, Kevin Burke, Allison Jones and Robin Newton-Syms. |
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| **111.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 167 held on Tuesday 1 November 2022 and published on the extranet were agreed and signed as a true and correct record of the meeting. |
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| **112.22** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **113.22** | ***Opening Remarks of the Chair*** |
| ***Decision*** | The Chair informed the Corporation that he continued to join AoC webinars to ensure he was kept up to date on recent developments.  He had, together with the other three Chairs, met monthly with the Principal and together with the Principal had attended the Landex Annual Conference. At the latter event discussions with other Chairs confirmed that many colleges were facing the same financial concerns as Myerscough.  **Resolved:**  **That the report be noted.** |
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| **114.22** | ***SEND Link Governor*** |
| ***Decision*** | The Corporation were informed that current Government guidance, which may become mandatory, states that Colleges should appoint a link Govenor to oversee the SEND provision within the College.  Following consideration it was:  **Resolved:**  **That Kathryn Townsley be appointed to the role of SEND Link Governor.** |
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| **115.22** | ***ESFA Correspondence*** |
| ***Decision*** | |  | | --- | | The Corporation considered a letter from the ESFA indicating that the College's Financial Health Grade for 2021/2022 was Outstanding and that for the current year, 2022/2023, based on the agreed budget, would be Good. This had previously been circulated to the Finance and Resources Committee.  Also circulated with the letter was a financial dashboard compiled from the financial returns from Myerscough and other colleges and details for Governors on how to access the dashboard. |   **Resolved:**  **That the correspondence be noted.** |
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| **116.22** | ***Draft Annual Report of the Audit and Governance Committee to the Principal/Chief Executive and Corporation for 2021/2022*** |
| ***Decision*** | |  |  | | --- | --- | | The Corporation considered the Draft Annual Report of the Audit & Governance Committee to the Principal/Chief Executive and the Corporation for the year 2021/2022. Audit & Governance Committee had considered the report and noted that, apart from Audit matters, it also reflected Governance matters according to its Terms of Reference. In accordance with the Joint Audit Code of Practice, the Audit & Governance Committee was required to give assurance to the Board.  Members noted that the report stated:  ‘The Audit & Governance Committee is of the view that it has operated effectively and fulfilled its obligations as identified in its Terms of Reference.'  The report also included an 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 are adequate, operating effectively and its processes secure economy, efficiency and effectiveness and can be relied upon.’  The College was required to report any major issues that occurred after the end of the year in question and before the report was approved. None had occurred.   |  | | --- | | **Resolved:**  **That the draft Annual Report of the Audit & Governance Committee to   the Principal/Chief Executive and Corporation for the year ended 31 July 2022 be approved and that the Chair of the Audit and Governance Committee be authorised to sign the document and forwarded to the ESFA by 31 December 2022.** | | |
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| **117.22** | ***Financial Statements Auditors Report and Financial Statements for the Year Ended 31 July 2022 and the Audit Findings Report*** |
| ***Decision*** | The Audit & Governance and the Finance & Resources Committees had considered the Financial Statements Auditors Report and Financial Statements for the Year Ended 31 July 2022 and External Auditors Findings Report for the Year Ended 31 July 2022 and recommended them to the Corporation for approval.  The External Auditor, Charlotte Walsh, attended the meeting to present the report and respond to members questions.   |  | | --- | | The key points of the Audit Findings Report highlighted that:   * RSM had nothing to report in respect of additional audit, accounting and regularity issues identified during their audit and regularity work. * no unadjusted or adjusted misstatements in the financial statements. * gave a true and fair view of the state of the College’s affairs as at 31 July 2020. * had been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice. |  |  | | --- | | There was one unadjusted misstatement for £54,161, being the judgemental extrapolation of the error identified, but did not constitute a major issue. There were no other areas of significant concern to bring to the attention of the Corporation. |   The Corporation thanked Charlotte for her presentation and her work on the audit.  **Resolved:**  **1.  That the External Audit Findings report for the year ending 31**  **July 2021 be approved.**  **2.  That the Draft Letter of Representation (Financial Statements) be**  **approved.**  **3.  That the Draft Letter of Representation (Regularity Audit) be**  **approved.**  **4.  That the Auditors Opinions in respect of the Financial Statements**  **Audit and Regularity Audit for 2020/2021 be approved.**  **5.  That the Audited Annual Accounts with Members Report for the**  **year ended 31 July 2022 be approved.**  **6.  That the Chair of Corporation and the Principal be authorised to**  **sign the accounts as required.**  **7.  That the accounts be forwarded to the ESFA prior to 31**  **December 2022.** |
