

NON-CONFIDENTIAL MINUTES OF THE CORPORATION MEETING HELD ON 20 SEPTEMBER 2017

Present:	Roy Thorpe (<i>Chair</i>))	
	Ian Haines (<i>Vice-Chair</i>))	
	Thelma Aye)	
	Louise Briggs)	External Governors
	John Kirton)	
	Mark Leather)	
	Javad Yazdani)	
	Louise Evans	Support Staff Governor
	Rebecca Hawkesford	Student Governor
In attendance:	Gael Atherton	Vice Principal Curriculum and Quality Standards
	Peter France	Vice Principal Finance and Resources
	Beverley Martindale	LMC Safeguarding Manager
	Charlotte Rawes	Director of Apprenticeships & Employer Engagement
	Oona Cushen	Clerk to the Corporation

STANDING ITEMS

WELCOME AND APOLOGIES FOR ABSENCE

- B/17/001 The Chair welcomed Bev Martindale (LMC Safeguarding Manager) to the meeting, who will be co-presenting the Annual Safeguarding Report with the Vice Principal Curriculum and Quality and will stay for the duration of the meeting as part of the programme for all middle managers to attend one Corporation meeting throughout the year.
- B/17/002 Governors were advised that this will be final meeting for John Kirton, who retires from being a Governor at the end of September and a presentation to John will take place at the Governors' Dinner to be held in March 2018. Granville Mervin has now left the College and there will be an election for a new Academic Staff Governor. The Board recorded their formal thanks to Granville Mervin for the tremendous contribution he made as a Staff Governor. Joshua Hollyhead is considering his position as a Student Governor and will inform the Clerk by 27 September 2017. If required, an election for a second Student Governor will be held.
- B/17/003 Apologies for absence were received from Ainsley Cheetham and Wes Johnson (Principal).

DRAFT MINUTES OF THE CORPORATION MEETING HELD ON 12 JULY 2017

- B/17/004 The minutes of the previous meeting, held on 12 July 2017, paper LMC/C/89/16, were agreed as a true and accurate record and duly signed by the Chair.**

MATTERS ARISING

Corporation Action Checklist

- B/17/005 The Clerk referred Governors to paper LMC/C/01/17 and advised that the paper follows the same format as that for Committees. From 2017/18, this will be a standing item on the agenda to enable Governors to track any requested actions and is in response to feedback from the Ofsted Support and Challenge visit.

B/17/006 The majority of actions are complete; the self-assessment report will be presented at the October meeting to coincide with the draft College Self-Assessment Report. Emails will be sent monthly regarding College events, with the self-assessment validations being held this Friday. Feedback on chairs' appraisal will be given at the next meeting and link visits will commence after October half term. Although staff value Governors' attendance at events outside of formal meetings, they do recognise the time commitment involved and are appreciative of any additional time that Governors give to the College.

B/17/007 The Corporation received and agreed the Corporation Action Checklist, paper LMC/C/01/17.

STRATEGIC ITEMS

SENIOR MANAGEMENT TEAM REPORT

In the absence of the Principal, the Vice Principal Finance and Resources referred Governors to paper LMC/C/02/17 and highlighted the key points:

B/17/008 The summer period was extremely busy with unplanned items that the team would not normally have to complete and mainly revolved around apprenticeship tenders, which have previously been under an allocation, and the funding audit. Under the new funding system, Lancashire County Council is a levy payer and has chosen to deal with only a small number of colleges. To this end, it published a tender process for all its apprenticeship provision, broken down into 15 sections. Under a very short lead time, Colleges were allowed to bid for a maximum of five sections. LMC tendered for three sections, which covered most of the current work and worth circa £100k. Unfortunately, Nelson & Colne College won bidding on five sections, including the three applied for by LMC. Although disappointing, Nelson & Colne College had indicated that they will be unable to deliver all of the work themselves and are seeking sub-contractors. LMC has a meeting next week to discuss sub-contracting arrangements, but the price and management fees are unknown but will be lower than existing margins.

