



**MINUTES OF THE CORPORATION MEETING HELD ON
MONDAY 24 NOVEMBER 2014**

Present: Janet Morgan (*Chair*), Phil Dover, Nick Freeman, David Grocock,
Jonathan McCluskey Graham Schuhmacher MBE, Alex Skinner, Kevin Slack,
Mandie Stravino

In attendance: Russell Rigby (Property Options only), Richard Deane, Neil Fowkes, Lesley
Hatton, April Hayhurst, Richard Lee, Kate Martin, Anita Straffon, Pam Stanley
(Health and Safety Annual Report only) Eileen Swan
Heather Simcox (*Clerk*)
Rose Matthews (Assistant Clerk)

	Action	Date
28/14-15 Property Options		
Russell Rigby, the College's Property Advisor attended and presented overview, and options, for PCA and Mundy Street. (Presentation attached to file.)		
Members noted key aspects relating to each site, and agreed to arrive at a decision later in the meeting.		
Russell Rigby left the meeting.		
29/14-15 Welcome and introductions		
The Chair welcomed Richard Lee, Interim FD together with Alex Skinner who was attending his first meeting as Student Representative.		
30/14-15 Apologies for absence		
Apologies for absence were received from David Williams, Chris Allwright and Lin Hinson.		
31/14-15 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.		
32/14-15 Minutes of the previous meeting		
Minutes of the meeting held on 20 th October were approved as a true and accurate record.		
33/14-15 Matters arising		
09/14-15 Richard Lee reported that both items were in progress. Meetings had taken place in terms of improving reporting on commercial		

	income as well as supporting the drive to increase this element.		
15/14-15	A meeting had been arranged with the Banks following on from the last meeting. Requests for financial forecast and cashflow were anticipated. The Clerk reported that outcome of applications made to the LEP in relation to BH and Hudson had not yet been reported.		
34/14-15	Health and Safety Annual Report 2013-14		
	Members noted the contents of the report, and Pam Stanley assured members of the continual promotion of improving health and safety. Pam reported that the College had been asked to present at the annual AOC Conference on Health & Safety, which had resulted in a number of colleges approaching the College to learn of the good practice.		
	In response to question from Graham Schuhmacher, Pam confirmed each site was safe. Graham asked if visual information was displayed in College receptions and Pam explained there were differences between each site because of the different vocations delivered. However, Pam confirmed she was working with team managers to draw up local KPIs, which were area specific rather than site specific.		
	Graham suggested there should be development around understanding risk, and Pam responded that learners were positively acknowledging the areas of risk in their areas.		
	Members agreed that health and safety was well managed, and work had taken place to raise awareness; however, they requested a more visual display to heighten risk awareness and avoid any complacency around this area.	PS	18/12/14
	David Grocock referred to page 13 of the report and asked for assurance that everyone who needed training has received appropriate training. Pam explained how training programmes were developed and how training records were monitored. Pam agreed to provide assurance that mandatory training had taken place.	PS	18/12/14
	Nick requested periodic reports that provided overview of health and safety status. Pam agreed to provide this following each meeting of the Health & Safety Committee. Governor representation on this Committee would be considered as part of the Board's Development Programme.	PS	18/12/14
	Pam Stanley left the meeting.		
35/14-15	Sub-Contractor and Partnerships Report 2013-14		
	April Hayhurst presented the report and reminded members of the strategy to reduce the number of sub-contractor partners and to work with those partners who met quality outcomes. April assured members that performance was continually monitored and the College would terminate any contracts not meeting expected levels of performance.		
	April referred members to page 3 and provided an update on performance since the report was written; this was a positive movement in terms of Key Skills/Functional Skills outcomes.		

David G asked how the success rates compared with benchmarks/national rates, acknowledging there was an improving trend. April responded that performance was above College performance, as well as benchmark. The CEO suggested targets set would also be useful for members.

David G queried section 3.2, and April confirmed amendments would be made as contracts were adjusted.

April provided an overview of how performance was monitored and members were assured of speed of action when concerns were being flagged. In terms of students who might be at risk as a result of a contract being terminated, April confirmed the College's responsibility to these and arrangements would be made for students.

April advised how management fees were calculated, which included due diligence outcomes and past performance.

36/14-15 Quality Performance Reviews

The CEO reminded members of the special SAR session that had taken place, one of the outcomes was a revised performance report that would be presented by each faculty lead.

The Chair confirmed members had received the reports in advance and asked each faculty lead to present the salient points from their respective reports.

Eileen Swan commenced, and tabled data dashboards for each of her areas. Eileen brought members attention to Public Services and reported that retention and achievement overall was good; however, improvements were needed in terms of students gaining high value-added. In response to this, Eileen said the team were working with the employers to promote the need and aspiration for high grades.

In terms of Sport, Eileen confirmed Level 1 and Level 3 demonstrated good achievement; Level 2 had not achieved as well, and actions taken this year included an increased support for Level 2 learners.

Eileen reminded members of the subjects that were covered by the Land-Based areas, where retention, achievement and success rates were good. One area had declined slightly. Eileen further reminded members of the comments made by Ofsted when awarding Animal Care a Grade 2 related to some poor accommodation in the Animal Care Unit. This was disappointing when this was deemed as one of the strongest areas within Land-Based, and was directly a result of poor facilities.

Graham queried capacity and accommodation, and Eileen gave examples of some of the issues, which were not entirely space related. There were currently around 300 students studying Animal Care, and Eileen said current capacity was for around 200 students. However, demand was high as progression from this area presented a number of options for learners. Members noted that the outcome of the application for development from the LEP was not yet known, and it was agreed that consideration to improve facilities should be taken.

Kate Martin presented key headline concerns for her area, which included low attendance on tutorial slots in The Arts as a result of staff sickness. Kate explained actions were being taken to address this. Attendance overall was presented via the data dashboard and this presented positive picture. Kate clarified the JWC extension was on-target for completion early December, and relocation would take place over the Christmas period. The area was working to ensure student numbers were maintained over the relocation period.

Health and Care presented some concern also in relation to tutorials, as well as the new BTEC offer. New guidance on the qualifications was available and directed CPD was planned. Kate raised concern over staff absence which was requiring some classes to be covered. Kate reported there was a cross-college issue relating to data collected in Markbook and work was underway to resolve this. Kate confirmed she was working with HR in order to try and alleviate issues relating to staff absence. Kate reported classes had not been closed.

Neil Fowkes presented summary for his area, and highlighted those areas that were causing concern and steps being taken to address these. These included the appointment of new members to the Engineering Team which had resulted in increased buy-in from staff members who were engaging positively with improvement plans. Specialist staff shortages also caused concern but Neil was hopeful posts would be recruited to soon.

Graham was aware of the national shortage of lecturing/training staff in relation to Engineering and wondered if there were opportunities as a result of job losses being seen in industry. The College team confirmed there were opportunities, including in the Science and Maths subjects.

Anita Traffon presented summary of the five areas she was overseeing that were causing concern as a result of retention issues. Anita was hopeful of seeing positive impact as a result of some new measures that were introduced, such as summer schools, taster days and recruitment board. Construction achievement was highlighted and reasons for poor achievements were noted; changes had been taken. Staffing issues in Motor Vehicle had raised concern but Anita was hopeful that changes in personnel would bring resolution.

37/14-15 Study Programme Report

Richard Deane presented summary of report and members noted contents. Assurance was received in terms of compliance.

38/14-15 Financial Update, including Management Accounts to 30 September 2014

The Interim FD presented a report of draft accounts for 2013-14 that would be considered by the Audit Committee on 25 November. Members noted operating surplus achieved.

Management Accounts to 30 September 2014 were noted. In terms of full-year outlook, the FD reminded members of budget set, and subsequent review. The FD paid attention to funding income and in particular the income stream from the EFA. The College was still finalising enrolment data, and formal validation of numbers

would take place by 4 December. The FD raised issue with the processes and controls which he felt were not robust enough to currently provide confirmation of accurate numbers. However, work was underway in terms of both the data and following through on learner number information.

Members acknowledged risk associated with growth allocated and the FD outlined current discussions that may mitigate the risk. A key decision point would follow 4 December when numbers were known.

David G raised concern that this was a significant risk that was not currently shown on the risk register. He also requested information in relation to numbers that were known but acknowledged answers had been provided during tonight's discussion.

David G made reference to the management accounts which he had raised directly with the Finance Team earlier that day. These included aged debts, tuition fees. The FD had plans to understand aged debt position in relation to one employer and the arrangement they had with the College. David highlighted an error in relation to cashflow figure, and his suggestion for the College to pursue VAT matter in relation to a property development.

RL/LH

18/12/14

39/14-15 Strategic Risk Update

The Interim FD said consideration was taking place around risk management and who should oversee this in the organisation and this would be discussed by the Audit Committee on 25 November 2014.

Members' attention was brought to a new risk, number 24, and rationale behind this was explained.

David G referred to risk 3 and questioned rating based on the two projects that were overspent.

40/14-15 Board Development Programme

The Chair thanked those members who had responded to the proposal and confirmed roll-out would now take place, following majority approval for the proposal.

41/14-15 Ofsted

David G and Rose Matthews had attended Ofsted seminar on 20th November. David G summarised the presentation and notes would be submitted for members to review.

RM

ASAP

42/14-15 FE Commissioner's Annual Report 2013-14

Members acknowledged receipt of the Report, and the Clerk tabled a summary of the key items included in the Report. The role of the clerk, governance and financial health were paid particular attention to.

All members of staff left the meeting.

Signed: _____ Date: _____