

MINUTES

Corporation Meeting No 183

Date: 29/10/2024 (Tuesday)

Time: 18:00–20:00

Venue: Rural Business Centre

Committee: Corporation

Present: Allison Jones, Andrew Massey, David Hall, Debbie Clayton, Jane Booker (Chair), Kathryn Townsley, Richard Morris, Robert Wallace, Robin Newton-Syms, Sue Collinge, Tyler Cockerill and Wes Johnson (Principal)

Attending: Damian Stewart (Deputy Principal), Joanne Sherrington (Vice Principal) and John Wherry (Deputy Principal)

Clerks: Ron Matthews (Clerk)

Public Minutes

Item number:
(and category)

Item description:

100.24

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.

101.24

Record

Apologies for Absence

Apologies for absence had been received from Karen Dewhurst, Simon Gerrard and Barbara Godby.

102.24

Decision

Appointment of HE Student Governors 2024/2025

The Clerk reported that, together with a member of the Quality Team, he had interviewed three potential HE Student Governors and recommended the Corporation to appoint Megan Elliot to fill the vacancy.

Resolved: That Megan Elliot be appointed to fill the vacancy of HE Student Governor for 2024/2025.

103.24

Decision

Minutes of Previous Meetings

The public minutes of meeting number 182 held on Tuesday 24 September 2024, published on the extranet, were agreed and signed as a true and correct record of the meeting.

104.24

Record

Declarations of Interest

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

105.24

College Academic Performance 2023/2024

Decision The Corporation considered a presentation from the Deputy Principal, Education, covering the academic performance of the College for 2023/2024. 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.

Resolved: That the academic performance presentation be received.

106.24 *Further Education End of Year Report 2023/2024*

Decision Corporation considered a report on Further Education performance which also provided results by Centre. **14-16 Schools** - Achievement was up by 3.4% on the previous year at 76.7% but remained down by a further 6% on 2021/2022. Liverpool remained the worst performing Centre. Home schooled learners made up a significant number of the students. Of 743 starters 678 were retained, an increase of 1.0% to 91.3% but below the target of 92%. No GCSE provision was offered in 2024/2025 and in 2025/2026 there would be no home education offer, currently 114, with students required to apply via schools. **FE** - Final results included a retention rate of 93.2% against a target of 95%, a decrease of 1.2% from 2022/2023. Achievement overall was 82.5% an increase of 0.2% on last year. This was based on 4992 starters with 4656 retained. Retention for 2024/2025 currently stood at 100% against a target of 96%. The report detailed retention and achievement for each area across all Centres. ECPH and HNF student all showed improved performance. There would be a continued focus on Maths, English and Level 3 qualifications achievement this year.

Resolved: That the Further Education Report for 2023/2024 be received.

107.24 *Higher Education End of Year Report 2023/2024*

Decision Corporation considered the end of year performance report on the provision of Higher Education at the College for the last academic year: Overall learner numbers were 657, below both a total of 720 in 202/2023 and 864 in 2021/2022. Achievement for the year was 84.2%, a rise of 0.6%, against a target of 88% with high grade achievement at 40.5%. High grade achievement showed a decrease of 2.5% from the previous year and remained below the target of 60%. In year retention was 90.3%, below a target of 97%. The report showed both high and low achievement areas. Recruitment to year-one full time programmes remains a priority. Continuation rates were 95.2%, above the target of 90% and also above the previous year by 3.6%. 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.

Resolved: That the Higher Education Report be received.

108.24

Decision

Apprenticeship and Skills End of Year Report 2023/2024

The report provided an overview and an update on key developments within Apprenticeships and Skills for 2023/2024. Headline achievement at R13 is 73.4%, R14 on Strata was 72.7%, the latter showing 18.4% above national average and a 9.9% year-on-year change. Published QAR data shows the College ranked in the top 10 providers nationally in 7 of the 11 categories with two Standards ranked number 1.

All metrics in terms of age and level are above national benchmarks with only 19 plus learners showing a slight decrease of 3% compared to 2022/2023. Headline high grades was above the College target at 62.8% and significantly higher in several standards with six areas having a third of apprentices achieving distinction level grades.

Apprenticeship Accountability Framework was green and 'On Track' at R14 so no risk to ESFA interventions or reputation impact. Recruitment remains strong with pipeline activity already showing at 85% against the 2024/2025 forecast with growth in both Sportsturf and Engineering. The financial target has been met.

Resolved: That the Apprenticeship and Skills Report be received.

109.24

Decision

Learner Voice

Corporation considered the Learner Voice Reports for 2023/2024 in respect of 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, 86% of FE students were prepared to recommend the College, although this had decreased from 93.1% last year. Across the range of students those feeling safe in College ran into the high 90%. The report on HE students was based on the responses to the NSS survey with a response rate of 62.5% down almost 10% from last year. The lower response rate had impacted on results where most scores now appeared in the 70% down from the 80%. Improving the overall response rates was a priority for this year.

Resolved: That the Learner Voice reports be received.

110.24

Decision

Child Protection, Safeguarding and Prevent Annual Report 2023/2024

Corporation considered a report on a review of the Child Protection and Safeguarding Policy and Procedure. Any proposed changes had been highlighted for the information of the Corporation. The Director of Student Support and Welfare also submitted the annual report for 2023/2024. Following questions it was

Resolved:

1. That the review of the Child Protection and Safeguarding Policy be agreed.

2. That the Child Protection and Safeguarding Annual Report be received.

111.24

Decision

Complaints and Appeals Annual Report 2023/2024

Corporation considered to the Annual Report on Complaints received by the College during 2023/2024. Analysis indicated various complaints from diverse parties although the report detailed the complaints received it did not indicate any significant areas as a cause for concern, with a number related to Course content and delivery. A total of 24 (33) informal and 55 (46) formal complaints were received - figures for the previous year shown in brackets. There were 2 appeals, both of which were rejected. Informal complaints had reduced by 39% whilst formal complaints had increased by 20%. The report outlined the areas of the College to which the reports related. Complaint outcomes and recommendations feed into the College's continuous improvement arrangements.

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

112.24

Decision

CPD Annual Report 2023/2024

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

39,093 hours of CPD undertaken;

839 staff accessed CPD sessions;

93.5% of budget allocated. The overall budget for 2023/2024 was £92,306.75, which including a reduction of 5% in line with the overall implementation for College savings.

Key priorities included in the CPD plan for 2023/2024 included College preparedness for T levels, subject specialist pedagogy and preparations for an Ofsted Monitoring Visit, with a focus throughout on well-being and effective leadership and management. Governors wished to understand the level of mandatory training and the percentage of staff undertaking such training and therefore requested an additional report to be presented to the next Corporation meeting.

Resolved: That the report be received with a request for an additional report to be provided the next meeting.

113.24

Decision

Outcome of the Governors Away Day Event

The Corporation expressed their appreciation for the matter in which the Away Event for Governors had been managed earlier in the day. The Clerk reported that provision had been included on the agenda to agree any recommendations coming out of the discussions on the day. However, whilst a number of factors had been discussed in the morning session these related in the main operational changes and required no decisions from the Corporation. The afternoon discussions on the Strategic Plan would see the revised Plan presented to the December meeting of Corporation.

Resolved: That the report be noted.