B/17/009 The College also submitted tenders to the University of Cumbria for maths and English and for NHS apprenticeships. Both of these were successful and the level of business is to be determined.

B/17/010 The main tender is for all non-levy apprenticeship provision from January 2018, which has previously been funded by allocation and is the bulk of apprenticeship provision at LMC. There was a very short lead in time and the tender was quite vague and open to interpretation. Clarifications were only published three days prior to deadline and meant some of the 10,000 word submission had to be re-written. The College did have an AoC consultant to assist on the bid. The outcome should be known by 21 October, but Governors should be fully aware that this is a major risk to the College as £1m apprenticeship provision is at stake.

B/17/011 The College had been notified at the start of summer that it would undergo a full Education and Skills Funding Agency (ESFA) funding audit. The previous full audit was nine years ago. Price Waterhouse Coopers (PWC) sampled around 100 learners, covering all funding streams including apprenticeships, FE, adults and loans funded. There is one potential funding issue, which the auditors will discuss with their manager to ascertain whether further investigation is required but, overall, feedback has been positive and the College is pleased with the outcome of the audit. Any significant errors would have led to a clawback situation, so thanks must be noted to the Director of Apprenticeships and Employer Engagement (formerly CIS manager) and the CIS team. It was noted that the Director of Apprenticeships and Employer Engagement had been heavily involved in the funding audit and tenders and would move into her new role full-time from this week.

B/17/012 The end of year accounts are being finalised and preparations are ongoing for the audit due in October. The deficit is in line with the previously increased forecast of £689k.

B/17/013 As at 18 September, the College had enrolled just over 1,000 full time 16-18 learners, which is comparable to last year. The target, however, was 1,200 and, although learners are still enrolling, it is unlikely that College will achieve the target set in the budget and this under-recruitment will have financial implications for 2018/19. A further update will be provided at the October Board meeting.

B/17/014 The new entrances are almost complete and E block has been refurbished. Although the College is satisfied with the standard of work, it has been disappointed with the organisation and planning of the contractor, with the project four weeks behind deadline. The handover meeting will take place this Friday. The cost was very competitive, being £60k to £70k cheaper than the next lowest tender and it is a good outcome in terms of build quality.

The Vice Principal Curriculum and Quality was asked to present up-to-date achievement data on screen.

B/17/015 Data has been taken from Pro-Achieve and includes leavers, achievers, learners who are still with us but were due to complete last year and completers with unknown outcomes (not yet determined whether they have achieved or not). There are circa eight or nine 16-18 learners who are still completing their qualifications from last year with the remainder relating to awarding body delays (around 520 potential achievements). The National Achievement Rate (NAR) for 2015/16 has been applied to obtain predicted outcomes, which is then compared to last year's outturns and benchmarked against the NAR. Green rating shows an improvement of more than 2%, amber rating is between 1% and 2% improvement and red rating is where there is no improvement (or a decline).

B/17/016 Overall predicted achievement rates stand at 85%, 7% increase on last year and 3% above the national average. Last year, the College introduced an additional AIM qualification in Equality and Diversity for all study programmes, which has added 1,000 more achievements into the system. Remaining data is presented without these awards to enable Governors to see the true picture of improvement. 16-18 core aim achievement stands at 83%; 3% better than last year but still 1% below the national average. There are, however, 127 outcomes to be confirmed and, if more than 107 achieve, outturns would potentially be above the national average for core delivery.

B/17/017 Overall, this is a generally positive picture with good improvement at Levels 1 and 2, compared to last year, taking them above the national average, and only a small increase of 1% on Level 3, which is still below the national average but with 47 achievements still to be confirmed. Items rag rated red in the final column will still be below the national average, even if all outstanding learners achieved. Even on these results, it is a significant improvement within one academic year. Proportionality of Level 3 should be considered, as it accounts for just 338 leavers against a total of just under 3,000 16-18 leavers (around 10%).

