

MINUTES

Corporation No 139

Date: *10/07/2018* Time: *18:00–20:00*
(*Tuesday*)

Venue: *Bowland* Committee: *Corporation*
Suite

Present: *Alison Robinson (Principal), Barbara Godby (Co-opted Member), Debbie Clayton, Garry Payne, Gerry Corless, Ian Higginbotham, Irene Ainsworth, Jane Booker, Julie Hughes, Martin Smith and Stuart Heys (Chairman)*

Attending: *John Wherry (Deputy Principal), Richard Morris (Deputy Principal) and Steven Downham-Clarke (Vice Principal)*

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

Apologies: *Allan Foster (Vice Chairman), David Hall, Richard Furnival, Richard Hughes, Sian Oliver and Sydney Barwick*

Public Minutes

Item number: (and category)	Item description:	Queries:
<p>29.18 <i>Decision</i></p>	<p><i>Attendance of Co-opted Members of Committees and Members of Management</i></p> <p>Standing Order 13 states that:</p> <p><i>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:</i></p> <p><i>(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</i></p> <p><i>(b) The Corporation may however, exclude staff from attending any business it deems necessary.</i></p> <p><i>(c) Attendance by other persons shall be at the discretion of the Corporation following advice from the Principal or Clerk.</i></p> <p>However, the Corporation does encourage Co-opted Governors to attend and take part in the discussions and debate although not having a vote.</p> <p>Resolved:</p> <p>That Co-opted Members of Committees and members of Management be welcomed for the public and confidential business on the agenda.</p>	
<p>30.18 <i>Record</i></p>	<p><i>Apologies for Absence</i></p> <p>Apologies have been received from David Hall, Allan Foster, Richard Furnival, Sian Oliver, Richard Hughes and Syd Barwick.</p>	
<p>31.18 <i>Record</i></p>	<p><i>Minutes of Previous Meeting</i></p> <p>The Public minutes of meetings number 138 held on Tuesday 13 March 2018 (published on the extranet) where signed and agreed as a true and correct representation of the meeting.</p>	
<p>32.18 <i>Record</i></p>	<p><i>Declarations of Interest</i></p> <p>There were no declarations of interest received in respect of items on the public agenda.</p>	
<p>33.18 <i>Information</i></p>	<p><i>Chair's Opening Remarks</i></p> <p>The Chair addressed the Corporation and provided an update on his recent activities on behalf of the College.</p>	

	<p>A welcome was extended to all, but especially those Governors who were attending their first meeting of the Corporation: Co-opted Committee Member Barbara Godby, Governor Irene Ainsworth, Staff Governor Debbie Clayton and the Vice Principal Steven Downham-Clarke.</p> <p>The Chair shared his experience of attending the East Lancashire Awards Ceremony. He described the occasion and new venue as ‘absolutely magnificent’. It was he said, ‘quite incredible’ to interact with the parents and see how proud they were of achievements. He went on to say that it was a nice aspect of the Governor role to witness the ceremonies and see direct results of the core purpose of the College, educational attainment.</p> <p>Ian Higginbotham had officiated at the Merseyside Ceremony on behalf of the Chair. Ian echoed the Chair’s sentiments.</p> <p>The Chair had attended Association of Colleges (AoC) events and commented that these meetings were getting better and better in terms of quality, depth, relevancy and support. The latest had proved useful to the Vice Principal who was leading on reviewing course costings.</p> <p>Resolved:</p> <p>That the Chair’s Opening Remarks be received.</p>	
<p>34.18 <i>Decision</i></p>	<p><i>Appointment of Chair and Vice Chair of Corporation</i></p> <p>Members gave consideration to the Appointment of Chair and Vice Chair of Corporation for the ensuing year.</p> <p>The current Chair and Vice Chair were eligible for re-election.</p> <p>Following due process it was</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That Stuart Heys be appointed Chair of Corporation for the period 1 September 2018 to 31 August 2019. 2. That Allan Foster be appointed Vice Chair of Corporation for the period 1 September 2018 to August 2019. 	
<p>35.18 <i>Information</i></p>	<p><i>Correspondence</i></p> <p>Corporation gave consideration to</p> <ul style="list-style-type: none"> • The summary notes of the AoC Board meeting held on Wednesday 27 June 2018. • The AoC Policy Update for the period March to June 2018 <p>The AoC meetings had led to discussions on a range of current policy issues affecting colleges, and, in particular, the current political climate including Brexit; the spending review in 2019; possible increases to employer pension contributions; T Levels; Institutes of Technology; HE registration applications to</p>	

