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| **MINUTES** |
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| *Corporation No 165* |
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| Date: |   | *05/07/2022 (Tuesday)* |   | Time: |   | *18:00–20:00* |
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| Venue: |   | *Bowland Suite* |   | Committee: |   | *Corporation* |
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| Notes: |   | *A voucher will be issued to enable Governors to obtain a meal from the College restaurant prior to the meeting.* |
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| Present: |   | *Alison Robinson (Principal), Allan Foster (Chair), Barbara Godby, Bert Medhurst, Bryony-Grace Clark, Clare James, Debbie Clayton, Jane Booker (Vice Chair), Kathryn Townsley, Kevin Burke, Rafik Adam, Robert Wallace, Robin Newton-Syms 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, David Hall and Louise Bell* |
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| ***Public* Minutes** |
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| Item number: | Item description: |
| (and category) |   |
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| **29.22** | ***Attendance of 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.**Resolved:****That Management attend for the public and confidential agenda items.** |
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| **30.22** | ***Apologies for Absence*** |
| ***Consultation*** | Apologies had been received from Louise Bell, Kevin Burke, Clare James, David Hall and Allison Jones. Student Governors Bryony Clark and Bert Medhurst were not in attendance.  |
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| **31.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 164 held on Tuesday 22 March 2022 and published on the extranet were agreed and signed as a true and correct record of the meeting. |
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| **32.22** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **33.22** | ***Written Resolution - Appointment of Governors*** |
| ***Decision*** | On 7 April 2022 a panel of Governors, together with the Principal and Clerk, interviewed two applicants for the position of Governor. The Corporation currently had just one vacancy on the Board. As there was no formal meeting of the Corporation until July the Chair had asked that the Clerk to seek approval for the undermentioned appointments from the Board by way of written resolution.Application forms from Katheryn Townsley and Rosie Bryson were circulated to Governors. The panel felt that both candidates would be assets to the Board and the College and therefore recommended that Katheryn Townsley be invited to fill the existing vacancy on the Board and that Rosie Bryson be co-opted on to the Board. Katheryn's expertise would best be suited to the Quality and Standards Committee and, at this stage, Rosie be co-opted onto the Finance and Resources Committee. The Chair had also indicated that to balance committee numbers he would move, if agreed, from the Quality & Standards Committee to the Finance & Resources Committee. To move the appointments forward before July a majority of current members was required to confirm both the appointments and any changes to the Committee memberships. The following Governors agreed the recommendations:Rafik Adam, Jane Booker, Kevin Burke, Debbie Clayton, Sue Collinge, Allan Foster, Claire James, Bert Medhurst, Robin Newton-Syms, Alison Robinson & Rob Wallace. The proposals were agreed unanimously. **Resolved:****That the appointments of Katheryn Townsley and Rosie Bryson together with the changes to Committee membership as outlined in the written resolution, be confirmed.** |
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| **34.22** | ***Opening Remarks of the Chair*** |
| ***Decision*** | The Chair opened by welcoming Kath Townsley to her first meeting of the Corporation. He went on to report that he had been kept informed of national developments by attending video conferences with the North West Principals and Chairs Group and also joining several meetings with the AoC. He continued to join committees to which he was not formerly appointed and found the HE Graduation Showcase event very informative as were the Witton and Croxteth Awards evenings.Monthly meetings with the Principal and the other three Chairs kept them all up to date with College developments.In conclusion he stated that he had attended, together with the Principalship, the Strategic Conversation meeting with DfE, ESFA and FE Commissioners Office, of which further details appear later on the agenda.**Resolved:****That the report be received.** |
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| **35.22** | ***Election of Chair and Vice Chair for 2022/2023*** |