B/17/018 Initially, adult achievement appears to be a worsening picture, but there are 246 19+ continues, i.e. learners who should have completed but have not yet done so. These mainly relate to distance learners and the Skills Network sub-contractor. The College is chasing for these results. The Skills Network normally has an achievement rate of 90%+ and if this is the case, the predicted outturn is too low.

B/17/019 For learners with an Educational Health Care Plan (EHCP), the outturns are not as good as the College would have liked, but the cohort is fewer than 50 learners, with 10 outcomes (20%) still to be determined from awarding bodies and it is hoped the remaining achievement will provide an improvement in the forecast.

B/17/020 For basic skills, the College is predicting a very similar outturn to last year, but the NAR has gone up by 2%, meaning the College now sits below the national average. GCSE Other includes Psychology and the newly reformed GCSE English exam. Maths outcome is predicted at 80% and English at 77%, but there is no benchmarking data. Other regulated courses are 10% below last year's outturn and 4% below the national average.

- B/17/021 Full time Level 2 IT and Engineering provision is no longer included. The increase relates to additional distance learning health and social care qualifications, which are not performing as well as 16-18 qualifications last year.
- B/17/022 ESOL results appear slightly lower than last year but there are more Level 2 learners this year and a larger cohort of more challenging learners. Access and other non-regulated performed well. GCSE maths and English results have a 2% increase on last year and are 5% above the national average for grades A-G or 1-9 (or a combination of both).
- B/17/023 Overall, this is significantly better data than last year and positions the results as a high Ofsted grade 3. With over 500 achievements still to be determined, there is potential for the results to push into a low grade 2 if all remaining achievement comes in at or higher than expected.
- B/17/024 With 1,036 16-18 learners recruited as at today, there have been some class closures and some groups have merged, but others have seen significant increases and additional classes, e.g. 40 on Level 2 Electrical, 25 Level 3 Year 1 Engineering students, 28 Level 2 plumbers and 30 Level 3 Year 1 Creative Media learners. The number of Aspire learners has also increased from circa 60 last year to 94 this year.
- B/17/025 16-18 apprenticeship success rates are predicted to improve by 6% on last year's outturn, but will still be below the national average. 19-23 apprenticeships are showing a 4% improvement but, again, remain below national average. The main area of concern is 24+ apprenticeships, which are below national average and are showing a small decline.

In response to questions:

- B/17/026 The College did very well on the competitive tender for the entrances and has managed a series of projects to upgrade the campus very well, with minimal disruption. It was noted that there was a penalty clause included in the contract, so costs have reduced with each week over deadline.
- B/17/027 Ofsted will not discount the aim award achievement, but will most likely have a discussion about it and the data will be provided with and without the achievement, and the same will be apply for maths and English outcomes. Although an increase of 1% or 2% does not sound very much, it is a significant achievement in one academic year and the hard work and effort of all staff should be recognised.
- B/17/028 The predictions are based on known facts and the previous National Achievement Rate, so are as realistic as possible based on previous experience. There is a 12% difference between the minimum (no further achievement) and maximum (where all outstanding learners achieve), with 10% of leavers still to have achievement recorded, so it is hoped final outturns will be somewhere in between.
- B/17/029 In regard to the delayed outcomes, the CIS team would normally have chased awarding bodies before now, but staff have been extremely stretched over the summer with the full funding audit, increased number of GCSE exams, an earlier enrolment process and the transition out of the Director of Apprenticeships and Employer Engagement. Awarding bodies and the Skills Network are now being chased up and final figures will be presented at the October Board meeting.
- B/17/030 A good summary had been provided, but Governors wanted the senior team to look reflectively and queried what headlines had been learnt from the previous 12 months, i.e. what had worked well and can be immediately built upon this year and what had not worked so well and required further action. Outturns on Level 3 are probably the biggest disappointment, but it is also the biggest qualification over two years and, therefore harder to influence success rates in one year. Functional Skills results are also disappointing. Retention is currently 3% higher this year, as well as a 5% increase in attendance. Tutors must retain their students after the census date and ensure those staying are more likely to achieve.

- B/17/031 There was a significant number of personalised programmes and staff are currently reviewing what did and did not work. Focus has always been on what did not go well as staff do want to improve, but they are immensely proud of the improvement achieved to date. It is too early to report on any continuing impact into this academic year from the student tracking software but data will be analysed in-depth for impact, e.g. difference in improvement rates for course on Markbook last year against those not reported on Markbook. For 2017/18, all courses will report through Markbook.
- B/17/032 Although results are benchmarked against the NAR (and GFE data does not include post-16 schools or sixth form colleges), Governors questioned whether it would be useful for the College to benchmark against a smaller group of similar institutions. It was noted that some colleges are not always keen on sharing comparative data. Maureen Deary, consultant, has set up an informal consortium with colleges to share data, including LMC, Lakes Colleges, Leeds City College, Sheffield College and Birmingham Metropolitan College. In addition, staff links have also enabled data sharing with Accrington & Rossendale College and East Riding College. However, not all colleges will necessarily share poorer results. The 2016/17 National Achievement Rates will not be published until May 2018, so 2015/16 rates are the only national benchmarking data available.
- B/17/033 Governors expressed a wish that any positive messages should be relayed internally to staff to raise morale and externally to the wider local community to help recruitment. Further reassurance was also sought on the key strategic points noted in the summary and that no further time will be lost in the drive for improvement. It was stressed that this had been an unprecedented summer of one priority after another, including the funding audit, Lancashire County Council tender and the non-levy apprenticeship tender. The Director of Apprenticeships and Employer Engagement has effectively worked a three month notice period in her former role but as not moved full-time into her new role.
- B/17/034 Governors sought assurance that the IT issues were being addressed in a timely manner. There have been teething problems with the new wireless network and this has taken longer to implement than anticipated. Most areas across the College are now working, as well as connectivity with all College laptops. The new desktops are on order and will be rolled out to priority areas over the next few months. The results of the server tender are being thoroughly analysed, with external advice, to ensure the right solution is procured.
- B/17/035 Governors sought assurance that the IT infrastructure will be fit for purpose and fully implemented within a reasonable timescale, especially for Creative Media programmes. Replacement MACs are on order and are also least affected by any Wi-Fi issues, which mainly relate to 'bring your own devices' (BYOD) and the social side of College, e.g. Facebook use on mobile phones. The slow logon speed was due to Wi-Fi and the old servers, so this will improve with the installation of the new desktops and servers.
- B/17/036 It was also noted that tough strategic leadership, direction and support from Governors, as well as strong leadership from the new Principal and senior team has helped lead to overall improvement, which must further be built on during 2017/18.
- B/17/037 The Corporation received and discussed the Senior Management Team Report; paper LMC/02/17.**

CURRICULUM AND QUALITY: GCSE ENGLISH AND MATHS OUTCOMES 2016/17 AND ENGLISH AND MATHS STRATEGY 2017/18

- B/17/038 The Vice Principal Curriculum and Quality referred Governors to paper LMC/C/03/17 and advised that these were provisional outcomes and the revised strategy for 2017/18. Despite a significant number of re-marks, not one mark has been changed and this is almost unprecedented. Once all results have been added to the system, the GCSE maths and English results will be finalised. Overall, GCSE results are positive but the number of A*-C grades has fallen. Governors will remember that all learners with GCSE grade E were moved out of Functional Skills and onto GCSE leading, in effect, to a much larger and less able cohort. This has had the predicted effect on A*-C grades but A*-G grades for all ages remain above the GFE national average.

- B/17/039 Functional Skills results are less positive, showing a slight decline from last year and against the national average. Moving learners with a GCSE grade E onto a different qualification effectively removed the most able learners out of Functional Skills and reduced the cohort size. This action has contributed to the poorer results. There are still some major issues, however, around these success rates, which will be fully analysed.
- B/17/040 Entry and Level 1 outcomes are good, but Level 2 is the main area of concern. For Functional Skills maths, there are 134 leavers overall; 59 16-18 and 75 19+ learners. The national average at Level 2 declined and so results are now 1% above the national average, but there is no predicted improvement in actual achievement against last year. The cohort of Functional Skills Level 2 16-18 learners is small and there is a predicted achievement rate of 11% (4% increase on 2015/16), but this still places LMC 13% below the national average, which is not acceptable. A National Achievement Rate of only 24% is a national issue, but other colleges are able to achieve this and so, therefore, should LMC. A similar picture applies for 16-18 Level 2 English, with a national average of 33%. Outcomes for adults have declined compared to last year, but are still above national average.
- B/17/041 There were 59 and 53 maths and English Level 2 learners, which is a smaller and less able cohort, as previously explained, but this cannot yet be confirmed as the sole reason for the decline. When all results are finalised, including eight additional resits, there will be little change in the overall figure. The best case scenario is that the College will achieve national average for English but not for maths. Staff are currently interrogating the data to try to identify patterns, e.g. achievement against age (16, 17 and 18) as it is known that 32% of Level 2 16-18 learners are aged 16 and their success rate is 21%, so 16 year olds perform better. It will also be checked whether there is any correlation with attendance, so teams are able to react faster, as well as by new or existing learners, school attended and by College tutor. The strategy for 2017/18 details the new decision making process, as the College will now only enrol learners on Functional Skills Level 2 if there is no other viable qualification to significantly limit the cohort size. Although every non-achievement has a bigger impact on a smaller cohort, there is less proportionality and, therefore, less impact on overall performance.

In response to questions:

- B/17/042 Maths and English outcomes were an area for improvement in the Ofsted inspection and there is now a strategic move to minimise the impact on College overall performance. However, Governors felt there was an ethical dilemma as these are skills required by the community and needed to be addressed whilst limiting impact on performance. It was noted there is a national policy for maths and English and learners who do not have GCSE grade C or above have to take some form of qualification. If learners take Functional Skills, they may pass but if, they have low ability and are placed on GCSE, they may attain a slightly higher grade but still a fail. For College performance, it is better that learners sit GCSE and fail with a slightly better grade than to fail at Functional Skills, but continued failure to achieve at GCSE is demoralising for learners. There are three individual assessments to pass for Functional Skills and many may achieve two but not three. There must be a valid educational reason in regards to which qualification each learner is placed on that can be explained to any external agency.
- B/17/043 Although Governors recognise the issues, the reality is that learners need to be taught differently compared to their experience at school and the same issue affects universities as well. Learners without Level 3 maths and English have reduced future potential and additional support for specific areas should be provided, if required. Functional Skills is a realistic approach for some learners, but a GCSE resit is a funding criteria for D grade learners, who have had five years of secondary school teaching and colleges are expected to help learners achieve within one year. It was noted that LMC is participating in a national review of Functional Skills but the reality is that results are below national average.
- B/17/044 The Corporation received and discussed GCSE English and Maths Outcomes 2016/17 and approved the English and Maths Strategy 2017/18; paper LMC/C/03/17.**

ANNUAL REPORT ON SAFEGUARDING (including Safeguarding Policy 2017/18)

- B/17/045 The Vice Principal Curriculum and Quality referred Governors to paper LMC/C/04/17 and advised that there had been a staffing restructure over the summer. Governors need to be aware of the key clause within the policy that states the College must notify the Education and Skills Funding Agency (ESFA) should the institution or sub-contracting institution become a subject of the policy based on a safeguarding or Prevent concern. Either the Vice Principal Curriculum and Quality as the Strategic Designated Lead or the Principal would submit the notification.
- B/17/046 There is now a more focused team; the Safeguarding Committee has been re-established and will meet termly and feed into more regular reporting to Governors. The Prevent action plan is now complete and staff met as a wider team to look at the current changes with Prevent. The original remit has expanded and there is an increased focus around lockdowns and evacuations etc., which were not part of the College's original focus on Prevent. Smoothwall is the system that monitors internet use and flags attempted breaches of the College's IT Policy, and it is pleasing to note that this is not an overwhelming job and students have quickly learnt what they are not allowed to do.

In response to questions:

- B/17/047 Outcomes, rather than interventions, have some conclusion and it is quite difficult to be objective about an outcome in these cases, but Governors felt some identification of trends and a measure for degree of success of intervention would be useful. It would also be helpful if the reason for the decline in reporting was better explained. It was explained that reporting on Markbook was introduced last year and, as is often the case with a new system, several people were reporting the same safeguarding issue, but there is now a more sensible level of reporting from staff who have learnt to differentiate between safeguarding, attendance or other issues. Safeguarding cases are becoming much more complex and time-consuming, but there is definitely no under-reporting. It was confirmed that many alerts relate to circumstances outside of College but are reported so staff may assist and liaise with outside agencies, wherever possible.
- B/17/048 Ofsted raised a key concern around learners' understanding of radicalisation and its impact on their lives and Governors questioned whether this had now been addressed. Some of the issue was based around terminology as learners could explain radicalisation when put in simpler terms. It was clarified that all 16-18 learners will take a small qualification based around British values, Prevent and IT and the introduction of Smoothwall means the College can monitor effectively internet use. Each programme area will display a standard board identifying the new team, its main purpose and information on British values and Prevent. These boards will ensure there is appropriate wording around radicalisation in full view and in all areas of the College.
- B/17/049 Although staff use Markbook to report an alert, it would be useful for Governors to have an outline of some actions being addressed to ensure delivery of the policy, e.g. include some evidence of examples as well as some key performance indicators in future.
- B/17/050 The Corporation received and discussed the Annual Report on Safeguarding and approved the Safeguarding Policy 2017/18, paper LMC/C/04/17.**

ANNUAL REPORT ON HEALTH, SAFETY AND WELLBEING

- B/17/051 The Support Staff Governor, in her capacity as Head of Estates, Safety and Wellbeing, referred Governors to paper LMC/C/05/17 and advised that the report follows previous years' format. Following discussion with the senior team and to bring the policy in line with the cycle of business, it is suggested that the current policy be extended for 2017/18. A revised policy for 2018/19 will be presented in July 2018 for Governors' approval.
- B/17/052 The Health and Safety Committee, of which Mark Leather is the Governor representative, held active discussions on a variety of topics. Safeguarding was included last year but will be split out into its own committee for 2017/18 to enable the separate agendas to have the required momentum needed to drive both areas forward.

- B/17/053 2016/17 was a challenging year and the health and safety team did not meet their own internal targets for performance monitoring. There had been a different staffing structure, which had not worked out, and this position is being reviewed and some new key performance indicators are being introduced. The Head of Estates, Safety and Wellbeing will pick up this aspect of work to ensure it is brought back in line with College expectations. The College had a full external insurance inspection last week focusing on management control procedures for health and safety. The inspector was very assured on the processes presented and the active action plan and suggested that the College revert back to some of its former and more robust processes. These will, therefore, be reconfigured over the coming year.
- B/17/054 The team have worked hard to develop external partnerships in a variety of topics, because College resources are finite and context has changed for many organisations. There are constant and increasing needs of learners and staff and the cross-college team, including safeguarding staff, will engage with a number of partners. It was apparent that the post-16 market was not being included in a number of strategic decisions at County and regional level and, therefore, the College invited itself onto a number of groups. Young people's mental health is a national issue and the Government has invested funding into mental health and young people, via county councils and primary care trusts (PCTs) but these authorities were not talking to those working with the post-16 age group. LMC is the only post-16 representative on these sub groups and, although difficult, it is critical that the College attends in order to obtain the resources required to support our learners' needs. The College is also working with CYMAP across the health and safety agenda and will be host this group.
- B/17/055 The team are still working through a full statistical analysis of accident data and this will be presented to the Health and Safety Committee first, before being included in the first termly update to Governors. Current data shows that the College is in line with its forecast and the team have actively managed staff and students to report near misses, one of only a few colleges to do so. Benchmarking takes place against other colleges and there are also some national benchmarks available. The College was benchmarked on its analysis of controls as part of the insurance inspection and scored 2.4 on a scale of one to three, which is just above the national average for control rating.
- B/17/056 Although the occupational health data shows there has been generally fewer mental health cases, work related cases have risen. There may be a direct correlation between the current climate in College over the last year and the team are working with HR and senior managers to identify trends and additional support to staff. The in-house physiotherapy service is increasingly beneficial in keeping staff in work.
- B/17/057 The main priorities for this year are a) to draft a full health and safety strategic plan, with targets, and to revert back to the previous performance monitoring process, b) to embed behaviours rather than just scoring what is seen and c) to review the critical incident management procedures and set out the clear role of Governors and what may be expected. To achieve the key developments, the team will look to further embed health and safety into the core business of the College, as this has there has been some disconnect. The Head of Estates, Safety and Wellbeing will join the Curriculum and Quality Management Team (CQMT) to ensure staff awareness and to be involved at an earlier stage and to remove the idea that health and safety is a barrier, rather than after the event. The new plan will be presented to Governors by the end of this term.
- B/17/058 The new sentencing guidelines for offences have been included, so all Governors are aware of the legal implications. The key change is that provision is made for potential, as well as actual harm, which is a significant development.

In response to questions:

- B/17/059 'Other' appointments are a mix of sensitive data, pre-existing medical conditions or issues that may turn out not to be occupational health and require referral, e.g. to HR. This will be split down into additional categories for future reporting.

B/17/060 The Vice-Chair of the Corporation noted that mindfulness sessions had been introduced into his workplace, which staff had found very helpful. Some of the 'other' or miscellaneous appointments may link to reduced personal resilience and it would be useful to explore. Although the College has done much work around resilience, this has not been continued as robustly as it should have been and the Head of Estates, Safety and Wellbeing will liaise with the Vice-Chair to explore these issues further.

B/17/061 The Corporation received and discussed the Annual Report on Health, Safety and Wellbeing, paper LMC/C/05/17 and approved the extension of the Health and Safety Policy 2016/17 for the academic year 2017/18.

STATUTORY ITEMS

ANNUAL REPORT ON GOVERNANCE

B/17/062 The Clerk to the Corporation referred Governors to paper LMC/C/06/17 and advised that this is the standard report providing a summary of the Corporation's responsibilities and business, as well as Governors' attendance, over the previous year. Overall attendance improved by 4%, which means that Governors' attendance was slightly above the national average. There are no proposed changes to the attendance targets for this year.

B/17/063 The Corporation discussed and approved the Annual Report on Governance, paper LMC/C/06/17 and agreed the attendance targets for 2017/18.

REVIEW OF STANDING ORDERS AND GOVERNORS' CODE OF CONDUCT

B/17/064 The Clerk to the Corporation referred Governors to paper LMC/C/07/17 and advised that there were no proposed changes to the Standing Orders, but a revised Committee membership was proposed (page 22). There is a report from the Search Committee on prospective new Governors, with further applicants to be interviewed in October 2017 to strengthen overall Board membership.

B/17/065 The Corporation discussed and approved the Review of Standing Orders and Governors' Code of Conduct; paper LMC/C/07/17, including Committee Membership 2017/18.

