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| **MINUTES** | | | | | | |
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| *Corporation No 145* | | | | | | |
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| Date: |  | *16/07/2019 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Bowland Suite* |  | Committee: |  | *Corporation* |
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| Notes: |  | *Governors will be able to obtain refreshments from the College Restaurant with a voucher between 4.30pm and 6.00pm. Tea and Coffee will be available in the meeting.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster (Vice Chairman), Barbara Godby, David Hall, Debbie Clayton, Gerry Corless, Ian Higginbotham, Irene Ainsworth, Jane Booker, John Morphet, Karen Birchall, Louise Bell, Richard Furnival, Ryan Clusky and Stuart Heys (Chairman)* | | | | |
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| Attending: |  | *John Wherry (Deputy Principal), Richard Morris (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Apologies: |  | *Garry Payne* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **34.19** | ***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 may however, exclude staff from attending any business 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 discussions and debate although not having a vote.  **Resolved:**  **That members of Management be welcomed for the public and confidential business on the agenda.** |
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| **35.19** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from John Morphet, Garry Payne and Ryan Clusky. |
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| **36.19** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The Public Minutes of meeting number 143 held on Tuesday 19 March 2019 (published on the extranet) were agreed and signed as a true and correct representations of the meeting. |
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| **37.19** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest received in respect of items on the public agenda. |
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| **38.19** | ***Chair's Opening Comments*** |
| ***Decision*** | The Chair referred to the commencement of the 125 year celebrations and the excellent Open Day and Country Fair. He also commented on the Award Ceremonies and invited guests. He made special mention of the vote of thanks by student Jacob Borgen.  **Resolved:**  **That the report be received.** |
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| **39.19** | ***Appointment of Chair and Vice-Chair of Corporation*** |
| ***Decision*** | Members gave consideration to the Appointment of Chair and Vice-Chair of Corporation for the ensuing year.The current Chair and Vice-Chair were eligible for re-election.Following due process it was:  **Resolved**  **1.  That Stuart Heys be appointed Chair of the Corporation for the period 1 September 2019 to 31 August 2020.**  **2.  That Allan Foster be appointed Vice-Chair of the Corporation for the period 1 September 2019 to 31 August 2020.** |
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| **40.19** | ***Correspondence*** |
| ***Decision*** | Corporation considered two items of correspondence:   FE Commissioner's letter dated May 2019;   Office for Students letter dated June 2019.The FE Commissioner detailed his recent work with colleges, identified some key learning points and outlined his role within the Department for Education's recently published document 'College Oversight: Support and Intervention Policy'. One of the key learning points was to encourage Corporations to have at least two financially qualified Governors on their Board.The letter from the Chief Executive of the Office for Students encouraged Governing Bodies to ensure financial viability and sustainability.  **Resolved:**  **That the correspondence be noted.** |
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| **41.19** | ***Student Voice*** |
| ***Decision*** | Corporation gave consideration to the Annual Report from the Myerscough Students Union (MSU).The report provided an overview of the activities and events arranged with and for the student population, which included a Fresher's Fair and social, sporting, community and enrichment activities.  **Resolved:**  **That the report from the Myerscough Students Union be received.** |
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| **42.19** | ***Governor Engagement*** |
| ***Record*** | Governors informed the Corporation of any involvement they had had with the College since the last meeting.  **Resolved:**  **That the verbal updates on Governor Engagement be received.** |
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| **43.19** | ***Report of the Audit and Governance Committee of 18 June 2019*** |
| ***Decision*** | The Corporation gave consideration to the report of the Audit and Governance Committee held on 18 June 2019.  **Financial Statements Audit and Regularity Audit Annual Plan for the Year Ending 31 July 2019.**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 2019 which included of RSM’s fee for 2019. Key areas of audit focus would be income recognition, pension scheme liabilities, going concern and management override of controls. RSM would also provide an independent reasonable assurance report in connection with the Teachers’ Pensions Contributions for the year ended 31 March 2019.  **Internal Audit Plan**An Internal Audit Plan was submitted for the attention of Corporation. The Plan covered four areas:  Student Recruitment and School Liaison;Student Tracking/Monitoring;Cash Handling;Student Mental Health.  **Instrument and Articles of Government**A review of the Instrument and Articles of Government had taken place. Amendments had been made to current elements with no new issues.  **Timetable of Meetings 2019/2020**The Committee recommended a timetable for meetings in 2019/2020 which reflected the  format adopted for the current year with one minor change to the date of the Quality and Standards Committee. Each Committee had subsequently reviewed the timetable.  **Committee Membership 2019/2020**The Committee recommended a Committee membership for 2019/2020 based on the current format.  **Other Matters**Other matters reported for information:  **Internal Audit Report** Including FE Student Health and Safety, College Safeguarding and Internal Audit Progress Report.  **Internal Audit Progress Report** which indicated that no recommendations were outstanding for 2017/2018 and 2018/2019.  **Information Report from RSM**including Further Education Risk Management, Cyber Security for Staff and Do You Have Up to Date Information on Your Actual Income?  **ESFA Audit** an update on the audit indicating that 12 of the 16 recommendations had been implemented.  **Strategic Risk Register** an update on progress.  **Data Returns Monitoring Report** when no concerns were reported.  **Student Governor Appointments** were yet to be confirmed.  **Governor Quality Improvement Plan** was noted.  **Post 16 Audit Code of Practice 2018/2019** was received.  **Governor Vacancies** the current situation was reported.  **Committee Annual Cycle of Business** was received.Finally thanks were conveyed to the retiring Chair, Gerry Corless.  **Resolved:**   |  | | --- | | 1. **That the Financial Statements/Regularity Audit Plan for the Year Ending 31 July 2019 be approved.** 2. **That the Internal Audit Plan for 2019/2020 be approved.** 3. **That the Timetable of Meetings for 2019/2020 be approved.** 4. **That the Membership of Committees for 2019/2020 be approved as submitted.** 5. **That the items for information be received.** | |
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| **44.19** | ***Report of the Finance and Resources Committee 2 July 2019*** |
| ***Decision*** | The Corporation gave consideration to the report of the Finance and Resources Committee held on 2 July 2019.  **Tuition Fees**Myerscough with UCLAN had agreed the fee structure for new entrants in 2020/21 as part of its Access Agreement. The proposed fees were outlined in the report.  **Financial Position Statement for Period Ended 30 April 2019;**  **Capital and Revenue Cash Flow for Period Ended 30 April 2019;**  **Capital Expenditure Report for Period Ended 30 April 2019;**  **Myerscough Ventures Report for Period Ended 30 April 2019.**  The Committee received all of the above regular reports which covered various aspects of the College finances for the period ended 30 April 2019. In relation to the Financial Position Statement, as the Committee would be considering the budget proposals, forecast end of year outturn and the financial plan at their meeting on 15 July 2019 the report was noted without any detailed discussion.  Income from Myerscough Ventures, excluding the farm, was £93k below budget with a net contribution of £1,105k. The reduction in HE numbers contributed to the underperformance, particularly with regard to residencies and catering.  The Farm was £95k below budget although measures were being taken to improve this performance by the end of the financial year.  Governors were informed at the Governor Briefing on 28 February 2019 that elements of the capital programme would be delayed/deferred to enable the preservation of cash balances. The report outlined where this had taken place.  **ESFA Financial Health Check**The Committee received a letter from the ESFA informing them that following a review of the final accounts for 2016/2017 the Financial Health Check for the College had been confirmed as ‘Good’. A generic dashboard was attached showing the College performance benchmarked against others in the sector.  **College Funding 2019/2020** An update on funding for 2019/2020 following consideration by the Corporation in March. At the March Committee it was reported that there was a reduction in FE Funding, including High Needs Funding. This was due to an error in College returns for 2017/2018 following changes in the system. An appeal was successful and a revised allocation agreed as below. Whilst High Need Funding had increased all other elements of the funding had reduced.  **ESFA 16-18 Allocation Update** The ESFA contract allocation for 2019/20 provides core FE funding for 1,636 full time equivalent students with a value of £9,577,980, excluding student support bursaries and High Needs Funding. The 2018/19 allocation was for 1,680 FTE students and £9,698,682 therefore showing a reduction in core FE funding of £120,702.  **Student Bursary Fund Allocation** The provision of Bursary Funds for 2019/2020. The ESFA had reduced provision by £23,976 (2.9%) for the year giving a total of £795,981. This sum covered Discretionary 16 – 18, Residential, Free School Meals and Advanced Learners. The ceiling for income in relation to FE households had been amended for the coming year to meet demand. The Policy and Procedure covering the allocation of the funds for both FE and HE students was also agreed by the Committee.  **Strategic Risk Register** The Committee received a report on risks associated with their area of operation.  **FE Commissioner Letter** A letter received from the FE Commissioner indicated amongst other issues that College Boards should have at least two financially qualified Governors.  **Office for Students Letter** A letter from the Chief Executive of the Office for Students encouraging HE providers to be realistic in their forecast planning and budget preparations.  **Timetable of Meetings** The Audit and Governance Committee had referred consideration of timetable of meetings to each of the Committees to ensure the proposal met their individual needs and requirements.  **Human Resources Report for the Period Ended 30 April 2019** Consideration was given to the Human Resources Statistics report for the period ended 30 April 2019 which provided information on staff turnover, stability index and levels of staff sickness together with areas for improvement and a report on actions taken and their impact. Current turnover of staff was 17.47% which was in line with the national average for north west colleges at 17.4%. Overall short-term sickness levels were at 2.45% against a target of <3% with 7 members of staff on long term sickness against a target of <6.  **Health and Safety Report for the period Ended 30 April 2019** Members gave consideration to the Health and Safety Report for the period ended 30 April 2019 which provided an analysis of accident statistics over the period together with other Health and Safety issues including policy updates, staff training, free health checks, auditing and inspections. Overall accidents had decreased by 32 compared to the same period last year. There were four RIDDOR reportable incidents and these would also be reported to the College Insurer.  **Deputy Principal, Finance and Corporate Services**  The Chair referred to resignation of Richard Morris, Deputy Principal, Finance and Corporate Services. He thanked Richard for his work at the College, his dedication to the role and commitment to work on the budget. He wished him well in the future with his new position.  Richard responded accordingly. **Resolved:**  **1.  That the Higher Education fees for 2020/2021 be agreed.**  **2.  That the matters for information be received.** |
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| **45.19** | ***Report of the Quality and Standards Committee of 9 July 2019*** |
| ***Decision*** | Corporation considered the report of the Quality and Standards Committee of 9 July 2019.  **Performance Data 2018/2019**  The Committee considered the following performance reports:  **Strategic Plan Progress Report 2018/2019;**  **In Year Performance Data – FE 2018/2019;**  **In Year Performance Data - FE 2018/2019;**  **Apprenticeships and Skills Performance Data - 2018/2019.**  Retention for FE for all ages was 95.4% against a target of 95% with 19 plus almost 2% higher than target at 97%. Attendance across all centres was: Blackburn 93%, Manchester 98% and Croxteth at 91%. Punctuality was 99% collectively at all centres.  Issues around Functional Skills and GCSE Maths and English still remained. 574 students had registered for functional skills, 293 for English and 281 for Maths. For GCSEs - 350 registered for English of which 164 required special exam access and 303 registered for Maths of which 174 required special exam access. Attendance at exams was good at around 94%.  In terms of HE overall retention was on target  at 97%, with attendance, including authorised absences at 89% ,up on last year but below thetarget of 90%. Research income was currently £66k for the year to date against a target of £95k, although income did tend to increase towards year end.  HE Recruitment for the coming year was similar to last year.  An action plan was continuing to address the reduction in recruitment numbers.  A recent HE student survey indicated a level of satisfaction at 90% the top score amongst land-based providers.  Apprenticeships and Skills forecast performance was below a target of £134k. Withdrawals from the programme stood at 138, greater than thast for the same period last year. Reasons for withdrawal from the programme were included in the report. Performance to date was slightly higher than for the same period last year with achievement at 73.9% (71.2%) but below the target of 78%, although this was above benchmark. Timely was 64.0% again below target of 70%, but above benchmark.In the same report it was indicated that Short Course income was £339k against a target of £450k with Adult Education standing at £796k against a target of £995k.  **Quality Assurance**A report indicating full compliance with all awarding bodies.  **Quality Improvement Plan 2018/2019** An update on implementation of the Plan was received.  **Teaching and Learning** An update on the review of the quality of teaching and learning within the College was considered.  **HE Access and Participation Plan**Confirmation of the Plan required by the Office for Students which had been submitted by 1 July 2019.  **Learner Voice** An update of the results of the latest student surveys.  **Employer Voice** An update on the latest employer surveys.  **Subcontracting Provision**An update on subcontracting provision including the number of students, retention, fees and charges. ESFA had recently requested an audit of the provision but no issues had arisen.  **Statutory Risk Register**The Committee received details of the risks associated with their area of responsibility.  **Timetable of Meetings**Details of meetings for the coming year were received.  **Annual Cycle of Business 2019/2020**The details were received.  **Governor Irene Ainsworth** Best wishes were conveyed to Governor Irene Ainsworth who was to retire from the Board at 31 July 2019.  **Resolved:**  **That the report of the Quality and Standards Committee be received.** |
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| **46.19** | ***Key Strategic Risks*** |
| ***Decision*** | The Corporation received a report on the Key Strategic Risks for the College.  **Resolved:**  **That the report be received.** |
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| **47.19** | ***Independence of the Clerk*** |
| ***Decision*** | 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.Adherence to the policy ‘Independence of the Clerk’ had enabled the Clerk to demonstrate his independence. Corporation Members agreed the current policy remained fit for purpose.  **Resolved:**  **That the Independence of the Clerk Policy be agreed as remaining fit for purpose.** |
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| **48.19** | ***Corporation Annual Cycle of Business 2019/2020*** |
| ***Decision*** | The Corporation considered a report on the Annual Cycle of Business for 2019/2020.  **Resolved:**  **That the Annual Cycle of Business for 2019/2020 be agreed.** |
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