



**MINUTES OF THE CORPORATION MEETING HELD ON 28 MARCH 2022
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 28 MARCH 2022 AT 5.00 PM
REMOTELY VIA MICROSOFT TEAMS**

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

In attendance: Kate Martin, Keith Oxspring, Heather Simcox
Rose Matthews (Clerk)

PART ONE - GENERAL MINUTES

	Action	Date
33/21-22 WELCOME AND APOLOGIES FOR ABSENCE Andrew Dymond was welcomed to his first Corporation meeting. Andrew joins the Board from PWC, as was Keith Oxspring the Interim CFO. Apologies for absence were received from Sue Bradley and Angela Cruz.		
34/21-22 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM All members were eligible, the meeting was quorate and there were no new declarations of interest.		
35/21-22 MINUTES OF THE PREVIOUS MEETING HELD ON 13 DECEMBER 2021 APPROVED: The minutes of the meeting held on 13 December 2021 were formally approved and signed as a true and accurate record.		
36/21-22 MATTERS ARISING 10/21-22 An update on sub-contracting was provided as part of the report, later in the meeting.		
37/21-22 MINUTES OF THE PREVIOUS MEETING HELD ON 10 MARCH 2022 APPROVED: The minutes of the meeting held on 10 March 2022 were formally approved and signed as a true and accurate record.		
38/21-22 REPORT FROM THE STANDARDS COMMITTEE HELD ON 10 MARCH 2022 The Chair of the Standards Committee presented his report following the meeting held on 10 March 2022. APPROVED: The Corporation approved the name change of the Committee to Curriculum Planning and Standards to better reflect its oversight of curriculum planning in meeting local needs. Committee members received an overview of the Curriculum, Teaching, Design and Improvement Strategy and the Pastoral and Academic Support Strategy. The headline KPIs for 16-18 and adult provision were shared and discussed. As expected attendance had been impacted nationally by Covid-19.		

The JWC Local Board had met in February with key points relating to good retention, exam practice and enrichment activities, with some students taking up the offer of support by the Sutton Trust. Local Board members had also visited Science and Games Design classes.

Standards Committee members were joined by three second year Engineering Extended Diploma students who shared their experiences, particularly in relation to the support they were receiving to reach the next level of their education/careers.

39/21-22 REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD HELD ON 10 MARCH 2022

The Chair of the Higher Education Academic Board summarised the key points from the meeting.

Strategic developments were shared which included the collaborative work on the IoT for STEM based subjects and developments in relation to HTQs.

Progress towards the Quality Improvement Plan was discussed with updates provided on HE observations, HETLAP engagement and continuation for HE students. The Student Representative also spoke in relation to their involvement in the mentoring scheme.

The Induction survey produced a very positive satisfaction rate and the Committee received an overview of the impact of the Auger Report.

40/21-22 FEEDBACK FROM GOVERNOR VISITS

The Roundhouse (7 February 2022)

Alan Brady had visited The Roundhouse on 7 February and saw how the main Round had been reconfigured with all services for students in one central place. Students had spoken of the benefit of this.

He also made reference to the youth worker trained professionals engaged to support some of the more challenging students.

The Joseph Wright Centre (24 March 2022)

Andrew Cochrane had visited the JWC and had met with two Team Managers. He commented on the reputational difference between the Roundhouse and the JWC in terms of parent and students' perception. He noted all classrooms were full at the JWC and could do with being bigger but had no further room to expand and it had no outdoor space.

One point of interest was the T Levels with employer engagement at 315 hours. He also visited e-sports. Andrew noted most students there were looking to progress to university. Some areas were doing GCSEs remotely. Overall, it was a very positive impression.

The Queen's Canopy

Andrew Cochrane provided an update on the Queen's Canopy project to celebrate the diamond jubilee at Broomfield.

41/21-22 REPORT FROM AUDIT COMMITTEE HELD ON 15 MARCH 2022

The Chair of Audit Committee presented the report from the meeting held on 15 March 2022.

The Committee had welcomed Andrew Dymond, who had settled in well and made a good contribution.

At the last meeting of the Committee discussed what it would cost to provide a substantial audit opinion as part of an assurance framework. The Committee did explore this but agreed it was not feasible and could incur an infinite cost.

Two internal audit reports were presented, one related to Curriculum Efficiency, which provided a substantial opinion with one recommendation and the other in relation to the HE Strategy, which provided three recommendations – which were accepted by the team. One of the challenges it was noted was staff recruitment which was discussed at the meeting.

The HE Risk Register had been reviewed which had been mitigated well with no red risks. The Committee had received the closedown of the OFS HE Audit letter, which indicated they were satisfied with the actions put in place.

A review of the Corporate Risk Register had taken place. Recruitment was a big challenge, particularly with support provided to schools to offer higher salaries, which was not available to colleges.

The Director of IT had been invited to the next Audit Committee meeting to present on cyber security and the challenges faced to conform to Cyber Essentials Plus.

There were no significant issues to report with regard to health and safety, safeguarding or prevent and a litigation update was provided.

The incident reported in the press with regard to JWC was raised and discussed, with a full report to be presented at the next Safeguarding Board, which Sue Bradley attends.

The Annual Gender Pay Report was presented, although it was noted there was a gender gap, it was reflective of the sector and smaller than many other colleges. Members noted DCG continued to review its workforce planning strategies. A recent AoC survey indicated the gap was likely to increase with most gaps in the engineering and construction sectors, which were male dominated industries.

