



**MINUTES OF THE CORPORATION MEETING HELD ON 14 DECEMBER 2020  
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 14 DECEMBER 2020 AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

Present: Phil Dover (Chair), Alan Brady, Sue Bradley, John Clay, Hazel Clint, Andrew Cochrane, Stuart Ellis, Mike Kapur, Jane McNeil, Graham Schuhmacher, Kevin Slack, Mandie Stravino

In attendance: Robert Bamford, Richard Eaton, April Hayhurst, Kate Martin, Heather Simcox  
Rose Matthews (Clerk)

*Having read the papers, Members submitted questions in advance of the meeting to the Executive, which are available separately.*

**PART ONE - GENERAL MINUTES**

**12/20-21 WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence were received from Martyn Marples and Angela Cruz.

**13/20-21 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM**

All members were eligible and the meeting was quorate.

Mike Kapur declared an interest in the IoT item as a Trustee of the National Space Centre.

**14/20-21 MINUTES OF THE PREVIOUS MEETING**

**APPROVED: The minutes of the meeting held on 19 October 2020 were formally approved and signed as a true and accurate record.**

**15/20-21 MATTERS ARISING**

06/20-21 The Vice Principal confirmed she had sent the Awarding Body benchmarking through to John Clay in relation to the English and Maths portfolio-based qualifications.

**16/20-21 HEALTH AND SAFETY ANNUAL REPORT**

The Head of Health and Safety presented the Health and Safety Annual Report and opened-up to Members for questions.

Questions related to the number of RIDDOR events reported – which was due to enhanced monitoring and reporting. Members questioned if they were doing enough to reduce these. Hazel Clint agreed to take the action for discussion at the next Health and Safety link meeting, which were happening much more regularly in light of the pandemic. She would report back at the next Board meeting.

HC

25/1

Graham Schuhmacher questioned the near miss reporting and wondered if this was being developed. The Head of Health and Safety

confirmed the team would be focussing on the training and recording of all near misses and ensuring team members had the resources to make that possible.

Jane McNeil noted there were lots of description of measures, but wanted to see more on benchmarking and whether all staff would undergo the training. This was something the Head of Health and Safety picked up at his Link Governor meetings with Hazel Clint. Further time was required on this matter, but this had been limited due to Covid-19.

**APPROVED: Corporation approved the Health, Safety and Environment Annual Report.**

The Head of Health and Safety provided an update on the incident which had taken place at the Hudson Building.

**17/20-21 REPORT FROM THE STANDARDS COMMITTEE HELD ON 3 DECEMBER 2020**

The Chair of the Standards Committee presented his report from the meeting held on 3 December 2020.

Members of the Committee received an overview of the Curriculum Strategy, Curriculum Teaching and Design Strategy and the Pastoral and Academic Support Strategy.

Hazel Clint questioned how the Group were reinforcing positive behaviours and resilience. The Committee Chair explained this was through the Tutorial programme, which had been moved to a Monday morning. The Vice Principal explained the tutorials focussed on barriers to attendance, breaking work down into tasks to take control of work patterns. Students' taking ownership of their own learning journey and understanding the choices they made. It reinforced positivity and confidence.

Hazel asked if the tutorial attendance was tracked. The Vice Principal confirmed attendance was tracked and 1-1 interventions put in place.

Members heard about the Joseph Wright Local Board which had met twice since September and focussed on admissions, A Level improvements and Covid-19 impact.

The Student Governor provided a verbal report which reinforced the feedback from a group of A-Level students at the Joseph Wright Local Board.

The Curriculum and Quality Risk Register was shared at the meeting.

An annual review of the Terms of Reference had taken place with minor revisions proposed.

**APPROVED: The Corporation approved the updated Standards Committee Terms of Reference**

**18/20-21 REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD HELD ON 18 NOVEMBER 2020**

The Chair summarised the Higher Education Academic Board held on 18 November 2020.

Enrolments had seen a slight increase on the previous year with 76 bursary awards made. The challenges in finding external examiners and an update on the Enhancement Plan were discussed.

The KPIs for higher education were shared, along with the Academic Risk Register. The Committee felt the College had a cautious approach to risk, but understood in the current circumstances.

A review of the HE Code had also taken place and reported at the meeting.

An annual review of the Terms of Reference had taken place with no changes proposed since the meeting in May 2020.

**19/20-21 REPORT FORM THE AUDIT COMMITTEE HELD ON 24 NOVEMBER 2020**

The Audit Committee Chair presented the report following the meeting held on 24 November 2020.

The External Auditors presented their draft report as the audit was not complete at that stage. There was one material adjustment relating to pension costs for a former SPH. The Committee asked the CFO to look if there were any contingent liabilities in the future.

The Financial Statements were consistent with the Management Accounts from period 12 (presented at the October meeting). Since the Audit Committee the Auditors had carried out a detailed review of going concern and stress testing the College.

The subsidiary accounts were approved at the DCG Services Ltd and MBS Ltd AGMs on 10 December 2020.

The Audit Committee Chair reiterated to the Board that going concern was a big issue now and the organisation had to convince the Auditors they had enough cashflow – with cashflow forecasts stress tested. He explained they had adequate cash, a lot of which was government funded.

The Committee Chair went on to highlight income and expenditure and explained the pension adjustment where the actuaries had calculated the future cost and the impact this had on the accounts, along with the EBITDA figure, profit and loss accounts and projected cashflow. All of which were discussed in detail with the Board.

The Committee Chair explained the balance sheet was strong considering the tough environment.

Stuart Ellis questioned how the final figure was achieved and the Committee Chair talked through the figures on page 8 of the accounts.

