



**MINUTES OF THE CORPORATION MEETING HELD ON 15 JULY 2019  
AT 5.00 PM IN C302 AT THE ROUNDHOUSE**

|   |   |
|---|---|
| PART ONE - GENERAL MINUTES .....  | 2 |
| WELCOME AND INTRODUCTIONS .....   | 2 |
| APOLOGIES FOR ABSENCE .....   | 2 |
| DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY<br>AND QUORUM .....                                   | 2 |
| MINUTES OF THE PREVIOUS MEETING .....   | 2 |
| MATTERS ARISING.....  | 3 |
| HEALTH, SAFETY AND ENVIRONMENT STATUS REPORT .....  | 3 |
| VERBAL REPORT FROM THE STANDARDS COMMITTEE<br>HELD ON 11 JULY 2019.....                                     | 3 |
| REPORT FROM THE AUDIT COMMITTEE HELD ON 18 JUNE 2019.....   | 4 |
| FINANCE REPORT, INCLUDING; .....  | 5 |
| DCG AND SUBSIDIARY MANAGEMENT ACCOUNTS – MAY 2019 .....   | 5 |
| 2019-20 BUDGET AND FINANCIAL FORECAST (INCLUDING THE GOVERNING<br>BODIES FINANCIAL PLANNING CHECKLIST ..... | 5 |
| RATIFICATION OF BANK SIGNATORIES.....   | 6 |
| FREEDOM OF INFORMATION ANNUAL REPORT .....  | 6 |
| STRATEGIC RISK MONITORING.....  | 7 |
| DCSU ACTIVITY REPORT .....  | 7 |
| REGIONAL UPDATE FROM THE MIDLANDS CLERKS AND GOVERNANCE<br>PROFESSIONALS NETWORK .....                      | 7 |
| POLICIES.....   | 7 |



## MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 15 JULY 2019 AT 5.00 PM IN C302 AT THE ROUNDHOUSE

Present: Janet Morgan (Chair), Sue Bradley, Richard Brewell, Hazel Clint, Andrew Cochrane, Phil Dover, Sagar Johnson, Mike Kapur, Gary Malcolm, Martyn Marples, Graham Schuhmacher, Kevin Slack, Mandie Stravino

In attendance: Richard Eaton, Jon Fearon, Michael Ford, April Hayhurst, Kate Martin, Heather Simcox, Pam Stanley (Minute number 85/18-19 only), Rose Matthews (Clerk)

### PART ONE - GENERAL MINUTES

#### 80/18-19 WELCOME AND INTRODUCTIONS

The Chair welcomed Sagar Johnson, the new Student Governor.

It was also noted Vanessa Barnes had been elected the new staff governor and would commence from 1 August 2019.

#### 81/18-19 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Jack Atwal, Kate Cusick and Pete Lewis.

#### 82/18-19 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM

All members were eligible and the meeting was quorate.

Janet Morgan declared the HMRC work Smith Cooper, a company she was a partner of, had been involved in, however, she was not directly involved.

Andrew Cochrane declared a company he was Chairman of, Flint Bishop had provided employment and contracts advice for the Group. He was not directly involved.

#### 83/18-19 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** The minutes of the meeting held on 20 May 2019 were formally approved and signed as a true and accurate record.

| Action | Date |
|--------|------|
|--------|------|

**84/18-19 MATTERS ARISING**

There were no matters arising.

**85/18-19 HEALTH, SAFETY AND ENVIRONMENT STATUS REPORT**

The Environmental Compliance Manager joined the meeting to present the Health, Safety and Environment Status Report which summarised achieved towards KPIs and compliance and reporting in headline areas.

Key points of interest were the independent audit of the Engine Shed which received a 97.5% food safety score and revisions to the Smoke Free Environment Policy.

**86/18-19 VERBAL REPORT FROM THE STANDARDS COMMITTEE HELD ON 11 JULY 2019**

The Standards Committee Chair provided a verbal report following the meeting held on 11 July 2019.

The Committee had received a presentation on the Student Engagement Strategy, which covered the strategies towards supporting mental health and wellbeing, LGBT+ and the partnership work to tackle gang culture and knife crime. This was following a request from Richard Brewell who, following publicity around these subjects asked what the Group were doing to support these topics.

The data dashboard was shared, which provided an update on curriculum performance. Of note, predicted outcomes were in line with last year's and strategies for dealing with attendance were discussed. Work was ongoing with TLA observations and teachers that needed to be coached. The teacher scorecard had undergone its usual review.

The same style report was available for apprenticeships with outcomes improving steadily and positive employer satisfaction survey results.

The Vice Principal had delivered a presentation on the Curriculum Business Plan, which summarised the process undertaken to form the Curriculum Plan. The Committee Chair said he was assured by the level of detail in the planning, by addressing LEP requirements, national requirements, labour market information, pathways and progressing.

The Committee received the headline destinations for 16-18 study programme funded students and discussions took place in the meeting relating moving students onto the next stage, be that by a full time or short course.

The Committee Chair reported on Link Governor visits, he had met with the Director of English and Maths and her team leaders and visited classes. Jack Atwal had provided reports that provided positive feedback following his visit to the Adult and Community provision at St James Centre and Inclusion Team.

The Student Governor had shared the priorities for engaging with the student population from September.

It was noted that Corporation members had formed the Curriculum Business Panels.

## **87/18-19 REPORT FROM THE AUDIT COMMITTEE HELD ON 18 JUNE 2019**

The Audit Committee Chair provided a report from the meeting held on 18 June 2019.

A series of reports were presented by Internal Auditors, ICCA on:

- ESFA Mock Funding Audit – Adult Education Budget and Apprenticeships
- ESFA Mock Funding Audit – 16-19 Study programme
- Health and Safety Management
- Key Financial Controls
- Procurement
- Debt Management
- Follow up Report

Particular note was made of the mock funding audits, which ensure the Group's procedures in respect of ESFA funding supports compliance as outlined in the funding rules.

The report on the Adult Education Budget and Apprenticeships provided reasonable assurance with a number of recommendations, which were being addressed.

The report on 16-19 Study Programmes provided reasonable assurance with two recommendations.

The Committee had reviewed the draft Internal Audit Plan for 2019-20 in detail and recommended to the Corporation for approval.

**RESOLVED: The Corporation approved the Internal Audit Plan for 2019-20 recommended by the Audit Committee.**

The External Auditors, BDO, shared their Audit Planning Report and highlighted their key audit risks. They were confident timelines could be achieved for completion and approval in December.

The Committee Chair also made reference to a data breach which had been disclosed at the meeting and shared the outcome.

**88/18-19 FINANCE REPORT, INCLUDING;  
DCG AND SUBSIDIARY MANAGEMENT ACCOUNTS –  
MAY 2019**

The CFO shared the cash position at the end of June. The Group remained on track to achieve the revised forecast with a sector EBITDA of 7%. This was offset by growth in 16 to 18 learner numbers and learners from partners. Overall the Group would be predicting 'good' financial health at the end of 2019-20.

As the Group had not met financial targets to make pay awards for 2018-19 due to affordability it was unlikely pay awards would be made for 2018-19. However, an allowance for incremental increases and a pay increase had been included in the budget for 2019-20.

**2019-20 BUDGET AND FINANCIAL FORECAST  
(INCLUDING THE GOVERNING BODIES FINANCIAL  
PLANNING CHECKLIST**

The CFO presented the 2019-20 Budget and Financial Forecast. Since the forecast presented in May there have been a number of key changes that have been built into the budget assumption.

The risk relating to devolved areas was highlighted at the last meeting and potential income from the devolved areas where DCG had not secured contracts had been removed.

It is likely the Greater London Authority will remove the grant funding for the Group in the future.

Increased education contracts for learner support, which are low margin but support learner success.

The forecast included an ESFA pension grant regarding the Teachers Pension Scheme of £860K, which does not impact the bottom line, but has reduced % EBITDA by 0.02% and increased wage cost.

The budget has increased income, with turnover increasing slightly. The revised budget provides an adjusted operating surplus of £360K.

The Chair, Chair of Audit, CEO, Deputy CEO, outgoing and incoming CFO had met prior to the Corporation meeting to review the 2019-2020 Budget and Financial Forecast against the Financial Planning Checklist and confirmed they were happy with the process and that the

supporting commentary had been prepared with due regard to the checklist.

**RESOLVED:** The Corporation approved the budget for 2019-20, which is in line with the indicative budget agreed at the Corporation meeting held on 20 May 2019.

**RESOLVED:** The Corporation approved the capital expenditure limit for 2019-20 of £1.8m to include the authority to lease where beneficial to the College (excluding grant aid).

**RESOLVED:** The Corporation approved the sub-contractor arrangements and costs, including any subsequent increases to reflect final rollover values, as follows:

#### **Adult Education Budget**

|                                  |         |
|----------------------------------|---------|
| Chameleon School of Construction | £25,000 |
| EMC Franchise                    | £25,000 |
| Construction Skills              | £30,000 |

#### **Adult Education Budget London**

|                     |          |
|---------------------|----------|
| Training Strategies | £300,000 |
| Sigma UK            | £200,000 |

#### **Levy Apprenticeships**

|                               |          |
|-------------------------------|----------|
| BTOL                          | £12,000  |
| Dent-Train                    | £28,000  |
| Derby Teaching Hospital – NHS | £18,000  |
| Children 1 <sup>st</sup>      | £165,000 |
| Canal Engineering             | £50,000  |
| Risual                        | £90,000  |

#### **Non-Levy**

|                   |          |
|-------------------|----------|
| Sally Montague    | £32,000  |
| BTOL              | £140,000 |
| Risual            | £65,000  |
| Canal Engineering | £50,000  |

#### **16-18**

|                                  |          |
|----------------------------------|----------|
| Chameleon School of Construction | £310,000 |
| EMC Franchise                    | £220,000 |

#### **RATIFICATION OF BANK SIGNATORIES**

**RESOLVED:** The change from Jon Fearon to Richard Eaton as bank signatories was approved.

### **89/18-19 FREEDOM OF INFORMATION ANNUAL REPORT**

The Deputy CEO presented the Annual Report on Freedom of Information.

There had been 16 requests received during the academic year with no common theme. The detail of the requests was contained within the report.

The Freedom of Information Policy was reviewed by Corporation in May 2019.

**RECEIVED: The Corporation received the Annual Freedom of Information Report.**

**90/18-19 STRATEGIC RISK MONITORING**

Members received the Strategic Risk Monitoring Report which provided an update on high priority risks identified on the Risk Register and a summary of current litigation being taken against the Group.

A key risk to note was Devolution and the reduction in AEB government funding.

It was noted GDPR and Health and Safety were constant risks on the Register.

There were no significant safeguarding issues or prevent referrals to escalate.

**91/18-19 DCSU ACTIVITY REPORT**

The outgoing Student Governor presented a summary of the Students' Union Activities undertaken with regards to enrichment and student engagement by the Students' Union, which included activities such as the Urban Garden at the Joseph Wright Centre, a trip to Westminster and Health and Wellbeing events, alongside creating an exam stress guide and charity fundraising.

**92/18-19 REGIONAL UPDATE FROM THE MIDLANDS CLERKS AND GOVERNANCE PROFESSIONALS NETWORK**

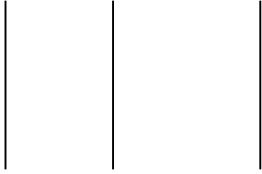
The Clerk shared the key headlines presented at the Clerks and Governance Professionals Network held on 26 June 2019, which included a summary of current funding, expectations relating to future funding for 20-21 and key questions governors need to familiarise themselves with in light of the new Education Inspection Framework.

**93/18-19 POLICIES**

The Corporation had received the following policies for remotely for approval:

Disciplinary Policy  
Employee Bullying and Harassment Policy  
Tuition Fees Policy

**APPROVED:** The Corporation ratified the Disciplinary Policy, Employee Bullying and Harassment Policy and Tuition Fees Policy, all of which had been received and approved remotely.



*The meeting finished at 6.30 pm*

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