

MINUTES

Corporation No 123

Date: *15/12/2015 (Tuesday)*

Time: *18:00–20:00*

Venue: *Bowland Suite*

Committee: *Corporation*

Notes: *Refreshments will be available from 5.30pm.*

Present: *Adrian Boreham, Allan Foster, Ann Turner (Principal), Clare Platt, Garry Payne, Ian Douglass, Ian Higginbotham, Jean Yates, Marion Nuttall, Megan Cook, Robert Robinson, Steve Rigby (Chairman), Stuart Heys (Vice Chairman) and Zoe Jones*

Attending: *Alison Robinson, John Wherry and Paula Lister (Deputy Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Whiteside (Deputy Clerk)*

Guests: *Ishwer Tailor (Co-opted Member) and Naveed Sharif (Co-opted Member)*

Apologies: *Gerry Corless, Jolyon Dodgson and Sarah Ellis (Co-opted Member)*

Public Minutes

Item number: Item description:
(and category)

104.15 Attendance of Co-opted Governors and Members of 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.

Corporation does encourage Co-opted Governors to attend and take part in the discussion and debate.

Corporation agreed the attendance of Management for the public and confidential agenda items.

105.15 Apologies for Absence
Record

Apologies for absence were received from, Megan Cooke, Gerry Corless, Jolyon Dodgson, Zoe Jones, Robert Robinson and co-opted member Sarah Ellis.

106.15 Public Minutes of the Previous Meeting
Decision

The public minutes of meeting number 122 held on Tuesday 29 September 2015, published on the extranet, were agreed as a true and correct representation of the meeting.

107.15 Declaration of Interest
Record

Area Reviews - The Government is supporting a restructure of the post-16 education and training sector through a series of area based reviews. The desired outcome is to create more financially stable and efficient providers and improved collaboration across the different types of institution.

Area review discussions are currently a thread running through the meetings of Corporation and its Committees.

Corporation gave regard to its Board which was made up of 12 independent members and 5 members with direct connection to the College, these being 2 students, 2 staff and the Principal. All Myerscough College Governors are bound by the sector's Code of Good Governance (adopted by the Board) and the Myerscough College Code of Governor Conduct which incorporates the ten principles of public life and six principles of good governance, adherence to which mitigates any conflict of interest. The contributions of these five members to discussions around area reviews is essential to the Boards collective decision making process.

Resolved:

That the above be noted.

108.15

Information

Chair's Opening Remarks

The Chair provided an update on his recent activities on behalf of the College which included meetings around Area Reviews, such discussions would be picked up at other points in the meeting.

He looked forward to seeing fellow members of the Board at the Colleges staff Christmas lunch on Friday 18 December.

Resolved:

That the Chair's opening remarks be received.

109.15

Consultation

Correspondence

Corporation gave consideration to the:

FE Commissioner's Autumn letter to the sector: Area Reviews and the reshaping of the College sector

The letter made comment on Area Reviews and reshaping of the sector in response to tighter government funding and more Colleges failing to achieve a surplus. The Commissioner stated, "..the imperative for high level professional and technical skills to improve productivity has never been higher". Factors being taken into consideration were low class sizes, competitive marketing between 'same' subject providers and addressing the skills gap that employers face.

Two well attended information events concerning area reviews had been held for Governors where options had been explored.

Termly letter from Nick Boles, Minister of State for Skills and Equalities.

The letter made comment on the recent government spending review and stated, '.. the settlement recognises the crucial role that 16-19 education plays in supporting future economic growth'. The letter also urged Colleges to place less reliance on government funding and reiterated the government pledge of 3 million apprentice starts by 2020. The Minister wished to see FE Colleges increase their share of apprenticeship training from the current level of one third. He broadly outlined student loan arrangements which included expanding advanced learner loans to 19 to 23 year olds at levels 3 and 4, and 19 plus year olds at levels 5 and 6. There was to be consultation on introducing maintenance loans for learners who attend specialist, higher level providers including national colleges.

Members commented on the apprentice levy, which would come into force in April 2017. They asked about the impact on Myerscough College and wider. The levy will apply to businesses with wage bills over £3million. These employers will pay a 0.5 per cent of their pay bill into a central fund. In return they will access electronic vouchers that can be used to access training funding for their own apprentices. As now employers will still have to pay the wages of apprenticeships in addition. There were recruitment opportunities to Myerscough and a potential cost of £80k.