| ***Decision*** | Members considered the appointment of Chair and Vice-Chair of Corporation for the 2022/2023.The current Chair and Vice-Chair were eligible for re-election.Following due process it was:**Resolved:****1. That Allan Foster be appointed Chair of the Corporation for the**  **period 1 September 2022 to 31 August 2023.****2. That Jane Booker be appointed Vice-Chair of the Corporation for**  **the period 1 September 2022 to 31 August 2023.** |
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| **36.22** | ***Annual Strategic Conversation*** |
| ***Decision*** | Governors considered a letter from the Department for Education dated 26 May 2022, which summarised the Annual Strategic Conversation meeting held on the 16 May 2022 with the senior management of the College and the Chair together with representatives from the DfE, the ESFA and the FE Commissioners Office.A further letter from the DfE was received on 1 July 2022, which summarised the main points from all the Strategic Conversations that had been held with colleges nationally.**Resolved:****That the correspondence be noted.** |
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| **37.22** | ***Chair Action - Skills Development Fund Phase 2*** |
| ***Decision*** | On 1 April 2022 the Government launched the Strategic Development Fund Phase 2.  The College was successful, together with the Lancashire Colleges Group, in securing £1.9m funding from the pilot fund in 2021.The Lancashire Colleges Group had again prepared a bid which the Myerscough element would be £200k capital and £154,464 revenue, together with a contribution from the College of £250,000.The closing date for the submission of bids was 13 May 2022. The Chair was therefore approached to confirm that he was happy for Myerscough to lead the bid and the element of the bid featuring Myerscough, to which he agreed, after consultation with the other three Chairs.A copy of a report by the Principal concerning the bid was attached.The Finance and Resources Committee at their meeting on Tuesday 28 June 2022 supported the decision to submit the bid.The result of the bid was still unknown.**Resolved:****That the action of the Chair in agreeing the submission of the bid be endorsed.** |
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| **38.22** | ***Skills Development Fund 2021/2022 - Audit*** |
| ***Decision*** | It was reported that RSM, the College External Auditors, had issued a contract letter for the Skills Development Fund 2021/2022 audit, which required Governor approval.The fees, included in the letter, were estimated as RSM were awaiting clarification on some audit points. Any fees will be claimed against the grant.**Resolved:****That the Chair be authorised to sign the contract for the audit.** |
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| **39.22** | ***Appointment of Student Governors 2022/2023*** |
| ***Decision*** | The Clerk, together with the Head of Teaching and Learning and the Student Liaison Officer, had recently interviewed two students for the roles of Student Governor for 2022/2023.Following the interviews the panel agreed to recommend the following to Corporation for appointment for 2022/2023:Taylor Campbell, FE Student, Level 3 BTEC National Foundation Diploma (540) Cricket Studies.Matthew Chesterman, HE Student, FdSc Horticulture and Applied Plant Science.Subject to the approval of Corporation, Taylor would serve on the Audit & Governance Committee and Matthew on the Quality & Standards Committee.**Resolved:****That Taylor Campbell and Matthew Chesterman be appointed Student Governors for 2022/2023 with Taylor appointed to the Audit & Governance Committee and Matthew to the Quality and Standards Committee.** |
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| **40.22** | ***Student Engagement Report.*** |
| ***Decision*** | The Corporation considered a report on student engagement.The report outlined that student feedback on all areas of engagement and enrichment was central to their development.The report detailed issues which had emerged from the various course representative meetings together with details of the various enrichment activities taking place.**Resolved:****That the report be received.** |
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| **41.22** | ***Governor Engagement Programme*** |
| ***Decision*** | Governors informed the Corporation of events they had attended since the last meeting.Sue Collinge had attended the Sustainability Strategy Group;Rod Wallace had attended the HE Graduate Showcase event;Jane Booker had attended the Principal's Address and staff summer social event.**Resolved:****That the report be received.** |
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| **42.22** | ***Report of the Audit and Governance Committee of 7 June 2022*** |