	<p>the Office for Students; devolution; the Advanced Maths Premium; and recent college mergers which had reduced the number of colleges in the sector to 269.</p> <p>Resolved:</p> <p>That the Correspondence be received.</p>	
<p>36.18 <i>Decision</i></p>	<p><i>Student Voice</i></p> <p>Corporation gave consideration to the Annual Report from the Myerscough Students Union (MSU).</p> <p>The report provided an overview of the activities and events arranged with and for the student population, which included a rag week, and social, sporting, community and fundraising events.</p> <p>The chosen charity for the year was the North West Ambulance Service.</p> <p>Corporation noted that the report style was under review.</p> <p>Resolved:</p> <p>That the Annual Report from the Myerscough Students Union be received.</p>	
<p>37.18 <i>Information</i></p>	<p><i>Governor Engagement</i></p> <p>Governors informed the Corporation of any involvement they had with the College since the last meeting.</p> <p>Resolved:</p> <p>That the verbal update on Governor Engagement be received.</p>	
<p>38.18 <i>Decision</i></p>	<p><i>Report of the Finance and Resources Committee 19 June 2018</i></p> <p>The Corporation gave consideration to the report of the Finance and Resources Committee held on 19 June 2018.</p> <p>Tuition Fees</p> <p>Myerscough with UCLAN had agreed the fee structure for new entrants in 2019/20 as part of its Access Agreement.</p> <p>The government had implemented a cap on full time degree fees of £9,250 so no increase was available.</p> <p>An inflationary increase was applied to the fees for part time programmes for 2019/20.</p>	

The detail of fees was contained in the report and would be published on the College website in accordance with legislation.

Corporation concurred with Finance & Resources Committee recommendations to approve the HE fees for 2019 / 20.

The Principals Strategic Plan Progress Report 2017 / 2018

Financial Position Statement, incorporating investments and cash flow, for Period Ended 30 April 2018

Capital Expenditure Report for Period Ended 30 April 2018

Myerscough Ventures Report for Period Ended 30 April 2018

Corporation noted the above reports had been considered. Surplus as a percentage of income (pre FRS17) was predicted to be £693k (3% as per budget) which was £13k behind budget, the balance sheet was healthy with a current ratio of 1:1.3 and cash days of 65. Turnover was slightly behind profile but in the main the financial key performance indicators were on or above target.

Recruitment for 16 – 18 year olds was ahead of last year though slightly behind target.

HE recruitment overall was behind target, though part time was ahead. Staff costs as a percentage of income were at 54.8% against a target of 56.2%. Income from Myerscough Ventures was ahead of profile by some £87k.

There was increased scrutiny of the Farm's performance and a monitoring plan had been presented. The area was behind profile by £120k and by the end of the year a loss of £95K was predicted against a budgeted loss of £39k.

Members had considered the Food Farming & Innovation Technology Centre (FFIT) Progress Report noting good progress against the Local Enterprise Partnership (LEP) targets and an invitation to review them. The Committee had engaged in discussion around financial and strategic performance and wished to continue close monitoring of progress. A further report would be submitted to the September Finance & Resources Committee meeting.

Capital Expenditure was in line with profile and within agreed tolerances.

Appointment of Vice Chair - The Committee had agreed to appoint Martin Smith as its Vice Chair.

Risk Register - Corporation noted the risk registers applicable to Finance and Resources Committee. The approach provided assurance concerning management of risk linked to Finance, Health & Safety, Human Resources and Estates. It had been agreed to incorporate 'impact of discussions to staff moral' concerning budgetary and staffing discussions.

ESFA Financial Health check - was confirmed as 'Good'. A generic dashboard showed the College performance benchmarked against others in the sector.

College Funding Further Education - Corporation noted an overall decrease in funding of £341,089k and was provided with a report on the various elements of the further education funding. The total excluding bursaries was £10,850,682.

