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| **MINUTES** | | | | | | |
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| *Corporation No 154* | | | | | | |
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| Date: |  | *03/11/2020 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Corporation* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster (Chairman), Allison Jones, Barbara Godby, Clare James, David Hall, Debbie Clayton, Jane Booker (Vice Chairman), John Morphet, Kevin Burke, Louise Bell, Robert Wallace, Robin Newton-Syms and Sue Collinge* | | | | |
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| Attending: |  | *Joanne Sherrington (Deputy Principal), 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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| **110.20** | ***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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| **111.20** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from John Morphet. |
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| **112.20** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 153 held on Tuesday 6 October 2020, published on the extranet, were agreed and signed as a true and correct record of the meeting. |
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| **113.20** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **114.20** | ***Estates Strategy*** |
| ***Information*** | Matthews Hirst, from Fusion, the College consultants, gave a brief presentation on the development of the next five year estate strategy. This included the framework for the development of the strategy, the principal of capital investment, support for future capital grant bids, the objectives of the strategy and alignment with the Strategic Plan.  The strategy would be developed over the next few months with the final version being presented to Corporation for approval.  The Chair thanked Mathew for an informative presentation.  **Resolved:**  **That the proposals for the development of an Estate Strategy be noted.** |
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| **115.20** | ***College Academic Performance 2019/2020*** |
| ***Decision*** | The Corporation considered a presentation from the Vice Principal covering the academic performance of the College for 2019/2020. Governors asked questions and sought clarification on various aspects of the performance, which fed into the majority of the items on the agenda.Areas for attention in the coming year were highlighted for each of the academic areas.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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| **116.20** | ***Further Education End of Year Report 2019/2020*** |
| ***Decision*** | Corporation considered the further education performance.  **14-16 Schools -**Achievement was 83.6%, slightly down on last year but with positive success in English and Maths.  Home schooled learners made up a significant number of the learners 88 (108 in 2018/19). Retention was strong at 89.9%.  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 84.37% (86.9% 2018/19). This was a positive result in light of the disruption caused due to Covid and the extended lockdown. High grade achievement showed an increase on last year at 54.5% but below the target of 64%. Areas requiring action in the coming year were highlighted in the report. Covid had a negative impact on achievement on some courses due to the inability of some learners to complete practical assessments.  There would be a focus on Maths and English again this year.  **Resolved:**  **That the Further Education Report for 2019/2020 be received.** |
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| **117.20** | ***Higher Education End of Year Report 2019/2020*** |
| ***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;  HE Partner Institution Report;  HE Student Voice Report.  **Overall achievement** - For 2019/20 was high at 90.3% (90% in 2018/19) with high grade achievement at 53.6% (58.4% in 2018/19). High grade achievement showed a decline overall. Recruitment to year-one full time programmes remains a priority. In year retention was 95.9% whilst attendance dropped from 88.4% to 86.7%.  **Learner Voice** - This 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 -** All results this year were below upper quartile with the majority below the national average. Every result was below the previous year. Overall satisfaction at 78% was below the upper quartile of 90% and the national average of 82%. The response rate was 70% with the national average at 69%. An action plan was in place.  **External Examiner Reports** - There had been 13 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.  **HE Annual Partner Institution Report 2019/2020** - The report referred to the 2019/20 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 2020/19.There were actions concerning Graduate outcomes, a key area of consideration in the awarding of Teaching Excellence Framework (TEF) grade. Graduate outcomes remain a key focus for 2020/21. Governors sought assurance the TEF award of gold would be retained but this could not be guaranteed.  Other actions included attention to student voice outcomes, HE course team feedback, external examiner actions and the development of the Associate School. There followed detailed analysis of 2019/20 course statistics, student feedback, course team feedback, External Examiners comments/reports, learning resources and a commentary on partnership liaison. An action plan for 2020/21 was included.  **Resolved:**  **That the Higher Education Reports be received.** |
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| **118.20** | ***Apprenticeship and Skills End of Year Report 2019/2020*** |
| ***Decision*** | |  | | --- | | The report provided an overview and an update on key developments within Apprenticeships and Skills for 2019/20.  **Apprenticeship and Skills Report** - Overall and timely achievement for both 16 to 18 age range and also 19 Plus students showed an downward trend. Whilst the performance of the 23 plus age group had slightly declined. All ages performance was 71.3% against a target of 74.2% and Timely was 56.9% against a target of 66%. Both below last year's performance. It was stressed that the impact of Covid and the lockdown had been reflected in these results.  **Financial outcomes –** were above the revised target as reported as part of the budget outturn to both Finance and Resources Committee and Corporation.  An action plan for 2020/2021 was included in the report.  **Resolved:** |   **That the Apprenticeship and Skills Report for 2019/20 be received.** |
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| **119.20** | ***FE Learner Voice Report*** |
| ***Decision*** | |  | | --- | | Corporation considered the Learner Voice Reports for 2019/2020. 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 95% with a response rate of 26%, well down on the previous year of 74%. Areas for improvement included the need to increase participation, an increase in destination data 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, similar to last year.  **Resolved:**  **That the Learner Voice report be received.** |
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| **120.20** | ***Employer Voice and Employer Engagement 2019/1920*** |
| ***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 provides intensive information, advice and guidance to employers looking to train existing staff or to recruit new apprentices into their business. Employer Satisfaction was 86% with student satisfaction also at 86% for 2019/20.  **Resolved:** |   **That the Employer Voice and Employer Engagement Report 2019/20 be received.** |
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| **121.20** | ***CPD Annual Report 2019/2020*** |
| ***Decision*** | |  | | --- | | The report identified current strengths in the College's CPD processes as well as key areas for improvement to enhance those processes and systems. In summary:  5,247 hours of CPD undertaken in 2019/2020;  738 staff attended one or more sessions;  59% of budget spent, well below 96% for 2018/2019;  The national lockdown impacted on the budget due to many events being cancelled.  Actions to take forward:  Move to more online training provision with a full review of systems and processes.  A Management Training programme for the College Management Team was to be developed during 2020/2021, in addition to a focus on Teaching and Learning and subject specific pedagogy.  **Resolved:**  **That the Continuing Professional Development - Annual Report for 2019/2020 be received.** | |
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| **122.20** | ***Governance Self-Assessment 2019/2020*** |
| ***Decision*** | |  | | --- | | Corporation considered the Governance Self-Assessment report together with the results of the actual Governor survey return. 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 the visibility of Governors, more effective Governor Engagement activities with increased Governor participation and training.  **Resolved:** |   **That the Governance Self-Assessment Report be received.** |
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| **123.20** | ***Safeguarding Annual Report 2019/2020*** |
| ***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.  **Resolved:** |   **That the Safeguarding the Annual Report for 2019/2020 be received.** |
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| **124.20** | ***Human Resources Report for the Period Ended 30 April 2020.*** |
| ***Decision*** | |  | | --- | | Corporation considered the Human Resources Annual Report for 2019/2020.  The report provided an annual summary of matters reported to the Committee during the year and included further information and statistics concerning Human Resources over the year.  Staff turnover had decreased to 11.9% from 17.22% in 2018/2019.Staff sickness had reduced from 2.70% to 2.22% below the national average of 3%.  Corporation noted the strengths, targeted improvements and actions taken.  Corporation expressed satisfaction with the report.  **Resolved:** |   **That the Annual Human Resources Report 2019/2020 be received.** |
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