



MINUTES OF THE CORPORATION MEETING HELD ON  
MONDAY 14 DECEMBER 2015 AT 5.00 PM  
IN THE BOARD ROOM AT THE ROUNDHOUSE

Present: Janet Morgan (*Chair*), Charlie Baker, Philip Dover, Graham Schuhmacher, Kevin Slack, Mandie Stravino

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

		Action	Date
21/15-16	<b>Apologies for absence</b>  Apologies for absence were accepted from Richard Brewell, Nick Freeman, Jonathan McCluskey, Rebena Sanghera and David Williams.		
22/15-16	<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 made		
23/15-16	<b>Minutes of the previous meeting</b>  The minutes of the meeting held on 12 October 2015 were approved and signed as a true and accurate record.		
24/15-16	<b>Matters arising</b>		
19.2/15-16	The Search and Governance Committee was convened to consider Corporation membership and this would be discussed as part of today's meeting.		
20/15-16	Further discussion with regard to a working group had been discussed and it was recommended that the Chair, Vice Chair and Chairs of the sub-committees be members of this working group, in the first instance. The Committee would be named 'Review Committee' and terms of reference would be agreed at the first meeting.  The AoC had been contacted with regard to the regional representation.		
25/15-16	<b>Chief Executive Update:</b> <ul style="list-style-type: none"> <li><b>Strategy Enactment – Year One Review</b></li> </ul> <p>The Chief Executive provided an update on Strategy Enactment – Year One, which included the following: (copy attached to minutes):</p> <p><b>Government Policy</b></p>		

### D2N2 Devolution

The Chief Executive had attended the Derby Renaissance Board on 30<sup>th</sup> November, at which David Ralph (the CEO of D2N2) advised the devolution plans had been delayed. At the CBI Regional meeting on 27<sup>th</sup> November, David Bell advised he had met with local Leaders and CEOs and both had formally written to Government.

### Area Reviews

This phase of Area Reviews have to be completed by March 2017, the D2N2 review will commence in November 2016.

### Comprehensive Spending Review (CSR)

The Comprehensive Spending Review cuts were not as detrimental as anticipated. The Apprenticeship Levy was announced at the rate anticipated (0.5% of payroll) and the loans extension - 24+ - brought down to 19+.

## **Strategy and Planning**

### Strategy Enactment – 2014-15 Performance Review

The Chief Executive highlighted the key achievements during Year 1 of the Strategy.

### Curriculum Business Plans 2015-16 and 2016-17

The Chief Executive reminded Link Governors to use their Business Plans, alongside QPRs when meeting with their areas.

The 2016-17 Curriculum Business Planning (CBP) process commenced in November with activities including the 'Leadership and Management' planning day. The 2016-17 CBP will focus on greater specialisation, technical and professional education and training to meet economic needs.

### Self-Assessment Report (2014-15) and Quality Improvement Plan (2015-16)

The final versions of the Self-Assessment Report 2014-15 and Quality Improvement Plan (2015-16) were both now published.

### Activities/Events

The Chief Executive summarised events since the last Corporation meeting.

26/15-16

## **Health, Safety and Environment Annual Report 2014-15**

- **Health and Safety and Welfare at Work Policy 2015-16**

### Health, Safety and Environment Annual Report 2014-15

Pam Stanley joined the meeting to present the Health, Safety and Environment Annual Report for 2014-15.

Pam summarised the work undertaken during the academic year, which included adopting a new reporting system, which had resulted in streamlining reporting and achieving the AoC Annual Health and Safety Achievement Award.

It was noted the Health and Safety team had visited Toyota to view industry health and safety practice and had adopted some recommendations as best practice.

Graham Schuhmacher recommended change to reporting categories to show 'Non College Related' and this was accepted.

***Governors approved the Health, Safety and Environment Annual Report 2014-15.***

Health and Safety and Welfare at Work Policy 2015-16

Pam presented the Health and Safety and Welfare at Work Policy 2015-16. The key change was the requirement for the 18001 accreditation. No other further changes were reported.

***Governors approved the Health and Safety and Welfare at Work Policy 2015-16.***

*Pam Stanley left the meeting.*

**27/15-16 Report from Curriculum and Quality Committee, 24 November 2015**

The Chair of Curriculum and Quality Committee reported on activity of the Committee and advised that he had also attended meetings on behalf of the Committee to view performance data and success rates. The Chair had reviewed teaching and learning plans and progress reports, along with the SAR and planning process.

Self-Assessment 2014-15

At the end of the last academic year, the Committee Chair joined the Self-Assessment Review Panel meetings, at which Academy leaders presented their SARs.

Graham Schuhmacher, as a Link Governor, said he could see a visible difference at JWC from two years ago, and the Chair of the Committee echoed confidence in improvements made to date.

***The Board approved the Self-Assessment Report for 2014-15.***

Equality and Diversity Annual Report 2014-15

The Equality and Diversity Annual Report 2014-15, had been rigorously reviewed by the Committee with amendments now incorporated.

***The Board approved the Equality and Diversity Annual Report 2014-15.***

Equality and Diversity Policy 2015-16

The Committee had assessed the Equality and Diversity Policy for 2015-16. The Board noted the main changes were the additions in relation to the Prevent Strategy and British Values.

***The Board approved the Equality and Diversity Policy 2015-16.***

Quality Improvement Plan 2015-16

The Quality Improvement Plan had been updated following presentation to the Curriculum and Quality Committee in December.

***The Board approved the Quality Improvement Plan 2015-16.***

**28/15-16 Organisational Quality Performance Review**  
• **Including Learner Voice Report 2014-15**

The Vice Principal - Learner Journey, Inclusion and Vocational Curriculum presented the Organisational Quality Performance Review for November 2015 and provided an update on Learner Voice for 2014-15. The Board acknowledged positive trends and in particular was pleased to note retention was currently at 99%.

**29/15-16 Key Performance Indicators**

The Director of Business Improvement shared the Key Performance Indicators, along with a graphical summary. The Board acknowledged positive performance against key measures.

**30/15-16 Report from the Audit Committee, 26 November 2015, including;**  
• **Audit Committee Annual Report to Corporation**

The Chair of the Audit Committee, Kevin Slack, summarised discussions at the meeting of the Committee on 26 November 2015, which included the External Auditor's, audit management letter, representations letter and draft accounts for the College and MBS Limited, which showed a clean audit, with no control observations.

The Internal Audit Report 2014-15 was received at the Committee, and contained two green and two amber ratings for reviews undertaken during the year. The Internal Auditors confirmed, on the basis of agreed action plans, they were satisfied the College had, or were in the process of mitigating all risks.

The Committee recommended the Board approve a comprehensive Assurance Plan 2015-16, which would employ a variety of assurance measures throughout the year working alongside the internal and external auditors and other providers.

***The Board approved the Assurance Plan 2015-16.***

The Committee Chair presented the Audit Committee's Annual Report to the Board.

***The Board received the Audit Committee's Annual Report. The Board also approved Terms of Reference for the Committee for 2015-16.***

The Chair provided an update on attempted fraudulent activity, which had been reported to the Committee. The CFO gave assurance the College processes and systems had blocked all attempts made.

An awareness raising session had been attended by Committee members, highlighting changes to the Joint Code of Practice and wider political landscape for further education in colleges.

**31/15-16 Members' Report and Financial Statements 2014-15**  
• **Management Letter**  
• **Representation Letter and College Accounts**  
• **Representation Letter and MBS Accounts**

The CFO added to the Audit Committee's Chair presentation of

the accounts and confirmed achievement of operating surplus.

***The Corporation approved the financial statements for 2014-15.***

**32/15-15 Financial update including**  
• **Management Accounts October 2015**

Members received the accounts to October 2015. Operating income was slightly behind target, but strong cost control had been maintained. Further discussion on key lines followed.

**33/15-16 Report from the Students' Union President, inc;**  
• **Students' Union 2014-15 Accounts**

The Students' Union President, Charlie Baker, presented on Students' Union activity year to date.

The Director of Corporate Affairs reported that following the NUS's ten key recommendations for improvement of last year, a 'turnaround board' had been established which had taken on powers from the Executive Committee and was working to progress the required improvements. The NUS had since given positive assurance on action being taken.

Traditionally the Students' Union accounts were presented to this Board. They were not yet available and it was recommended that these be referred to the Turnaround Board for sign-off.

The Board agreed and also expressed their congratulations to Charlie and the Students' Union team for the work undertaken to improve the Student Union, and to Charlie personally on her own development and recent PR.

**34/15-16 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. There were no significant issues relating to Health and Safety or Safeguarding since the last meeting.

Graham Schuhmacher asked about Prevent and the Director of Corporate Affairs confirmed this was contained within Safeguarding Risk Register. She clarified that she meets regularly with the Director of Business Improvement to review each areas' risks and only those risks considered 'high' were presented to the Board.

It was agreed to add Prevent to the Risk Report for future meetings.

MF

14/03/15

**35/15-16 Remuneration Committee membership**

Membership of the Remuneration Committee was considered.

***The Board agreed the Remuneration Committee would consist of Janet Morgan, David Williams, Phil Dover, Kevin Slack.***

In light of the Area Reviews, it was proposed to establish a Review Committee to help prepare for the Area Review. The Clerk proposed the membership may change, but recommended

it commenced with the four chairs.

***The Board approved the establishment of a Review Committee with the membership consisting of the four committee chairs in the first instance.***

**36/15-16 Proposed new member**

The Clerk proposed a new member to the Corporation, Jack Atwal, Chief Superintendent of Derbyshire Constabulary. Jack was born and educated in Derby and held a senior position in the public sector.

**The Board approved the appointment of Jack Atwal to the Corporation for a two-year term, to commence 1 January 2016.**

Kevin Slack and Jonathan McCluskey's memberships were due to expire in March 2016.

***The Corporation agreed to appoint Kevin Slack for a further two years and Jonathan McCluskey for a further year from March 2016.***

**37/15-16 Link Governor update**

Graham Schuhmacher had already discussed his visit as part of the earlier item on the Curriculum and Quality Committee. He said he found the visits valuable and it was interesting to link with the teaching staff.

Staff and student members left the meeting.

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