

MINUTES

Corporation No 118

Date: *17/03/2015 (Tuesday)*

Time: *18:00–19:00*

Venue: *Bowland Suite*

Committee: *Corporation*

Notes: *Refreshments will be available from 5.30pm*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Clare Platt, Garry Payne, Gerry Corless, Ian Higginbotham, James Hodgkinson, Jean Yates, Jessica Moore, Jolyon Dodgson, Marion Nuttall, Robert Robinson, Steve Rigby (Chairman), Stuart Heys (Vice Chairman) and Tony Hindle*

Attending: *Alison Robinson (Vice Principal), Jennifer Eastham (Deputy Principal) and John Wherry (Deputy Principal)*

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

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

Apologies: *Ian Douglass*

Public Minutes

Item number: Item description:
(and category)

04.15 **Attendance of Co-opted Members of Committees and Members of Management**

Decision

Standing Order 16 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 29.

(b) The Corporation however, may exclude members of staff from attending any business that it deems necessary.

(c) Attendance by any other person shall be at the discretion of the Corporation following advice from the Principal or the Clerk.

However, the Corporation actively encourages Co-opted Governors to attend noting that they do not have voting rights. On this occasion there were no co-opted members attending the meeting

Resolved:

That members of the senior management team be invited to attend the meeting.

05.15 **Apologies for Absence**

Record

Apologies for absence had been received from Ian Douglass and Stuart Heys. Jessica Moore was not in attendance.

06.15 **Public Minutes of Previous Meeting**

Decision

The public minutes of meeting number 116 held on Tuesday 16 December 2014 were signed and agreed as a true record of the meeting.

07.15 **Declarations of Interest**

Record

There were no declarations of interest.

08.15 **Chairman's Opening Remarks**

Information

The matters the Chairman wished to bring to the attention of members were embedded in the agenda items.

09.15

Information

Report of the Myerscough Students Union (MSU)

The report contained details of the successful social nights and sports activities. The MSU was currently looking at ideas for fundraising events and would use Rag Week as a platform to promote.

Four members of Corporation, (five including the Student President, who was part of the organising team) had attended the Golden Rose Awards for Higher Education teaching and support staff. The event was arranged by the MSU in partnership with UCLAN Student Union with awards being presented by Myerscough and UCLAN Student Presidents. Those members attending commented on a positive and enjoyable event which provided opportunity to meet the nominated and actual award winners which included a Myerscough College Volunteer. There was positive comment from UCLAN declaring Myerscough to be the most engaged Partner College in terms of Student Union activities.

Corporation welcomed the report that gave opportunity for Members to consider aspects from the student perspective. They acknowledged the positive contribution of the Student President.

Resolved:

That the report of the Myerscough Student Union be received.

10.15

Information

Association of Colleges and Department of Business Innovation & Skills Communications

North West Association of Colleges Newsletter

Corporation gave consideration to the letter from the Regional Director of the Association of Colleges.

Some key issues were noted as, challenge of funding, English and Maths GCSEs, and Ofsted requirements. In addition there were increasing concerns from a significant number of Colleges around mental health issues amongst the student population and the support service required. The Mental Health Network was offering a new training programme. (under NIACE)

Colleges continue to work with the Local Education Partnerships (LEP). The Skills Funding Agency (SFA) had produced guidance on the role of the LEP in Skills budgets.

The letter also contained details of forthcoming events. Members were asked to contact the Clerk if interested in attending relevant events.

The Association of College's Board Paper Policy Update December 2014 to March 2015

The paper summarised the main policy issues for the AoC and colleges between the last Board meeting in December and 3 March.

The Department of Business Innovation and Skills letter to all Chairs and Principals of FE Colleges from Nick Bowles, Minister of Skills and Equalities.

The communication relayed expression of thanks for implementation of the FE reforms over the last five years. The Minister had wished to pass on this latest communication before the dissolution of parliament.

Resolved:

That the Association of Colleges and Department of Business Innovation & skills Communications be received.

11.15

An Assessment of the Impact of Governance Reform in FE Colleges – A Review of Expectations.

Information

Corporation gave consideration to the document.

The review gave a snapshot of the extent to which the importance of strong governance was acknowledged and embedded within Colleges and how freedoms and flexibilities had helped Colleges operate as autonomous organisations, responsive to local needs. It set out the impact to date of the changing status of governance, and what more Colleges, BIS and partners might do to strengthen governance in FE.

There were 6 themes which had emerged:

1. Enhanced expectations of Governors
2. The changing pattern of governing body membership
3. Utilising freedoms and flexibilities to advance strategy
4. Responding to employers and meeting wider workforce needs
5. Closer engagement with and accountability to employers, communities and students
6. The pace and progress of governor development

Members cited the reduction in size of their own Board and made comment on positive performance from the Board in relation to theme 6, 'The pace and progress of governor development.' The theme referred to a number of critical areas of skills and expertise to help Governors in their roles and enable them to provide support and challenge to College managers:

- Managing educational change and innovation successfully in an age of austerity
- Deepening understanding of the use of technology and its application to outstanding teaching and learning
- Keeping pace with best practice in the legislative responsibilities of Colleges (for example PREVENT)
- Best practice in setting and interpreting progress against KPIs
- The implications of devolution and localism on the work of colleges, skills priorities and funding
- Embedding equality and diversity more fundamentally within core values, public value statements, and college strategy.

Resolved:

That the document, 'An Assessment of the Impact of Governance Reform in FE Colleges – A Review of Expectations' be received.

12.15

Information

Governor Involvement

Governors reported on recent events they had attended:

Teaching and Learning Conference – An informative event with a choice of workshops to attend including the virtual learning environment, 'One File for workplace learning staff' and the embedding of English and Maths into the curriculum.

FE Course Reps Meeting – There had been a wide range of general subjects with no specific reference to teaching.

HE Course Reps Meeting - There had been unusually low numbers at this meeting which was described as 'good natured'.

Lambing Weekend – Described as an 'Outstanding' event. There had been 4.500 visitors over the two days with many positive comments received.

Golden Roses Awards – reported earlier in the meeting, *minute 9.15 refers*.

Safeguarding - The Safeguarding Governor Representative reported on her meetings with the Director of Student Support & Welfare. She reported on informative meetings and commented on the number of case studies and expectations from partner agencies around special educational needs leading to extra demands to the Department. The Vice Principal also commented on national issues of mental health in the sector which had filtered through to news reports. The Deputy Clerk

would continue to contact the Board with details of opportunities and events on a regular basis.

Resolved:

That the verbal updates be received.

13.15

Decision

Report of the Audit & Governance Committee – 10 February 2015

The Chairman of the Audit Committee reported on matters for information and matters requiring confirmation by the Corporation.

Corporation Member Tony Hindle

The second term of office of Governor Tony Hindle would end on 30 September 2015 at which point he would have to retire from the Corporation. As Tony was unable to attend the meeting scheduled for September he wished to bring forward his retirement to 31 July 2015 to enable his replacement to serve for the full 2015/2016 academic year.

Resolved:

That the retirement from Corporation on 31 July 2015 of Governor Tony Hindle be noted.

Corporation Vacancies and Recruitment

Governor Jolyon Dodgson's second term of office would complete on 31 December 2015.

Audit & Governance Committee had given consideration to the above vacancies having regard to the Skills Audit and identified a preference to appoint a candidate with land based skills in addition the under representation of women on the Corporation was noted.

Corporation noted the professional land management skill shortage and low female representation on the Board.

Corporation agreed to advertise for the recruitment of Governors and concurred with the Committee's recommendation to utilise specialist publications from the land based sector to circulate the vacancies as widely as possible.

Resolved:

That the forthcoming vacancies on the Corporation be advertised, along the lines indicated above and through specialist publications.

14.15

Report of the Finance & Resources Committee of 24 February 2015

Decision

The Chairman of Finance & Resources Committee reported:

**Matter requiring confirmation by the Corporation
Financial Regulations – Annual Review**

Amendments to reflect changes in job titles and to update the list of budget holders and appendices to reflect the latest approved documents had been agreed. In addition reference to International Financial Reporting Standards would be included on the Year End Financial Statements documents.

Resolved:

That the changes to the Financial Regulations be approved.

Other matters for the information of the Corporation

**The Principals Strategic Plan Progress Report 2014/2015;
Financial Position Statement for Period Ended 31 January 2015
Investment Funds, Including Interest, for Period Ended 31 January 2015;
Capital and Revenue Cash Flow for Period Ended 31 January 2015;
Capital Expenditure Report for Period Ended 31 January 2015;
Myerscough Ventures Report for Period Ended 31 January 2015.**

Finance & Resources Committee had received the above regular reports on the various aspects of the College finances for the period ended 31 January 2015 and noted that overall the finances of the College remained in a healthy state.

Tuition Fees 2015 / 2016

Finance Committee had agreed tuition fees for 2015 / 2016.

1. a 4% fee increase to £1,225 for adults on full time FE courses;
2. a fee adjustment for part time FE Courses of between 2.5% to 5%;
3. a 4.6% fee increase to £5,750 for International FE students;
4. a fee increase to between £2,882 and £11,356 for 24plus students;
5. a 6.25% fee increase to £8,000 for Foundation Degrees; and
6. the price per module for part time HE courses be increased from £600 to £625.

College Funding 2015 / 2016 Further Education

Corporation noted that EFA funding had now been released and was considered later in the meeting, minute 21.15 refers.

Human Resources Report for the period Ended 31 January 2015

Consideration was given to the Human Resources Statistics report which provided information on staff turnover, stability index and, levels of staff sickness together with areas for improvement and a report on actions taken and their impact. The outsourcing of the cleaning contract was progressing with the transfer due to take effect in March 2015.

Health and Safety Report for the period ended January 2015

Members gave consideration to the Health and Safety Report for the period ended 31 January 2015 which provided an analysis of accident statistics over the period together with other Health and Safety activity including policy updates, staff training, free health checks, auditing and inspections.

Money Laundering Inspection

The Committee was informed that a Money Laundering Inspection by HMRC would take place on Wednesday 25 February 2015.

Resolved:

That the Report of the Finance & Resources Committee of 10 February 2015 be noted

15.15

Decision

Report of the Quality and Standards Committee

The Chairman of the Quality & Standards Committee reported.

Matters for the information of the Corporation.

Performance Data 2014/2015

The Committee had reviewed in year performance for 2014/2015 as follows:

Strategic Plan Progress - Report 2014/2015.

In Year End Performance Data:

FE, HE, Work Based Learning

FE - Attendance remained high at 94% although slightly less for English and Maths courses. A number of initiatives were underway concerning attendance at the Croxteth Centre. Overall FE retention was 97%.

Various actions were being taken to improve high grade achievement in Sports and there was continual monitoring of Level 2 Functional Skills, GCSE attendance and performance specifically relating to GCSE Maths. It was reported that Mental Health was becoming an increasing issues amongst the student population also reflected in national trends. Corporation noted mention elsewhere in the meeting.

The Vice Principal updated Corporation on a funded project to develop a package of support for managers and Governors in relation to the delivery of GCSE in English and Maths. Both Governance and Managers had provided feedback on the draft materials.

The College was partnering with Reasheath College on an Ofsted initiative to undertake a form of Peer review Reaseheath.

HE - Retention levels were showing improvement on the previous year as was attendance. This information was broken down into course areas with a number showing 100% attendance and retention. Low attendance in Animal Studies and Arboriculture was being addressed.

Three new Master's Degree Courses were programmed to commence in September 2015 with a further three in September 2016. Six new degrees courses would also start in September 2016, subject to recruitment.

Work-Place Learning - Numbers were below target in what had become a very competitive market place. In the majority of cases performance was also below target and was likely to remain so for the full year but was still forecast to be above the national average.

Corporation noted that Quality & Standards Committee had received assurance that, where necessary, management strategies and actions were in place.

Value Added - The data concerned level 3 BTEC Qualifications. The College had obtained a Grade 3 on a scale of 1-9 which was classed as 'Excellent' valued added on the 'ALPS' system. The quality of teaching and learning achievement had remained in the 75 percentile banding with a significant amount of 'satisfactory' teaching moving to 'good'.

As the College was moving away from BTEC qualifications to City and Guilds there was a need to use an alternative process with the College looking to develop an in-house system.

Learner Voice – Overall feedback and survey results were encouraging and management indicated in the report that action was being taken to resolve issues highlighted

Teaching, Learning & Assessment Report - Overall profile for grade 1 & 2 lesson observation was ahead of profile compared to the same time last year giving confidence of meeting the college target of 92%.

Equality, Diversity and Inclusion Action Plan – There was good progress against all targets within the plan.

College Quality Improvement Plan – There was good progress against targets.

Matrix Report – The Matrix accreditation, which assessed the College Information, Advice and Guidance was renewed following the inspection in December 2014. Areas of strength had been listed and areas for improvement were incorporated into an action plan.

Resolved:

That the above matters be noted.

16.15
Information

Staff Forum Minutes

Corporation gave consideration to the Staff Forum minutes and noted a wide range of topics under discussion.

The DP Resources responded to questions around agenda setting. It was stated the item attracting the most debate was the Teaching Staff item that considered student support and looked at tutorials and pastoral care and impact on teaching staff workloads. The Vice Principal reported that there were revisions planned to the tutorial strategy.

Resolved:

That the Staff Forum Minutes be received

17.15
Decision

Draft College Code of Good Governance

The Audit & Governance Committee had agreed the College response to the draft College Code of Good Governance which had been submitted to the AoC prior to the deadline. Corporation noted the Code, which was due to be released for the summer term, was on the basis of comply or explain. Information would be embedded in the Governance Section of the annual financial statements report.

Resolved:

That the response to the consultation agreed by the Audit & Governance Committee be endorsed.

19.15 *Declarations of Interest*
Record There were no declarations of interest

20.15 *College Patron*
Decision Edwin Booth had been appointed College Patron with effect from 17 June 2011 for a four year term of office and had indicated his willingness to serve a further four years.
Following due process it was

Resolved:

That Edwin Booth be appointed as College Patron for a further 4 year term commencing 18 June 2015.

25.15 *Principal's Report and Strategic Plan Update*
Consultation Consideration was given to the Principal's Report on delivery of the Strategic Plan Targets for 2014 / 2015. The report used a traffic light colour coding system and arrows to indicate the direction of travel backed up by a written commentary. Members noted the summary and referred to relevant discussions throughout the meeting.

Resolved:

That the Principal's Report and Strategic Plan Progress Report be noted.

