

MINUTES

Corporation No 136

Date: *24/10/2017*
(Tuesday)

Time: *18:00–20:00*

Venue: *Bowland Suite*

Committee: *Corporation*

Notes: *Refreshments will be available from 5.30pm*

Present: *Adrian Boreham, Allan Foster (Vice Chairman), Ann Turner (Principal), Clare Platt, Gerry Corless, Julie Hughes, 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: *David Hall, Garry Payne, Ian Douglass, Ian Higginbotham and Jane Booker*

Public Minutes

Item number:
(and category)

117.17 ***Attendance of College Management Staff***
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.

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

Resolved:

That Management attend for the public and confidential agenda items.

118.17 ***Apologies for Absence***
Record

Apologies for absence had been received from Jane Booker, Garry Payne, Ian Douglass and Ian Higginbotham.

119.17 ***Public Minutes of Previous Meeting***
Decision

The public minutes of meeting number 135 held on Tuesday 5 September 2017 published on the extranet were signed and agreed as a true and correct record of the meeting.

120.17 ***Declarations of Interest***

Record

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

121.17 ***Correspondence***

Information

Corporation gave consideration to the correspondence:

A letter received from Anne Milton MP, Minister of State for Apprenticeships & Skills and Minister for Women, informing the College of the publication of the T Level Action Plan. The letter had a link to the Action Plan.

Termly letter from the FE Commissioner for Colleges.

Resolved:

That the correspondence be received

122.17 ***College Academic Performance 2016 / 2017***

Decision

The Vice Principal's presentation on the academic performance of the College for 2016 / 2017 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.

123.17 ***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 2016 / 17 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 required, each year, to make an assurance statement in relation to the provision of Higher Education which needed to be submitted to the Higher Education Funding Council (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 2016/2017

Overall achievement was 87% (85% 2015 / 16) with 54% at high grade.

Governor questions and discussions reinforced the importance members attached to reputation and standards with regard to a Myerscough qualification having credibility against a national perspective of potential 'dumbing down' of degrees.

Members noted areas of good performance but whereas they accepted reasons for some narrowly missed targets they stressed the importance of not allowing the base line to slip and for this to be taken into account when making budgetary decisions.

Amongst the areas for improvement it was identified those studying part time courses through distance learning, particularly in Greenspace, were underperforming.

Actions planned for year 2017 / 18 had a significant focus on marketing activities to promote recruitment to Higher Education study programmes.

HE Annual Monitoring Report

The College had a successful HEFCE Annual Provider Review outcome, meeting all HEFCE requirements for quality and standards and good or excellent student outcomes with no actions identified. The College also received a HEFCE monitoring visit in September 2017 at which no areas of concern were identified.

Student Voice End of Year Report 2016/2017

Overall student satisfaction taken from the National Student Survey was 85% which was above the national average for England but below the top quartile. Strategies were in place to examine areas where satisfaction fell below previous year responses and College targets.

HE External Examiners Report 2016/2017

There were 2 essential actions one relating to Uclan and the other to the College. Both referred to courses that were no longer being delivered. Other desirable and advisable actions were

incorporated into management plans. Areas of good practice had been identified.

HE Student Destination Analysis 2016/2017

The destination data from those surveyed indicated 98% positive outcomes and 62% going onto graduate professions. Veterinary nursing careers requiring higher education were not recognised as graduate professions so the 62% was lower than the true position. College continued to lobby with the relevant bodies for the recognition of veterinary nursing careers as graduate professions.

Annual Research Report 2016/2017

Research activity remained similar to the previous year. Members noted an increase in the number of publications but also that several research active staff had recently progressed to new positions away from Myerscough.

HEFCE Assurance Statement.

Members confirmed receipt and discussion of the Annual Monitoring Report and Action Plan and expressed confidence that the methodologies used as a basis to improve the student academic experience and student outcomes were, to the best of their knowledge, robust and appropriate. The Principal would sign the assurance statements

Resolved:

1. That Corporation recommend the signing and submission to HEFCE of the assurance statements.

2. That the Higher Education Report be received

124.17 *Decision*

Further Education Report

Corporation gave consideration to the Further Education Performance for 2016 / 2017 and engaged in some detailed discussion over the various elements of the report. Members made mention of various visits to College, staff CPD and noted the data breakdown facilitated detailed analysis across a wide range of parameters including protected characteristics.

14 to 16 learners overall achievement was 86.4%. Without including maths and English, the increase in Home Educated leavers continues (leavers are those who stay and complete, 8 in

2014/15) to 133 in 2016 / 17. Members discussed, achievement, contribution to income, progression opportunities, campus balance and vulnerabilities that came with this group of learners.

Overall FE achievement was 88.5%. Throughout the year the key indicators, retention, attendance and punctuality had remained strong throughout all Centres. College investment in student support strategies had been effective and contributed to the success.

Achievement in English and maths GCSEs was significantly above national average with 33% in the range grade A* to C for English and 32% for maths. Governors were pleased to note this performance which had been targeted to improve particularly for maths where there had been a 27% increase.

Overall pass rates had declined in 2017 because of a fall in Greenspace across both Centres (Preston and Liverpool) and falling pass rates in Equine as a result of piloting the new Technical qualifications that apply end test regimes. This may impact on overall achievement rate in the coming year as the shift to end testing was a new challenge to teaching staff and students. Corporation noted the targeted areas for improvement.

Resolved:

That the Further Education Report be received.

125.17
Decision

Apprenticeships and Skills Reports

Corporation gave consideration to the performance of Apprenticeship and Skills over 2016 / 2017.

Members were pleased to note the upward trend continued with overall success showing improved performance at 75.1% (71% previous year) and timely performance at 62.9% (53.7% previous year). Both results were above the national benchmark. The result for timely performance indicates those who complete within 90 days of their expected end dates. There were still learners to complete from these roll on roll off programmes which could further lift the figures.

Corporation made comment on the value of benchmarks asking for consistency, where possible, between reports.

Improvements were targeted to improve the 16 to 18 learner group success and timely achievement throughout all groups.

Apprenticeship Team and Recruitment and Admissions were improving the enrolment / sign up process and culture to ensure timely processing.

The curriculum offer was constantly looked at to stimulate recruitment and exceed financial targets – e.g. expansion of short course provision, introduce further Railways apprenticeships provision, expand Traineeships, launch Agriculture Level 4, rebuild cohort sizes in areas such as Animal, Floristry, Equine, Waste and Business Administration.

The management team evaluate gaps in performance e.g. gender, scheme, age, geographical and action plan for improvement. They develop new internal apprenticeship opportunities on the back of the levy introduction to enhance staff CPD, career development and address any skills gaps through apprenticeship delivery.

Resolved:

That the Apprenticeships and Skills performance report be received.

126.17
Decision

Student Destination Data Report

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 97% positive progression.

73% of FE students progressed to more educational provision.

22% progressed to employment.

87% positive destinations for LDD and 87% positive destinations for high needs funded learners.

95% satisfaction with career advice.

Corporation noted the action plans which included FE to HE internal progression strategies, educational offers to FE 42 day leavers, improve collection of unknown destinations (327 = 21%), improve destinations of Preston Arboriculture learners.

Resolved:

That the Destination Data Report be received.

127.17 ***Learner Voice 2016 /17***

Decision

Corporation gave consideration to the FE learner Voice end of year report for 2016 / 2017 which examined the feedback from learner voice systems undertaken in the final part of 2016 / 17. Two main forms of learner feedback were used, surveys and course representative meetings.

The reports provided to Governors:

Cover Report

FE Students Report

Apprenticeships & Skills Students Report

Foundation Learning Students Report

14 to 16 Students Report

Ofsted survey Report

NSS Survey Report (HE)

NSS Analysis Report (HE)

Learner Voice Calendar

Corporation noted results from learner feedback were used to identify areas where student satisfaction was lower than acceptable so action plans could be put in place to make improvements. Improvements included strategies around use of the virtual learning environment for 14 to 16 and FE students, understanding of anti terrorism for Foundation Learning students and engagement with expectations concerning the catering and bus services.

Resolved:

That the Learner Voice Report 2016 / 17 be received.

128.17 ***Employer Voice and Employer Engagement 2016 /2017***

Decision

The report provided an update on employer satisfaction of Workplace Learning inclusive of Apprenticeships, other workplace learning, industry short course training and other bespoke employer engagement activities the College provides.

It considered employer satisfaction from the recent Education & Skills Funding Agency (ESFA) FE Choices Employer Satisfaction Survey which benchmarks against other colleges and forms part of the publicly accessible information made available on the new digital Apprenticeships website towards the end of October 2017. Scores for this are based on a rating system rather than a percentage from 0 (very poor) to 10 (excellent). Myerscough continued its upward trend scoring 8.5 which should compare well against other providers.

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. Time taken from application to sign up requires improvement to ensure employer and learner satisfaction is improved further. Review of gross contribution from each course continues to ensure efficiency alongside learner numbers.

Resolved:

That the Employer Voice Report be received.

129.17
Decision

Complaints - Annual Report

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 commented on information from complaints being a source of useful feedback which should feed into quality improvement processes. Corporation requested that future reports include number comparators with previous years.

Resolved:

That the Complaints Annual Report be received.

130.17
Decision

Annual Report on Continuing Professional Development for 2016 / 2017

Corporation gave consideration to the Annual Report on Continuing Professional Development for 2016 / 2017. 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 2016 / 2017 be received.

Signed:

Date: