

MINUTES

Corporation No 138

Date: *13/03/2018 (Tuesday)*

Time: *18:00–20:00*

Venue: *Bowland Suite*

Committee: *Corporation*

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

Present: *Adrian Boreham, Allan Foster (Vice Chairman), Ann Turner (Principal), Barbara Godby (Co-opted Member), David Hall, Garry Payne, Gerry Corless, Ian Douglass, Jane Booker, Julie Hughes, Martin Smith, Richard Hughes, Stuart Heys (Chairman) and Sydney Barwick*

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

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

Apologies: *Ian Higginbotham, Richard Furnival, Sarah Burdaky and Sian Oliver*

Public Minutes

Item number: (and category)	Item description:	Queries:
<p>01.18 <i>Decision</i></p>	<p><i>Attendance of Co-opted Governor and College 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.</i></p> <p><i>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 however, may exclude members of staff from attending any business that 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 discussion and debate.</p> <p>Resolved:</p> <p>1. That Management attend the public and confidential parts of the meeting. 2. That the Co-opted Committee Member attend the meeting</p>	
<p>02.18 <i>Record</i></p>	<p><i>Apologies for Absence</i></p> <p>Apologies had been received from Ian Higginbotham, Sarah Burdaky, Richard Furnival and Sian Oliver.</p> <p>David Hall left the meeting after item 21.18 'Confidential Report of the Finance & Resources Committee'.</p>	
<p>03.18 <i>Record</i></p>	<p><i>Declarations of Interest</i></p> <p>There were no declarations of interest made in respect of items on the public agenda.</p>	
<p>04.18 <i>Information</i></p>	<p><i>Chair</i></p> <p>The Chair addressed the Corporation and provided an update on his recent activities on behalf of the College.</p> <p>This was the final Governor meeting for the Principal, Ann Turner. Governors had departed from their normal pre meeting buffet to arrange an extended surprise afternoon tea, at which a gift and flowers were presented. The Principal responded accordingly.</p>	

	<p>Adrian Boreham was attending his final meeting as his second term of office as Support Staff Governor came to a close, meaning he was required to retire from the Board.</p> <p>Ian Douglass, former Chair of Finance & Resources Committee was also retiring from the Board as was Sarah Burdaky, Finance & Resources Committee member.</p> <p>Presentations were made to Adrian and Ian and members acknowledged their excellent contributions and wished them well. Thanks and good wishes were extended to Sarah who was unable to be at the meeting.</p> <p>Barbara Godby, recently appointed as Co-opted Committee member to Audit & Governance Committee was warmly welcomed to the meeting.</p> <p>Resolved:</p> <p>That the Chair's Opening Remarks be received.</p>	
<p>05.18 <i>Information</i></p>	<p><i>Correspondence</i></p> <p>Members gave consideration to the termly letter received from Richard Atkins, FE Commissioner and to his Annual Report for 2016 - 2017.</p> <p>Resolved:</p> <p>That Corporation noted the correspondence.</p>	
<p>06.18 <i>Information</i></p>	<p><i>Report of the Myerscough Students Union</i></p> <p>Corporation gave consideration to the MSU report. The report provided details of fundraising, community and social activities. Attention had been given to collection of data and survey activities to inform the MSU programme of activities.</p> <p>Student elections were currently taking place for MSU positions.</p> <p>Members were appreciative of the information provided, the range of activities and commented on the value of the MSU's community links. Student Governor, Syd Barwick updated members on the Eco project that he was leading.</p> <p>Members advised that the MSU be provided with a reporting Matrix and some training to structure it's report.</p> <p>Resolved:</p> <p>That the MSU Report be received and actions noted.</p>	

<p>07.18 <i>Record</i></p>	<p><i>Governors Engagement Programme</i></p> <p>College activities and events continue to be circulated to Governors with records held of attendance.</p> <p>Resolved:</p> <p>That the Governor Engagement Programme be noted.</p>	
<p>08.18 <i>Decision</i></p>	<p><i>Report of the Audit and Governance Committee 6 February 2018</i></p> <p>Corporation gave consideration to the Report of the Audit and Governance Committee.</p> <p>Revised Internal Audit Plan 2017/2018</p> <p>The additional report commissioned on Disaster Recovery considered at the November meeting meant that to complete all assignments, the audit days would increase to 36 from the 32 agreed and so over budget. The two outstanding assignments were, 'Financial Systems Review - The Farm' and 'Payroll part time payment portal'.</p> <p>Corporation concurred with Audit & Governance Committee's recommendation to increase the budget by £1,944 to facilitate the completion of the Audit Plan for 2017/2018.</p> <p>Corporation Vacancies Reported at minute item: 15.8.</p> <p>Internal Audits</p> <p>IT Cyber Risks GDPR - The General Data Regulations. The GDPR regulations come into effect on 25 May 2018. In October 2017, an internal audit was commissioned to provide a factual report on the College's current processes against ten key GDPR areas. The findings supplemented the College's own Action Plan. In addition key control areas were tested against cyber activity within the College. The report made 16 recommendations to continue the work towards GDPR compliance prior to the law change. Management indicated good progress with compliance being in place according to time frames. Corporation noted that a GDPR update would be provided at the Training Day in April. .</p> <p>Internal Audit Progress Report The report gave an overview of activity against the Internal Audit Plan which had been set in June 2017. There was good progress in implementing recommendations.</p> <p>Internal Audit Progress Report and Summary Report Update In total 5 recommendations were made of which 3 (60%) had been implemented and 2 (40%) were on-going and none were outstanding.</p> <p>Strategic Risk Management and Governance Risks Consideration was given to the Risk Management Summary Plan 2017 / 2018 which focused on the key strategic risks on the Risk Register and highlighted</p>	

any changes. The report also included the Governance risks from the Risk Register. The Committee asked that GDPR requirements be added to the register as a high priority.

Data Returns Report

Reports to the funding bodies had been submitted on time.

Subcontracting Arrangements

The report provided details of numbers enrolled, the funding value, success rates and the reasons for subcontracting the provision.

Lynwood in Dorset had appealed to the ESFA for funding to deliver veterinary nursing apprenticeships. As Lynwood was too small to apply for funding in their own right they needed a partner such as Myerscough. Negotiations were ongoing with Lynwood and the ESFA for the contract, at a value of circa £220k with Myerscough to receive 15% and oversee the quality.

Myerscough had entered into a sub-contracting arrangement with Northern Rail. Sixteen learners had enrolled onto the first year of the programme meaning payments would begin in year 2017/18.

Members noted the subcontracted provision widened participation and served community need

Skills Audit

Governors had completed the survey which aided recruitment decisions. Overall, the report indicated a strong Board with a good spread of skills and did not point to any one area where there was a clear deficiency.

Corporation Quality Improvement Plan - Members were satisfied with progress against actions.

Away Event - The training event would be held in-house on 20 April 2018. An external speaker was confirmed and the programme would be finalised shortly taking into account member input and suggestions. The Clerk would circulate a meeting programme prior to the event.

Corporation endorsed Audit & Governance Committee recommendations.

Resolved:

1. **That the Audit & Governance Report of 6 February 2018 be received.**
2. **That the Internal Audit Budget be increased by an additional £1,944 to facilitate the completion of the 2017 / 2018 Audit Plan.**

09.18

Decision

Report of the Finance and Resources Committee

Corporation gave consideration to the report of the Finance & Resources Committee.

Matters requiring a decision:

Further Education Tuition Fees 2018 / 2019

Corporation endorsed the recommendations on FE full and part time tuition fees for 2018 / 19 for Adult Learners, Overseas students and students expected by the ESFA to co-fund their course fee according to the shedule circulated with the agenda.

In compliance with Consumer Protection legislation , College Tuition Fees are published.

Matters for information:

The Principals Strategic Plan Progress Report 2017 / 2018.

Financial Position Statement for Period Ended 31 January 2018 including Investments.

Capital Expenditure Report for Period Ended 31 January 2018.

