



**MINUTES OF THE CORPORATION MEETING HELD ON
MONDAY 14 MARCH 2016 AT 5.00 PM
IN THE BOARD ROOM AT THE ROUNDHOUSE**

Present: Janet Morgan (*Chair*), Jack Atwal, Richard Brewell, Philip Dover, Nick Freeman, Jonathan McCluskey, Graham Schuhmacher, Kevin Slack, Mandie Stravino.

In attendance: Michael Ford, April Hayhurst, Paul Steeples, Anita Straffon
Heather Simcox (*Clerk*),
Rose Matthews (Assistant Clerk)

	Action	Date
<p>43/15-16 Apologies for absence</p> <p>Apologies for absence were accepted from Charlie Baker, Revena Sanghera and David Williams.</p>		
<p>44/15-16 Declarations of interest, confirmation of eligibility and quorum</p> <p>All members were eligible and the meeting was quorate. There were no new declarations of interest made.</p>		
<p>45/15-16 Minutes of the previous meeting</p> <p>The minutes of the meeting held on 14 December 2015 were approved and signed as a true and accurate record.</p>		
<p>46/15-16 Matters arising</p>		
<p>34/15-16 The Director for Business Improvement confirmed Prevent had been added to the Risk Register.</p>		
<p>47/15-16 Chief Executive Update; including:</p> <ul style="list-style-type: none">Ofsted Inspection Feedback <p>Government Policy</p> <p><u>SFA/EFA update</u> The Chief Executive (CEO) had attended the AOC Regional Committee on 9th March, at which a presentation was delivered on the SFA/EFA re-structure. It was announced Peter Mucklow had been appointed as CEO to both organisations, with Karen Riley as the Director for the Midlands.</p> <p><u>EFA Allocation</u> The CEO shared the Derby/Derbyshire indicative EFA allocation. Governors noted that although the College's allocation statement identified an increase in learner numbers and £1.5m increase in Programme Funding the total funding line equated to a £175k reduction; however, this excluded Student Financial Support Funding which was to be confirmed. SFA allocations were unknown.</p>		

She went on to inform the Board that the EFA was considering the role of governors in oversight and scrutiny of subcontracting – the Chief Executive recommended that the Board consider appointing a Link Governor in this area.

RM

23/05/16

The Board noted the 2014/15 sector wide headline operating position and financial health information which the CEO shared. The CEO stated that she would probably be in a position, at the next meeting, to share the annual accounts benchmarking analysis that she presented last year.

North Midlands Devolution

13 Councils have agreed to work together to create a North Midlands combined authority, of the original 19, four authorities (High Peak, South Derbyshire, Amber Valley and Erewash) do not wish to join the combined authority. Chesterfield has decided to become a constituent member of Sheffield City Region.

Departmental (BIS & DfE) Plans 2015-2020

The policy update also included information, and implications, regarding the BIS & DfE Departmental Plans (2015-2020). Governors noted the information and committed to exploring this further during Link Governor meetings.

Public Accounts Commission

Some of the Public Accounts Commission recommendations and conclusions, published in December, were shared and discussed.

Events/Activities

The CEO delivered an update on events/activities that had taken place since December.

GS and the CEO had attended the AOC Governors' Network meeting, at which Julian Gravatt, Assistant CEO for the AOC delivered a presentation on college finance, post the spending review. The Assistant Clerk agreed to contact Julian with a view to discussing with the Board.

RM

23/05/16

Ofsted Inspection Feedback

The CEO provided a summary following the College's Ofsted visit on 1st -4th March. She thanked the College team and Governors for their support during the week.

48/15-16 Report from Curriculum and Quality Committee, 23 February 2016

The Chair of the Curriculum and Quality Committee summarised developments following the last Committee meeting.

Curriculum Business Planning

Business Planning sessions commenced in November 2015, followed by a curriculum planning inset day on 4 January. The Committee Chair would join part of a panel to review the final business plans, which are due to take place in May.

Special Measures/Rapid Improvement Panels

Panels continue to take place for Engineering, despite the improvements of the previous year, along with cross-College maths. The Board noted recruitment of maths and Engineering experts continued to be difficult.

Organisational QPR

The Committee scrutinised the Organisational Quality Performance Review and were satisfied with the responses received.

Senior Curriculum Leaders' Summary QPRs

Senior Curriculum Leaders presented their Quality Performance Reviews. A common theme related to staff shortages and recruitment challenges. Committee members scrutinised KPIs and the Chair requested predictions moving forward.

ALPS/Value Added

The final report was received, members recognised improvements to date, but also noted that further work was required.

Quality Improvement Plan

Members noted the majority of items were on target.

Curriculum Development and Design Strategy and Year Two Development Plan

The Committee responded positively on the strategy and how this was geared towards local employers and the local economy.

Destinations Flowchart

The Committee received a presentation on a destination flowchart and were informed how this information was aiding the further design of curriculum programmes.

Link Governor Reports

Graham Schuhmacher provided an update following his latest visit and made reference to the aforementioned destinations flowchart.

Jonathan McCluskey summarised his latest safeguarding visit.

49/15-16 Mid-Year Review and Financial Re-Forecast

The CFO presented the Mid-Year Financial Re-Forecast for the financial year ending 31st July 2016 for submission to the SFA.

The report showed a marginal improvement on the operating position at £444k surplus, compared to the current budget of £314k surplus. Pay figures were under budget and offset by non-pay which was over budget.

The other variance related to the disposal of assets which had not been anticipated in the original budget.

Financial Health remained at satisfactory, with the College's current ratio at 0.28, which is a 0.09 decrease from the budget.

The CFO outlined the risks to the forecast, which were in relation to the growth policy for 16-18 Apprenticeships. In order to deliver the growth the College had submitted a growth case to the SFA.

The CFO recommended that pay increments were not awarded until the final year end position was known.

Commercial income lines were discussed in detail and a refocus of Commercial Events noted.

50/15-16 Key Performance Indicators

The Business Improvement Director presented the KPIs with all measures in scope. Members noted movements.

51/15-16 Tuition Fees Policy 2016-17

The CFO outlined the changes to the Tuition Fees Policy, which included full fee remission subject to SFA funding rules and 19+ learner loans.

The Board approved the Tuition Fees Policy for 2016-17.

52/15-16 Security Services Report

The CFO provided the Board with a status update regarding the contract for the provision of Static and Mobile Security Services at the College which was due to expire in July 2016.

The Board gave their approval to conduct a tender process using the framework agreement established by CPC.

53/15-16 Mobile Phones Report

The Board were informed on the progress of the tender process for the provision of mobile telephone services to the College.

The Board noted the progress to date and accepted the recommended procurement route to conduct a mini-tender competition against the established CCS Framework Agreement.

54/15-16 Financial update including

- **Management Accounts January 2016**

The year to date operating surplus was on budget and the College had delivered an operating surplus of £178k year to date versus the original budget submission of £176k.

The cost position showed a slightly worse position against budget. Non-pay and pay were noted.

Kevin Slack noted the overdraft facility was due to expire at the end of April. The CFO confirmed this had been discussed with the bank.

55/15-16 Strategic Risk Monitoring

The Business Improvement Director provided the Board with an update on the 'high' priority risks identified in the Corporate Risk Register and a summary of current litigation being taken against the College.

Jonathan McCluskey requested the litigation section be anonymised, and that a brief summary of the item was included for the Board to monitor.

MF

23/05/16

Graham Schuhmacher asked that the definition of a 'significant incident' was clarified in future reports.

MF

23/05/16

56/15-16 Provision of Insurance Report

The CFO presented a report detailing the progress with the tender process for the provision of insurance cover for the College.

The Board noted progress to date and that a further progress update would be provided at the next Corporation meeting.

PS

23/05/16

57/15-16 Strategy Committee Terms of Reference

The Board noted the College's current strategy was due to expire in 2017 and with this in mind, a Strategy Committee was requested to discuss the options available to the College and to look at the Area Review process.

Graham Schuchmacher was invited to join the Committee.

The Board approved the Terms of Reference for the Strategy Committee.

Staff and student members left the meeting.

Signed: _____ Date: _____