



**MINUTES OF THE CORPORATION MEETING HELD ON
MONDAY 12 OCTOBER 2015**

Present: Janet Morgan (*Chair*), Charlie Baker, Nick Freeman, Jonathan McCluskey, Rebena Sanghera, Graham Schuhmacher, Kevin Slack, Mandie Stravino, David Williams

In attendance: Michael Ford, April Hayhurst, Paul Steeples, Anita Straffon, Heather Simcox (*Clerk*), Rose Matthews (Assistant Clerk)

1/15-16 Apologies for absence

Apologies for absence were accepted from Philip Dover and Richard Brewell.

The Chair announced the resignation of David Grocock and welcomed Rebena Sanghera, the new Staff Governor to the Board.

2/15-16 Declarations of interest, confirmation of eligibility and quorum

All members were eligible and the meeting was quorate. There were no new declarations of interest.

3/15-16 Minutes of the previous meeting

Minutes of the meeting held on 20 July 2015 were approved as a true and accurate record.

4/15-16 Matters arising

71/14-15 The rules had changed with regard to the Consumer Credit Licence and the CFO was investigating if it was still necessary to apply. The application process had been simplified and the CFO would continue to investigate this.

112/14-15 The Director of Business Improvement had revised the report, which would be discussed as part of agenda item 8.

5/15-16 CEO's verbal update

The CEO delivered a presentation which covered the following items (a copy of which is attached as Appendix 1):

Devolution

The Devolution Prospectus was pitched to Government in March and shared with the Corporation in May. The Chair, VC and CEO discussed the details with the LEP CEO, and Board Skills lead, during the 'Governors' Stakeholder Event'. VC involved as Chair of the Renaissance Board. Various discussions had taken place at the CBI regional council (the CEO and Nick Freeman were both regional councillors). At the last CBI meeting Ian Curryer (CEO at

Action

Date

Nottingham City Council) presented an update sharing the current position and next steps. In summary, two combined authorities had been agreed D2 and N2. To achieve the preferred 'large scale deal' the authorities would need to agree to one combined authority and an elected Mayor over the CA. Elected Mayors would replace the Police and Crime Commissioners and would govern with powers devolved from Government. The 'Big Asks' include the transfer of responsibility for the adult skills budget.

Possible risks - loss or reduction of our ASB - ultimately, causing strategic drift in relation to 'predicting and serving the needs of our community'. However, with recent/predicted cuts to ASB and the introduction of the Employer Apprenticeship Levy the future value of the ASB is unclear.

Possible opportunities – increase in ASB, although indications were that this was unlikely.

Action required – model reduction with removal of ASB.

Area Reviews

MS met with the Chair and VC, on 6th August, to share the initial announcement and emerging details. The Chair then shared details with the Corporation during the 'Special Meeting' held on 8th September. Further details were shared with the governors who attended the EMFEC event on 9th October. To re-cap: approximately 40 Area Reviews will be completed by March 2017 with full implementation by 2020. Each review will be led by a local steering group including Chairs and CEOs of each college involved in the review. Governing bodies will be responsible for deciding whether to accept recommendations relating to their institutions – following the Norfolk review seven recommendations were made, weighted 1-7, the highest weighted recommendation accepted by any of the governing bodies was recommendation four. As governors were aware, trial reviews had already been carried out in Norfolk, Suffolk and Nottingham. A combination of mergers and federations were accepted in Norfolk and due diligence was currently underway regarding the recommended merger of the two Nottingham City Colleges. Wave one had now commenced and included Birmingham and Solihull, Greater Manchester and Sheffield City Region (Chesterfield College and North Notts College were included in the SCR review). Regular updates were received from colleges in the three areas mentioned. Reviews were being triggered if colleges in a specific area were in financial difficulty (29 colleges 12% were rated inadequate based on 13/14 accounts), were rated inadequate by Ofsted or are below Minimum Standards or if groups of colleges had requested a review with a strong rationale/outcome in mind. The EfA and SfA have intimated that other East Midlands reviews were not imminent, however, things are changing daily.

Possible risks - time dedicated to preparation for, and completion of, the review and consideration of the recommendations and financial impact and disruption during implementation of the accepted recommendations which could include: merger (A/B) or federation (approximate costs of due diligence £200k, costs of re-structuring are unknown although likely to run into millions).

Possible opportunities - greater specialisation (in-line with our current strategy), Institutes of Technology and shared back office functions.

Actions required – commence collation of data/documentation required including: property, finance, student numbers, curriculum and strategy.

CSR

The aim of the CSR is to eliminate the Country's deficit by 2019/20. The outcomes of the CSR will be announced on 25th November although implications for the fe sector may not be certain until final funding allocations are received (governors recalled these were not finalised for this year until July). The term 'tough' spending review was being used with departments modelling savings of 25%-40% by 2019/20 – it was worth noting that some DFE/DBIS budgets were protected from the cuts, potentially resulting in deeper cuts for those without protection including FE.