Myerscough Ventures Report for Period Ended 31 January 2018.

The Committee received the regular reports on the various aspects of the College finances for the period ended 31 January 2018.

The surplus as a percentage of income (pre FRS17) was on target at 3.4%, the balance sheet was healthy with a current ratio of 1:1.25 and cash days of 61.0. Turnover was slightly behind profile at £15.13m but better than the same period last year which was £14.27m. In the main the financial key performance indicators were on or above target.

Overall income was £208k (1.4%) less than budget but £856k (6.0%) ahead of last year.

Recruitment for 16 – 18 year old was ahead of last year and very slightly behind target.

Adult classroom based income, HE postgraduate number and research income were behind target.

Staff costs as a percentage of income was 54.4% against a target of 55.4%. Direct pay costs were £199k (3.6%) less than budget and £91k (1.7%) lower than this time last year.

Myerscough Ventures was ahead of budget by £20k (1.2%) making a total contribution of £670,151 after period 6. Following a review of the provision of residential accommodation numbers were up on last year. There were currently 660 bed spaces with around ten vacant at any one time. Although block release for areas such as Vet Nursing impacted on these figures.

The Farm budget was being closely monitored and to date the gross margin was £12k adverse to budget. The report on the Farm also included a copy of the Farm Improvement Plan which was welcomed by Governors.

The report also indicated that the capital plan projects were meeting targets.

The Committee wished to see a marketing plan produced for the FFIT to initiate increased commercial use of the building.

Finance & Resources Committee had noted good performance in controlling costs and achievement of a surplus despite income being behind targeted levels.

Strategic Risk Register

The risk referring to High Needs Funding received scrutiny as members sought clarification on the appeal for funding for additional learners for 2018 / 19 so allowing growth in this area of provision as reflected in the 2017 / 18 over recruitment.

Corporation noted the discussion focused on the Food Farming Innovation and Technology (FFIT) Centre under the risk, 'Failure to attract levels of income from all other external forecasts'.

College Funding Update

Reported at minute 21.18.

The ESFA contract allocation for 2017 /18 provides funding for 1649 students with a value of £11,902,545. Members had noted the criteria for allocation of funding indicated levels would be lower than the previous year.`

There was an appeal outstanding for increased allocation for High Needs Learners.

A series of Strategic Planning Group meetings to identify efficiency savings to match the expected reductions in ESFA FE grants for 2018 // 19 had been held.

Financial Regulations – Annual Review

The amendments in the main focused on changes of updated OJEY financial limits and roles within the year, increase in thresholds for formal tenders and an additional section on expenditure incurred in respect of a Disaster Recovery/Business Continuity Event.

Corporation noted the explanation with regard to regular usage of individual contractors had been refined.

Policy on Subcontracting – Review

In compliance with SFA funding the policy had been reviewed.

Human Resources for the Period Ending 31 January 2018

Health and Safety Report for the Period Ended 31 January 2018

The Committee had scrutinised reports, received information and was assured of effective management in these areas.

	<p>Members had asked about insurance claims resulting from the accidents reported and asked that future reports include this information.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Tuition Fees for 2018 / 2019 as detailed in the report be agreed. 2. That the matters for information be received. 	
<p>10.18 <i>Decision</i></p>	<p><i>Report of the Quality and Standards Committee</i></p> <p>Corporation gave consideration to the report of the Quality & Standards Committee of 27 February 2018.</p> <p>Performance Data 2017/2018</p> <p>The Committee had reviewed performance for the current year as follows:</p> <p>Strategic Plan Progress Report 2017/2018. Current Year Data: FE HE Work Based Learning</p> <p>The Committee had considered the reports.</p> <p>FE Attendance was at high levels, 97% across all Centres, and the improvement at Croxteth continued at 95%. Retention averaged at 98% across all Centres and punctuality was 99%. Recruitment remained above target and would continue to be monitored throughout the year. Adult 19plus was currently below target.</p> <p>HE recruitment was below target at 606 but slightly above this time last year. Lower HE recruitment at the present time was common across the sector. Retention was high at 99% with attendance at 90%. Education Non-Continuation between years 1 & 2 at 10.7% compared favourably with the national average of 14% and the College target of 12%.</p> <p>The College was subject to quinquennial Periodic Course Review (PCR) by the University in December 2017. The review was highly successful with all programmes re-approved.</p> <p>Proposals for new higher education programmes had been submitted to UCLan and would be going through University course approval processes.</p> <p>Research publications were largely on track to meet target.</p> <p>The College had submitted to the Teaching Excellence and Student Outcomes Framework. TEF metrics were an improvement on the previous year where College gained a 'Silver' award.</p> <p>Apprenticeship and Skills the report illustrated a positive position with overall</p>	

success higher when compared to the same period last year although it was unlikely the aspirational targets of 65% timely would be met.
Enrolment figures indicated growth.
College was experiencing recruitment problems for Construction Skills staff. Further actions included attention to achievement gaps and attention to the agricultural area.
Recent changes in Apprenticeships & Skills staffing had resulted in reorganisation of the departmental structure.
The introduction of Performance Boards for Apprenticeships and Skills was seen as a positive move by the recent Landex Peer Review.

Overall the Committee drew encouragement from the reports.

Learner Voice

Overall feedback was positive and results fed back to learning areas for action. The data was reviewed at the Curriculum Quality Group and the Quality Monitoring Strategy Meeting and fed into academic and support self-assessment reports.

Teaching and Learning and Assessment Report

At the time of the report 46% of staff had been observed with 98% of lessons graded as 1 or 2. The number observed at this stage was lower, though more in depth than the previous year due to the roll out of a new coaching / reflective based system.

Equality, Diversity and Inclusion Action Plan

Corporation noted that a number of actions in the plan had been completed and the remainder were in progress.

Quality Improvement Plan 2017/2018

Members were updated on progress against targets.

LANDEX Peer Review Report

Corporation noted the very positive Landex Peer Review Report and the value of benchmarking and external reviews.

Strategic Risk Register

Quality & Standards Committee had considered risks relative to its area of operation. Delivery of T levels and introduction of end assessments for City and Guilds new technical qualifications and apprentices would be incorporated in the register.

Resolved:

That the report of the Quality & Standards Committee of 27 February 2018 be received.

<p>11.18 <i>Decision</i></p>	<p><i>Statutory Risk Register</i></p> <p>The report contained the twelve highest risks taken from all registers across the College.</p> <p>Changes were highlighted.</p> <p>Corporation gave close attention to the risks and made particular mention of Risk 3a concerning Higher Education income targets and were assured that, indicators for recruitment for 2018/19 were consistent with the previous year at this stage, despite the fall in demographics.</p> <p>Members noted that Risk 7g concerning Cross College legislation included detail on implementation of General Data Protection Regulations, GDPR.</p> <p>Members also noted that in April all senior post holder positions would be filled following Ann Turner's retirement with Alison Robinson taking up the Post of Chief Executive & Principal and Steven Downham-Clarke commencing as Vice Principal & Deputy Chief Executive.</p> <p>Resolved:</p> <p>That the Risk Report be received.</p>	
<p>12.18 <i>Decision</i></p>	<p><i>Ofsted Residential Inspection - Report</i></p> <p>Corporation gave consideration to the report provided by the Vice Principal on the Ofsted Residential Care Inspection of 16 to 18 year old students living on Campus which was held between 5th to 7th December 2017. The report included an Action Plan. The formal Ofsted report was also provided.</p> <p>The overall judgement for the College following this rigorous inspection was 'Good'. However there were elements that required improvement largely around safeguarding administrative procedures which were highlighted in the action plan.</p> <p>An Ofsted Post Inspection Action Plan Group had been set up to monitor and record progress.</p> <p>Corporation wished to be kept up to date on progress and asked if Resources were available to support staff with record keeping. Members also asked that Audit & Governance Committee consider whether Safeguarding should be added to the next years Internal Audit Plan.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. Audit & Governance Committee consider safeguarding be added to next years Internal Audit Plan 2. That the Ofsted Residential Inspection Report be received. 	

<p>13.18 <i>Decision</i></p>	<p><i>Matrix Assessment Report</i></p> <p>Corporation gave consideration to the Matrix Assessment Report following the visit to the College on 23 to 25 January 2018.</p> <p>Matrix assessed the College's ability to deliver Information, Advice and Guidance across all services for students. The report concluded that the College continued to meet the standard with an increased number of areas of strength and few areas for further development.</p> <p>Resolved:</p> <p>That the Matrix reaccreditation be noted.</p>	
<p>14.18 <i>Information</i></p>	<p><i>Gender Pay Gap</i></p> <p>Corporation gave consideration to the Gender Pay Gap Report for Myerscough College.</p> <p>They noted the requirement for this to be published on the College Website by 30 March 2018 and endorsed the report as submitted.</p> <p>Resolved:</p> <p>That the Myerscough College Gender Pay Gap Report be published on the College Website by 30 March 2018.</p>	
<p>15.18 <i>Decision</i></p>	<p><i>Corporation Vacancies</i></p> <p>Audit & Governance Committee had given consideration to Corporation vacancies, interview panel recommendations and Committee Membership and made recommendations to Corporation, taking into consideration the Skills Audit.</p> <p>There were three departures from Corporation effective from 31 March 2018, independent members Sarah Burdaky and Ian Douglass and support staff member Adrian Boreham.</p> <p>The election for a Support Staff Governor had been held with over 170 support staff casting votes. Three candidates stood for election. The successful candidate was Debbie Clayton, Corporate Services Manager.</p> <p>Alison Robinson, on taking up her appointment as Chief Executive & Principal from 1 April 2018, had chosen to become a Governor.</p> <p>A revised Committee structure was provided.</p> <p>Corporation endorsed the Audit & Governance Committee recommendations.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • That Irene Ainsworth be appointed to the Board to serve on Quality & Standards Committee for a four year term of office commencing 1 April 2018. 	

	<ul style="list-style-type: none"> • That the Clerk arrange to circulate the forthcoming vacancy for an Independent Governor. • That Debbie Clayton's appointment as Support Staff Governor to serve on the Audit & Governance Committee for a four year term commencing 1 April 2018 be endorsed. • That Alison Robinson become a Governor sitting on Quality & Standards Committee and Finance & Resources Committee with effect from 1 April 2018. • That David Hall move from Audit & Governance Committee to Finance & Resources Committee. 	
16.18 <i>Decision</i>	<p><i>Appointment of Directors and Trustees of Myerscough Ltd. and Myerscoll Ltd.</i></p> <p>Myerscough College has two subsidiary, dormant companies namely Myerscough Ltd and Myerscoll Ltd. The Principal acts as company secretary and the Chairs of Corporation and Finance & Resources Committee as Directors.</p> <p>Myerscough also has a charitable prize fund managed by the Charities Official Investment Fund, COIF, valued at around 18k. The Trustees are the Chairs of Corporation and Finance & Resources Committee.</p> <p>Due to recent retirements, new appointments were required. Members endorsed continuation of the same pattern of appointments.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That Stuart Heys, Chair of Corporation remain as a Director of Myerscough Ltd and Myerscoll Ltd and as a trustee of the charitable prize fund with effect from 1 April 2018. 2. That Ian Higginbotham be appointed as a Director of Myerscough Ltd and Myerscoll Ltd and as a trustee of the charitable prize fund with effect from 1 April 2018. 3. That Alison Robinson be appointed Company Secretary of Myerscough Ltd and Myerscoll Ltd with effect from 1 April 2018. 	
17.18 <i>Information</i>	<p><i>Away Event</i></p> <p>Corporation was reminded that the Governors Training Event would take place on Friday 20 April 2018 between 9.30am and 4.00pm in the Bowland Suite at the College.</p> <p>The Clerk would circulate the programme in due course.</p> <p>Resolved:</p> <p>That the Governor Training Event be noted.</p>	

Signed:

Date: