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| **MINUTES** |
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| *Corporation No 147* |
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| Date: |   | *29/10/2019 (Tuesday)* |   | Time: |   | *18:00–20:00* |
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| Venue: |   | *Bowland Suite* |   | Committee: |   | *Corporation* |
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| Notes: |   | *A voucher will be attached to the agenda notification to obtain a meal in the College Restaurant prior to the meeting. Tea and Coffee would be available in the meeting.* |
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| Present: |   | *Alison Robinson (Principal), Allan Foster (Vice Chairman), Ashleigh Mawdsley, Barbara Godby, David Hall, Debbie Clayton, Garry Payne, Ian Higginbotham, Jane Booker, John Morphet, Karen Birchall, Louise Bell, Richard Furnival, Ryan Clusky and Stuart Heys (Chairman)* |
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| Attending: |   | *Janet Whiteside, John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* |
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| Clerks: |   | *Ron Matthews (Clerk)* |
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| ***Public* Minutes** |
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| Item number: | Item description: |
| (and category) |   |
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| **89.19** | ***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 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.** |
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| **90.19** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Governors Ryan Clusky, David Hall, Ian Higginbotham, Ashleigh Mawdsley, John Morphet, Garry Payne and Richard Furnival. |
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| **91.19** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 146 held on Tuesday 1 October 2019, published on the extranet, were agreed and signed as a true and correct record of the meeting. |
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| **92.19** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **93.19** | ***Correspondence*** |
| ***Decision*** | The Corporation considered a number of items of correspondence for the information:  Letter from Eileen Milner, Chief Executive, Education andSkills Funding Agency on the Investigation Report on Bournville College, together with a copy of the report;   Letter from Rt Hon Gavin Williamson, CBE MP, Secretary of State for Education on Strategic Guidance to the Office for Students -      Ministerial Priorities. This will also appear on the next Quality and  Standards Committee Agenda in November;   Letter from Eileen Milner, Chief Executive, Education and Skills Funding Agency, on subcontracting delivery;     Letter from Lord Agnew introducing himself as the new Minster with responsibility for Further Education;    Letter from the President of the Association of Colleges - October 2019;     Letter from the Office for Students on Compliance with Regularity Deadlines;  Letter from Ofsted on the new Education Inspection Framework.A discussion took place regarding the advice offered by the Office for Students in particular the requirement to engage more with students.In response to the letter from Eileen Milner, the Principal informed the Corporation that as required a letter had been sent confirming that all necessary action, had been taken with regard to subcontracting.**Resolved:****That the correspondence be noted.** |
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| **94.19** | ***College Academic Performance 2018 - 2019*** |
| ***Decision*** | The Vice Principal's presentation on the academic performance of the College for 2018/2019 fed into the majority of the items and was referred to throughout the meeting the relevant minute items refer.The presentation assisted Corporation in its decision making for the assurance statements on Academic Higher Education.**Resolved:****That the Academic Performance Presentation be received.** |
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| **95.19** | ***Further Education End of Year Performance 2018-2019*** |
| ***Decision*** | Corporation considered the further education performance.**14-16 Schools -**Achievement was 87.4% with positive success in English and Maths.  Home schooled learners made up a significant number of the learners -108 (143 in 2017/18).  Members received assurance that the operation was economically viable. They noted the successful progression of a high number of vulnerable learners to 16 to 18 provision.**FE -** Final results brought the achievement rate to 87.3% (87.7% 2017/18). This was a positive result at a time of course restructure to endpoint assessments.   High grade achievement showed a slight reduction from last year, again as a result of moving to end point synoptic exams. Areas requiring action in the coming year were highlighted in the report.There would be a focus on the Maths and English strategy especially Maths, where performance fell below national average.  English performance was in line with national colleges.**Resolved:****That the Further Education Report for 2018/2019 be received.** |
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| **96.19** | ***Higher Education End of Year Performance 2018-2019*** |
| ***Decision*** | Corporation considered the following reports on the provision of Higher Education at the College for the last academic year;   HE End of Year Performance Report:   External Examiners Report;    External Examiners Summary Report;    HE Partner Institution Report;    HE Student Voice Report;   HE Research Report.**Overall achievement** for 2018/19 was high at 91% (90% in 2017/18) with high grade achievement at 59% (55% in 2017/18). Numbers were slightly down on the previous year with only the Vet Nursing Department showing growth. High grade achievement showed an upward trend in a number of areas with others remaining level or just below last year. Recruitment to year-one full time programmes remains a priority. In year retention was 97%.**Learner Voice** - was promoted through a range of mechanisms including Module Feedback Questionnaires, Staff / Student Liaison meetings, Course Representatives, student surveys and the College Compliments, Suggestions and Complaints procedures. **National Survey results** indicated overall satisfaction at 90% amongst the highest for land based colleges and universities. Upper quartile was 91% with the national average at 83%. The response rate was 77% with the national average at 72%. The lowest departmental score was for Arboriculture, which would be investigated further.**External Examiner Reports -** There had been 16 reports of which 9 contained only low-level desirable actions, 4 of these contained only 1 action.  There had been no essential actions. Corporation noted that common themes of good practice had been identified.**Research -**Income continued to decline, though performance against the previous year in terms of output from research active staff was met.   The budget had been cut in line with the reduction in HE numbers. Research opportunities continued to be explored.**HE Annual Partner Institution Report 2017/2018** - The report referred to the 2017/18 action plan and outlined the activities taken and their impact.  Strategies had been developed towards improving recruitment, retention and achievement, with recruitment to HE remaining a key priority for 2019/20.There were actions concerning Graduate outcomes, a key area of consideration in the awarding of Teaching Excellence Framework (TEF) grade, in which to date, Myerscough had achieved the highest award of TEF Gold.  Graduate outcomes remain a key focus for 2019/20.Other actions included attention to student voice outcomes, HE course team feedback, research and scholarly activity, external examiner actions and development of the Associate School. There followed detailed analysis of 2018/19  course statistics, student feedback, course team feedback, External Examiners comments/Reports, Learning resources, and a commentary on partnership liaison. An action plan for 2019/20 was included.**Resolved:****That Higher Education reports be received.** |
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| **97.19** | ***Apprenticeships and Skills End of Year Report 2018-2019*** |
| ***Decision*** | The report provided an overview and an update on key developments within Apprenticeships and Skills for 2018/19.**Apprenticeship and Skills Report** Overall and timely achievement for 16 to 18 age range showed a downward trend whilst 19 plus showed a slight improvement on the previous year. Improved performance was also shown with the 23 plus age group. All ages performance was overall at 69.8% against a target of 78% and Timely was 57.5% against a target of 705. Both below last year’s performance. **Financial outcomes –** were below target as reported as part of the budget outturn to both Finance and Resources Committee and Corporation.An action plan for 2019/2020 was included in the report.**Resolved:****That the Apprenticeship and Skills Report for 2018/2019 be received.**  |
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| **98.19** | ***Learner Voice*** |
| ***Decision*** | Corporation considered the Learner Voice Reports for 2018/2019. Results were collated via surveys, Course Representative meetings, Staff Awards – My Star, We heart U and Myerscough Golden Roses. Results from learner feedback were used by the College to identify areas where student satisfaction was lower than the College felt was acceptable and would allow for action plans to be put in place to make improvements.FE students prepared to recommend the College to others was consistent at 93%, overall enjoyment stood at 94% with a response rate of 74%. Areas for improvement included the Virtual Learning Environment to support learning and to improve the percentage of those who believed that British Values were embedded.Apprenticeship and Skills, induction surveys scores were in the high 90s and similar to last year.**Resolved:****That the Learner Voice report be received.** |
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| **99.19** | ***Employer Voice and Employer Engagement*** |
| ***Decision*** | The Employer Services Team (EST) acts as the focal point of contact for all employers who contact the College about Apprenticeships, Short Courses for both industry and leisure, plus any bespoke full cost provision and industry training partnership opportunities, including international delivery.The report seeks to provide information on progress against set targets and areas of improvement. The EST provide intensive information, advice and guidance to employers looking to train existing staff or to recruit new apprentices into their business. Employer Satisfaction was 82% for 2018/19. **Resolved:****That the Employer Voice and Employer Engagement Report 2018/19 be received.** |
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| **100.19** | ***Complaints Annual Report*** |
| ***Decision*** | Corporation considered to the Annual Report on Complaints received by the College in 2018/2019.Analysis indicated varying types of complaint from diverse complainants. The report detailed the complaints received but indicated no significant areas as a cause for concern. Complaint outcomes and recommendations feed into College continuous improvement.**Resolved:****That the Complaints Annual Report be received.** |
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| **101.19** | ***Continued Professional Development Annual report 2018-2020*** |
| ***Decision*** | The report identified current strengths in the Colleges’ CPD processes as well as key areas for improvement to enhance those processes and systems. In summary:21,668 hours of CPD undertaken in 2018/2019;827 staff attended one or more sessions;96% of budget spent;95% of applications approved;Actions to take forward:Further development in the use of Aspire bookings, recordings and evaluation modules to improve efficiency of CPD bookings and evaluations, and the introduction of online CPD application forms.As part of the Staff Wellbeing strategy to continue and develop Mental Health training for all staff in collaboration with Lancashire MIND and other key college areas. Use and timings of some external funding to be reviewed.Enhance the functionality of the self-study portal to allow increase of reporting at individual and management level with the use of Power BI for timely statistical data.**Resolved:****That the Continuing Professional Development - Annual Report for 2017 - 2018 be received**. |
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| **102.19** | ***Draft Governance Self-Assessment Report*** |
| ***Decision*** | Corporation considered the Governance Self-Assessment report together with the results of the actual survey returns. Corporation noted the proposed Grade was 2 'Good'.  The Governance self-assessment would be incorporated into the overall College self-assessment report. The Quality Improvement Plan included reference to visibility of Governors, more effective Governor Engagement activities with increased Governor participation and training.**Resolved:****That the Draft Governance Self-Assessment Report be received.** |
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| **103.19** | ***Safeguarding Annual Report*** |
| ***Decision*** | Corporation considered the Annual Report on Safeguarding, including reference to Child Protection, PREVENT, and Missing from Education.The Vice Principal gave an overview of the report and responded to questions and discussions. The annual report included a summary of activity and statistical data in key areas. A key strength of the College and the designated Safeguarding Steering Group was the regular review of legislation and its recommendations in order that stakeholders have confidence that the College is meeting its obligations in this area. During discussions members requested further information on specifics of referrals to enable an assessment of the level and severity of the data included in the report.The Vice Principal agreed to look into the matter further and to liaise with the Link Governor for Safeguarding.**Resolved:****That subject to further information being made available to the Link Governor for Safeguarding the Annual Report be received.**  |
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| **104.19** | ***Human Resources Annual Report 2018-2019*** |
| ***Decision*** | Corporation considered the Human Resources Annual Report for 2018/2019.  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.Staff turnover had increased slightly but the level was favourable in terms of benchmarks.Corporation noted the strengths, targeted improvements and actions taken.  Corporation expressed satisfaction with the report.**Resolved:****That the Annual Human Resources Report 2018/2019 be received.** |