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| **118.22** | ***Myerscough College Self-Assessment Report 2021/2022*** |
| ***Decision*** | Corporation considered the overall College Self-Assessment Report for 2022.  Members had attended a workshop on Tuesday 22 November 2022 led by Sue Keenan, Director of Quality and Performance, to assess the draft College SAR.  Amendments to the document, following the workshop, were reported at the meeting.  As part of the process the SAR had been subject to internal and external validation. The overall judgement for the College was ''Grade 2'' across the main headline statements. The Quality Improvement Programme listed the main areas for improvement for the year 2022/2023.  **Resolved:**  **That the College Self-Assessment Report be approved and submitted to Ofsted.** |
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| **119.22** | ***Report on Myerscough Student Engagement*** |
| ***Decision*** | The Corporation considered a report on Student Engagement. The report detailed the results of recent surveys and also details of the various student forums.  Overall the results presented a positive situation and Officers confirmed that issues raised in the various forums were being progressed.  The HE Student Governor confirmed that Student Engagement had improved this year.  **Resolved:**  **That the report be noted.** |
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| **120.22** | ***Report of the Audit and Governance Committee of 8 November 2022*** |
| ***Decision*** | |  | | --- | | Corporation considered the Audit & Governance Committee report of 8 November 2022.  **Governor Appointments.**The Committee considered requests for reappointment from Governor Jane Booker to serve her third term of office (permitted for existing and former Chair or Vice Chairs) and from Governor Barbara Godby to serve her second term of office. Their current terms of office were due to end on 31 December 2022. The Committee recommended that Jane Booker be reappointed for her third term of office and that Barbara Godby be reappointed for her second term of office  **Risk Appetite and Full Risk Register 2021/2022.** The Committee considered the College's risk management framework which comprised the risk appetite statement, risk assessment and risk heat map.  The full risk register was a ‘live’ document and regular review, reassessment and reporting ensured that College management are ‘risk aware’ and that the process is fully embedded within the College.  Consideration of risk has enabled Corporation to provide adequate assurance that, along with the Internal Audit Annual Report, the College has a sound system of internal control.  The Committee recommended that the College Risk Appetite remained fit for purpose and commended it to Corporation for approval.  **Appointment of Chair and Vice Chair of the Committee for 2022/2023.**The Committee appointed Jane Booker, Chair of the Committee and Robin Newton-Syms, Vice-Chair for the ensuing twelve months.  **Financial Statements Auditors Report for the Year Ending 31 July 2022, Management Letter and External Auditors Findings Report.** Financial Statements Auditors Report for the Year Ending 31 July 2022, Management Letter and External Auditors Findings Report were presented to the Committee. The Committee considered the above documents, which also included the draft Findings Report for the year ended 31 July 2022 together with the draft Members Letter. The Financial Accounts for 2021/2022 were not available and would be considered by the Finance and Resources Committee later in the month.  Karen Musgrave attended the meeting and took the Committee through the reports. There was one unadjusted misstatement for £54,161, being the judgemental extrapolation of an error identified, but did not constitute a major issue.  The Committee also received a report from RSM, the College Auditors, on emerging issues as at Autumn 2022. Karen Musgrave responded to questions from Governors on behalf of RSM. Governors noted the report and felt that the document had provided useful information and requested that it be distributed to all Governors.  The Committee recommended the reports to Corporation for approval.  **Internal Audit Reports.** The Internal Auditor, Jane Butterfield, presented four reports on assurance reviews.  The first report was an Assurance Review of Commercial Activity. There was one routine recommendation asking for the aged debtor report to be amended to show the aged profile of invoices and analysis be streams. Officers were in contact with the software supplier to see if the system could be amended to meet this requirement.  The second report was the Assurance review of Cyber Security and contained one urgent and one routine recommendation.  The urgent recommendation was that encryption for laptops and other devices capable of storing data be implemented. It was proposed that this be rolled out in a controlled manner to save disruption to normal operations. Governors expressed concern regarding this timetable and Officers agreed to look into the situation further.  The routine recommendation related to a policy update to require a minimum password length of twelve characters. This would be implemented at the next password change.  The third Internal Audit Report was the Annual Report for 2021/2022, which showed that all audits required as part of the agreed Annual Plan had been completed within the contractually allocated days.  The fourth report was the Follow-Up Report, which detailed all previous outstanding recommendations and the progress made. Overall, 12 recommendations had been implemented with none remaining outstanding.  The Committee received the reports.  **Internal Audit Progress Report and Summary Report Update**. The Committee received and noted the above report, which contained information detailing progress to date on all recommendations made.  In 2020/2021 out of a total of 20 recommendations one remained outstanding and was currently in progress.  In 2021/2022 a total of 11 recommendations were made of which 6 (55%) had been implemented, 1 (9%) was no longer applicable, 3 (27%) were not yet due and 1 (9%) was an operational issue, with none outstanding.  The Committee received the report.  **Teachers’ Pension Report.** Audit & Governance Committee received the Teachers’ Pension Report. The Committee noted that RSM had provided an independent reasonable assurance report in connection with the Teachers’ Pensions Contributions for the year ended 31 March 2022 which had been submitted to the ESFA in accordance with their time frame.  The Committee noted the report.  **Data Returns Report.** The Committee considered the report of the Director of Finance on the above, which indicated that all returns for 2021/2022 & 2022/2023 had been submitted on time.  The Committee received the reports.  **Draft Annual Report of the Audit and Governance Committee to the Principal/Chief Executive and Corporation.** The Committee considered the Draft Annual Report of the Audit & Governance Committee to the Principal/Chief Executive and the Corporation for the year 2021/2022. Audit & Governance Committee noted that the report, apart from Audit matters, also reflected Governance matters relating to its Terms of Reference. In accordance with the Joint Audit Code of Practice the Audit & Governance Committee was required to give assurance to the Board that the College was operating efficiently and fulfilling its obligations.  Members noted that the report stated:  ‘The Audit & Governance Committee is of the view that it has operated effectively and fulfilled its obligations as identified in its Terms of Reference. It is 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 are adequate, operating effectively and its processes secure economy, efficiency and effectiveness and can be relied upon.’  The College was also required to report any major issues that occurred after the end of the year in question and before the report was approved but none were identified.  The report would be signed by the Chair of Audit & Governance Committee and commended to Corporation for approval and onward transmission to the funding body.  Members considered the Audit & Governance Committee Terms of Reference, attached as an appendix to the report, and agreed they remained fit for purpose.  The report was commended to Corporation for approval.  **Annual Review of Decision-Making Processes of the Corporation.** The Provider Financial Assurance (PFA) review of the effectiveness of financial management and governance at Myerscough, undertaken in January 2003, recommended that the Corporation carry out a full review of its decision-making processes annually. This requirement arises from the press release issued by Baroness Blackstone in April 1999, which stated that each college must review annually its decision-making process and such reviews must be recorded in the Corporation minutes.  The following are the various processes that make up the overall decision making process:-  1. Instrument and Articles of Government  2. Corporation Structure  3. Standing Orders  4. Code of Conduct  In accordance with the requirements of the Code of Good Governance the Terms of Reference of Committees would be reviewed by each Committee in the current cycle of meetings.  Audit & Governance Committee expressed its satisfaction that following previous reviews of the above documents they remained fit for purpose and required no further amendment.  **Governor Training.** The Clerk reminded the Committee that a SAR Workshop Event would take place on Tuesday 22 November 2022 commencing at 6.00pm.  The Governors Away Event had been confirmed for Friday 17 March 2023.  **Resolved:**  **1.  That the reappointment of Jane Booker and Barbara Godby be confirmed.**  **2.  That the full Risk Register be received. 3.  That the report be noted.** | |
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| **121.22** | ***Report of the Quality and Standards Committee of 15 November 2022*** |
| ***Decision*** | The Corporation considered the report of the Quality and Standards Committee of 15 November 2022.  **Appointment of Chair and Vice Chair**. The Committee resolved to appoint Allison Jones as Chair, Barbara Godby as Vice Chair for the ensuing academic year.  **Performance Data 2022/2023** Performance data for 2021/2022 was reported to Corporation held on 1 November 2022 and therefore the reports to the Committee on this occasion related to data for the current year. The Committee had reviewed performance data as follows:  Strategic Plan Progress Report 2022/2023                  In Year Performance Data 2022/2023                  FE                  HE                  Apprenticeship and Skills  The first report was now based on the revised Strategic Plan and related to the first strategic goal of Learning. Retention and learning across all FE, HE and Apprenticeships was strong and above target. The only area of concern was HE recruitment which was below target and therefore had financial implications.  Recruitment for FE was slightly behind target but subcontracting figures may enable targets to be met.  Apprenticeships and Skills was on target for this time of year. However, HE recruitment was behind target across all sectors bar postgraduate. This would impact income both directly and indirectly through services such as residential and catering. Retention and learning across HE and Apprenticeships were strong and above target.  FE retention figures were unavailable at this time. Overall, for FE, with authorised absences, attendance was 93% against a target of 95% but 1.7% higher than in 2021/2022. Presence in the classroom was also being monitored.  Maths and English remained a priority.  HE enrolment stood at 716 students and although this figure may increase slightly it was unlikely to achieve the financial target. Retention was 99.4% with attendance at 90.4%. Attendance in only one area, Animal Studies, was below 90.8%. The Strategic Plan target was 91%. There was considerable work being undertaken around recruitment to improve progression from FE courses.  The report also detailed the current situation on progress with UCLan with the course review submissions.  A separate report detailed outcomes from the National Students Survey previously reported to the Corporation. With participation of 66% and overall satisfaction of 78%, both showed a reduction on the previous year. The overall satisfaction category would be removed from future surveys.  A report updated the Committee on the current situation with regard to the registration requirement from the Office for Students, which included information on the Access and Participation Plan. The College met all the registration requirements at the present time. However, for element B3 Myerscough was below the threshold which could have an impact in the future.  For Apprenticeships and Skills enrolment remained positive with retention at 97.8%.  Employer voice surveys were positive with the learner voice results showing a similar response.  For teaching observations 93.2% met expected standards.  A new Accountability Framework had been introduced by the government in May 2022 and Myerscough was currently graded as 'Good', although Equine currently had a Notice to Improve.  In terms of finance for 2021/2022 the service had met the revised forecast of £3.1m.  Governors noted the strong performance of the apprenticeship provision which appeared to be out performing national trends.  The committee received the reports.  **Subcontracting Report 2021/2022 and 2022/2023** Quality and Standards Committee considered the Subcontracting Report for 2021/2022 and proposals for 2022/2023 presented by Helen Eaton, Assistant Principal, Liverpool and Partnerships.  The work carried out by subcontractors enabled the College to deliver education and training programmes to learners who would not otherwise be enrolled at Myerscough College, due to either geography or the specialist nature of the support they required. The College was very selective when working with subcontractors and rigorous due diligence and monitoring processes were followed.  Members were updated on existing arrangements and those coming to an end.  Retention and achievement amongst all subcontractors for last year remained strong.  Details of allocations for the current year were also detailed. These indicated a significant reduction in student numbers and the introduction of Traineeships. However, these figures may increase to meet ESFA allocations.  The Committee noted the report.  **Quality Performance and Standards Report** The Committee considered the Quality Performance and Standards Report which provided an overview of academic data and received responses to their questions. The SAR process identified some poorly performing provision in 2021/22, particularly in Animal, Equine and Horticulture.  English and Maths remained a key priority.  Poor performance had been analysed in each SAR and an overall summary will be presented in the College SAR Report together with a focused Quality Improvement Plan.  The report highlighted staff training that had been completed and also included the programme for the remainder of the year. Management changes with the service were also highlighted in the report.  Lesson observations, undertaken with a member of the Senior Leadership Team, had commenced with 18% now completed.  The report also referred to those actions taken to date or in progress and those planned for the future.  Circulated with the report was the final Quality Improvement Plan for 2021/2022 detailing performance against objectives.  The Committee received the report noting those areas which remained to be addressed in the coming year.  **FREDIE Annual Report 2021/2022**  The Committee considered the draft Annual Report on Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) for 2021/2022. The Director of Student Support and Welfare outlined the content.  Governors noted that the report reflected on the work that had been undertaken over the year to advance and promote FREDIE in the College and that the report would be published on the College website in January 2023.  The Committee expressed satisfaction with the report and was assured that the College discharged its duties according to the legal framework.  **Curriculum Risk Register** The Committee considered to the Curriculum Risk Register noting the key 'inherent risks' and actions taken to reduce them. Against the resulting 'residual risks'  assurance statements were provided.  Failure to recruit staff, particularly to academic posts and finance, together with cyber security remained the major factors throughout the risk register.  The Committee received the report.  **Terms of Reference for the Quality and Standards Committee** In line with all Committees the Quality and Standards Committee reviewed its terms of reference and concluded that they remained fit for purpose.  **Resolved:**  **That the report be received.** |
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| **122.22** | ***Report of the Finance and Resources Committee of 29 November 2022*** |
| ***Decision*** | The Corporation considered the report of the Finance and Resources Committee of 29 November 2022.  **Financial Statements Auditors Report and Financial Statements for the Year Ended 31 July 2022 and the Audit Findings Report**  The Committee considered the above documents, which included the draft Findings Report for the year ended 31 July 2022 together with the draft Auditors Report & Financial Accounts for the same year. Charlotte Walsh, of RSM External Auditors, was in attendance and presented the report.  The key points of the Audit Findings Report highlighted:   * RSM had nothing to report in respect of additional audit, accounting and regularity issues identified during their audit and regularity work. * no unadjusted or adjusted misstatements in the financial statements. * gave a true and fair view of the state of the College’s affairs as at 31 July 2020. * had been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.   The Audit Findings Report had been considered previously by the Audit and Governance Committee.  Also circulated with the papers was the Autumn Emerging Issues report from RSM which was to be circulated to all Governors.  The Committee thanked Charlotte for her presentation and work on the audit.  **The Committee recommended the reports to the Corporation.**  **The Principals Strategic Plan Progress Report 2022/2023;**  **Financial Position Statement for Period Ended 31 October 2022.**  The Committee received the above regular reports on the various aspects of College performance for the period ended 31 October 2022.  Staff sickness and the Riddor accident rate were all better than the agreed targets although retention was above target and greater that AoC average. The remaining targets under People related to student responses to ''feeling safe'' and these were slightly below target.  The Sustainability heading indicated that current surplus was behind target.  The remaining financial indicators were, in the main, on or close to target apart from HE income which was behind target and was a significant factor in terms of the overall finances. Recruitment to FE was below target.  The Capital Plan was anticipated to be delivered within target.  The financial surplus of £318k was £103k behind budget mainly due to HE numbers being below target. The actual financial loss for the period was £171k and £429k behind budget  Staff costs as a percentage of income was above the target of 58.8% at 62.1%.  At period end both cash balances of £14.411m and cash days of 162 remained very strong.  Current surplus and staff costs were below the FE Commissioners financial benchmarking targets although the forecast of the financial grade remained good.  Apprenticeships numbers and income remained positive.  The Farm was currently performing slightly better than budget.  As part of the finance report reference was made to the announcement, made on the morning of the meeting, by the ONS, that colleges would be transferred to the public sector.  Various documents relating to the decision had been forwarded to Governors and a report on the matter would be placed on the agenda for the Corporation meeting on 13 December 2022.  Following questions from Governors the Committee received the reports.  **ESFA Correspondence**  The Committee considered a letter from the ESFA indicating that the College's Financial Health Grade for 2021/2022 was ‘Outstanding’ and for the current year 2022/2023, based on the agreed budget, would be ‘Good’.  Also circulated with the letter was a financial dashboard compiled from the financial returns from Myerscough and other colleges and details for Governors on how to access the dashboard.  A Governor sought assurance that in view of the current economic climate and the reduction in HE numbers referred to in the finance report was a ‘Good’ outcome for the current year still achievable. The Deputy Principal, Finance and Corporate Services, advised the Committee that she believed a grade of ‘Good’ would still be achieved.  The Committee noted the report.  **Myerscough Student Union Annual Accounts for the Year Ended 31 July 2022**  The Committee considered the above accounts and noted that there was no contribution from the College this year. Overall the Student Union made a loss for the year £7,246.10.  Prior to the pandemic it had been agreed to spend all sums within the Student Union account on the wider student enrichment activities and 2021/2022 saw the final commitment of the funds. The Committee were recommended to agree to the closure of the student current and charity accounts. The current charity funds would be paid to the Lancashire MIND.  All future investment in student activity would be funded through the College budget. All fundraising activities will be paid into the designated fundraising account code and will be distributed to the named charities.  The Committee noted the report and agreed to the closure of the Student Union current and fundraising accounts.  **Tuition Fees 2022/2023**  The Committee considered a Review of the Policy on Tuition Fees. The Director of Finance reported that there had been minimal changes to the policy following the major review last year.  The Committee agreed the revised policy on Tuition Fees for 2023/2024.  **Insurance Report**  With the College having appointed a new insurance provider, FE Protect, with effect from the 1 August 2022, the Director of Finance provided a report informing the Committee of the level of cover for the various elements of the policy. The contract period was for 3 years commencing 1 August 2022, with a potential to extend for 1 plus 1 year (maximum 2 years), subject to satisfactory performance and mutual agreement.  The Committee noted the report.  **Statutory Risk Register**  Members gave consideration to the elements of the Risk Register applicable to Finance & Resources Committee.  Members noted the risks identified were firstly classed as ''Inherent Risks''. Actions taken to mitigate these risks resulted in the ''Residual Risk's'.  The report also included the review of the College Risk Appetite and a definition of scoring matrix. Failure to recruit staff, particularly academic and finance staff, and cybersecurity remained high risks.  The Committee received the report.  **Human Resources**  The Committee considered the above report which contained analysis of staff turnover, breakdown analysis of leavers, staff stability index and staff sickness statistics for the year up to October 2022.  The Committee noted that staff turnover, the percentage of workers who leave, was currently 18.1% for all staff, 15% for management staff, 16.9% for teaching staff and 20.3% for support staff. When compared with the same data period for the previous 12-month period (2020/2021), the turnover was 13.2% for all staff, 4.88% for management staff, 12.2% for teaching staff and 13.7% for support staff. The UK Colleges average was 14.8%, with the northwest colleges at 12.8%.  Overall staff sickness was 1.7% and was being closely monitored. This was below the target of less than 3%. Long term sickness of 5 employees was just below the target of 6. The average number of working days lost due to sickness per employee was 4.41.  The team had support 113 vacancies this quarter, an increase of 38 on the last quarter.  The report also included details of staff training, service availability, staff wellness provisions and changes to the Occupational Health provider.  The Committee received the report.  **Health and Safety Report**  Members gave consideration to the Health and Safety Report for the period ended 31 October 2022 which provided an analysis of accident statistics over the period, together with other Health and Safety issues including policy updates, staff training and related activities.  Overall, accidents had reduced by 27 compared to the same period last year and were close to pandemic levels. There was one RIDDOR reportable accident during the period, well below the target of less than 3%. However, the number of reported near misses had increased.  Analysis indicated that there was no identifiable trends and no areas for concern.  The Committee received the report.  **Terms of Reference of the Finance and Resources Committee**  In line with all Committees the Finance and Resources Committee reviewed its terms of reference and concluded that they remained fit for purpose.  **Resolved:**  **That the report be received.** |
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| **123.22** | ***Office for National Statistic Reclassification of Colleges*** |
| ***Decision*** | The Corporation received a report, based on briefing issues by Eversheds, of the decision ONS to reclassify colleges as part of the public sector.  Governors had previously been informed of the decision.  **Resolved:**  **That the report be received.** |
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| **124.22** | ***LANDEX AGM 7 December 2022*** |
| ***Decision*** | The Corporation was informed that the LANDEX AGM had been held on 7 December 2022 and attended by both the Principal and Chair.  Circulated was the Annual Report of the Chief Executive for 2021/2022 together with the draft accounts for the same period.  Both documents were confirmed at the AGM.  **Resolved:**  **That the reports be received.** |
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| **125.22** | ***Residential SAR 2021/2022*** |
| ***Decision*** | The Quality and Standards Committee had suggested that the Corporation view the residential SAR to understand the commitment to the provision of high quality residential accommodation.  The Residential SAR was submitted and presented by the Vice Principal.  **Resolved:**  **That the report be received.** |
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| **126.22** | ***Governor Away Event 17 March 2023*** |
| ***Decision*** | The Clerk reported that the Audit and Governance Committee at their meeting on 8 November 2022 had agreed the following programme for the Governors Away Event:   * Sustainability training for Governors/strategy/targets for carbon zero * ONS response/preparations * SWOT and Accountability Measure priorities for year ahead * AoC policy update   It would now seem more appropriate to replace the ONS response, pending further information, with a financial update.  **Resolved:**  **That the above programme for the Governors Away Event, as now amended, be agreed.** |
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