



**MINUTES OF THE CORPORATION MEETING HELD ON 11 JULY 2022  
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 11 JULY 2022 AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

Present: Phil Dover (Chair), Alan Brady, Hazel Clint, Andrew Cochrane, Andrew Dymond, Stuart Ellis, Martyn Marples, Kevin Slack, Mandie Stravino

In attendance: Robert Bamford, Jo Clifford, Kate Martin, Heather Simcox  
Rose Matthews (Clerk)

**PART ONE - GENERAL MINUTES**

	Action	Date
<b>66/21-22 WELCOME AND APOLOGIES FOR ABSENCE</b>		
Apologies for absence were received from Sue Bradley, Jane McNeil and Vanessa Simpson.		
The Chair welcomed Jo Clifford, the new CFO to the meeting.		
<b>67/21-22 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b>		
All members were eligible, the meeting was quorate.		
<b>68/21-22 MINUTES OF THE PREVIOUS MEETING HELD ON 16 MAY 2022</b>		
<b>APPROVED: The minutes of the meeting held on 16 MAY 2022 were formally approved and signed as a true and accurate record.</b>		
<b>69/21-22 MATTERS ARISING</b>		
60/21-22 The Audit Committee were revisiting the presentation of the Risk Register and this would be presented at the next meeting.		
63/21-22 The CFO confirmed the KPIs would be RAG rated moving forward.		
<b>70/21-22 HEALTH AND SAFETY STATUS REPORT</b>		
The Director of Health and Safety presented an overview of his report.		
A review of policies had been undertaken and approved by the H&S Committee.		
Compliance with training was discussed and it was noted the inspection programme was on track		
The Health and Safety Legal Register had been produced, but there were no proposed health and safety changes in the legislation that would affect DCG.		
Fire safety arrangements were under review and fire drills completed with no concerns raised.		

Employee accident rates were below the national industry average and an awareness raising exercise ran to address the most common accident kinds.

No HSE enforcement action had been taken against DCG during this academic year and the College was on track for a year-on-year reduction of RIDDOR reportable incidents.

## **71/21-22 REPORT FROM THE CURRICULUM PLANNING AND STANDARDS COMMITTEE**

Members received a report from the Curriculum Planning and Standards Committee meeting held on 28 June 2022.

The Committee received an overview of the process for collecting destinations and the analysis that took place to ensure students progressed to a positive destination. This included Destination Days and it was noted one had taken place for the health industry earlier in the week. It was planned to roll out more in the new academic year.

The Quality Improvement Plan (QIP) presentation showed how the QIP was embedded with leaders and managers and provided a focus for governors when they meet with their links.

Relationships were being built on with feeder schools such as Noel Baker to engage students earlier, along with personal tutoring.

Members had received information on the mental health focus group and an overview of activities, which included refinements to the reporting system for ECHP, achievement of the Young Carers Quality Mark, a multi-agency intervention strategy for free meal and disadvantaged cohorts to support with attendance.

The Student Governor, Angela provided an overview of the Student Union offer on a range of clubs and societies to provides the opportunity for students' voices to be heard.

Ofsted had published the updated EIF and changes were highlighted.

The LGBTQ Plus Society joined the meeting to share the activity of the group and awareness raising exercises.

**APPROVED: Corporation approved the Student Voice Policy recommended by the Curriculum Planning and Standards Committee.**

Stuart Ellis challenged attendance on the KPIs and asked for an update. The Corporation agreed they were not comfortable in seeing it drop. The Director of Student Experience and Pastoral Support had outlined expectations and strengthened procedures. A performance report, requested by the Clerk, would include in year attendance reporting, which would be interrogated at the next meeting. Link governors are able to carry out a deep dive into their areas at meetings.

Alan Brady had attended the JWC Art Exhibition and Fashion show and praised the work being exhibited.

## 72/21-22 REPORT FROM HIGHER EDUCATION ACADEMIC BOARD

The Chair of the Higher Education Academic Board provided an overview of the meeting held on 14 June 2022.

Committee members received progress towards achievement of the strategic ambitions. The main priority focussed on the Access and Participation Plan. Members were pleased to hear of improved attendance in HE.

The team were targeting 16-18 year olds through careers advice and guidance and were working with HEIs to target specific schools with students that required support to access HE. The College were working collaboratively with HEIs as partners and one of example of this was through the IoT.

