

## MINUTES

*Corporation No. 126*

Date: *27/09/2016 (Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business Centre*

Committee: *Corporation*

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

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Garry Payne, Gerry Corless, Jane Booker, Marion Nuttall, Rebecca Fitzsimmons, Richard Furnival, Robert Robinson, Sarah Ellis, Steve Rigby (Chairman) and Stuart Heys (Vice Chairman)*

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

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

Guests: *Ishwer Tailor (Co-opted Member)*

Apologies: *Clare Platt, Ian Douglass and Ian Higginbotham*

## **Public Minutes**

Item number:      Item description:  
(and category)

**61.16                    Attendance of Co-opted Members of Committees and College Management**

**Decision**            Standing Order 13 states that:

*As a matter of policy all meetings of the Corporation and its Committees will be held in private. The agendas 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.*

However, the Corporation does encourage Co-opted Governors to attend and take part in the discussion and debate.

**Resolved:**

**That Management and co-opted Committee members attend for the public and confidential agenda items.**

**62.16                    Apologies for Absence**

**Information**        Apologies for absence had been received from Clare Platt, Ian Douglass and Ian Higginbotham. Richard Furnival arrived part way through the meeting at item 74.16 Student Governor, Rebecca Fitzsimmons left the meeting after the public agenda items due to prior commitments.

**Resolved:**

**That the apologies and attendance be noted.**

**63.16                    Public Minutes of Previous Meeting**

**Decision**            The public minutes of meeting number 125 held on Tuesday 12 July 2016 (previously circulated) were signed and agreed as a true and correct record of the meeting.

- 64.16**                    ***Declarations of Interest***  
***Information***            There were no declarations of interest made in respect of items on the public agenda.
- 65.16**                    ***Chair***  
***Information***            The Chair welcomed Rebecca Fitzsimmons, Student President and Student Governor to her first meeting
- The Chair informed Corporation that the performance review process across College was underway and the appraisals of the Senior Post Holders had been completed.
- The Principal had recently broken her ankle. Corporation wished her well and was pleased to hear she was working from home rather than coming into the office and had cancelled external meetings apart from the Area Review commitments. They wished her well and asked her to take care.
- Resolved:**
- That the Chair's Address be received**
- 66.16**                    ***Student Voice***  
***Information***            Corporation was pleased to receive a report on the recent Freshers Fair and Wellbeing Event. This was the first year the Wellbeing initiatives had been combined into Freshers Week. There had been good attendance and a diverse range of stalls and displays.
- Resolved:**
- That the Student Voice Update be received.**
- 67.16**                    ***Appointment of Student Governor***  
***Decision***                At the July meeting the Corporation had appointed Rebecca Fitzsimmons, 2016 / 2017 Student President, as a Student Governor. There remained a vacancy for a second Student Governor. Processes were in place, and the Clerk expected to receive a nomination for appointment by the next meeting.
- Corporation confirmed the value of student representation and contributions.
- Resolved:**
- That the update on the vacancy for a Student Governor be received.**

**68.16**

**Information**

***Governor Involvement***

Corporation gave consideration to the report on visits made by Governors to College activities and events during 2015 / 2016. Governors provided updates on their activities; the additions would be added to the report.

A schedule of events for the coming year had been included with the papers and members discussed opportunities for increased involvement during 2016 / 2017. In response to questions it was confirmed half day visits could be arranged. Governors were asked to contact the Deputy Clerk for arrangements.

Corporation was pleased to note positive comment from staff but was also mindful that there was a need to increase their visibility at the College.

**Resolved:**

**That the Governor Involvement Report be received.**

**69.16**

**Information**

***Association of Colleges***

The new President of the Association of Colleges, Ian Ashman (Principal of Hackney Community College) had written to Colleges to introduce himself and set out his priorities for the year in his role as Ambassador for the sector.

He made mention of the success of Current and past College students at the recent Olympic and Para-Olympic games before discussing the political landscape for the Education sector in what he referred to as 'unprecedented times'.

The AoC Annual Conference was scheduled for 15 to 17 November 2017.

**Resolved:**

**That the letter from the President of the Association of Colleges be noted.**

**70.16**

**Decision**

***Report of the Finance and Resources Committee of 6 September 2016***

Finance & Resources Committee member Stuart Heys reported on the meeting.

**Appointment of Chair & Vice Chair**The Committee had appointed Ian Douglass as Chair and Clare Platt as Vice Chair of the Committee for the coming academic year.

### **The Principals Strategic Plan Progress Report 2015/2016**

#### **Strategic Plan Targets for 2016/2017**

#### **Financial Position Statement for Period Ended 31 July 2016**

#### **Investment Funds, including Interest for Period Ended 31 July 2016**

#### **Capital and Revenue Cash Flow for Period Ended 31 July 2016**

#### **Myerscough Ventures Report for Period Ended 31 July 2016**

#### **Capital Expenditure Report for Period Ended 31 July 2016**

Finance & Resources Committee had received the above final reports on the various aspects of the College finances for the year ended 31 July 2016. Recruitment targets had not been met. Shortfall in the year occurred against a backdrop of falling demographics for 16-18 year olds, and high funding targets due to the funding methodology. These matters had been discussed throughout the year as had the recruitment, achievement and restructures in the Apprenticeship & Skills area.

Financial targets had been met with the exception of Myerscough Ventures which still made a significant contribution to College Income. Governors had expressed some concerns over the unfilled bed spaces and had been satisfied with management responses. Overall the finances of the College were in a healthy state.

The Key Performance targets for 2016 / 2017 were agreed though it was noted the HE full time target was challenging.

#### **Going Concern**

Governors were satisfied that it was reasonable to prepare the College's financial statements on a going concern basis. A statement to this effect would be included in the financial statements which were being prepared under the new accounting standards.

#### **Overseas Visits Annual Report for the Year Ended 31 July 2016**

Finance & Resources Committee were pleased at the extent of land-based and sports sector specific visits undertaken at a cost to the College of £5,405.

## **Health and Safety Policy – Review**

The Deputy Principal Resources had presented a report on a review of the Health and Safety Policy headed by the Health & Safety Policy Statement. The policy was agreed subject to the addition of linkage and reference to Safeguarding Policies and Procedures.

## **Annual Cycle of Business 2016 / 2017**

The Committee agreed their annual Cycle of Business for 2016 / 2017.

### **Resolved:**

**That the Finance & Resources Committee Report from 6 September 2016 be received.**

### **71.16 Decision**

#### ***Report of the Finance and Resources Committee 27 September 2016***

Corporation gave consideration to the Finance and Resources Committee report which contained an item for decision and items for information. Finance & Resources Committee at its meeting on 27 September 2016 had considered the **Report and Financial Statements for the year ended 31 July 2016 incorporating the pre audited accounts**. The Committee was pleased to note that the College had generated a surplus in the year of £362k after a loss on disposal of assets of £50k together with an allowance for FRS17 of £732k.

College income of £28.5m had increased from £27.8m in 2014/2015.

Overall the report continued to show that the College was in a sound financial position. A copy of the Report and Financial Statements for the year ended 31 July 2016 had previously been circulated to all Governors. As previously documented the accounts were now reported under a new accounting standard of recommended practice (SORP) so were not comparable to last years accounts. These had been restated to allow comparisons.

Corporation made mention of the unused bed spaces which had impacted on income contribution from Ventures. There were a variety of comments including direct feedback from the student Governor which Management would take into account in their decision making and reports for the Board.

Corporation endorsed the Committees recommendation to approve the draft accounts noting that there was still some information to be included which was not expected to impact on the final figures.

## **Matters for the Information of the Corporation**

The Committee had considered:

**The Self-Assessment of Compliance with the Regularity and Propriety Requirements and the responses detailed by the College.** The document would be used by the external auditors during the audit. The Committee had endorsed the responses provided.

### **The Regularity Audit Framework**

The Regularity Audit Framework sets out the context, responsibilities and requirements for the regularity audit required at colleges under the Joint Audit Code of Practice.

### **Resolved:**

- i. **That the Report and Financial Statements for the Year ended 31 July 2016 be approved.**
- ii. **That a report be presented to a future meeting outlining proposals to ensure full utilisation of on-site accommodation.**
- iii. **That the matters for information be received.**

## **72.16**

### **Decision**

### ***Draft College Self-Assessment Report 2016***

Corporation gave consideration to the Draft College Self-Assessment Report for 2016 which had been prepared in advance of previous years to enable the document to be included in the papers submitted to the Area Review Team. The document had been considered by LANDEX at their two day review visit to the College. Corporation was pleased to hear positive feedback from the visit and asked management to talk them through the highlights including areas for improvement which were recorded in the Quality Improvement Plan found in the final section of the document. They received assurance that the SAR and it's QIP was robust and was used as a tool to understand where resources needed to be placed.

An abridged version would be made available to Governors once final edits and validation had been completed.

Corporation engaged in discussion over the success rates for Further Education and wished to understand the mix, that is ratios between those taking level 3, level 2, level 1 and entry level courses. Whereas Corporation endorsed opportunities for all to succeed it did not wish to see a downward decline in the course level mix and expressed concern that this may have a knock on effect to progression to higher education qualifications. The discussion was prompted by the requirement to teach GCSE Maths and English to those students not gaining these qualifications at Grade C or above. Corporation expressed concern over

the government policy concerning the teaching of Maths & English in Colleges. It applauded the tremendous amount of work put in by the General Education Team and noted the difficulty of the task, the improvements, and positive comment from LANDEX, but also that achievement was not to the level the College aspired to for its students. Corporation wished for deeper understanding and requested a report be added to the next Quality & Standards Committee agenda.

**Resolved:**

**That the Draft College Self-Assessment Report be received.**

**73.16**

**Decision**

***Annual Report of Human Resources for 2015 / 2016***

Corporation gave consideration to the Annual Report of Human Resources for 2015 / 2016. The report provided an annual summary of matters reported to the Committee throughout the year and included further information and statistics concerning the Human Resources over the year.

Corporation noted a stable situation. Staff on long term sick leave were on managed action plans. The stability index had fallen due in part to some long standing staff taking retirement.

Throughout the year the team had been engaged in the Investors in Diverity programme.

Corporation noted the strengths, targeted improvements and actions taken.

Corporation expressed satisfaction with the report.

**Resolved:**

**That the Annual Human Resources Report 2015 / 2016 be received.**

**74.16**

**Decision**

***Annual Report on Health and Safety for 2015 / 2016***

Corporation gave consideration to the Annual Report on Health and Safety for 2015 / 2016.

The report provided assurance that Myerscough College was discharging its duties relating to the health, safety and welfare of its employees, learners and visitors and that appropriate systems were in place to ensure compliance with the Health & Safety at Work Act and associated regulations.

Corporation noted that accident rates were in line with previous years as measured against College's own data in the absence of suitable benchmarking data. In response to a question regarding the statistics on violence Corporation was informed that the figures related to just one student.

Corporation made comment on the amount of works taking place on campus over the year and asked questions around safety measures noting no issues reported and expressed confidence in the management of this area of College business.

Members sought clarity on the location of first aiders and defibrilators throughout College. They were pleased to hear that due to the nature of the subject matter of courses a high proportion of staff were trained first aiders. Members requested that Management explore options to install a defibrillator at the East Lancashire and Croxteth sites.

Well-Being initiatives continued with activities and services promoted throughout all Centres of the College.

**Resolved:**

**That the Annual Health and Safety Report be received.**

**75.16**

**Decision**

***Annual Report on Sustainability for 2015 - 2016.***

Corporation gave consideration to the Annual Report on Sustainability.

Sustainability decision making involves an analysis of the economic, environmental and social consequences of actions taken before implementation. Myerscough College has become a more sustainable College by many individuals doing lots of small actions as well as by major capital investments. Sustainability is considered at strategic level in making decisions about how the College operates.

The main impacts include the consumption of resources (particularly energy and water) and the production of wastes. Indirect impacts include fuel consumption from staff and students travelling to and from the campuses and the energy consumed in the manufacture and transport of products purchased. Electricity and water consumption were much reduced.

A Carbon Management Plan was in place and fed into the Capital Plan.

**Resolved:**

**That the Annual Sustainability Report be received.**

**76.16** *Annual Report on Safeguarding for 2015 - 2016 and Policy Review for 2016*

**Decision** Corporation gave consideration to the Annual Report on Safeguarding Child Protection, PREVENT, and Missing from Education Annual Report and Policy and Procedure.

The annual report included a summary of activity in key areas. The policy & Procedure was updated to take into account new legislation which came into effect in 2016 concerning keeping children safe in education. The Policy & Procedure was also fully compliant with the Counter Terrorism and Security Act 2015.

A key strength of the College and the designated Safeguarding Steering Group is that they regularly review legislation and its recommendations in order that all stakeholders have confidence that the College exceeds its obligations in this area.

The Director of Student Support & Welfare is a member of the National Prevent Education Training Foundation Group. Internally he attends the Principalship meeting on a monthly basis to present his report and at this early stage of the academic year his team have been involved with complex cases.

Management and the Board wished to acknowledge the commitment of the safeguarding Governor, Clare Platt, who regularly meets with the Director of Student Support and Welfare and reports back to the Board.

The annual report also provided details of events, training and statistical analysis.

**Resolved:**

- i. **That the Safeguarding / Child Protection, Prevent and Missing from Education Policy and Procedure be approved.**
- ii. **That the Annual Safeguarding / Child Protection, Prevent and Missing from Education Report 2015 / 2016 be received.**

**77.16** *Annual Farm Report 2015 - 2016*

**Decision** Corporation gave consideration to the Annual Farm Report for 2015 / 2016.

The Farm had been utilised as a teaching resource by a wide range of students. High quality research and student project work had been undertaken.

The first phase of the Food, Farming and Innovation Technology Centre (FFIT Centre) was at completion stage and which would facilitate investment in technology on the farm relating to livestock and grassland and offer direct benefit to the student learning experience.

It had been a challenging year for the Farm with the fall in milk prices leading to a £70k loss from milk production. The herd had been reduced and the flock and beef production increased. A branding exercise had been undertaken, 'Myerscough Farms' with beef and lamb sold locally as a quality product and to a developing restaurant trade. Currently supply to the College's own kitchens was being explored. Managers also continued to be vigilant on cost control whilst maintaining a facility that provided direct benefit to learners.

Corporation reiterated its support for the Farm and looked forward to the opening of the FFIT Centre, its further developments, external visits and publicity. This project and Farm were considered vital resources to the College offer and to those stakeholders in the land-based industries.

**Resolved:**

**That the Annual Farm Report 2015 / 2016 be received.**

**78.16**

**Decision**

***Corporation Skills Audit***

Corporation gave consideration to the Skills Audit of its members. The Skills Audit was a useful tool in identifying the overall make-up of the Board as well as to identify strengths and gaps in skills on the Board for recruitment and training purposes. The report matched responses to questions depicted in graphical form and illustrated a strong and diverse Board.

For future recruitment Corporation would be mindful of ensuring it maintained skill levels in industry knowledge of the land-based and Sports sectors and knowledge and understanding of minority communities.

**Resolved:**

**That the Skills Audit Report be received**

**79.16**

**Decision**

***Governance Self-Assessment***

Corporation gave consideration to the report on the Governance self assessment survey, the actual survey returns and a draft Governance Self-Assessment Report and Quality Improvement Plan which would feed into the overall College SAR. Results of the staff survey response to Governance were included and indications were that staff were aware of Governance in the College but visibility could be improved.

Comments and scores were positive, over the year members considered Governance had moved close to 'Outstanding' though the recommended grade was 'Good', that is a Grade 2 on the College SAR.

The individual comments and scores that made up the overall grade were anonymised.

Overall Members noted a strong result with areas for improvement documented in the Quality Improvement Plan.

**Resolved:**

- i. **That the Governance Self assessment for 2015 / 2016 be proposed as 'Good' subject to College validation.**
- ii. **That the Governance Self Assessment Report be considered at the next meeting of the Audit & Governance Committee**
- iii. **That the Governance Self Assessment Report be received.**

