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| **MINUTES** | | | | | | |
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| *Corporation No 153* | | | | | | |
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| Date: |  | *06/10/2020 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Corporation* |
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| Notes: |  | *This meeting will take place 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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| **80.20** | ***Attendance of College Management*** |
| ***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 however, may 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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| **81.20** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Barbara Godby and Kevin Burke. John Morphet was not present at the meeting. |
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| **82.20** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 152 held on Tuesday 14 July 2020 and published on the extranet were agreed and signed as a true and correct record of the meeting. |
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| **83.20** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **84.20** | ***Opening Remarks of the Chair*** |
| ***Information*** | The Chair reported that he had been involved in a number of meetings with the AoC nationally and also with the North West meeting of Principals and Chairs. The predominate item of discussion was the forthcoming White Paper on the future role of Colleges.  In addition the Principal had kept him fully informed of the operation of the College under Covid-19 restrictions and the progress of recovery following the recent cyber-attack.  He wished to express his appreciation for the commitment, dedication and resilience of all staff in continuing to deliver a first-class service.  The rest of the Board concurred with these comments. |
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| **85.20** | ***Matters for Information*** |
| ***Information*** | The College had received the under mentioned three letters from:  a) Eileen Milner, Chief Executive of the ESFA dated 26 August 2020, which, announced that the deadline for the submission of final accounts for 2019/2020 had been extended to 31 January 2021. This would assist the College in the current circumstances.  b) The FE Commissioner, Richard Atkins, dated 28 August 2020, which encouraged colleges to continue to exercise financial probity.  c) A copy of a letter from the Secretary of State for Education to the Chief Executive of Ofsted dated 24 September 2020, which instructed Ofsted to inspect all apprenticeship providers in the future. Asked if this would impact on the College, the Vice-Principal indicated that it would not impact on current arrangements.  **Resolved:**  **That the correspondence be received.** |
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| **86.20** | ***Internal Audit Plan 2020-2021*** |
| ***Decision*** | Jane Butterfield, Internal Audit Manager from Tiaa, attended the meeting to present the Internal Audit Plan for 2020-2021. Tiaa had recently been appointed as the College Internal Auditors to meet the requirement of having a separate company from the External Auditors.  The Plan would normally go to the Audit and Governance Committee but, due to the cyber-attack, the meeting in September had had to be cancelled.  The Plan identified six areas for audit. These had been agreed in consultation with the Deputy Principal, Finance and Corporate Services, and the College Accountant, having regard to the current Risk Register.  **Resolved:**  **That the Internal Audit Plan for 2020-2021 be approved.** |
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| **87.20** | ***Review of the Child Protection and Safeguarding Policy*** |
| ***Decision*** | The Corporation considered a review of the Child Protection and Safeguarding Policy.Lisa Hartley, Director of Student Support, presented the policy and highlighted any changes since last year. The policy was now in the process of being linked more closely to the College HR policies.  She also reported on a forthcoming staffing change.  The Corporation noted that the policy remained fit for purpose.  **Resolved:**  **That the review of the Safeguarding Policy be confirmed.** |
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| **88.20** | ***Election of Chair and Vice Chair of the Finance and Resources Committee*** |
| ***Decision*** | Due to the postponement of the meeting of the Finance and Resources Committee, the Corporation was requested to appoint a Chair and Vice Chair to ensure that these appointments would be in place prior to the next meeting.  Following due consideration it was  **Resolved:**  **1. That Sue Collinge be appointed Chair of the Finance and**  **Resources Committee for the academic year 2020 to 2021.**  **2. That the appointment of a Vice-Chair of the Finance and**  **Resources Committee be deferred to the November meeting of that**  **Committee.** |
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| **89.20** | ***Strategic Plan 2020-2025*** |
| ***Decision*** | Prior to the meeting Governors had held a workshop to review the development of a Strategic Plan for the College from 2020 to 2025. The Principal had given a presentation outlining the possible structure and contents of a revised plan.  During the presentation Governors had made comments and sought clarity on a number of items, in particular the reference in the Vision 'To be the leading provider of .... science and engineering ....'  Following discussion it was  **Resolved:**  **That the draft Strategic Plan, as presented at the Workshop, be agreed in principle subject to further consideration of the comments raised by Governors.** |
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| **90.20** | ***Capital Expenditure Report as at 31 July 2020*** |
| ***Decision*** | The Deputy Principal, Finance and Corporate Services, presented the Capital Expenditure report and explained the difficulties in producing the information following the cyber-attack.  The report identified that there was an underspend in the last year of more than 36%, due in the main to delayed work because of the Covid-19 restrictions.  **Resolved:**  **That the report be received.** |
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| **91.20** | ***College Value for Money Policy Review*** |
| ***Decision*** | The Deputy Principal, Finance and Corporate Services, presented a report on a review of the College Value for Money Policy. The report included details of the Government Guidance during Covid-19, how this affected to contracts, and savings achieved during the last twelve months.  The part-time Procurement Officer had assisted in the achievement of the savings listed.  **Resolved:**  **That the revised Value for Money Policy be approved.** |
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| **92.20** | ***Counter Fraud Policy and Response Plan 2020-2021*** |
| ***Decision*** | The Corporation considered a report on a review of the College Counter Fraud Policy and Response Plan for 2020-2021.  The Deputy Principal, Finance and Corporate Services, reported that only minor changes had been made and the Policy remained as previously presented.  **Resolved:**  **That the revised Counter Fraud Policy and Response Plan for 2020-2021 be approved.** |
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| **93.20** | ***Overseas Visits Annual Report for the Year Ended 31 July 2020*** |
| ***Decision*** | The Corporation considered the annual report on overseas visits for 2019/2020. Many of the visits planned since lockdown had been cancelled and the College and students had received either a refund or vouchers for future use.  The report indicated that out of a cost of £76,449 the College had been required to contribute just £3,332 or 4.4% of the total expenditure.  **Resolved:**  **That the report be received.** |
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| **94.20** | ***External Audit Regularity Questionnaire*** |
| ***Decision*** | The Corporation was advised that each year external auditors required the College to complete a regularity questionnaire. A copy of the questionnaire was circulated with the agenda which included the responses provided by the College.  This document would be used as the basis for the Regularity Audit by the Independent Auditors. It was required to be signed by the Chair of Corporation and the Principal, as Accounting Officer, in advance of the reporting of the audit, in compliance with the Post 16 Audit Code of Practice.  **Resolved:**  **That the Chair and Principal be authorised to sign the Regularity Questionnaire on behalf of the College.** |
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| **95.20** | ***Post 16 Audit Code of Practice 2019-2020*** |
| ***Decision*** | The Clerk reported on the above document published on 29 July 2020 by the Education and Skills Funding Agency, together with a brief outline of the eight changes from the previous year.  **Resolved:**  **That the Post 16 Audit Code of Practice 2019-2020 be noted.** |
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| **96.20** | ***Key Strategic Risks*** |
| ***Decision*** | The Corporation received a report on the Key Strategic Risks for the College.  Changes included additional risks on Covid-19 and cyber security.  **Resolved:**  **That the report be received.** |
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| **97.20** | ***Review of Health and Safety Policy and Annual Report for the Year Ended 31 July 2020*** |
| ***Decision*** | Corporation considered the Annual Report on Health and Safety for 2019-2020.  The report provided assurance that Myerscough College was discharging its duties relating to the health, safety and welfare of its employees, learners and visitors and that appropriate systems were in place to ensure compliance with the Health & Safety at Work Act and associated regulations. A great deal of additional work had been undertaken as a result of Covid-19.  Accident rates were lower than the previous year as a result of the enforced lockdown.  The report also included a review of the current Health and Safety Policy.  **Resolved:**  **1.  That the review of the Health and Safety Policy be agreed.**  **2.  That the Annual Health and Safety Report 2019/2020 be received.** |
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| **98.20** | ***Annual Farm Report 2019-2020*** |
| ***Decision*** | Corporation considered the Annual Farm Report for 2019-2020.  Members noted Key Strengths:  - Excellent use of the farm as a teaching resource by a wide range of students;  - Utilisation of technology to drive performance;  - Restructure of the farm team to improve performance.  The Committee also noted that the farm had failed to reach its budget expenditure target by some £19k although this still had to be confirmed once the final accounts had been processed.  Reference was made to the farm staff continuing to operate during the lockdown.  **Resolved:**  **That the Annual Farm Report be received.** |
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| **99.20** | ***Review of the Whistleblowing Policy and Procedure*** |
| ***Decision*** | The Clerk presented an updated Policy and Procedure document in relation to Whistleblowing. On review the only amendments were to some of the contact details.  **Resolved:**  **That the Whistleblowing Policy and Procedure be agreed.** |
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