Resolved:

That the correspondence be received.

110.15

Information

Report of the Myerscough Student Union

Corporation gave consideration to the report from the Student Liaison Officer.

Members noted the increase in popularity of the MSU Facebook page, the organised approach to social events, engagement with the Centres, sport enrichment and health initiatives. The charity of the year was named as the North West Air Ambulance. The MSU was working towards 'Green Impact' environmental accreditations, an awards scheme run by the National Union of Students.

Due to a venue issue, Freshers Week had not been held for the new student intake but was firmly on the agenda for the next academic year with preparatory arrangements already being made.

Resolved:

That the Report of the Myerscough Student Union be received.

111.15

Governor Involvement Strategy

Consultation

Governors informed Corporation of any involvement with the College since the last meeting.

Research Conference - The Chair of Quality & Standards Committee reported on an excellent and well attended event, noting industry relevance, good interaction of audience to speaker and a particularly inspiring presentation from a current student.

Support and Learning Area Self Assessment Reviews (SAR) - Governors reported on valuable insight into learning and support areas.

Staff Forum - The Vice Chair of Quality & Standards Committee commented on interesting issues. The pressure on 'The Core' (student support centre) to support student welfare concerns came out as acute. Members recalled discussions at Corporation and Quality & Standards Committee on mental health concerns which were also of national concern. Corporation noted mental health training was being delivered to staff, a new post had been created in 'The Core' and counselling hours had been increased. Corporation would continue to receive updates and monitor the situation. The performance enhancement process had also been discussed. The processes around budgeting for pay awards was explained in detail with linkage to performance reviews. The agreed budget was always a limiting factor to increment awards where recommendations always exceeded available funds.

HE Course Rep Meeting - A useful event to meet with representatives of the student body. Car parking issues had been amongst items discussed. Overall Corporation noted the engagement activities provided a useful way to get to know the College. Those who attended the events mentioned how welcome they had been made and reported on an experience free from any lobbying. A calendar of events for 2016 was provided.

Resolved:

That the update be received.

112.15

Financial Statements Auditors Report and Financial Statements Year Ended 31 July 2015

Decision

Both the Audit & Governance and the Finance & Resources Committees had considered the *Financial Statements Auditors Report and Financial Statements for the Year Ended 31 July 2015 and External Auditors Findings Report* and recommended them to the Corporation for approval.

The Committees drew Corporations attention to points in the documents.

Corporation noted the accounts presented a sound financial position and that Finance & Resources Committee had not considered it necessary for attendance from the external auditor at the Corporation meeting, as he attended the Finance & Resources and Audit & Governance Committees and provided full explanations and responses and answered all questions to the satisfaction of the Committees.

It was confirmed to Corporation that no adjustments to the final pre audit management accounts were required and they gave strong assurance of the strength of the College's financial processes.

Corporation noted strong performance at a challenging time in the sector where a large proportion of other Colleges were reporting deficits. They also noted the auditors had commented on a smooth process with exceptional advance preparation of documentation. The Board complimented the Vice Principal Finance & Corporate Services who had taken up post towards the end of the process and complimented the Principal and College Accountant who had led the audit in the interim period and those staff involved in the processes.

Resolved:

- I. **That the external audit findings report for the year ended 31 July 2015 be approved.**
- II. **That the draft letter of representation (financial statements) be approved.**
- III. **That the draft letter of representation (regularity) be approved.**
- IV. **That the Auditors opinions in respect of the Financial Statements Audit and Regularity Audit for 2014 / 2015 be approved.**
- V. **That the Audited Annual Accounts with Members Report for the year ended 31 July 2015 be approved.**
- VI. **That the accounts be forwarded to the SFA prior to 31/12/2015.**

113.15

Decision

Annual Report of the Audit & Governance Committee

The Draft Annual Report of the Audit & Governance Committee to the Chief Executive Officer and the Corporation for the year Ended 31 July 2015 was considered at the last meeting of the Audit and Governance Committee

Corporation endorsed the Audit & Governance Committee recommendation that the statement below be agreed and noted that the Committee had found no evidence of impropriety.

'The Audit & Governance Committee is of the view that it has operated effectively and fulfilled its obligations as identified in its Terms of Reference. It is also of the opinion that the College's audit arrangements, the internal control systems, value for money policy and procedures, financial controls, framework of governance, risk management and control are adequate, operating effectively and its processes secure economy, efficiency and effectiveness and can be relied upon.'

Members had expressed a wish to compare the Myerscough approach in audit matters to other providers, and arranged for David Fletcher to facilitate at the Governor Away Event in January 2016.

Resolved:

That the Annual Report of the Audit & Governance Committee to the Chief Executive Officer and Corporation for the year ended 31 July 2015 be approved and signed by the Chair and Vice Chair of the Audit & Governance Committee and submitted to the Skills Funding Agency.

114.15

Decision

Myerscough College Self-Assessment Report 2015

'The whole College Self Assessment Report (SAR) informs College policy and strategic planning through Quality Improvement Plans at varying levels from subject courses, support areas through to leadership and management. Overall Myerscough had a good year delivering the budget, making significant progress in the Campus Plan and improvements, ensuring teaching and learning is at the heart of activity, increasing the profile on an international stage and achieving the majority of targets set within the Strategic Plan.'

A session for Corporation had been held on Tuesday 1 December where Governors had concentrated on a detailed assessment of the College SAR. Suggestions made at the meeting were incorporated into the final document.

The College had maintained its self assessment of Grade 2 across all top line headings which were aligned with the new Ofsted framework.

Corporation noted some individual areas had dipped in performance which had been discussed at the training event and received further comment at the meeting together with reasons and actions.

The dip in Equine performance was partly explained by poorer performance at the Centres, as previously documented. There were some notable mental health issues amongst student cohorts too. The recent FE Performance Boards indicated an upward trend with Equine at Croxteth with attendance figures up and good morale amongst staff, many of who were relatively new to Myerscough.

There had been sustained developmental work in Foundation Learning which was yielding results with the area close to achieving Grade 2.

Agriculture & Countryside and Motorsports & Agricultural Engineering were close to Grade 1, and during a peer review with an Independent College were assessed to Grade 1.

Maths and English continued to present challenges but were on an upward journey. Recent training in the area had been described as inspirational. Corporation would welcome a special report on this or any other individual area should it be recommended there be a need for closer scrutiny.

Corporation noted that following external scrutiny it had been recommended to lift some grades but this had been resisted to protect the robustness of the process.

Corporation wished to pass compliments to Paul McGrail, Assistant Principal Quality, Learning and Development on the document and process.

Resolved:

That the College Self-Assessment Report for 2015 be approved and submitted to the relevant authorities.

115.15
Information

Autumn Statement - Spending Review

Corporation gave consideration to a briefing paper prepared by the Association of Colleges outlining the likely impact of the Spending Review on the college sector. Members continued their discussions from earlier in the meeting, minute 109.15 refers and noted the headlines from the statement were.

- National base rate for 16-19 years maintained for 4 years
- Core adult participation budget fixed in cash terms
- FE loans extended to 19 to 23 year olds on level 3 and 4 courses
- Sixth Form Colleges given an option to convert to academy status

Members commented on a 'better than expected' scenario but did note that attention to the detail as it emerged would be crucial to their understanding of the impact to Myerscough and informing strategic decisions.

Resolved:

That the AOC briefing paper on the 2015 Autumn Statement and Spending Review be received.

**116.15
Decision**

Report of the Audit and Governance Committee of 3 November 2015

The Vice Chair of the Committee reported to Corporation on matters from the Audit & Governance Committee meeting held on 3 November 2015.

Matters requiring Confirmation by Corporation Annual Risk Management Report and the Full Risk Management Plan 2014/2015

The highest rated risk was 'Impact of Government cuts.' Corporation concurred with the recommendations from Audit & Governance Committee

Resolved:

That the Annual Risk Management Report and the Full Risk Management Plan 2014/2015 be approved

Co-option of Committee Member - Naveed Sharif

Naveed Sharif was due to be re-appointed for a final one year term of office, his eighth. During the year he had requested a leave of absence but had indicated he wished to be considered for re-appointment.

Resolved:

That Naveed Sharif's re-appointment as a Co-opted Member of Quality & Standards Committee be considered in twelve months time.

Corporation Vacancies

Corporation concurred with the recommendations from the selection Panel and Audit & Governance Committee.

Resolved:

- i. **That Jane Booker be appointed as a full member of Corporation and a member of the Audit and Governance Committee with effect from 1 January 2016 for a four year term of office.**
- ii. **That Richard Furnival be appointed as a Co-opted Governor of the Finance and Resources Committee with effect from 1 January 2016 for a one year term of office.**

Other Matters for the Information of the Corporation

Appointment of Chair and Vice Chair of the Committee for 2015/2016

Audit & Governance Committee had appointed Gerry Corless as Chair of the Committee and Garry Payne as Vice Chair for the ensuing twelve months.

Financial Statements Auditors Report for the Year Ending 31 July 2015 and External Auditors Findings Report to the Audit & Governance and the Finance & Resources Committees.

Audit & Governance had considered the draft documents and made recommendations for Corporation approval. Corporation had considered the final documents earlier in the meeting, minute 112.15 refers with Corporation concurring with Committee recommendations and approving the documents, together with the letters of representation and Auditors opinions and regularity conclusion as submitted.

Annual Report of the Audit & Governance Committee to the Principal/Chief Executive and Corporation for the Year Ended 31 July 2015

The document had been considered earlier in the meeting, and Corporation concurred with the Audit & Governance Committee recommendation and approved the final document as submitted, minute 113.15 refers.

Internal Audit Progress Report and Summary Report Update.

Audit & Governance Committee expressed satisfaction with progress to date on the recommendations.

Data Returns Report

All returns for 2014 / 2015 had been submitted on time as had the first return for 2015 / 2016.

Draft Governance Self-Assessment report 2015

Governance was graded 2, 'Good'. The Governance Quality Improvement Plan would be monitored throughout the year and it would be reviewed at the Governor away event.

Skills Audit 2015

The Skills Audit aided identification of the overall make-up of the Board and supported decision making in recruitment to the Board.

Annual Review of Decision Making Processes of the Corporation

Corporation noted that Audit & Governance Committee had agreed that the documents remained fit for purpose. In accordance with the Code of Good Governance the Terms of Reference of individual Committees had been reviewed at the relevant meetings.

Governor Training

Corporation noted the Governor Workshop on Area Reviews had taken place with good attendance and since then the follow on meeting had built on the discussions with members considering a range of potential options for the College.

Also since the meeting of the Audit & Governance Committee the following had taken place:

- 1 December 2015 - Governor Workshop – College Self-Assessment report.
- 8 December 2015 - Area Review discussions
- 15 December 2015 - Prevent Training – Prior to Corporation meeting.

The next training event was the Governor Away Event which was being held on Friday 22 January 2016

Home office Inspection Tier4 Visa

Feedback had not yet been received from the unscheduled inspection by the Home Office regarding Tier4 Visas. The inspection may have been prompted by an increase in students from outside the European Union.

Terms of Reference of the Audit and Governance Committee

In line with all Committees the Governance and Audit Committee had reviewed its terms of reference and concluded that they remained fit for purpose.

Resolved:

That the above matters be received

117.15

Decision

Report of the Quality & Standards Committee –10 November 2015

Corporation gave consideration to the Report of the Quality & Standards Committee of 10 November 2015 presented by the Chair of the

Committee Appointment of Chair and Vice Chair

Quality & Standards Committee had re-appointed Marion Nuttall as Chair and Allan Foster as Vice Chair for the ensuing twelve months.

Performance Data 2014/2015

Corporation noted the Committee had reviewed performance for 2014 / 2015 and current year data as follows:

Strategic Plan Progress – Final Report 2014/2015.

Year End Performance & Current Year Data: FE, HE and Apprenticeships and Skills

The Strategic Plan targets for 2015 / 2016 had been agreed.

FE achievement had been affected by the BTEC Assessment rule changes and performance at Croxteth and Crow Wood (now closed) and inclusion of Maths and English GCSE and Functional Skills results in overall success rates. The overall outcome for 2014 / 2015 was that FE performance had reduced to 81% from 90% last year.

There was now more delivery of City and Guilds rather than BTEC, increased management focus at Croxteth, more students streamed towards GCSE English and Maths, rather than Functional Skills with attention to ensuring they attended the examinations as non attendance had affected last year's results.

Numbers of high needs learners had exceeded the number anticipated and Management was providing the additional staffing required and negotiating funds on a case by case basis.

As anticipated recruitment targets had not been achieved and would continue to be monitored throughout the year.

In terms of HE performance the overall success rate was high with recruitment in line to exceed last year. A number of post graduate programmes were currently being developed. The College had also been chosen as one of fifteen in the UK to participate in a project funded by

HEFCE to develop a national framework for scholarly activity in college based higher education.

The Principal also confirmed that following further QAA Reviews Myerscough remained top of the league table.

A further report provided information on the performance of Work Based Learning confirming the final data for 2014 / 2015 with overall success at 64% and timely success of 54.6% both of which were significantly down on the previous year although close to national average. This had in part been due to the issue which had arisen regarding the processing of withdrawals.

Results were below target and it would take some time for the area to reach required standards. Corporation noted good employer links, a diverse training offer in keeping with industry and government priorities and with growth opportunities. Significant growth was reported in Construction Plant Maintenance. Corporation expressed confidence in leadership of the area with a new Assistant Principal, Heather Cadman-Marks in post and noted progress on the internal audit recommendations made.

Teaching Learning and Assessment Report

The report provided a summary of key developments, initiatives and impact for the start of the academic year in line with the College strategic aim to provide an outstanding teaching and learning experience.

The programme of lesson observations had begun. The report identified the training programmes, CPD offers and the management strategy being developed to support improved performance.

Research Report

Corporation noted the Research Strategy for 2016 – 2019 had been developed and would focus on high level collaborative research. Activities had been focused towards relevant external funding opportunities and project outputs that would lead to high level publications. The annual Research Conference had been well received. Research links were being strengthened with Uclan.

Equality, Diversity and Inclusion Annual Report 2014 / 2015

The Report would be placed on the College website at the beginning of 2016. Student satisfaction levels were high across all programmes, those below 90% were categorised. Offending background and socio

economic background had been added to the standard list of protected characteristics for College monitoring purposes.

Quality Improvement Plan 2014 / 2015 – Final Update

Quality & Standards Committee had given consideration to the above report which showed that there were seven areas where actions were carried forward. Members questioned the target setting in the context of others in the sector. The QIP was detailed, ambitious and rigorously monitored to support College's ambition to achieve the status of 'Outstanding'. Corporation noted some targets were aspirational.

Terms of Reference for the Quality and Standards Committee

In line with all Committees the Quality and Standards Committee had reviewed its terms of reference and concluded that they remained fit for purpose.

Resolved:

That the report be received

118.15 Decision

Report of the Finance & Resources Committee 24 November 2015
Financial Statements Auditors Report for the Year Ending 31 July 2015 and External Auditors Findings Report to the Audit & Governance and the Finance & Resources Committees.

Finance & Resources Committee gave consideration to the above documents which included the draft Findings Report for the year ended 31 July 2015 together with the draft Auditors Report & Financial Accounts for the same year. Corporation had considered this as a separate item earlier in the meeting, minute 112.15 refers, and had concurred with Committee recommendations and approved the final documents for signature and onward transmission to the relevant agencies.

The Principals Strategic Plan Progress Report 2014/2015

**Financial Position Statement for Period Ended 31 October 2015;
Investment Funds, Including Interest, for Period Ended 31 October 2015;
Capital and Revenue Cash Flow for Period Ended 31 October 2015;
Capital Expenditure Report for Period Ended 31 October 2015;
Myerscough Ventures Report for Period Ended 31 October 2015.**

Finance & Resources Committee had expressed satisfaction with the above regular reports on the various aspects of the College finances for the period ended 31 October 2015 and was pleased to report that overall the finances of the College remained in a healthy state. In the main the financial key performance indicators were on or above target.

Recruitment for 16 – 18 year olds had been challenging and would not achieve target or funding numbers. There was no claw back but this would affect the 2016 / 2017 allocation. Numbers were down in line with national demographics for this age range. There had been an issue with delayed withdrawals in relation to apprenticeships and this had resulted in targets being missed. Several new employers had entered into contracts for the coming year.

HE recruitment was slightly behind profile but additional recruitment was expected.

There had again been a higher than expected recruitment of high needs learners and management was addressing the associated staffing requirements.

In relation to the Capital Plan the profile for the next twelve months showed that the proposals were affordable and within the identified timescale.

Income from Myerscough Ventures was behind profile by some 10% due in the main to a reduction in income from Sport, Residences and Equine. The Equine downturn was largely due to increased take up of discounted student livery facilities.

The report also indicated that the capital plan projects were meeting targets.

Myerscough Student Union Annual Accounts for the Year Ended 31 July 2015 The Committee had considered the above accounts and was pleased to note that the Association remained solvent.

College Funding Update

The Committee considered a report from the Deputy Principal, Finance and Corporate Services which indicated the funding provision for the current year from the EFA and SFA as follows:

Original allocation	Revised allocation July 2015	Revised allocation Oct/Nov 2015	Variance from Original
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Adult Skills budget	£1,947,119	£1,924,666	£1,977,204	£30,085
Of which:				
Adult apprentices 16-18	£993,253	£993,253	£993,253	-
Apprenticeships	£704,823	£704,823	£835,509	£130,686
Discretionary learner support*	£170,284	£165,320	£165,320	-
TOTAL	£2,822,226	£2,794,809	£2,978,033	£160,771

Tuition Fees 2016 / 2017

The fee structure for new entrants in the 2016-17 academic year, detailed below, had already been outlined in the Access Agreement submitted in April of this year for new students:

Full-Time Courses	Fee Per Annum	Notes
Foundation Degree	£9,000	Previously £8,000 – brought into line with an Honours Degree
Honours Degree	£9,000	Maximum set Nationally
Module price for part-time undergraduate course	£900	Significant increase to align closer to UCLAN
Masters Degree	£6,000	Set by UCLAN
Module price for part-time Masters course	£625	
Module price for part-time Teacher Training course	£675	

There was no changes to tuition fees for continuing students other than an inflationary increase for part time undergraduate (£640/module) and part time postgraduate students (£540/module).

Corporation noted the Committee had endorsed the previous decision in agreeing the above fee structure.

Skills Funding Agency – Financial Health

The Committee received a letter from the Skills Funding Agency which confirmed the grade for the College's financial health for 2014 / 2015 as

'Outstanding' and 'Good' for the current budget year in line with decisions and information previously reported.

Human Resources

The report contained analysis of staff turnover, breakdown analysis of leavers, staff stability index, staff sickness statistics and the Staff Survey undertaken in the summer of 2015 and benchmarked against other colleges.

The Committee had noted that staff turnover was below national average, overall staff sickness had decreased and that sickness levels for all categories were below national average. However, long term sickness of 7 employees was above the target of 6 but the individuals concerned were being actively managed.

Changes to IT data systems had aided the production of reports with up to date information and this development would continue with the various HR reports which aided management processes. The results of the staff survey informed changes to the current action plan which was continually reviewed.

Health and Safety Report for the period ended 31 October 2015

Members gave consideration to the Health and Safety Report for the period ended 31 October 2015 which included a summary of key strengths, areas for improvement, actions taken and further actions planned. There was a reduction in accidents relating to Slips, Trips and Falls though this category remained the main cause of accidents or incidents. Only 6 RIDDOR reportable accidents occurred only one of which required further investigation. 100 staff had taken advantage of the free flu injections.

Terms of Reference of the Finance and Resources Committee

In line with all Committees the Finance and Resources Committee reviewed its terms of reference and concluded that they remained fit for purpose.

Resolved:

That Corporation receive the above items.

119.15 ***Governors Away Event - 22 January 2016***

Information

The above event will now take place only on Friday 22 January at Garstang Golf and Country Club 2016 commencing at 9.30am for a 10.00am start and concluding with dinner at 6.00pm.

Corporation noted the programme for the event.

Resolved:

That the arrangements for the Governors Away Event be noted.

120.15

Staff Forum Minutes

Information

Corporation gave consideration to the minutes and noted that Governor Allan Foster had attended the Staff Forum held on Friday 13 November 2015, reported at minute 111.15.

Resolved:

That the Staff Forum minutes of the meeting of 13 November 2015 be received.

