



**MINUTES OF THE CORPORATION MEETING HELD ON  
MONDAY 19 MARCH 2018 AT 5.00 PM  
IN THE BOARD ROOM AT THE ROUNDHOUSE**

Present: Janet Morgan (*Chair*), Carl Anderson, Jack Atwal, Richard Brewell, Phil Dover, Nick Freeman, Mike Kapur, Pete Lewis, Jonathan McCluskey, Martyn Marples, Lee Pratt, Graham Schuhmacher, Kevin Slack, David Williams

In attendance: Jon Fearon, Michael Ford, April Hayhurst, Kate Martin, Heather Simcox, Rose Matthews (Clerk)

		Action	Date
50/17-18	<b>Apologies for absence and introductions</b>  Apologies for absence were received and accepted from Mandie Stravino.		
51/17-18	<b>Declarations of interest, confirmation of eligibility and quorum</b>  All members were eligible and the meeting was quorate.  There were no new declarations of interest.		
52/17-18	<b>Minutes of the previous meeting</b>  The minutes of the meeting held on 11 December 2017 were approved and signed as a true and accurate record.		
53/17-18	<b>Matters arising</b>		
36/17-18	JF confirmed the narrative on action taken had been incorporated in the Management Accounts report.		
37/17-18	HLS had revised the Public Value Statement to incorporate the State of the Nation Report.		
42/17-18	HLS confirmed she had investigated the Health and Safety incident, which involved a particular piece of machinery in Electrical Engineering. HLS had responded to Simon Smith and confirmed the drill was industry standard and an interlocking drill with an emergency stop button.		
54/17-18	<b>Report from the Standards Committee, 6 March 2018, inc;</b> <ul style="list-style-type: none"><li>• <b>Minutes of the meeting held on 6 March 2018</b></li><li>• <b>Summary Organisational Quality Performance Review</b></li></ul>		

The Chair of the Standards Committee presented a report from the meeting held on 6 March 2018.

He discussed the safeguarding training and confirmed that Jack Atwal, as the Safeguarding Link met regularly with Helen Jefferson the Safeguarding Lead.

Focussing on the OQPR, the discussion in the meeting had focussed on the improvement panels. The role of the improvement panels was not just for those areas in special measures, but for continued improvement and prevention. Two areas had come out of special measures since the meeting.

Pete said the one thing he had not picked up from the report was what the College had learned from the improvement panels and how the College were preventing the need for the intervention in the future.

April Hayhurst explained at the end of the academic year a review of the actions taken and the impact would be carried out, which would then inform the strategy for the following year.

The teaching and learning strategy for improvement was well underway, with evidence to show impact. Comments made at Pizza with the Principal, teaching and learning strategies and the apprenticeship survey were some of the items used as examples.

The Committee Chair said changes relating to the scorecard had been shared and discussed, they focussed on the number of students on target.

The Committee Chair noted the Head of Maths had been appointed the Head of Maths and English to drive improvements in that area.

It was noted 81% of students had undertaken work experience or enrichment led activities to date.

Work was being undertaken to automate the data dashboards to ensure all areas were taking a consistent approach and using data from the same central source. At the meeting in-year data was presented with predicted grades included moving forward. As the provider average figures are not available until later in the year, there needed to be another way of internally comparing benchmarks and the team were looking at this. The Corporation Chair had asked for a year to date comparison, which would be populated as part of the improvements to the dashboard.

Discussions took place relating to the attendance target and the Committee had felt that in focussing on all the improvement work, the team should not forget about the successes and should also include that work.

**Action**

**Date**

From the Curriculum Steering Groups the teams were aware of their responsibilities for English and maths as well as their vocational areas.

The Link Governor visits were discussed along with key themes.

The Corporation Chair asked if there was enough information on teaching and learning. She said she had found the dashboards useful as they highlighted what the Board should be monitoring.

She went on to ask about the English and Maths GCSE predictions. The Deputy CEO said these were very similar to last year at this stage and would be revisited again in April. Revision sessions were planned in April and a number of students were taking the opportunity to join these.

55/17-18

**Finance Report, including;**

- **Management Accounts – January**

The CFO presented the Management Accounts for January 2018. He explained the turnover in apprenticeship income was down, but contingencies had been built in to cover. The reasons for this were down to ambitious targets and a delay in the release of the new standards, with some activity now moving into next year. The value of some of the frameworks had also dropped.

Some significant learner loan activity had been built in.

The net position showed a strong EBITDA figure and the College appeared to be bucking the financial trend.

Period 7 management accounts were almost ready to be finalised and showed a much stronger position than reflected in the forecast with revenue increasing.

- **Mid-year review and financial forecast**

A mid-year re-forecast had been undertaken which reflected the key variances in the year.

The Deputy Principal explained the strategy for engaging and supporting employers to use their allocation.

Martyn Marples questioned the pay costs and recruitment and asked what impact that would have on the teaching provision.

The CFO confirmed the curriculum area budget was where it should be, he said pay savings had been made in the wider area where turnover was lower.

A review had been undertaken of curriculum design, looking at class sizes and efficiencies in the timetables, with industry specialists sharing best practice. Operating a different structure and pedagogy.

The net impact was a reduction in the EBITDA but was still a good performance within the sector.

- **Cleaning Tender**

The Corporation were asked for an extension to the current cleaning contract, initially for eight months to 31 March 2019, but with an option to extend to 31 July 2019.

**The Corporation approved the extension of the Cleaning contract for eight months to 31 March 2019, but with an option to extend to 31 July 2019.**

- **Electrical and Mechanical Engineering Maintenance Tender**

The Corporation were asked to approve the consent to tender for the Electrical and Mechanical Engineering Maintenance Contract.

**The Corporation approved the consent to tender for the Electrical and Mechanical Engineering Maintenance Contract.**

Pete Lewis left the meeting at 5.45 pm.

**56/17-18 Report from the Audit Committee, 7 March 2018, inc;**

- **Minutes of the meeting held on 7 March 2018**

The Chair of the Audit Committee presented the report from the Audit Committee held on 7 March 2018.

ICCA, the Internal Auditors, presented their report on Financial Accounting Controls – Cash and Banking which provided overall substantial assurance.

Verbal reports were presented on:

- Readiness for Compliance to GDPR
- Student Journey 16-18
- Business Intelligence Strategy
- Financial Strategy and Budgetary Controls.

All of which provided substantial assurance.

The HR Director joined the meeting to present the Gender Pay Gap Report, which would be published by the deadline of 31 March 2018. The College's gap was lower than others reported nationally within the education sector.

	Action	Date
<p><b>57/17-18 Chair's Period of Office</b></p> <p>In response to the recent e-mail regarding the Chair's tenure, all parties agreed that with a proposed completion date of 1 January 2019 for the merger with Bilborough Sixth Form College, it would be preferable for continuity of both that project and the on-going College strategy that Janet Morgan remained as Chair for a further period. Despite the eight-year term of office rule applied to Corporation membership, this was acceptable practice in circumstances where major change has been embarked upon, such as a merger.</p> <p>In light of the circumstances it was proposed that Janet Morgan's Term of Office be extended for two years to July 2020, in line with the College's three-year strategy.</p> <p><b>There had been no objections received in advance of the meeting and the Corporation unanimously approved that Janet Morgan's Term of Office be extended for a further two years to July 2020 and Janet continue as Chair of the Corporation during this period.</b></p>		
<p><b>58/17-18 Vice Chair</b></p> <p>Nominations had been sought ahead of the meeting to appoint a future Vice Chair.</p> <p>One nomination had been received for Jack Atwal, which was seconded by David Williams and unanimously supported by the rest of the Corporation.</p> <p><b>It was therefore proposed that Jack Atwal be confirmed as Vice Chair from 1 August 2018.</b></p>		
<p><b>59/17-18 Key Performance Indicators</b></p> <p>The Deputy CEO presented the overarching KPIs for the College.</p> <p>Focussing on attendance figures, some areas had improved since the report had been prepared.</p> <p>A review of the transitions provision had taken place with some provision removed.</p> <p>Jack Atwal asked if there were any surprises in the eight areas below target. The Vice Principal confirmed there were not. She explained some of the transition programmes were supporting students with mental health problems which was not the College's specialism. Those students have been signposted to alternative provision that could provide the support required.</p>		

	Action	Date
<p><b>60/17-18 Strategic Risk Monitoring</b></p> <p>The Director of Business Improvement summarised the Strategic Risk Monitoring report which detailed the high priority risks identified in the Corporate Risk Register and gave a summary of current litigation action being taken against the College.</p> <p>The report highlighted the GDPR internal audit, which was covered by the Audit Committee and the risk around English high grades which was addressed in the Standards Committee.</p> <p>There were no significant safeguarding issues to report, but Members were asked to note that Jack Atwal, as the Safeguarding Link Governor, attended the Designated Safeguarding Leads meetings where any cases were presented.</p> <p>Richard Brewell questioned the litigation relating to accessing personal data on a mobile phone. The Director of Business Improvement confirmed any specific issues relating to compliance had been addressed and a College-wide awareness raising exercise relating to GDPR was being undertaken.</p> <p>Martyn Marples noted some of the preventative controls on the Risk Register indicated they were not effective or providing assurance. He asked what was being done about this. The Business Development Director said this did not necessarily mean the preventative controls were not working, but that they had not been fully tested. He used the training package for GDPR as an example of this, as it would need time to embed.</p>		
<p><b>61/17-18 GDPR Report</b></p> <p>The Clerk presented a report outlining the Board's responsibilities under the new Data Protection Act and shared the College's implementation plan and the action taken to ensure compliance from 25 May 2018.</p> <p>It was asked if a data sharing agreement would need to be put in place for members. The Clerk would investigate with the Data Protection Officer, but as the data received by members was not personal data she did not think this would be the case. She would however, investigate.</p>	Clerk	21/05/18
<p><b>62/17-18 Derby College Education Trust</b></p> <p>The Deputy CEO informed members that Merrill Academy had been successfully re-brokered from 1 January 2018.</p> <p>Derby College Education Trust would remain in place for six months at which point the company would be struck off.</p>		

	Action	Date
<p>Members asked if there were any liabilities on the Trust from the Academy. It was explained all liabilities transferred with the re-brokering on 1 January 2018.</p>		
<p><b>63/17-18 Governance Summit</b></p> <p>The Clerk had attended the AoC's Governance Summit on 14 March, which included presentations from the FE Commissioner, the Secretary of State for Skills and Apprenticeships and shared the key themes from the event.</p>		
<p><b>64/17-18 Governance Portal</b></p> <p>Members were reminded of the Corporation's intention to pursue an e-governance system following a report presented to the Search and Governance Committee earlier in the academic year.</p> <p>An in-house system has been produced using MS Teams and from May 2018, papers would be accessed through the new system.</p> <p>The Clerk would be issuing Derby College e-mail addresses to all Members and details on how to access the new system within the next month.</p>		
<p><b>65/17-18 Remote Approvals</b></p> <p>The remote approval of the following policies were ratified by the Corporation:</p> <ul style="list-style-type: none"> <li>• Tuition Fees Policy</li> <li>• Procurement Regulations and Tendering Policy and Procedure</li> <li>• Money Laundering Policy.</li> </ul>		

*Staff and student members left the meeting.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_