

MINUTES

Corporation No 175

Date: *31/10/2023 (Tuesday)*

Time: *18:00–20:00*

Venue: *Bowland Suite*

Committee: *Corporation*

Present: *Allan Foster (Chair), Allison Jones, Andrew Massey, Barbara Godby, David Hall, Debbie Clayton, Jane Booker (Vice Chair), Kathryn Townsley, Matthew Chesterman, Robert Wallace, Robin Newton-Syms, Simon Gerrard, Sue Collinge and Wes Johnson (Principal)*

Attending: *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)*

Clerks: *Ron Matthews (Clerk)*

Guests: *Rosie Bryson (Co-opted Member)*

Public Minutes

Item number:
(and category)

Item description:

120.23

Decision

Attendance of College Management

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.

121.23

Record

Apologies for Absence

Apologies for absence had been received from David Hall. Andrew Massey and Rosie Bryson were not in attendance.

122.23

Decision

Appointment of FE Student Governors 2023/2024

The Clerk reported that he had interviewed a potential FE Student Governor and recommended the Corporation to appoint Tyler Cockerill to fill the vacancy.

Resolved: That Tyler Cockerill be appointed to fill the vacancy of FE Student Governor for 2023/2024.

123.23

Decision

Minutes of Previous Meeting

The public minutes of meeting number 174 held on Tuesday 26 September 2023, published on the extranet, were agreed and signed as a true and correct record of the meeting.

124.23

Decision

Declarations of Interest

There were no declarations of interest made with respect to items on the public agenda.

125.23

College Academic Performance 2022/2023

Decision

The Corporation considered a presentation from the Vice Principal covering the academic performance of the College for 2022/2023. Governors asked questions and sought clarification on various aspects of performance which then 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.

126.23

Decision

Further Education End of Year Report 2022/2023

Corporation considered a report on Further Education performance which also provided results by centre. **14-16 Schools** - Achievement was down by 9.7% at 73% from 88% last year. There were particular issues at Liverpool. Home schooled learners made up a significant number of the students. Retention had increased by 1.1% to 90.3% but below the target of 92%. Governors noted the successful progression of a high number of vulnerable learners to 16 to 18 provision. **FE** - Final results included a retention rate of 92.3% against a target of 95% with age 19 plus at 97.4%. Achievement overall was 82.3% with 16-18 year olds at 81.1% and 19 plus at 84.1%, including English and Maths. The pass rate achieved, excluding English and Maths, was 82.2%. The report detailed retention and achievement for each area across all centres. It showed that there had been a gradual decline in pass rates and achievement over recent years due to the impact of Covid 19, although retention had remained high. High grade achievement showed an increase on last year at 50.2% but below the strategic plan target of 66%. Areas requiring action in the coming year were highlighted in the report. There would be a continued focus on Maths, English and Level 3 qualifications achievement this year.

Resolved: That the Further Education Report for 2022/2023 be received.

127.23

Decision

Higher Education End of Year Report 2022/2023

Corporation considered the end of year performance report on the provision of Higher Education at the College for the last academic year: Overall achievement for the year was 83.3% against a target of 88% with high grade achievement at 42.3%. High grade achievement showed a decrease from the previous year and remained below the target of 60%. Recruitment to year-one full time programmes remains a priority. In year retention was 96.6%, close to a target of 97%. Continuation rates were 94.6%, above the target of 90%. Strategies and Action Plans had been developed towards improving recruitment, retention and achievement, with recruitment to HE remaining a key priority for 2023/2024. The Action Plans would be included in the College HE Institutional Report for the University of Central Lancashire and the Access and Participation Plan for the Office for Students. Action plans would also be reported through the UCLan Partnership Report.

Resolved: That the Higher Education Report be received.

128.23

Partner Institutional Report and Action Plan 2022/2023

Decision

The Corporation considered the Partner Institutional Report and Action Plan for 2022/2023 which would be forwarded to the University of Central Lancashire on 1 November 2023.

Resolved: That the document be noted.

129.23

HE Student Protection Plan

Decision

The Vice Principal presented a report on the Student Protection Plan for the period 2023 to 2025 which covered the College's approach to four main areas of operation: 1. An assessment of the range of risks which would affect the continuation of study for students, how those risks may differ based on student needs, characteristics and circumstances and the likelihood that those risks will occur. 2. The measures that have been put in place to mitigate those risks that are considered to be reasonably likely to occur. 3. Information contained in the existing policy regarding the refund of tuition fees and other relevant costs to students, and the provision of compensation where necessary in the event that the College is no longer able to preserve continuation of study. 4. Information about communication with students regarding the Student Protection Plan. Governors welcomed the report and

Resolved: That the HE Student Protection Plan 2023 to 2025 be approved.

130.23

Apprenticeship and Skills End of Year Report 2022/2023

Decision

The report provided an overview and an update on key developments within Apprenticeships and Skills for 2022/2023.

Apprenticeship and Skills Report - Overall current and At Gateway Achievement for both the 16 to 18 age group and the 19 plus students showed an increasing trend from the previous year. Overall Achievement: 16-18 67.9% (target 74%) 19-23 80.5% (target 79%) 24 plus 72.7% (target 80%) Overall 72.6% (target 78%) Retention was 78.4%, just above target. Enrolments for the year were 426 against a target of 553. This still enabled financial targets to be met due to more learners being recruited to Standards, which has a higher funding cap. Nationally overall achievement fell to 53.4% with retention at 58.8%.

Resolved: That the Apprenticeship and Skills Report be received.

131.23

National Student Survey

Decision

The Vice Principal presented a report on the National Student Survey undertaken amongst HE students. The report updated Corporation on NSS outcome for 2022-23. University Centre Myerscough had responsibility for the required interactions with the NSS, as well as oversight of various

statutory data returns submitted through the academic year to the NSS. The NSS data will support the Teaching Excellence Framework (TEF) during the next cycle of 4 years. The report provided a summary of the responses from the NSS. The overall satisfaction category has been removed by the OfS and quartile data, therefore, reporting on these two metrics are now obsolete. The Office for Students (OfS) continues to benchmark the outcomes against providers with similar student cohort characteristics (not necessarily all land-based colleges). The report showed an analysis of the responses received.

Resolved: That the report be received.

132.23

Decision

Learner Voice Report for FE & Student Voice for HE for 2022/2023

Corporation considered the Learner Voice Reports for 2022/2023 for both FE and HE. Results were collated via surveys, Course Representative meetings and other forms of consultation. 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. In general the FE results were slightly down on previous years. However, 93.1% of FE students were prepared to recommend the College to others. Across the range of students those feeling safe in College ran into the high 90s. The report on HE students was based on the responses to the NSS survey detailed earlier in the meeting.

Resolved: That the Learner Voice reports be received.

133.23

Decision

Complaints and Appeals Annual Report 2022/2023

Corporation considered the Annual Report on Complaints received by the College in 2022/2023.

Analysis indicated varying types of complaints from diverse parties. The report detailed the complaints received but indicated no significant areas as a cause for concern, although a number related to course content and delivery. A total of 33 informal and 46 formal complaints were received. There were 2 appeals both of which were rejected. Complaint outcomes and recommendations feed into College continuous improvement arrangements.

Resolved: That the Complaints and Appeals Annual Report be received.

134.23

Decision

CPD Annual Report 2022/2023

The report identified current strengths in the College's CPD processes as well as key areas for improvement to enhance those processes and systems. The report identified that the CPD provision provided a wide range of opportunities for staff. In summary:

38,567 hours of CPD undertaken;

10,244 staff accessed CPD sessions;

87.4% of budget allocated. The overall budget for 2022/2023 was £94,415, reduced by 5% in line with the overall implementation for College savings.

Key priorities included in the CPD plan for 2022/2023 included College preparedness for T levels, subject specialist pedagogy and Ofsted preparation, with a focus throughout on well-being and effective leadership and management.

Resolved: That the report be received.

135.23

T Level Equipment Funding

Decision

The Deputy Principal reported that the College had successfully secured a T Level Specialist Equipment Allocation of £1,168,087 for 2023 and received approval for the Board to draw the grant from the ESFA. The money would be used to fund equipment of £1m for Agriculture, Environment and Animal Care and £168,087 for Engineering and Manufacturing. It was not expected that the grant would cover the full cost of the equipment required. It was anticipated that Colleges receiving the grant would make a match funding contribution equal to 50% of the allocation - £584k. The delivery of the equipment would commence in September 2024.

Resolved: That the Corporation approve the expenditure of the full grant allocation funding of £1,168,087 and agree to match fund 50% of this at £584k.

136.23

Use of the College Seal

Decision

The Clerk requested the authorisation of the Corporation to apply the College Seal to the Engineering Construction contracts.

Resolved: That Officers be authorised to apply the College Seal to the Engineering Construction contracts.