The ESFA has confirmed that the Adult Education Budget allocation for 2018/19, would be exactly the same as 2017/18 with the total allocation, £995,604, being £830,284 for tuition and £165,320 for bursary funds.

The appeal for additional funding for the College's High Needs learners from the Lancashire County Council was rejected. College would now seek extra allocation through negotiation with local authorities though this would be to a lesser amount.

The ESFA had broadened the funding eligibility via a pilot for 2018 / 19 to provide full funding for level 2 courses to those aged over 19 who were in receipt of a low wage.

Bursary Fund Allocation - The ESFA had increased provision by 4% for the year to a total of £817,863. This sum covered: Discretionary 16 – 18, Residential, Free School Meals and Advanced Learners. The FE and HE Bursary policies included minor updates to reflect the latest guidance from the ESFA and to provide clarity to applicants. Corporation endorsed approval of the Policies for the allocation of the funds.

Human Resources Report for the Period Ended 30 April 2018

Staff turnover at 15.48% was below the national benchmark. The largest group of leavers was from the support staff category.

The stability index had reduced to 67.49% mainly due to a number of long serving staff retiring. Pay continued to be the main reason for leaving.

Finance & Resources Committee had received information on the wellbeing strategy and management approach to staff surveys. Members had commented on the importance of investigating mechanisms to 'measure' staff feelings concerning any cultural impact, future staffing changes and reshaping may have.

Health and Safety Report for the Period ended 30 April 2017

The highest area for accidents was Equine with 45 overall (including liveryes and stables) which was an increase of 19 from last year. There were no obvious trends that would suggest the reason for this increase. Four accidents were RIDDOR reportable.

As requested details of insurance claims were included in the report.

There had been three terrorist related threats via email. Procedures had been followed, all were hoaxes.

Resolved:

1. **That the Higher Education Tuition Fees for 2019 / 2020 be approved.**
2. **That the matters for information be received and Finance & Resources Committee decisions endorsed.**

39.18

Decision

Report of the Audit and Governance Committee 26 June 2018

Financial Statements Audit and Regularity Audit Annual Plan for the Year Ending 31 July 2018.

Consideration was given to the Audit Plan prepared by RSM, the College Financial Statements and Regularity Auditors, for audit work relating to the year ending 31 July 2018.

The Audit Plan included details of RSM's fee for 2018 showing a 3% increase. Key areas of audit focus would be income recognition, pension scheme liabilities, going concern, management override of controls and capital projects RSM would also provide an independent reasonable assurance report in connection with the Teachers' Pensions Contributions for the year ended 31 March 2018.

Internal Audit Plan

A revised Internal Audit Plan was submitted for the attention of Corporation. The plan incorporated a request from the Audit and Governance Committee to broaden the safeguarding review whilst retaining the agreed number of days.

The four areas for audit:

- General Data Protection Regulations - Implementation review.
- Apprenticeships, with focus on the contracting and enrolment functions.
- Safeguarding - a Residential Care Inspection took place in December 2017 and additional standards were published in March 2018. A review has been requested by management to consider if the College had implemented the recommendations arising from the 2017 inspection and the new minimum standards published in March 2018. A broad remit would ensure activities in the wider college environment would also be audited.
- FE Students Health and Safety whilst undertaking work experience, a new area for the College. A review had been requested by management to consider how the College ensures all students undertaking work experience are safe, and there is compliance with internal procedures for assessing each work experience site and on-going monitoring is undertaken.

Student Governor Appointment

The Student Body had held an election for the role of Student President and elected Declan Burke, a FE Basketball student who was therefore nominated as a Student Governor.

Sydney Barwick, a HE Arboriculture student had been recommended by the student body to serve for a second term as the second Student Governor.

Timetable of Meetings 2018/2019

The Committee had recommended a timetable of meetings which reflected a number of changes particularly around dates of meetings of the Finance and Resources Committee. The timetable was further amended at the Corporation, again concerning meetings scheduled for June/July 2019. Corporation concurred with all the changes and the Clerk undertook to circulate a revised timetable following the meeting..

Membership of Committees

There was currently a vacancy on the Corporation. The Clerk updated members on strategies to recruit.