| ***Decision*** | The Corporation considered the report of the Audit and Governance Committee held on 7 June 2022.**Financial Statements Audit and Regularity Audit Annual Plan for the Year Ending 31 July 2022.**Consideration was given to the Audit Plan prepared by RSM, the College Financial Statements and Regularity Auditors, for audit work relating to the year ending 31 July 2022, which included their fee for 2022. Key areas of audit focus were income recognition, pension scheme liabilities, going concern and management override of controls. RSM would also provide an independent reasonable assurance report in connection with the Teachers' Pensions Contributions for the year ended 31 March 2022. A copy of the Plan was attached to the report. The Committee recommended the plan to Corporation for adoption.**Internal Audit Plan 2022/2023**The Committee considered a report from the Internal Audit representative on the proposed Internal Audit Plan for 2022/2023. The plan had been driven and agreed by management, based on the College’s risk profile and the view of priorities for coverage in the forthcoming year. The suggested Audit Plan assignments for 2022/2023 were: 1. Risk Management Framework2. Business Continuity Planning 3. Key Financial Controls - Budgetary Control 4. Human Resources 5. Learner Numbers 6. Full Cost Recovery and AEB Courses 7. Sub-Contracting Controls The Plan included a follow up allocation, which would be utilised to test the degree of implementation achieved in relation to actions agreed by management in the previous academic year, and which would serve to inform the adequacy of the College’s own action tracking process. The Committee retained the opportunity to amend the Plan during the year should the need arise.A copy of the Plan was attached to the report.The Committee recommended the Plan to Corporation.**Timetable of Meetings 2022/2023**The Committee recommended a timetable for meetings in 2022/2023, which reflected the format adopted for the current year. A copy of the Timetable was attached to the report.**Committee Membership 2022/2023**The Committee recommended a Committee membership for 2022/2023 based on the current format.A copy of the Committee Membership was attached to the report.**Other matters reported for information:RSM Emerging Issues report -** subsequently circulated to all Governors**Internal Audit Report** review of Subcontracting Controls**Internal Audit Progress Report** which indicated that no recommendations were outstanding for 2020/2021 and 2021/2022**Governor Recruitment Policy**required by a previous Internal Audit Report **Strategic Risk Register** - update on progress**Data Returns Monitoring Report** - no concerns were reported**Post 16 Audit Code of Practice 2021/2022** - requirements noted**Student Governor Appointments**- Appointments on Corporation agenda**Governance Quality Improvement Plan**- no concerns noted**Guidance on External Board Reviews**requirements noted**Committee Annual Cycle of Business** was received**Resolved:****1. That the Financial Statements/Regularity Audit Plan for the Year**  **Ending 31 July 2022 be approved.****2. That the Internal Audit Plan 2022/2023 be approved.****3. That the Timetable of Meetings for 2022/2023 be approved.****4. That the Membership of Committees for 2022/2023 be approved.****5. That the items for information be noted.** |
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| **43.22** | ***Report of the Quality and Standards Committee of 21 June 2022*** |
| ***Decision*** |

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| Corporation considered the report of the Quality and Standards Committee of 22 June 2021 as follows: |

a) Strategic Plan Progress Report 2021/2022b) In Year Performance Data 2021/2022: - FE - HE - Apprenticeship and SkillsRecruitment to FE was above target although this included subcontracting student numbers. Recruitment to Apprenticeships at this period indicated targets would be challenging. Overall, numbers on Higher Education programmes were below target. Standards of teaching on FE and HE were meeting and exceeding expectations with walkthrough observations now at 82.4% with more to come. Student responses to the induction survey averaged over 95%, although some responses were slightly below target particularly in digital learning. Whilst overall retention was above target at 97.5% attendance figures were below the target of 91% at 85.2%. In Further Education recruitment was above target although again this included subcontracting student numbers. Attendance, retention and punctuality, precursors of success, were strong with monitoring in all areas ensuring pockets of concern were identified and addressed. Overall attendance could be improved at 91.4%, against a College target of 95% (including authorised absences). Punctuality was excellent across all centres at 98.4%. English and Maths remained a challenge although additional support had been provided.Retention for all FE programmes (16 to 18 and 19 plus) was excellent at 97.7% against the College retention target of 95%. Retention for 14-16 year old students was 91%. Continued high retention would be a feature of performance. The HE In-Year performance paper reported high levels of HE student retention 97.5% against a target of 97% and attendance at 