Potential risks - cuts to 16-18 funding rates; cuts to other blocks of 16-18 funding including (free meals, bursaries, disadvantage uplift and removal of funding for part-time 16-18 year olds); Apprenticeship sending cuts (the levy will replace however, this may change employers' behaviour); further cuts to 19+ funding (in addition to 24+% in 2015/16).

Actions required – scenario plan outcomes of the CSR.

Strategy and Planning

2014-17 Corporate/Core Strategy and Development Plan Reviews

Year-end reviews of strategies and enactment have taken place. Strategies have been revised, year-one development plans have been closed down and year-two development plans have been developed and communicated. The CEO was in the process of sharing year one performance with all teams across the College.

The CEO circulated the College's Corporate Strategy.

Curriculum Business Plans 2015/16

Following the Curriculum Business Planning in-set day in January 2015, each Academy, Leadership/Management team, presented their draft Curriculum Business Plans to the Executive Panel over a three day period (29th April – 1st May). Overall, the Academies presented well and demonstrated: translation and enactment of the 'Corporate and Core Strategies', evidence of meeting local/sector priorities and government policies, effective curriculum design and financial and resource planning. The final CBPs were shared with teams during the September in-set day.

Actions required - Link-governors were reminded to use their Academies' CBPs along with QPRs during their Link-governors' meetings.

Curriculum Business Planning 2016/17

The 2016/17 Curriculum Business Planning process would commence in November with activities including the 'Leadership and Management' planning day. The 2016/17 CBP would focus on greater specialisation and technical and professional education and training to meet economic needs.

Actions required – Link-governors to discuss emerging plans with their Senior Curriculum Leaders.

SAR & QIP 2014/15

Governors contributed to the self-assessment process during the 'Governors' Self-assessment' special session in September. This information had now been incorporated into the 'final draft' College SAR. Governors would recall that Phil Dover played an active part in both the College and Academies' self-assessment validation (refer to report from Chair of the Curriculum and Quality governors' committee. The College and Academy SARs are at final draft stage and will be covered under a separate agenda item.

General update

17th August

English and maths NQTs from Canada commenced.

21st August

Neil Fowkes left the College to return to industry. The search had commenced for Head of Engineering and Head of Apprenticeships.

27th August

Pauline Latham MP visited the College.

3rd September

Brandon Lewis (Housing Minister) visited the College for the launch of one of our 'Employer Academies'.

8th September

VC, CEO and Director of Corporate Affairs met with Paul Robinson (CEO of Derby City Council).

9th September

Liam Burn MP, and some Shadow Cabinet Members, met with students and members of the Executive Team at JWC.

17th September

CEO and Director of Business Development hosted a table at the Chamber of Commerce Derbyshire Business Awards, held at the College. Guests included the LEP CEO, David Bell (JCB and Chair of the CBI Regional Council) and various other local employers. Kevin Slack (Chair of Audit) was also in attendance.

28th September

CEO and CFO met with UoD and started initial discussions regarding shared services opportunities.

29th September

BFH hosted a Marketing Derby Bondholder Breakfast. A variety of employers, including the VC, attended the event.

7th October

Chair, Chair of Audit and CEO joined Graham Schumacher for the Royal opening of the UTC.

6/15-16 Report from the Chair of Curriculum and Quality

The Board received the report from the Chair of Curriculum and Quality Committee which summarised:

- The SAR Validation meetings in July, and;
- The QPR Data and Self-assessment Summary.

7/15-16 Organisational Quality Performance Review Self-Assessment 2014-15

The Vice Principal – Learner Journey, Inclusion and Vocational Curriculum presented the Summary Organisational Quality Performance Review Self-Assessment Report 2014-15.

The Board approved the Summary Organisational Quality Performance Review Self-Assessment Report 2014-15.

8/15-16 Key Performance Indicators

2014-15

The Director of Business Improvement presented the headline KPIs for 2014-15, which were reviewed by exception. Once the ILR had closed down the final report for the academic year would be circulated.

2015-16 Targets

The proposed dashboard for 2015-16 was circulated and had been revised building upon feedback received from Board members. Key KPIs for that particular reporting period would be clearly identified.

The Director of Business Improvement covered the target setting process and the rationale around the trend.

Graham Schumacher asked about positive destinations and asked that 19+ destinations be added to the chart. The Vice Principal for Learner Journey, Inclusion and Vocational Curriculum explained the destination report would be circulated to this Board at the next meeting.

The CEO advised this would feature in the Annual Report (the first year of strategy enactment and KPIs).

A discussion then took place about publicity and publicising the positive destination information from the College.

David Williams questioned the KPIs highlighted in red. It was noted these were out of scope at present, but the commentary would be completed for future meetings.

The Vice Principal – Learner Journey, Inclusion and Vocational Curriculum explained the Curriculum and Quality meetings focussed on the detail of the QPR which had been summarised in the Chair of Curriculum and Quality Committee's report.

- 9/15-16 Enrolment Report 2015-16**
- The CFO provided a verbal update on enrolment. To achieve allocation the College needed to achieve 4,901, however, the latest enrolment figures stood at 4,922.
- 10/15-16 Strategic Risk Monitoring**
- The Director of Business Improvement provided the Board with an update on the high priority risks identified in the Corporate Risk Register and a summary of current litigation action being taken against the College.
- The Clerk asked the Board to note Health and Safety and Safeguarding had been included on the register following a suggestion from Nick Freeman, ensuring governors would receive regular updates and assurances on these key areas.
- 11/15-16 Budget 2015-16**
- The Board confirmed approval for the previously circulated 2015-16 budget paper, which had been revised since the July meeting.
- Due to the re-submission of the budget, approval was sought outside of the meeting and approval from all but one Board member received (that member was recovering from hospitalisation).
- The CFO shared details of a telephone conversation he had with the SFA who were gathering information on all colleges regarding risk etc. There were no issues arising from this discussion.
- 12/15-16 Flexible Working Policy**
- The Board approved the previously circulated Flexible Working Policy.*
- 13/15-16 Family Leave Policy**
- The Board approved the previously circulated Family Leave Policy.*
- 14/15-16 Safeguarding Report 2014-15**
- The Board received the Safeguarding disclosures report for 2014-15.
- 15/15-16 Complaints and Compliments Report 2014-15**
- The Board received the annual Complaints and Compliments Report for 2014-15.
- 16/15-16 Learner Behaviour Report 2014-15**
- The Board received the Learner Behaviour Report for 2014-15.
- 17/15-16 Management Accounts to July 2015**
- The CFO presented the draft Management Accounts for the year ending 31st July 2015.

Overall, the College had delivered an operating surplus which was an £8K improvement to that forecasted.

Operating income was short of forecast at £0.5m, but this was offset by very strong cost control.

Historic cost surplus was a significant figure this year based on property disposal during the year.

The CFO explained the positive changes to the year-end budget and provided an update on the overdraft and loans.

16/15-16 Derby College Education Trust Activity Report

The Chair of the Derby College Education Trust provided an update following his visit to the Academy earlier that day.

The Chair of Corporation asked that the Board's appreciation be expressed to the Academy staff in terms of progress compared to other city schools.

17/15-16 Audit Committee

Members nominated Kevin Slack as Chair of the Audit Committee and agreed to retain the membership of 2014-15 – Jonathan McCluskey, Richard Brewell and Rosslyn Green.

18/15-16 Curriculum and Quality Committee

Members nominated Phil Dover as Chair of the Curriculum and Quality Committee and agreed to retain the membership of 2014-15 – Janet Morgan and Graham Schuhmacher. There was no requirement to replace David Grocock on this Committee.

19.1/15-16 Search and Governance Committee

Members nominated David Williams as Chair of the Search and Governance Committee and agreed to retain the membership of 2014-15 – Janet Morgan and Mandie Stravino.

19.2/15-16 Report from the Search and Governance Committee

The Chair of the Search and Governance Committee provided a verbal report following the meeting held on 6 October 2015, and further communication would be issued with more detail, which would cover:

- Revised Terms of Reference.
- Attendance data for the Corporation
- Audit Committee Self-Assessment
- Corporation Self-Assessment
- Corporation Membership Review – to be reconvened
- The recommendation to adopt the 13th edition of the Code of Conduct for Further Education Colleges.
- The agreement of the Public Values Statement which the Corporation was required to publish.
- Consideration of the Conflicts of Interest Policy and Complaints against the Corporation, Board Members and the Clerk Policy.
- Agreement of the Link Governor Job Description.

A. Clerk Nov '15

20/15-16 AOC Governors Network meeting

Graham Schuhmacher, Kevin Slack, the Clerk and Assistant Clerk attended the AOC Governors Network meeting on 2 October 2015.

The SFA provided a funding update and briefing based on Area Reviews and Funding reforms, much of which had already been covered by the CEO in her briefing.

Kevin Slack recommended a working group be formed to look at the above in more detail. The Chair agreed a small working group be created to progress.

The Chair advised she had received communication from the AOC Regional Governors' Representative who was stepping down due to their college's withdrawal from the AOC. No Board members expressed an interest in taking over as the regional representative. It was noted the CEO was the regional Principal's representative and she agreed to approach the AOC with a view to also becoming the governor representative.

Clerk

Dec '15

CEO

Dec '15

Staff and student members left the meeting.

Signed: _____ Date: _____