The Interim CFO was progressing the tender exercise for the appointment of External Auditors.

42/21-22 REPORT FROM FINANCE AND RESOURCES COMMITTEE HELD ON 16 MARCH 2022

The Chair of the Finance and Resources Committee summarised the meeting held on 16 March 2022.

The Committee had reviewed the Management Accounts for Period 6, the mid-year position was above profile. The AEB appeal had been rejected and the Group were in the process of paying back monies.

Re-forecasting had taken place to reflect the increases to the national living wage, and health and social care levy, along with increased pension costs.

Similar discussions had been held, as in Audit Committee, in terms of the risks with recruitment and retention. The Committee heard a new Talent Acquisition Manager had been appointed. Discussions also took place around the financial challenges of achieving Cyber Essentials Plus which would feed into the 2022-23 budget.

Property and Estates projects were on track and solutions with regards to leased properties was shared.

Members discussed the proposal for a 1% pay award and incremental pay and considered affordability. Members deliberated as they would have liked to have offered more but with the increase to 40 hours next year, the 8% rise in funding was offset by 7% of cost to deliver.

APPROVED: The Corporation approved the 1% pay award and incremental pay to DCG employees from 1 April 2022.

43/21-22 SUB-CONTRACTING REPORT

Members approved as part of last year's budget that £1.5m of AEB would be sub-contracted provision, but at that point no detail of providers was mentioned. The report outlined how the decision has been reached and it is proposed three sub-contractors are appointed.

Learning Curve - £500K gross funding at 85%
Tempus training - £500K gross funding at 85%
Training strategies - £500K gross funding at 85%

A comprehensive procurement exercise was undertaken with one element of scoring based on the ability of the training provider to further upskill DCG to deliver more of its own internal AEB provision moving forward with the sub-contractors providing entry into areas DCG does not currently deliver in.

**APPROVED: The Corporation approved the appointment of:
Learning Curve - £500K gross funding at 85%
Tempus training - £500K gross funding at 85%
Training strategies - £500K gross funding at 85%
For 2021-22**

44/21-22 REPORT FROM THE STRATEGY COMMITTEE ON 25 JANUARY AND 15 FEBRUARY 2022

The Chair of the Strategy Committee delivered a brief update on the Strategy Committee which had been established to drive the Skills and Post-16 Education Bill.

A presentation was delivered in January on the draft guidance *Review how well the training provided meets local needs*. With governing bodies leading the reviews and an expectation to collaborate with other governing bodies.

The second meeting in February focussed on the curriculum strategy and engagement with employers to co-design and co-deliver programmes to meet local needs, alongside example case studies.

APPROVED: The Corporation approved the Strategy Committee Terms of Reference which had been recommended by the Search and Governance Committee at its meeting on 25 January 2022.

45/21-22 KEY PERFORMANCE INDICATORS

The Corporation KPIs were presented, which had been reviewed at the Standards Committee and Finance and Resources Committee in detail.

46/21-22 SKILLS DEVELOPMENT FUND: KNOWLEDGE EXCHANGE CENTRE AND INSTITUTE OF TECHNOLOGY UPDATE

The Deputy Principal provided an overview of the Institute of Technology and the Skills Accelerator Fund which will deliver the key commitments of the Skills for Jobs White Paper, ensuring technical skills provision meets the needs of local employers.

DCG are involved in the Strategic Development Fund (SDF) pilot working with Nottingham College and Burton and South Derbyshire College. DCG will take the lead on advanced manufacturing and logistics.

The aim is to create high impact training and short courses that are bespoke and responsive to employers' needs to address skills gaps and shortages.

A new college business centre is being created at the Roundhouse, 'the Engine Room' to bring together employers and learners and become a delivery and, collaboration and incubation space.

Institutes of Technology are government backed flagship educational entities bringing together FE, HE and industry to deliver skills training and qualifications in line with regional economic need, delivering programmes from levels 3-8 in STEM subjects.

Working with the University of Derby, Loughborough University and Loughborough College, DCG have applied for £13m capital investment. The bid will secure DCG a £4.5m share to develop an extension on the Stephenson Building.

47/21-22 INSTITUTE OF TECHNOLOGY GOVERNANCE REPORT

The Clerk sought the Corporation's approval to form a Joint Venture Company limited by guarantee for the Institute of Technology with the University of Derby, Loughborough University and Loughborough College. This supports progression to the pre-award stage of the bid.

APPROVED: Members approved for DCG to join the Institute of Technology Joint Venture Company, but asked that further information with regards to the risks be presented at later meeting.

48/21-22 APPOINTMENT OF THE CHAIR FOR 2022-23

Andrew Cochrane was appointed Chair of the 2022-23 academic year.

49/21-22 APPOINTMENT OF VICE CHAIR 2022-23

Phil Dover was appointed as Vice Chair for the 2022-23 academic year before his term on the Board concludes in August 2023.

The Clerk will be calling out shortly for nominations of Vice Chair for 2023-24 to secure succession.

50/21-22 RATIFICATION OF REMOTE APPROVALS

The following items were ratified following remote approval:

- Contracts of Employment change (17/12/21)
- Employee Code of Conduct (17/12/21)
- Maternity and Parental Leave change (31/01/22)

Part 1 of the meeting finished at 6.45 pm

All members of staff, except for the Clerk, left the meeting.

Signed: _____ Date: _____