85.2% against a target of 90%. The key priority was to ensure continued high levels of retention for students across both full and part time courses for the remainder of the year.HE applications for September 2022 were below previous years and was indicative of the current climate of uncertainty that remains among students progressing into higher education. Emphasis remained on increasing recruitment. Whilst good progress had been made with the Fair Access and Participation Plan 2020/2021 areas for continued improvement had been highlighted. The Committee also considered a report on the continued requirements from the Office for Students. The report detailed current OfS consultations, their Strategy for 2022-2025 and Regularity requirements. Following consultation earlier in the year the OfS had now introduced further regularity requirements. It was confirmed that the College had and would continue to meet all the regularity requirements and deadlines.For Apprenticeship and Skills enrolment remained positive with currently 539 starts against a target of 509. Retention was 82.5% against a target of 78% and attendance at 97.8%.Employer voice remained strong with 86% satisfaction. There was now an increased requirement to produce a new performance dashboard.Apprenticeship current achievement standing at 75.3% against a target of 78%. Governors commented on the excellent progress 16-18 year old apprentices were achieving in English and Maths with Level 1, best case 100% English and 80% Maths and Level 2 learners taking L2 Functional skills best case 72.4% English and 72.7% Maths.Recent awards included:Shortlisted as national finalist: ‘Apprenticeship Provider of the Year’ AAC2022. Winner: ‘Agriculture, Environmental & Animal Care Apprenticeship provider of the Year’ AAC2022. Lancashire Apprenticeship Awards Winner – Intermediate Apprentice of the Year – Cameron Barker. Finance was ahead of the same point last year. The Committee, after questions, accepted all the reports.**ii) Quality and Standards Report**The Committee considered the report on Quality Performance and Standards. The report identified recent academic recruitment and training provision supported by the Education and Training Foundation. The College had a successful Pilot Ofsted Inspection from 15–18 March 2022 that unofficially confirmed that the College was still Grade 2 ‘Good’. Skills Inspectors spoke with nearly 60 employers/stakeholders/partners and concluded that ‘the college has a clear vision and strategy around land based, meeting regional needs across Lancashire and Cumbria and is a national specialist in many areas’.Overall, Inspectors concluded that the Quality of Education offered was ‘High quality curriculum with a direct line of sight to work’ and that 'Students feel well supported by teachers.'Regarding Governance, Inspectors concluded ‘Governors have an accurate understanding of the colleges strengths and weaknesses and the effectiveness of education and training. They have expertise in a wide range of areas and hold leaders and managers to account for the quality of the provision’ and that ‘Governors play a full and active role in college life.’ The Residential SCCIF inspection was highly successful and commented that students ‘recognise and value the way that the college has enabled them to follow their passions, exercise their independence and learn new skills to prepare them for their futures.'The full Residential Ofsted report appeared later on the agenda. The SAR process identified some poorly performing provision in 2020/21, particularly in Functional Skills. This department has been issued a Notice to Improve (NTI), which would be monitored by the Assistant Principal for FE and the Director of Quality & Performance.Lesson observations currently stood at 82.4% completion and with 96.2% of lessons meeting expected standards. The College was recently visited by representatives from the Department for Education, the Education and Training Foundation and a representative of the FE Commissioner's Office, following our success in recruiting new staff from industry through the Taking Teaching Further programme. The Committee noted the report.**iii) Quality Improvement Plan 2021/2022** The Committee considered progress on the Quality Improvement Plan 2021/2022. English and Maths remained high priorities. The Committee noted the report. **iv) Landex Peer Review 2022** A two-day Peer Review for 2021/22 took place at Myerscough College on 25 & 26 January 2022. A copy of the review report was circulated with the agenda. The tone of the review was supportive and concluded that the College membership of Landex should continue. The report did highlight areas for further development by the College. At the time the finding also helped preparations for the Pilot Ofsted Inspection. Governor welcomed the report. **v) Ofsted Inspection of Residential Provision**The Committee considered the Ofsted Report on Residential Provision from 28 February 2022 to 2 March 2022. The finding from the Inspection were: Overall experiences and progress of young people -      Good How well young people are helped and Protected   -     Outstanding The effectiveness of leaders and Managers            -     Good The report went on to the highlight their findings during the inspection. Governors welcomed the report and congratulated the officers on the findings particularly in relation to how well young people were helped and protected.