



MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 20 OCTOBER 2014

Present: Janet Morgan (Chair), Chris Allwright, Phil Dover, Nick Freeman, David Grocock, Lin Hinson, Jonathan McCluskey, Graham Schuhmacher MBE, Kevin Slack, Mandie Stravino, David Williams

In attendance: Richard Deane, Michael Ford, Neil Fowkes, Lesley Hatton, Kate Martin, Anita Straffon, Eileen Swan, Rose Matthews (Assistant Clerk) Heather Simcox (Clerk)

PART ONE

09/14-15

Business Development Strategy

April Hayhurst presented information on the Business Development and Employer Engagement strategy which included current activity and plans moving forward. Members expressed interest in the different income lines and asked about performance to date. Lesley Hatton to provide update at the next meeting in terms of actual versus target on all 'other income' lines.

Presentation attached to the file. April Hayhurst left the meeting.

Welcomes were given to new members, David Grocock, Chris Allwright and Alex Skinner; Also to staff in attendance, Lesley Hatton, Rose Matthews and Richard Deane.

Members were informed that an interim FD, Richard Lee, had joined the College that day.

Action Date

LH Nov ' 14

10/14-15

Apologies for absence

No apologies for absence were received.

11/14-15

Declarations of interest, confirmation of eligibility and quorum

All members were eligible and the meeting was quorate. Declarations were noted as:

Derby UTC – Graham Schuhmacher and Mandie Stravino were Trustees; Derby Renaissance Board - David W had been appointed as Chair.

12/14-15

Ofsted: Support and Challenge Arrangements, September 2014

The Chair spoke of a meeting she and the Clerk had attended on 10 September 2014 with Shaun Dillon, Ofsted Inspector. The Chair was left with the clear message that governance had to improve in respect of the challenge on performance, in particular in relation to the teaching and learning and learner outcomes.

The Chair referred to the 2013-14 outcomes report which would be covered by the Vice Principal (RD), and expressed some disappointment in terms of areas not showing an improvement, but acknowledged those where there were some clear and notable improvements.

13/14-  
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### **Key Performance Indicators – Whole College**

The Clerk explained a change from the original format of KPIs, which moved to highlight exceptions, those variances in performance in terms of year and year and against national average.

David G queried the rag rating and Richard D explained how under performance and high performance would be presented.

The Chair requested a comparison of outcomes versus earlier predictions. Richard D responded and confirmed data presented was in-year information and assured members that moving forward there would be more rigour to reporting, and accuracy of reporting, that would give a clear sense of position.

Graham S repeated the request for the comparison between the position previously reported and final outcomes. This would be covered in the reports to follow.

14/14-  
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### **Quality Performance Reviews**

The Vice Principal (RD) presented a summary of the requirements for the support and challenge inspectors, who would visit again on 9 February 2015. (*Presentation attached to file.*)

In acknowledgement of the need to improve the reporting of student punctuality, Graham suggested staff punctuality should also be measured.

The presentation set out what areas there needed to be improvement in, and examples given of how improvements might be achieved. Members' attention was brought to the key aspects of the inspection report which said 'evidence was needed that Governors effectively hold leaders and manager to account, challenging improvements in TLA and outcomes for learners'. Members noted the special session arranged for 4 November to review the College's self-assessment of 2013-14.

The VP (RD) presented the key outcomes from 2013-14 which included:

16-18 long success rates – Entry, L1 and L2 had improved but L3 had fallen by 1%.

L3 Value Added outcomes required improvement. Members noted the importance of advice and guidance and initial assessments in this area.

David G highlighted the theme of the report, which related to ownership of the data, and asked for assurance that teams throughout the College were tasked with owning the data. RD responded that monthly meetings were planned with team managers to ensure they understood the data and AS added that the new

scorecard would contribute to the teachers' understanding of the information.

David G asked if all measures put in place, described in reports, were working and having positive impact. Phil asked if teachers were doing things differently. The CEO reported on changes made, including a move to no notice observations.

Success rates for 19+, long were shared, which presented a positive picture, with the exception of Entry 3. Short and very short courses had also improved and stood at 1% below the national average. In terms of work-based learning there had been improvements and performance was above the national average, but members noted the national rates were not high and agreed the College should strive to outperform these.

Equality gaps were narrowing and members were assured there was thorough analysis of equality, which contradicted with Ofsted's findings of May 2014. Richard D confirmed he was looking at new ways of reporting on equality so that insightful judgement can be made in the future.

Outcomes for English, maths and functional skills were below national averages. Of positive note, attendance rates showed improvement.

KM presented outcomes for functional skills and GCSE English and maths. In 2014-15 the volumes have increased, and members were concerned that improvement plans would redress the downward trend of 13-14. Members noted the impact of government policy in terms of English and maths, particularly in the local context.

KM presented a summary of academic studies, Members were reminded of changes made in terms of students enrolled in September 2014 which were intended to present improved outcomes moving forward.

AS presented a summary of performance of her areas, both at 16-18 and 19+, followed by ES, who overall presented a position of improvement. However, members noted that improvements in terms of value added were still needed.

NF presented a summary of engineering performance, which showed a decline in 16-18 but improved position for 19+ learners. Members noted that there had been a number of new appointments to the engineering team, and there was confidence around their skills set to speedily bring about improvements.

NF presented summary performance for apprenticeships by area and, overall were doing well. However, two areas were showing a decline and members were assured that continued scrutiny took place. Engineering remained a concern but members took assurance from the focus the area was receiving.

RD summed up and confirmed a wider College action plan would be reviewed on a monthly term, and which would have to demonstrate improvements. This would be specific and personalised, and would use proven strategies. This would be underpinned by effective performance management.

15/14-  
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### **Property Developments Update**

The CEO summarised the contents of the report. It was noted that the sale of PCA Phase 2 had not yet completed but was anticipated soon.

The Clerk reported that the College's property advisor would be asked to attend the November meeting in order to present options for Phase 3 of PCA and Mundy Street.

Approvals were given as follows:

- **Appointment of contractor to undertake refurbishment of Mackworth Community Centre;**
- **Assignment of the lease of 2 Roundhouse Rd to Interfleet and terms associated with this;**
- **Submission of remised applications to D2N2 LEP for extension to Hudson Building and development at BH.**

In connection, with the last approval, David G raised concern over the financial aspects associated with these applications, and requested LH accelerate negotiations with the bank in terms of loan requirements for each. While members acknowledged comments made by Ofsted in connection with accommodation at BH, they expressed caution in terms of progressing works if the applications were approved. It was agreed that a special meeting would be called if one, or both, applications were approved.

LH

Nov '14

16/14-  
15

### **HR Policies**

Approval were given for the following policies:

- Capability
- Employee Voice
- Performance Management

17/14-  
15

### **Health, Safety and Welfare at Work Policy**

Approval was given for the revised policy.

18/14-  
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### **Strategic Risk Monitoring**

The report and updates were noted.

19/14-  
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### **Strategy 2014-15**

The CEO reported on the launch of the 2014-17 Strategy and explained that there was a range of cross-college strategies that fed into this. The Clerk proposed, moving forward that members received key strategies in relation to the key responsibilities of the Board.

20/14-  
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### **Landex Peer Review**

ES presented summary of the review that had taken place in March 2014.

Members were informed of the findings from the recent Ofsted

inspection of the residential provision, which were confidential at this stage; however, members congratulated the Team on the initial outcomes.

21/14-  
15

**Learner Journey Report:**

- **Safeguarding Review 2013-14 and Policy 2014-15**
- **Complaints and Compliments 2013-14**
- **Learner Voice**

Members received and noted the contents of each.

22/14-  
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**Management Accounts to July 2014**

Members received and noted the draft final position at 31 July 2014 which presented an improved position against the original budget.

23/14-  
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**Derby College Education Trust**

Members received the report, together with feedback from the Ofsted inspection of the Academy which had taken place on 15 and 16 October 2014. Findings were confidential until final publication of the report, but members noted they were in line with the Academy's own self-evaluation. Positive reference was made to the sponsor's role in leadership and governance, which had been identified as a strength.

*With the exception of the CEO and staff governor, all members of staff left the meeting.*

24/14-  
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**Governance Business**

- **Attendance 2013-14**
- **Self-Assessment 2013-14**
- **HE Award for Clerks in FE**

Members noted attendance had achieved the target previously set, and this target would be retained. Members had been asked to complete a self-assessment in relation to the Corporation's business, and a special session was scheduled for 04.11.14 to review the whole College SAR. The Clerk briefed members on the programme she was attending, with the support of the Board, and all acknowledged the benefits this might bring.

25/14-  
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**Search and Governance Committee**

For the year 2014-14, members agreed:

**Membership of Search and Governance Committee: David Williams (Committee Chair), Lin Hinson, Janet Morgan and Mandie Stravino.**

*The student governor left the meeting.*

Date:

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