Recruitment and retention still remained a key risk.

The improvement plan was positive with all teachers now observed and student voice internally showed a 92% satisfaction rate.

Alan Brady questioned T Level recruitment – 22 had been secured so far which represented a national picture.

## 73/21-22 REPORT FROM THE AUDIT COMMITTEE MEETING

The Audit Committee Chair shared his report from the Audit Committee meeting held on 21 June 2022.

Two internal audit reports were presented by the Internal Auditors, the first in relation to IT and Data Infrastructure and Disaster Recovery. This provided an overall substantial audit opinion with two medium and two low recommendations. The second related to Compliance with Data Protection Regulation and provided a substantial audit conclusion with no recommendations. The Data Protection Co-ordinator had been appointed into the DPO role to provide independence, with a direct route to the Audit Committee.

The Sub-contracting External Assurance Report had been presented with one low priority recommendation.

Members received the draft Internal Audit Plan and an update on the updated Post-16 Audit Code of Practice and an update on Cyber Essentials.

The DPO report was shared with an update on activities and an overview of the Data Reform Bill.

**APPROVED: The Corporation approved the updated Data Protection Policy recommended by the Audit Committee.**

Audit Committee members reviewed the Internal Audit contract.

**APPROVED: The Corporation approved the extension of the Internal Audit Contract with ICCA for a further year, ending 31 July 2023.**

**APPROVED** The Corporation approved the Audit Committee's recommendation to appoint RSM as External Auditors with immediate effect for a term of three years to 2023-24, plus two.

Martyn Marples questioned the cost of the external audit contract and if it had increased. It was noted it had but the market had reduced in those tendering for the service.

#### **74/21-22 STRATEGIC RISK REPORT**

The Chair of Audit Committee presented the Strategic Risk Report.

Members were informed of the emerging risk of strike action by UCU in September and consideration was also given to the debate at the last meeting.

The Audit Committee had passed back the Strategic Risk Register to the Management Team to look at mitigations in place and further mitigations/actions still to be implemented. This should alleviate the Corporation's concern and this will be prepared for the new academic year.

The HE Risk report was presented with no significant risks.

#### **75/21-22 REPORT FROM THE FINANCE AND RESOURCES COMMITTEE**

The Chair of the Finance and Resources Committee summarised the meeting held on 30 June 2022.

The biggest issue for the Committee was the trade union pay claim relating to affordability.

In preparing the budget and financial plan the ESFA financial checklist had been considered.

The Committee considered the proposed financial plan and budget for 2022-23 to achieve a good rating with an EBITDA of 6%. The Committee discussed making an award of 2.5%, but for to achieve in 2022-23 would mean achieving savings of £1m. These haven't been determined through curriculum planning and the Committee discussed what action would need to be taken to achieve.

An unconsolidated offer from the 2021-22 financial year was proposed pro-rata a minimum of £750 for staff under £25,000 and £500 for staff over £25,000, for those employed at 31 July 2022, subject to the final outturn, which is determined around September 2022. It was agreed SLT would have the flexibility to offer more, if affordable at the time.

The CFO explained the 2.5% was to be paid from 1 December 2022 due to affordability.

Members deliberated. They would have liked to offer more and acknowledged there was a significant gap between this offer and the 10% requested by UCU, but anything further would put the College into intervention. The Vice Chair questioned if there was any indication if the offer would be accepted. The disparity in the sector was acknowledged in terms of what other colleges could offer.

The capital budget for next year was questioned and it was noted a substantial sum was supporting the Director of IT meet the Cyber

Essentials requirement, which is a requirement of the ESFA funding agreement.

**APPROVED:** The Corporation approved the unconsolidated offer from the 2021-22 financial year, pro-rata, for a minimum of £750 for staff earning under £25,000 and £500 for staff earning over £25,000. For those employed at 31 July 2022, subject to the final outturn and a clean audit. The SLT would have the flexibility to offer more, if affordable and paid once determined.

**APPROVED:** The Corporation approved the Financial Forecast and Budget with a 2.5% increase to all pay scales, from 1 December 2022, with the exception of the ALS team (with a separately negotiated pay award from 1 August 2022) who will receive an extra 1% from 1 December 2022. No members of the Leadership Team would receive the pay award.

FRC had reviewed the procurement exercises which had been undertaken.

**APPROVED:** The Corporation approved:

- 1. The College Bus Service contract be awarded to Nottinghamshire and Derbyshire Traction Co Ltd.**
- 2. To ratify the Chair's approval to award the contract to Davlyn Construction as the preferred contractor for the works to the Johnson Building for adaptations for Motor Vehicle provision and the Ilkeston campus.**

Furthermore the utilities contract was due to expire on 30 September 2022. Dukefield Energy were supporting the procurement process.

**APPROVED:** The Corporation approved to re-run the procurement exercise when the contract expired on 30 September 2022, but given the short turnaround delegated authority for approval to the Chair ahead of the next FRC and Corporation.

A thorough review had been undertaken during the procurement of sub-contractors, which was based on education rationale and subject to the requirements laid out by the ESFA.

**APPROVED:** The Corporation approved the following sub-contracting provision:

#### **Other 16-19 provision**

2022-23 Budget	No. of learners	Cost to College
Derby Trailblazers – Basketball Academy Coaching	50	£20,000
ProCycle Sport – Cycling Academy Coaching	Up to 5	£8,333

#### **Adult Education Budget**

2022-23	Proposed Contract value	Cost to College	
Training Strategies Ltd	£500,000	£425,000	

Tempus	Up to £450,000	£382,500	To be allocated an interim value, full allocation subject to 2021-22 performance
Learning Curve	Up to £450,000	£382,500	To be allocated an interim value, full allocation subject to 2021-22 performance

### Apprenticeships

Subcontractor	Delivery	Rollover contract from 2021-22 & new starts
Breedon House Nurseries Ltd	Childcare	Yes – 97 learners
MW Cripwell Ltd	Engineering	Yes – 25 learners

An annual review of the Sub-contracting Policy had taken place with minor changes proposed, alongside the Travel and Subsistence Policy – which were both proposed by the Committee for Corporation approval.

**APPROVED: The Committee approved the Sub-contracting Policy and the Travel and Subsistence Policy which had been reviewed by the Committee.**

### 76/21-22 KEY PERFORMANCE INDICATORS

Members received the KPIs, which had been reviewed through reports at Curriculum Planning and Standards and FRC respectively.

Discussions around attendance had already been raised.

### 77/21-22 ANNUAL FREEDOM OF INFORMATION REPORT

The CFO presented the Annual Freedom of Information Report. There had been 13 requests. All had been responded to within the timeframe with the exception of one which had an agreed extension. There were no common themes.

Members noted the report.

### 78/21-22 SEARCH AND GOVERNANCE COMMITTEE

The Chair of the Search and Governance Committee provided a verbal report from the meeting held on 7 July 2022.

A review of terms of office was undertaken and it was proposed the following terms of office be extended for a further two years.

Alan Brady – 10 November 2025  
 Sue Bradley – 31 April 2025  
 Andrew Cochrane – 10 February 2025  
 Stuart Ellis – 30 November 2025  
 Martyn Marples – 29 October 2025  
 Rosslyn Green – Co-opted Governor – 31 July 2025

The Committee Chairs and membership remained unchanged for the new academic year with the exception of Martyn Marples joining Remuneration Committee as Chair of FRC.

**APPROVED: Corporation approved the terms of office for those governors identified above and approved the Committee Chairs and membership to remain unchanged.**

The Committee reviewed the Corporation Training schedule and also discussed the External Reviews of Governance.

**APPROVED: The Corporation approved the Chair, Vice Chair and Governor Job Descriptions recommended by the Committee.**

**79/21-22 STRATEGY COMMITTEE**

A status update was provided on the Strategy Committee with work ongoing to meet local skills needs. This had been more challenging than hoped, but the assurance was the College were well on track and ahead of some other colleges with the process.

The Committee Chair referred to the skills inspection element which had been touched on in the Ofsted EIF update presented at Curriculum Planning and Standards in order to evidence meeting local skills needs.

**80/21-22 BOARD EFFECTIVENESS GOVERNANCE EVALUATION**

Members undertook a review of Board effectiveness, which would inform the Corporation Action Plan.

*Part 1 of the meeting finished at 6.09 pm*