**vii) Equality, Diversity and Inclusion (FREDIE) Action Plan** The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Action Plan for 2021/2022. The Plan detailed all activities and improvements for 2021/22. Positive progress had been made leaving the implementation of a 10-point action plan of the Black Further Education Leadership Group. The Committee noted the report. **viii) Safeguarding Update** The Committee considered an update report on Child Protection and Safeguarding and the Action Plan outstanding. The report highlighted the outstanding grading of Safeguarding in the recent Ofsted Residential Inspection and the positive comments on the subject from the Ofsted Pilot Inspection. There continued to be a significant increase in safeguarding concerns this year, over double for the same period last year. The College was seeing a year on year increase in alerts. The reasons and concerns were widespread with the majority concerning mental health issues. The structure of the safeguarding team had been reviewed to ensure the caseload was suitably managed. The report also covered safer recruitment, safeguarding audit, sexual harassment and sexual violence, campus security and online safety.Governors echoed the comments made at previous meetings, which expressed concerns at the large increase in the number of safeguarding alerts, the ability of staff to respond and the well-being of the staff concerned. The Committee received the report.**ix) Learner Voice** The Committee considered the report on Learner Voice with the student end of year survey ongoing: FE Choices Survey - the external survey issued by the DfE had been unavailable for completion this year due to Covid-19.National Student Survey (NSS) - survey completed by HE final year students. The survey covers all Universities and Colleges across the country. NSS Response rate 2021/22 = 67.01% (69.96% in 2020-21). The OfS will publish the NSS 2022 data on its website on Wednesday 6 July. Current completion figures for the End of Year Surveys: FE = (54% response rate) 14-16 = (58% response rate) Entry Level Foundation Learning = (97% response rate)NSS (HE National Student Survey) = (67% response rate) Results correct at time of writing (31.05.22). Previously reported to the Committee were the induction surveys which formed part of the Principal’s report earlier in the meeting. These results remained strong with 98% of FE, 98% of HE and 96% of Apprenticeships & Skills students indicating that they felt welcomed during their first week in College. Other results indicated that 98% of HE learners and 97% of FE learners said that they felt safe on campus as did the 14-16 age group whilst 100% of Foundation learners felt safe at College. The report included a full list of current survey results. The Committee noted the report. **x) Subcontracting Provision**The Committee considered the report of the Assistant Principal, Partnerships, on current subcontracting provision. Walk-throughs had been completed with subcontractor staff teaching Myerscough College learners; some good sessions were observed with only a few action points to support continuous improvement identified. Visiting the classroom (physically and virtually) has also provided the opportunity to discuss the learning programme with students and positive feedback has been received. Overall retention continues to be positive at 99.4% (an increase of 5.2%). This demonstrates that the support provided by the subcontractors in meeting the needs of a diverse group of learners from very challenging backgrounds was effective. The report included a summary of all subcontractors, student numbers and financial costs including the sums paid to subcontractors and those retained by the College. The Committee received the report. **xi) Curriculum Risk Register** The Committee considered the Curriculum Risk Register noting the key 'inherent risks' and the actions taken to reduce them. Assurance statements were provided against the resulting 'residual risks'. Whilst Covid was a reducing risk, cyber security remained a major factor throughout the risk register. The Vice Principal pointed out that two of the top five risks now related to the provision of the curriculum. The Committee received the report. **xii) Annual Cycle of Business 2022/2023** The Clerk submitted a draft Cycle of Business for 2022/2023. The Committee agreed the report.**Resolved:****That the report be received.** |
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| **44.22** | ***Report of the Finance & Resources Committee of 28 June 2022*** |
| ***Decision*** | **i)**    **The Principals 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 30 April 2022.** The Committee received all of the above regular reports on the various aspects of the College finances for the period ended 30 April 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.The targets under People included student satisfaction and in general these expressed good/strong responses. Digital Learning was the only area below target for student satisfaction. Responses to the staff survey were below the target of 55% at 47.1%. Staff CPD was below target at 43.6% but there were arrangement in place for further CPD opportunities in the coming days. The remaining financial indicators were on target apart from overall HE numbers and adult apprentices. Recruitment to FE was above target although with an increase in projected subcontracting students. The Capital Plan was anticipated to be delivered within target. The finance report was presented by the Deputy Principal, Finance and Corporate Services. The report included a statement of comprehensive income together with a detailed analysis. The statements showed the actual results for the period up to 30 April 2021, together with the outturn for 2020-2021, the budget for 2021-2022 (revised December 2021), which was approved by the Board in July 2021 together with the Forecast for 2022/23.The Balance Sheet as at the period end was also included, together with details of Cash Flow for the year to 30 April 2022 and forecast Cash Flow to July 2022. Overall College income was £25.883m against a budget of £26.146m. Surplus income of £1,552k was £93k behind budget. A reduction in income owing to limited commercial and student related activities (due to reduced footfall on campus) had been offset by cost savings. EBITDA to income of £3,125k was £147k behind budget but remained healthy. The actual payroll to income ratio was 56.2% against a forecast of 55.8% and original target of 57.6%. Cash balances at the period-end were £12.428m compared to a forecast of £11.063m. Cash days stood at 132 days. Ventures Departmental accounts shows the overall margin, excluding the farm, of £921k against a forecast of £910k, £11k ahead and a promising position given the challenging circumstances. Including the farm, the margin was £720k against a forecast of £813k, a variance of £53k. The overall margin excluding the farm result is 33% and 20% including the farm loss against a control budget forecast of 34% and 22% respectively.The report included the full details of capital expenditure. This was currently £1.75m against a revised budget of £2.904m, which included the additional funding of £695k from the ESFA.The comparison to the FE Commissioner's Financial Benchmarks remained positive. The Financial Health Forecast Grade continued to reflect Outstanding. Also considered with the financial report was a farm monitoring report.The Committee asked various question on the reports and sought clarification in some areas.The Committee received the report and also welcomed the current financial position.**ii) ESFA Financial Health Grade 2020/2021** The Committee considered a letter from the ESFA confirming the Financial Health Grade for 2020/2021 as Outstanding. Also attached with the letter was a copy of the ESFA Dashboard together with guidance on how to download and view it on a regular basis. The Committee welcomed the confirmation of a strong financial performance.**iii) FE Bursary Fund Policy, Procedure and Allocation 2022/2023** The Committee considered the review of the HE Bursary Fund Policy, Procedure and Allocations for 2022/2023. Only minor amendments had been made to the Policy and Procedure from the previous year. The Committee also considered two reports on the bursary fund awards for 2022/2023. The Committee noted that the Bursary Fund Policy and Procedure remained fit for purpose and agreed the proposed allocations for 2022/2023. **iv) ONS Review of College Status** The Deputy Principal, Finance and Corporate Services presented a report that informed the Committee that in May 2022 the Office for National Statistics (ONS) published its updated work plan. A new addition to be completed in quarter 3 July to September 2022 was a review of the sector classification of FE Colleges, as follows:‘From 1 April 2012, Further Education Colleges (FECs), Sixth Form College Corporations (SFCCs), and institutions designated as being in the FE sector (Designated Institutions), in England, have been classified to the non-profit institutions serving households (NPISH) sector (S.15) in the UK National Accounts. This followed the introduction of the Education Act 2011, which resulted in these colleges being reclassified from the central government subsector (S.1311).'Following the Skills for Jobs White Paper published in January 2021, and subsequent legislative changes with the aim of improving the skills and post-16 education sector in England, ONS will carry out a review of the sector classification of FECs, SFCCs, and Designated Institutions in England in the context of the latest international guidance. As part of this process ONS will consider the content of the Post-16 Education Act 2022 alongside other relevant Acts, such as the Education Act 2011 and the Further and Higher Education Act 1992. The Committee noted the report.**v) Strategic Risk Register** The Committee considered the Strategic Risk Report for 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 now identified the top five risks for the College. The Committee noted the report. **vi) Human Resources for the Period Ending 30 April 2022** The Committee considered the Human Resources Report which contained an analysis of staff turnover, breakdown analysis of leavers, a staff stability index and staff sickness statistics for the year up to 30 April 2022.The Committee noted that staff turnover had increased to pre pandemic levels, currently at 14.74% (12.3% in 2021) and in line with national benchmarks. The average number of working days lost due to sickness at the College was 4.64 days and lost time percentage was 1.78%. During the same period last year, the average number of working days lost due to sickness at the College was 4.09 and the lost time percentage was 1.57%.Currently long term sickness stands at 7 employees, compared to 6 at the same time last year. There had been 76 additional vacancies this quarter.For the College the Stability Index remained within a healthy range. The stability figure for this quarter was 75%, compared with 76% in the previous quarter. The general benchmark figure for stability was 75-85%. The Committee received the report.**vii) Health and Safety Report for the Period Ended 30 April 2022** Members considered the Health and Safety Report for the period ended 30 April 2022 which provided an analysis of accident statistics over the period together with other Health and Safety activities including policy updates, staff training, free health checks, auditing and inspections.Analysis indicated a rise in the number of accidents reported during the last quarter.However, of the current accidents reported:29  (24%) were taken to hospital57  (47.5%) received first aid treatment34  (28.5%) needed no treatment76% of accidents were either treated on site or required no treatment.There were no RIDDOR reportable accidents during the period and there were no identified trends from the current locations of the accidents.The report included details of recent audits, training and drills. The Committee received the report.Governors on the Corporation sought clarification on the possible impact of the ONS Review. The Deputy Principal, Finance and Corporate Services, responded to the questions.**Resolved:****That the report be received.** |
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| **45.22** | ***External Board Review - Guidance*** |
| ***Decision*** | The Corporation considered the recently published Guidance on External Governance Reviews which required the College to commission:  an external Governance review every three years;  have an annual governance self-assessment; and    share the results and associated actions with the department on request. The Clerk reported that an External Governance Review must be undertaken no later than July 2024. The College already met the requirement for an annual self-assessment but he would review its operation prior to undertaking this year's exercise.**Resolved:****That the report be noted.** |
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| **46.22** | ***Key Strategic Risks*** |
| ***Decision*** |

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| The Corporation considered the Strategic & Governance Risk Report for 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 Deputy Principal had reviewed the Register and re-ordered it to match the Strategic Goals of the College.The top five risks now included two relating to the curriculum. Whilst the Covid risk had reduced, cyber security remained a major risk.**Resolved:****That the report be received.** |
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| **47.22** | ***Independence of the Clerk*** |
| ***Decision*** | The Clerk to the Corporation must provide independent unbiased and impartial advice to the Corporation at all times and must be able to demonstrate his/her independence.Adherence to the policy ‘Independence of the Clerk’ had enabled the Clerk to demonstrate his independence. Corporation Members agreed the current policy remained fit for purpose.**Resolved:****That the Independence of the Clerk Policy be agreed.** |
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| **48.22** | ***Annual Cycle of Business 2022/2023*** |
| ***Decision*** | The Corporation considered a report on the Annual Cycle of Business for 2022/2023.**Resolved:****That the Annual Cycle of Business for 2022/2023 be agreed.** |
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