**APPROVED: The Corporation approved the Financial Statements for 2019-20 which had been recommended by the Audit Committee at its meeting on 24 November 2020.**

**The Corporation reviewed the Financial Statements DCG Services Limited and MBS Ltd which had been approved at their respective AGMs.**

The Committee had reviewed the ESFA Self-Assessment Questionnaire and recommended to the Corporation for signature.

**APPROVED: The Corporation approved the ESFA Self-Assessment Questionnaire for signature by the CEO and Chair.**

The Committee Chair appraised on the rest of the business at the meeting, which included the HE Risk Register, Data Protection and the Audit Committee's Annual Report.

Members asked a number of questions around the Corporate Risk Register, particularly in relation to risks not being mitigated down despite the range of controls in place.

A thorough review of the Risk Register had taken place with risks regraded due to Covid-19 impact. Globally the risk of Covid-19 was not mitigated, therefore its impact affected a lot of the risks.

20/20-21

**FINANCE REPORT, INCLUDING MANAGEMENT ACCOUNTS FOR OCTOBER 2020**

The CFO summarised his Finance report and presented the Period 3 Management Accounts.

Members noted an updated cashflow forecast had been sent to the ESFA and the CFO advised of a recent conference meeting with the ESFA Account Management team.

At period 3 the Group were down on AEB compared against 19-20. They were trying to do more online and distanced delivery and looked to be on track to hit the apprenticeship budget.

Commercial income was down due to underoccupancy of the nursery due to Covid-19 requirements.

The Group were experiencing more pay costs due to agency staffing, but these were offset by non-pay and a small round of redundancies which took place in November.

In October capital monies were received with a requirement to spend by March 2021. However, the ESFA have since confirmed the Group have until September 2021 to spend.

A request for T Level funding had been successful and a bid for Salix funding (decarbonisation) had been submitted.

Andrew Cochrane questioned the staffing costs linked with the KPIs and the CFO agreed to investigate and respond to Andrew direct.

RE

25/01

The Group had been put forward Stage 1 of a bid to be part of an IoT, linked with two LEP areas and the Vice Principal provided a full update of the programme.

A procurement exercise had taken place for the Group's security provider, with Constant Security achieving the best overall score.

**APPROVED: The Corporation approved the appointment of Constant Security as the Group's security provider from 1 May 2021 onwards.**

## 21/20-21 KEY PERFORMANCE INDICATORS

The Deputy CEO shared the Group's Key Performance Indicators.

Financial health had already been covered in the previous agenda item.

Attendance was looking very good at 90% for 16-18 and 91% for 19+, particularly given the current climate. Other colleges had indicated they had struggled with adult attendance, but students at DCG wanted to be on site. Very positive overall.

Actual retention was positive, exceeding the 20-21 target.

## 22/20-21 REPORT FROM THE SERACH AND GOVERNANCE COMMITTEE HELD ON 9 NOVEMBER 2020

A review of terms of office, proposed the following for re-appointment:

- Hazel Clint to 31 January 2023
- Andrew Cochrane to 10 February 2023
- Sue Bradley to 31 April 2023
- Martyn Marples to 29 October 2023
- Alan Brady to 10 November 2023

**APPROVED: The Corporation approved the re-appointment of the aforementioned for a further two years.**

**APPROVED: Phil Dover to replace Janet Morgan as a Director of MBS Limited.**

To ensure stability on the Board, the Committee recommended Phil Dover's eight-year term be extended by a further two years until 31 July 2023.

**APPROVED: The Corporation approved the extension of Phil Dover's term to 31 July 2023.**

It was further recommended the Chair of Audit Committee, Kevin Slack, be asked to continue, noting he had also exceeded the eight-year term, to 31 July 2023.

**APPROVED: The Corporation approved the extension of Kevin Slack's term to 31 July 2023.**

The contribution of the co-opted Governor, Rosslyn Green was discussed and review and it was proposed to extend her term to 31 July 2023.

**APPROVED. The Corporation approved the extension of Rosslyn Green to 31 July 2023.**

Other items discussed at the meeting included the JWC Local Board, board composition – looking at encouraging greater diversity on the Board and Board effectiveness.

An annual review of Members' Register of Interests had taken place with no concerns identified.

The Committee recommended the retention of the 80% target for Corporation and Committee attendance.

**APPROVED: The Corporation approved the retention of the 80% attendance target.**

A full review of the Terms of Reference had been undertaken and these were recommended for approval.

**APPROVED: The Corporation approved the updated Search and Governance Committee Terms of Reference.**

**23/20-21 DCG SERVICES LTD MEETING HELD ON 5 NOVEMBER 2020**

The Chair summarised the subsidiary, DCG Services meeting held on 5 November 2020, which provided in the main, an overview of the re-structure in the cleaning provision and the challenges faced by the team due to Covid-19.

**24/20-21 PUBLIC VALUES STATEMENT**

An annual review of the Public Values Statement had taken place, with changes relating to the effects of the Covid-19 pandemic.

**APPROVED: The Corporation approved the Public Values Statement.**

**25/20-21 MODERN SLAVERY STATEMENT**

The Modern Slavery Statement had undergone its annual review. Minor changes were proposed which shared updated figures and employment checks for apprentices.

**APPROVED: The Corporation approved the Modern Slavery Statement.**

**26/20-21 FURTHER EDUCATION COMMISSIONER'S ANNUAL REPORT**

The Clerk summarised the key headlines from the Further Education Commissioner's Annual Report.

*Part 1 of the meeting finished at 6.45 pm - Staff and Student Governors left the meeting.*

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