The Post 16 Audit Code of Practice 2017/18 recommended staff governors should not be members of an Audit Committee. This recommendation therefore indicated the same for student members. Staff and Student membership had accordingly been moved to Finance & Resources Committee leaving Audit & Governance Committee with 3 full members and 1 co-opted member.

It was agreed the Audit & Governance Committee membership should be strengthened through recruitment of a new Governor and / or a member of Quality & Standards Committee add a second Committee to their membership. The Audit & Governance Committee terms of reference precluded Finance & Resources Committee members and the Chair of the Corporation.

Interested Members were asked to enquire to the Clerk re membership of Audit & Governance Committee.

Internal Audit Reports – May 2018

Finance Systems Review – Part-time Payroll. No recommendations were made.

Finance System Review at the Farm. Two low level recommendations were made regarding raising, ordering and approval of purchases.

Review of the recommendations made in the 2017/2018 audits and found that of the 11 actions proposed, 9 had been fully implemented and two had been superseded.

The Internal Auditors progress report showed performance against plan which had been undertaken within the agreed programme.

Internal Audit Progress and Summary Report Incorporating Internal Audit Report of June 2018

Of the 7 recommendations proposed, 4 (57%) had been implemented, 2 (29%) were on-going, 1 (14%) was not yet due, and no items were outstanding. Members had also noted good progress on implementation of the General Data Protection Regulations.

RSM Information Reports

RSM had provided the Committee with a number of reports for their information as follows: GDPR Benchmarking; Emerging Issues: Further Education Risk Management; and Beyond the Balance Sheet.

RSM Engagement Letters

It had been agreed the Chair sign the three letters of engagement. One related to the general audit, one for the audit of the annual grant for work placements pilot and the third one related to the audit of the Teachers' Pension Scheme.

	<p>Strategic Risk Register 2017/2018 The registers were categorised as:</p> <p>Strategic Risks Operational Risks Financial Risks Curriculum Risks Estates Risks Human Resources Risks Governance Risks Cross College Risks</p> <p>Updates were highlighted and mostly related to notes to provide assurance.</p> <p>Data Returns Monitoring Report All the statutory data returns had been completed to the required time frames.</p> <p>Governance Quality Improvement Plan All actions were scheduled for completion by the end of the academic year.</p> <p>Post – 16 Audit Code of Practice 2016 – 2017 The code recommended that staff Governors (and by implication, student Governors) should not serve on the Audit Committee, College governor membership reflected the advice.</p> <p>Governor Vacancies The Clerk updated the Committee on the various avenues being pursued to recruit individuals for the current Governor vacancy.</p> <p>Audit Committee Annual Cycle of Business 2018/2019 The Committee agreed the report with the proviso that a meeting remain scheduled for April 2019 should the need arise.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Financial Statements / Regularity Audit Plan for the Year Ending 31 July 2018 be approved. 2. That the revised Internal Audit Plan for 2018/2019 be approved. 3. That Declan Burke's appointment as Student Governors for the academic year 2018 / 2019 be endorsed. 4. That Sydney Barwick's re-appointment as Student Governors for a second year for the academic year 2018 / 2019 be endorsed. 5. That the Timetable of Meetings for 2018/2019, as now amended, be approved. 6. That the Membership of Committees for 2018/2019 be approved as submitted. 7. That the items for information be received. 	
<p>40.18 <i>Decision</i></p>	<p><i>Report of the Quality and Standards Committee 3 July 2018</i></p> <p>Corporation gave consideration to the Quality & Standards Committee Report from the meeting held on 3 July 2018.</p>	

Performance Data 2017/2018

Quality & Standards Committee had considered the performance reports

- **Strategic Plan Progress Report 2017/2018;**
- **In Year Performance Data – FE 2017/2018;**
- **In Year Performance Data - HE 2017/2018;**
- **Apprenticeships and Skills Performance Data - 2017/2018.**

FE - Retention for FE was 95%, at target and above that of last year. The 19 plus age group retention was almost 3% higher than the target of 95%.

Attendance at the Merseyside Centre continued its upward trend proving embedding of a culture of success.

Retention for the 14-16 age group was 93%, slightly down on target.

Data was scrutinised to ensure any gaps in achievement from groups with protected characteristics were identified, acted upon and monitored. Currently ethnic group retention was under scrutiny and the exceptional entrants had lower attendance.

New systems were being rolled out so those staff who required safeguarding and wellbeing information could view 'joined up' data in line with Ofsted social care recommendations.

In line with the national position, delivery of Functional Skills and Maths and English GCSEs remained challenging.

HE - Overall HE retention was 98% with attendance at 88%.

Research income was currently £73k against a target of £95k although further income may be realised before the year end. Research activity remained strong though it was challenging to retain staff as higher salaries could be realised in the University sector.

HE student recruitment for the coming year was similar to last year with a slight increase in year 1 numbers.

Three new HE programmes had been approved for commencement in 2018/2019.

All details required in relation to maintaining a continued HE programme in future years had been submitted to the Office for Students (OfS) within the required timescale.

Corporation was pleased to note the accolade for Higher Education as Myerscough College was awarded the highest Teaching Excellence Framework mark, 'TEFGold' and wished to pass congratulations to those involved.

Apprenticeships and Skills Enrolments stood at 509 compared to 593 for a similar period last year with 76 applications pending. This showed sustained growth in a period of national decline. Contracted allocation had exceeded budget and additional monies had been received from the ESFA.

Withdrawals from the programme stood at 90. The most withdrawals were

from the Horticulture section. This was being addressed through attention to the management structure and its associated distribution of tasks, effective IAG and attention to strategies, support mechanisms and entry requirements.

Performance to date was lower than for the same period last year with achievement at 71.2% with a potential to reach 80%. Timely was 46.2% with a potential to reach 61.8%. College success compared favourably with the national position but the aspirational college targets would not be met.

Quality Improvement Plan 2017-2018 - The report highlighted progress against target for those areas selected for improvement.

Learner Voice - The Learner voice was heard via surveys, outcomes from course rep meetings, and the 'MyStar', 'We HeartU' and 'Golden Roses' awards. Headline survey results were mostly 90% plus satisfaction. The library, bus service and catering were below 90% though there was an upward trend for the latter two.

Take up for the external HE survey was high at 77.6% Results would be published in August 2018.

Teaching, Learning and Assessment - The report provided an overview of academic data and analysis of teaching, learning and assessment. The grade profile of the 90% of teaching staff assessed was significantly higher than previous years standing at 100% achieving grade 1 and 2 with a significantly higher proportion of Grade 1 observations compared to last year. Members were pleased to note embedding of teaching standards and suggested a shift in focus of the report to look for endorsement of quality through other methods. Members had expressed confidence in the various external and internal quality assurance processes.

Subcontracting Provision - The report gave details and assurances of processes and management of the various contractors, the services they provided, the number of student starts and retention factors (98.3%) together with the value of each contract and the retention fees retained by the College. Discussions would commence shortly with the current subcontractors on allocations for 2018/2019. Two new potential subcontractors were currently in discussions with the College. The ESFA had audited the subcontracting provision and had no issues to raise. All staff had achieved either Grade 1 or Grade 2 for lesson observations.

Statutory Risk Register - Updates included attention to changes in the apprenticeship programmes to the new standards.

Quality and Standards Committee Annual Cycle of Business for 2018/2019. - The Subcontracting Report would be added to the cycle of business.

Resolved:

That the matters for information be received.

<p>41.18 <i>Decision</i></p>	<p><i>Independence of the Clerk</i></p> <p>The Clerk to the Corporation must provide independent unbiased and impartial advice to the Corporation at all times and must be able to demonstrate his/her independence.</p> <p>Adherence to the policy '<i>Independence of the Clerk</i>' had enabled the Clerk to demonstrate his independence. Corporation Members agreed the current policy remained fit for purpose.</p> <p>Resolved:</p> <p>That the Independence of the Clerk Policy be approved.</p>	
<p>42.18 <i>Decision</i></p>	<p><i>Corporation Annual Cycle of Business 2018 - 2019</i></p> <p>Members gave consideration to the Corporation Annual Cycle of Business.</p> <p>Resolved:</p> <p>That the Annual Cycle of Business be approved.</p>	

Signed:

Date: