

## MINUTES

*Corporation No 135*

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Date: *26/09/2017*  
*(Tuesday)*

Time:

*18:00–*  
*20:00*

Venue: *Bowland Suite*

Committee:

*Corporation*

Notes: *Refreshments will be available from 5.30pm*

Present: *Allan Foster (Vice Chairman), Ann Turner (Principal), David Hall, Garry Payne, Gerry Corless, Ian Higginbotham, Jane Booker, Richard Furnival, Richard Hughes, Sarah Burdaky, Sian Oliver, Stuart Heys (Chairman) and Sydney Barwick*

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

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

Apologies: *Adrian Boreham, Clare Platt, Ian Douglass and Julie Hughes*

*Public Minutes*

Item number:  
(and category)

**89.17** ***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.*

**Resolved:**

**That Management attend for the public and confidential agenda items.**

**90.17** ***Apologies for Absence***  
*Record*

Apologies for absence had been received from Adrian Boreham, Clare Platt, Ian Douglass and Julie Hughes

**Resolved:**

**That the apologies be noted.**

**91.17** ***Public Minutes of Previous Meeting***  
*Decision*

The public minutes of meeting number 134 held on Tuesday 11 July 2017

and published on the Extranet were signed and agreed as a true and correct record of the meeting.

**92.17**      ***Declarations of Interest***

*Record*

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

**93.17**      ***The Chairs Opening Remarks***

*Information*

The Chair welcomed student Governors Sian Oliver and Sydney Barwick and staff Governor Richard Hughes to the meeting. All were attending their first meeting of the Corporation.

**Resolved:**

**That the Chair's Address be received.**

**94.17**      ***Correspondence***

*Information*

Corporation gave consideration to the following correspondence:

**A letter to the sector from Anne Milton MP, Minister of State for Apprenticeships & Skills and Minister for Women**

The letter provided detail of the timetable and actions to implement technical education reforms. All 34 recommendations from the Sainsbury review had been accepted.

**Letter of thanks from John and Danielle Barnett;**

**Letter of thanks from Paul Nolan; and**

**Letter of thanks from Patricia McGuinness.**

Corporation was pleased to receive the thank you letters from recently appointed College Fellows and a complimentary letter from a guest to the Graduation and Presentation of Awards Ceremonies.

**Resolved:**

**That the correspondence be received.**

**95.17**      ***Student Voice***

*Decision*

Corporation was pleased to receive a report on the Freshers week incorporating some successful enrichment activities and a Wellbeing Event. Events had been successful with good attendance.

**Resolved:**

**That the Student Voice Report be received.**

**96.17**            ***Student Governor Appointment***

*Decision*

In July Corporation had appointed Sian Oliver, the Student Union President and Libby Dunstan, a member of the Student Union Committee, as student Governors for 2017 / 2018.

Libby Dunstan had resigned as a Student Governor due to the anticipated pressure of work and the Student Union had elected Sydney Barwick to replace Libby.

**Resolved:**

**That Sydney Barwick be appointed the second Student Governor for 2017 / 2018.**

**97.17**            ***Governor Engagement***

*Decision*

Corporation gave consideration to the Governor Engagement Report and members provided updates on recent visits. The report gave information on key strengths and areas for improvement.

From their visits Governors wished to acknowledge the value of retaining the Advanced Teaching Practitioners (ATPs) in the College and the staff Continuing Professional Development (CPD) Day. The opening of the Food Farming Innovation and Technology (FFIT) Centre and end of year address to staff had also been attended. Governors wished to think about Governor visibility to the student population for the coming year.

A schedule of events for the coming year had been included with the papers and would be publicised to Governors and the wider College to provide opportunity for Governors to engage with staff and students and other key College stakeholders.

**Resolved:**

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

**98.17**            ***Report of the Finance and Resources Committee of 5 September 2017***

*Decision*

Corporation gave consideration to the Finance & Resources Committee Report from the meeting held on 5 September 2017.

**Appointment of Chair & Vice Chair**

The Committee had appointed Ian Higginbotham as Chair of the Committee for the coming academic year. Clare Platt was reappointed as Vice Chair of the Committee. Clare would be retiring from the Board on 31 December 2017.

## **The Principals Strategic Plan Progress Report 2016/2017**

### **Strategic Plan Targets for 2017/2018**

### **Financial Position Statement for Period Ended 31 July 2017**

### **Myerscough Ventures Report for Period Ended 31 July 2017**

### **Capital Expenditure Report for Period Ended 31 July 2017**

Finance & Resources Committee had received the above final reports on the various aspects of the College finances for the year ended 31 July 2017.

Recruitment targets for Higher Education had not been met. The balance sheet remained strong though the turnover and surplus pre FRS102 were behind target. Myerscough Ventures including the Farm was behind target. Finance & Resources Committee had expressed concern over the Farm's performance and had asked questions of Management indicating that this enterprise would receive close monitoring and scrutiny. Corporation echoed the concerns over the Farm and looked forward to benefits from the recently opened FFIT Centre. Overall the finances of the College were in a healthy state.

The Key Performance targets for 2017 / 2018 were agreed though HE remained challenging. Corporation noted that the Committee suggested that targets for 2018 / 2019 be agreed prior to budget setting.

### **Going Concern**

Governors were satisfied that it was reasonable to prepare the College's financial statements on a going concern basis, "Going Concern" being a fundamental accounting concept. A statement to this effect would be included in the financial statements.

### **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 net cost to the College of £4,482.

### **Trade Debt Levels**

Commercial debt was inline with the previous year. Student debt was up though no one specific reason was identified. Debt continued to be pursued according to agreed policy and procedure.

### **Value for Money Review**

The Annual Report provided assurance of best value being achieved on major expenditure heads.

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

There were no significant amendments to the Health and Safety Policy which was agreed.

### **Annual Cycle of Business 2017 / 2018**

The Committee agreed their annual Cycle of Business for 2017 / 2018.

#### **Resolved:**

**That the Finance & Resources Committee Report from 5 September 2017 be received.**

#### **99.17** *Decision*

#### ***Report of the Finance and Resources Committee 26 September 2017***

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 26 September 2017 had considered the **Report and Financial Statements for the year ended 31 July 2017 incorporating the pre audited accounts**. The Committee was pleased to note that the College had generated a surplus in the year of £85.5k after a loss on disposal of assets of £3.7k together with the FRS102 accounting adjustment of £1.1m. The surplus had been achieved after initial notification that a deficit would be recorded but once the value of Liverpool City Council land had been taken into account and other minor adjustments a surplus was recorded.

College income of £30m had increased from the £28.5m achieved in 2015/2016.

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 2017 had previously been circulated to all Governors.

Corporation endorsed the Committees recommendation to approve the draft accounts noting that in spite of the larger than anticipated FRS102 accounting treatment a surplus position was recorded. There was still some information to be included which was not expected to impact on the final figures.

In response to discussions pensions would be included on the agenda for a future Finance & Resources Committee meeting to explore options including potential upfront strategies.

#### **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 which sets out the context, responsibilities and requirements for the regularity audit required at colleges under the Joint Audit Code of Practice was received.

**Resolved:**

1. **That the Report and Financial Statements for the Year ended 31 July 2017 be approved.**
2. **That the matters for information be received.**

**100.17**  
*Decision*

***Draft Governors Self-Assessment Report 2017***

Corporation gave consideration to the draft self assessment of Governance, the recent survey of Governors in relation to the operation of the Corporation, the results of the actual survey returns and the results of the staff survey on Governance.

Corporation endorsed the Grade 2 "Good" and noted Governor perception of their performance and understanding was on an upward trend. The Grade was subject to change following the SAR validation process.

The findings of the Governance self-assessment will be incorporated into the overall College self-assessment report.

There would be an information session on the whole College SAR for Governors on 28 November 2017.

**Resolved:**

**That the Draft Governance Self-assessment Report be received.**

**101.17**  
*Decision*

***Annual Report of Human Resources for 2016 / 2017***

Corporation gave consideration to the Human Resources Annual Report for 2016 / 2017.

The report provided an annual summary of matters reported to the Committee throughout the year and included further information and statistics concerning Human Resources over the year.

Corporation noted a stable situation. Long term sick was defined as continuous absence for 30 days and staff were supported and managed through action plans according to College policy.

It was noted the diversity of the Board was reported in the Equality Diversity, Inclusion Action Plan.

Corporation noted the strengths, targeted improvements and actions taken.

Corporation expressed satisfaction with the report.

**Resolved:**

**That the Annual Human Resources Report 2016 / 2017 be received.**

**102.17**  
*Decision*

***Annual Report on Health and Safety for 2016 / 2017***

Corporation gave consideration to the Annual Report on Health and Safety for 2016 / 2017.

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.

Members asked questions about the type of accidents and noted the sport and leisure 'hijinks' data was not curriculum based.

Health & Safety strategies at Croxteth were taking into account some gang culture issues in the surrounding area.

Corporation noted that accident rates were in line with previous years as measured against College's own data. There had been an initiative to benchmark against other land-based Colleges but differing variables assumptions and reporting, had made comparisons unreliable.

Members noted the availability of defibrillators throughout the College and its Centres.

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

**Resolved:**

**That the Annual Health and Safety Report 2016 2017 be received.**



**103.17**  
*Decision*

***Annual Report on Safeguarding for 2016 / 2017 and Policy Review for 2017***

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 had been updated in the previous year 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 effectiveness of safeguarding and associated procedures was endorsed through Ofsted findings and the internal audit conducted by RSM where it was found Myerscough performed above benchmarks.

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.

Members noted the report made reference to a diverse range of complicated and serious matters that came under the team's remit.

Management and the Board wished to acknowledge the commitment of the safeguarding Governor, Clare Platt, who had regularly met with the Director of Student Support and Welfare and reported back to the Board. They noted on Clare's retirement from the Board this role would be taken up by Jane Booker and extended to incorporate Equality, Diversity and Inclusion (EDI)

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

Members noted Management expected an Ofsted inspection of the Residential Services this academic year.

**Resolved:**

- 1. That the Safeguarding / Child Protection, Prevent and Missing from Education Policy and Procedure be approved.**

**2. That the Annual Safeguarding / Child Protection, Prevent and Missing from Education Report 2016 / 2017 be received**

**104.17 Annual Farm Report 2016 - 2017**

*Decision*

Corporation gave consideration to the Annual Farm Report for 2016 / 2017.

It had been a challenging year for the Farm with financial performance being significantly below target. This was due to a variety of factors which included a need to supplement winter feed stocks.

Following the retirement of the Farm Manager, James Oddie had been appointed as Director of Farming Innovations and Operations.

During the year changes had been made to the farm enterprises to allow improved performance through use of the technology and equipment acquired through the FFIT Centre project. The FFIT Centre had recently been officially opened to industry acclaim and positive publicity. Going forward Corporation stated it was essential that Farm performance meet enterprise and income targets. The Farm performance reports were scrutinised at Finance & Resources Committee meetings

Corporation noted that the Farm had been used as a highly effective teaching resource by a wide range of students from different learning areas. High quality research and student project work had been undertaken. Overall the Farm provided direct benefit to the student learning experience.

**Resolved:**

**That the Annual Farm Report 2016 / 2017 be received.**

**105.17 Whistleblowing Policy - Review**

*Decision*

Corporation gave consideration to the Whistleblowing Policy and agreed it was fit for purpose for the coming year

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The Clerk advised members that the policy had not been evoked in the previous year

**Resolved:**

**That the Whistleblowing Policy be approved.**