

## MINUTES

*Corporation No 128*

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Date: *25/10/2016*  
*(Tuesday)*

Time:

*18:00–20:00*

Venue: *Bowland Suite*

Committee:

*Corporation*

Notes: *Refreshments will be available from 5.30pm*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Clare Platt, Grace Power, Ian Douglass, Jane Booker, Marion Nuttall, Rebecca Fitzsimmons, Richard Furnival, Robert Robinson, Sarah Burdaky, 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: *Garry Payne, Gerry Corless and Ian Higginbotham*

*Public Minutes*

Item  
number:  
(and  
category)

**90.16**      ***Attendance of Co-opted Members of Committees and College  
Decision***      ***Management***

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 be in attendance for the public and confidential agenda items.**

**91.16**      ***Apologies for Absence***  
**Record**

Apologies had been received from Garry Payne, Gerry Corless and Ian Higginbotham.

Rebecca Fitzsimmons had sent apologies that she was only able to attend part of the meeting and left at 19.00.

Co-opted Committee member, Ishwer Tailor left the meeting at 19.42.

**92.16**            ***Public Minutes of Previous Meeting***

*Decision*

The public minutes of meetings number 126 & 127 held on Tuesday 27 September 2016 and Tuesday 4 October 2016 published on the extranet were agreed and signed as a true and correct record of the meeting.

**93.16**            ***Declarations of Interest***

*Record*

There were no declarations of interest made in respect of items on the public agenda.

**94.16**            ***College Academic Performance 2015 / 2016***

*Decision*

The Vice Principal's presentation on the academic performance of the College for 2015 / 2016 fed into the majority of the items and was referred to throughout the meeting and is minuted under the relevant minute items.

The presentation assisted Corporation in its decision making for the assurance statements on Academic Higher Education required by the Higher Education Funding Council (HEFCE)

**Resolved:**

**That the Academic Performance Presentation be received.**

**95.16**            ***Appointment of Student Governor***

*Decision*

The College Students Union had nominated Grace Anne Power to be the second Student Governor on the Board for the academic year 2016 / 2017.

Corporation was pleased to welcome her to the Board.

**Resolved:**

**That Corporation endorse the appointment of Grace Power as a student Governor for the academic year 2016 / 2017.**

**96.16**            ***Minister for Apprenticeships & Skills Termly Letter***

*Information*

Corporation gave consideration to the first termly letter to colleges from the new Minister for Apprenticeships and Skills, Rt Hon Robert Halfon MP.

His discussion points included:

The introduction of the apprenticeships levy and the new Post-16 Skills Plan.

Better links and improved consistency for the benefit of young people and adults throughout their education journey.

Apprenticeships, for some, being a more relevant alternative to university and important that this message be fully recognised across society.

The further education sector having a crucial role to play in improving social mobility. This included the significant funding of £544m being allocated to providers to support disadvantaged young people.

A need for staff to receive gender identity awareness training and take steps to promote trans equality.

Lord Sainsbury's report on Technical Education, along with the Post-16 Skills Plan.

Literacy and numeracy GCSE tuition in Colleges and a recognition of the effect on post-16 pass rates.

Area reviews, a recognition that delivering on changes will be challenging, requiring strong leadership and a commitment to working collaboratively. A range of support, both financially through the Restructuring Facility and Transition Grants and through access to guidance and expertise.

In particular, Corporation made comment on the impact to Colleges in the requirement to put students through Maths and English exams who had not achieved GCSE Grade C or above.

**Resolved:**

**That the letter be received.**

## 97.16 **Association of Colleges Policy Update**

### *Information*

Corporation gave consideration to the Association of Colleges Policy Update which gave an overview of developments from July 2016 to September 2016 which included:

**A new Prime Minister** taking office and associated restructure  
**The creation of the Department for Education** which brought together schools, colleges and universities into one department

**BREXIT** - the Department for Exiting the European Union (DEEU) and the Department for International Trade (DIT) had been created

**The Autumn statement was** scheduled for 23 November

**Apprenticeships** - The planned approach on the new apprenticeship funding system will start with the levy in 2017, and on the new Register of Apprenticeship Training Providers (RATP) which will list the organisations able to receive public funds for training.

**Grammar Schools** - The government plans to open new grammar schools and allow existing ones to expand.

**Sainsburys Report and post 16 Skills Plan** - The Sainsbury report set out 34 recommendations to implement a "coherent technical education option" with two modes of learning (employment-based and college-based), a single common framework of employer designed standards and 15 routes for young people. The skills plan proposed an extension to IFA's remit so that it becomes the Institute for Apprenticeships and Technical Education. A timetable suggested procurement of new qualifications by 2018, pathfinders by 2019 and teaching from 2020.

**College Insolvency Consultation** -Proposals include the extension of existing commercial insolvency rules to FE corporations combined with the introduction of a new special administration regime which would override them.

**Higher Education** - the HE Bill 's progress means that potentially the reorganisation of HE regulation will take place by 2018. At that point HEFCE will be replaced by the Office for Students (OfS) and UK Research and Innovation (UKRI).

**GCSEs** - AoC has argued that forcing students to do resits is demoralising and that a better alternative would be fit for purpose English and maths qualifications.

**Area reviews** - To date no reports had been published, though the process continued to prompt new mergers, conversions and restructuring proposals.

### **Resolved:**

**That the AOC Policy Update be received.**

98.16

### **Higher Education Reports**

#### *Decision*

Corporation gave consideration to the reports on the provision of Higher Education at the College for the last academic year alongside the relevant part of the Review of 2015 / 16 presentation by the Vice Principal. Analysis in the reports included a range of data breakdowns to check where good practice was, underperformance and performance in relation to protected characteristics. The reports also outlined improvement actions.

Governing Bodies were now required, each year, to make an assurance statement in relation to the provision of Higher Education which needed to be submitted to HEFCE prior to 1 December. Slides from the Vice Principal's presentation provided summaries and, together with the detailed reports and discussion with management, provided sufficient information for Governors to agree the assurance statements.

The reports were as follows:

#### **HE End of Year Performance Data**

**HE Annual Monitoring Report** - completed for submission by 18 November

**Student Voice End of Year Report;**

**HE External Examiner Report 2015 - 2016;**

**HE External Examiner Report 2015 - 2016 Appendix 1;**

**HE Student Destination Analysis;**

**Annual Research Report 2015 - 2016;**

**HEFCE Assurance Statement;**

**HEFCE Assurance Statement - Appendix 1;**

**HEFCE Assurance Statement - Appendix 2.**

HE Performance was 85% meeting strategic target. 57% was at high grade, which was a 9% increase on the previous year.

The National Student Survey (NSS) for HE indicated overall satisfaction of 84% which was 1% up on the previous year. Further detail exposed the lower satisfaction scores and Corporation received explanations and further information from Management. In response to Corporation questions, clarity was provided on the responses to the survey question on assessment and feedback (79% satisfaction). The main comments were around feedback response times. Management were reviewing timing and volume of assignments.

Members asked if there was a correlation between academic results, satisfaction and destinations and were informed there was. Overall

the area of main concern was Animal Studies which recorded lower figures for all these parameters.

Corporation noted this information was in the public domain and was part of the key information set available to those considering applying to the College.

Corporation was assured that management drilled down into the data and action plans were in place.

There had been 20 external examiner reports, which covered all HE areas, from which there were 4 essential items to action, three of these relating to Uclan and only 1 to the College.

It was confirmed external examiners do meet students.

Some good practice was highlighted, Corporation received assurance that this was shared.

College was part of an Association of Colleges (AoC) funded project looking at HE in FE and was working on innovative ideas and identifying and sharing good practice. A staff conference was being arranged to bring together initiatives and share amongst staff.

The HE Destinations Report indicated a high rate of positive outcomes but for Equine, Animal Studies and Veterinary Nursing the progression to positions linked to their qualification, known as 'Graduate Prospects' was low. The main issue was Animal Studies. Veterinary Nursing only scored at 11% (100% positive outcomes) but this was because veterinary nursing was not officially recognised as a graduate profession. Actions were ongoing to address this and the RCVs was currently lobbying for recognition.

Research Income of £54k was above target and other targets were mostly exceeded.

Corporation noted key areas for improvement being:

- Year 1 retention and achievement, specifically part time on-line students.
- Achievement outcomes for Animal Studies and Teacher Training
- Following discussion Corporation agreed the HEFCE Governance Assurance statements:

Corporation confirmed that for the 2015 / 2016 academic year they could agree the assurance statements:

- The governing body has received and discussed a report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes. This included evidence from the periodic review

processes, which fully involved students and included embedded external peer and professional review.

- The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of our knowledge, robust and appropriate.

**Resolved:**

**i That the Higher Education Reports be received**

**ii That the Assurance statements be signed by the Principal and submitted to HEFCE.**

**99.16**

*Decision*

***Further Education Reports***

Corporation gave consideration to the Further Education Performance Reports for 2015/2016.

**14-16 Performance**

The Vice Principal gave an overview of the 14-16 provision in the College. Members noted significant growth in the area with a large number of home-schooled learners (78 up from 8 in 2014/15) accessing the College for Maths and English GCSE education.

Achievement including English and Maths was 78.3% and excluding Maths and English was 85%. Five out of six College areas achieved a 100% pass rate. Responses to the student survey indicated high satisfaction.

Corporation commented that the 14-16 SAR provided insight into delivery in this area and noted that College successfully engaged learners who were often demotivated at school. Home-schooled learners were assessed on entry to College which had resulted in some undeclared learning difficulties being picked up. Members questioned the value of the provision in terms of Colleges strategic direction and were pleased to hear there was good progression onto general FE in the College and opportunities to promote the Myerscough brand and reputation.

The 14-16 provision was not subject to Ofsted inspections.

**FE Performance** - Achievement including English and Maths was 84.9% and excluding Maths and English was 89.4%.

Areas targeted for intervention were Equine, Animal Studies and General Education. Corporation received detail of the concerns and actions planned.

GCSE English results were 27% which appeared low but were high



compared to other Colleges in Lancashire and significantly above the national average (following appeals this has been increased to 30%). GCSE Maths was disappointing at only 5% success. Corporation questioned management vigorously on the performance in maths. The strategy to put students on a higher tier paper which had not benefited the learner or the College and would be abandoned. Overall GCSE success at Grade C or above was lower than aspirations. However the results did show that though not achieving the Grade C learners were showing improved grades to the grade they had entered College with. It was confirmed levels of deprivation were high at Myerscough compared to other land based Colleges. Diagnostic assessments informed teaching practice. 49% of students came to Myerscough without Maths Grade C GCSE. The new grading 1-9 scale for maths was identified as an issue. LANDEX had given positive feed back on the teaching of GCSEs in the College but did indicate improvements could be made in teaching exam techniques.

**Resolved:**

**That the FE Performance report be received.**

**100.16**  
*Decision*

***Apprenticeships and Skills Reports***

Corporation gave consideration to the performance of Apprenticeship and Skills for 2015/2016.

Overall success showed improved performance at 71% which was at national benchmark. The result for timely performance was 53.7%. Timely performance indicates those who complete within 90 days of their expected end dates. It was clarified the discrepancy between the two results was explained through final completion of those from the data cleansing exercise, as previously minuted, and poor performance in English and Maths.

Corporation noted rigorous monitoring of withdrawals evidenced through the reports.

Employer Voice and Learner Voice - Results from the surveys were used to identify areas where satisfaction was lower than the College found acceptable which would be analysed and a way forward agreed.

Learner survey feedback data indicated high satisfaction. There were actions around the induction survey and the PREVENT Agenda and British Values.

Employer survey data indicated high satisfaction endorsed through

comparison with other Colleges.

Weekly and monthly reporting is taking place to drive recruitment and increase the number of active businesses. A full monthly breakdown of 16-18, 19-23, and 24 plus learner recruitment against applications in the system was being closely monitored with growth targets in areas of low cohort sizes e.g. floristry, animal and equine.

**Resolved:**

**i That the Apprenticeships and Skills performance report be received.**

**ii That the Employer Voice and Learner Voice Report be received.**

**101.16** *Student Destination Data Report*

*Decision*

Corporation gave consideration to the Student Destination Report which was based on the intended destinations of all FE students in 2015 / 2016.

From 1,275 destinations collected there was 96.3% positive progression.

83% of FE students progressed to more educational provision and apprenticeships.

62% progressed to Myerscough provision.

18.4% progressed to HE.

96% positive destinations for LDD and 97% positive destinations for high needs funded learners.

95% satisfaction with career advice.

Corporation noted intentions to improve FE to HE internal progression.

**Resolved:**

**That the Destination Data Report be received.**

**102.16** *Learner Voice 2014 / 2015*

*Decision*

Corporation gave consideration to the FE learner Voice end of year report for 2015 / 2016 which contained details of the way the College collects and acts on learner feedback. Corporation commented that the percentage of students who say assessments are clear (87%) was below College target. Further analysis had indicated that areas in Equine and Animal Studies were targeted for actions.

Corporation gave consideration to the HE National Students Survey (NSS) for 2015 / 2016. Myerscough has exceeded the Colleges

average performance in all categories but aimed for top quartile of all providers (including all Universities). Myerscough achieved this for the assessment of student work.

**Resolved:**

**That the Learner Voice Report 2015 / 16 be received.**

**103.16**      ***Complaints - Annual Report***  
*Decision*

Corporation gave consideration to the report on the formal complaints received by the College during the last academic year broken down by area. The report indicated which complaints were justified, part justified or not justified.

Corporation sought clarity on the reporting of complaints and how they were tracked. There had been a policy review. Complaints of a lesser degree were dealt with by the relevant Department. In addition some categories of dissatisfaction were dealt with through specific procedures, for example, appeals against assessment decisions and appeals relating to admissions criteria.

**Resolved:**

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

**104.16**      ***Annual Report on Continuing Professional Development for 2015 /***  
*Decision*      ***2016***

Corporation gave consideration to the Annual Report on Continuing Professional Development for 2015 / 2016. The programme from October to December 2016 was included for information.

The report identified strengths in the College's processes and CPD as well as key areas for improvement to enhance processes and systems.

Internal customer satisfaction survey results indicated a significant upward trend in staff satisfaction.

Corporation noted the variety of CPD offered and that there had been investment around wellbeing.

**Resolved:**

**That the Annual Report on Continuing Professional Development for 2015 / 2016 be received.**

**105.16 Whistleblowing Policy and Procedure**

*Decision*

Corporation gave consideration to the Whistleblowing Policy.

The Clerk had expanded the document to meet current requirements, the process and procedure remained the same.

The Whistleblowing Procedure had not been evoked in the academic year 2015 / 2016.

**Resolved:**

**That the Whistleblowing Policy and Procedure be approved as submitted.**

**106.16 National Landbased College**

*Information*

Corporation gave consideration to the publication from the National Landbased College (NLBC) to update members on developments.

The update has been produced for staff members of Landex Colleges/Universities who were Members/Guarantors of the new National Landbased College.

The publication stated, 'We are coming to the end of the initial 'set-up phase' and beyond the actual logistics of setting up the NLBC, the initial six months have been focused on wider networking across land based industries and two key initial work objectives that will hopefully benefit all of our Landex members;

1) working with City & Guilds to ensure that the new Technical Qualifications are 'fit for purpose' and;

2) drawing up plans for a Land Based Registration Scheme, which will provide a mechanism to connect all those in the land based sector.'

The report went on to state:

'The vision is that NLBC will be the hub that drives synergies, collaboration and strengthens links with our component industries.'

**Resolved:**

**That the publication from the National Landbased College be received.**