ORAL UPDATE FROM THE SEARCH COMMITTEE MEETING HELD ON 20 SEPTEMBER 2017

B/17/066 This is a confidential item for Corporation members only, under Section 40 of the Freedom of Information Act. Paragraphs B/17/067 To B/17/070 are, therefore, minuted separately.

REVIEW OF FINANCIAL REGULATIONS

B/17/071 The Vice Principal Finance and Resources referred Governors to paper LMC/C/08/17 and advised that there are no proposed changes proposed and full copy of the regulations is available within the Governors' shared area.

B/17/072 The Corporation discussed and approved the Review of Financial Regulations, paper LMC/C/08/17.

REVIEW OF FREEDOM OF INFORMATION POLICY

B/17/073 The Vice Principal Finance and Resources referred Governors to paper LMC/C/09/17 and advised that there are some minor changes relating to updating names, documents etc., but the bulk of the policy remains unchanged.

In response to questions:

B/17/074 There is a full cost course running on the new data protection legislation and staff will infill onto that course to ensure awareness of the new act and its implications.

B/17/075 The Corporation discussed and approved the Review of Freedom of Information Policy, paper LMC/C/09/17.

REVISED BANK MANDATE

B/17/076 This is a confidential item for Corporation members only, under Section 41 of the Freedom of Information Act. Paragraphs B/17/077 To B/17/078 are, therefore, minuted separately.

STUDENTS' UNION ACCOUNTS 2016/17

B/17/079 The Vice Principal Finance and Resources referred Governors to paper LMC/C/11/17 and advised that income generated amounted to £2k, with £7k expenditure, keeping net expenditure within the allocation provided to the Students' Union from the main College budget. The Students' Union was one area reviewed for financial savings in 2017/18, to help the College achieve its overall budget. The Students' Union will seek to become self-financing, looking at alternative ways of generating additional income, e.g. increased sales of NUS cards, and to reduce expenditure. In regards to the learner voice, there will still be Student Council and Student Governors, as well as learner surveys. There will also be a Link Governor to ensure an increasing level of awareness by Governors.

In response to questions:

B/17/080 Governors were keen to ensure the Students' Union is properly organised and that they have the capacity to be more entrepreneurial. Dan Baxter, the NUS Development Officer will be working with staff and students on innovative ideas to ensure the Students' Union becomes more sustainable. Thelma Aye volunteered to be the Link Governor for Personal Development, Behaviour and Welfare to ensure a strategic overview of a more effective learner voice.

B/17/081 It was noted that there is a wide range of opportunities, e.g. volunteering, available to all students, not just those involved with the Students' Union. There are student focus groups, which the Link Governor will be invited to attend, and an end-of-course questionnaire is being introduced for each class, with Level 3 courses a priority. There will also be a termly report from the Student Governors.

B/17/082 The Corporation received and noted the Students' Union Accounts 2016/17, paper LMC/C/11/17.

ITEMS FOR INFORMATION

ANY OTHER BUSINESS

B/17/083 Additional training is being provided to staff who will be lead members of staff during inspection, as well as nominee training to three key members of staff.

B/17/084 The Chair, on behalf of all Governors, recorded a formal vote of thanks to John Kirton for his enormous effort over the last eight years, particularly as Chair of the Capital Project Committee and his massive contribution to the successful capital project and improvements to the college estate. In addition, his insightful contributions on all matters have been superb and highly valued throughout his term of office. Mr Kirton advised that he had learned a lot as a Governor and was optimistic about the future of the College; he had worked with some excellent staff and the College was and extremely friendly and happy place to visit, which is not always the case in some institutions.

DATES OF NEXT MEETINGS

B/17/085 Wednesday 18 October 2017 at 6pm
Wednesday 15 November 2017 at 6pm
Wednesday 6 December 2017 at 6pm

The Corporation agrees that these non-confidential minutes are an accurate record of the meeting.

SIGNED:

NAME: (Chair)

DATE: