



**MINUTES OF THE CORPORATION MEETING HELD ON  
WEDNESDAY 27 MARCH 2013 AT 5.00 PM AT NO 2 ROUNDHOUSE ROAD**

Present:

Janet Morgan (*Chair*), Sunny Chandhoke, Nick Freeman, Luke Harman, Lin Hinson, Jonathan McCluskey, Tim Park, Brian Powell, Lee Pratt, Kevin Slack, Mandie Stravino (*Chief Executive*),

In attendance:

Bernadette Doyle (*HR Director*), Andrew Hartley (*Chief Finance Officer*), Dawn Kemp (*Vice Principal*), John Landeryou, Heather Simcox (*Clerk*)

**PART ONE - GENERAL MINUTES**

*The Chair welcomed John Landeryou to meeting.*

		Action	Date
<b>73/12</b>	<b>Apologies for absence</b>		
	Apologies for absence were received from Bill Chaplin and Debra Martin.		
<b>74/12</b>	<b>Declarations of Interest, Eligibility and Quorum</b>		
	All members were eligible and the meeting was confirmed to be quorate. The Chief Finance Officer (CFO) declared an interest in relation to agenda item 8, informing members he had previously been an employee of KPMG.		
<b>75/12</b>	<b>Minutes of the last meeting</b>		
	The minutes of the meeting held on 25 February 2013 were approved and signed as a true record, subject to noting: <i>Tim Park reminded Governors of a question raised at the last meeting, which had not been included in the minutes, in relation to receipt from land sale and possible delays. Tim confirmed a response had been received.</i>		
<b>76/12</b>	<b>Matters arising</b>		
48/12	Financial Regulations: The CFO would present an amended version to a later meeting.	<b>CFO</b>	<b>July 2013</b>
64/12	Recruitment of full-time 14-16 year olds: This was included in agenda item 10 of today's meeting.		
64/12	Self-Assessment 2011-12 and Quality Improvement Plan: The VP would provide an in-year review of any areas identified as Grade 3 at the May meeting.	<b>VP</b>	<b>23.05.13</b>

## **77/12 Update from the Chair**

### **77/12.1 Training**

The Chair informed members that Ofsted training had been arranged for 8 May at 4 pm and all members were invited to attend.

### **77/12.2 Governors Correspondence**

Members received the AoC Governors' Council Update, dated 12 March 2013.

## **78/12 Report from the Search Committee**

In the absence of the Chair of the Committee, the Clerk provided feedback from the meeting that had taken place on 25 March 2013. The Committee's focus included assessing the results of the self-assessment of both the Corporation and Audit Committee members, the skills and expertise audit and consideration of further requirements in line with the English Colleges' Foundation Code of Governance. *(Full detail of the feedback is attached to the file copy of these minutes.)*

**The Corporation approved:**

- **Revised Terms of Reference for the Committee, including designation to Search & Governance Committee;**
- **Setting a target for attendance at meetings as 80%;**
- **Applying the Eight-Year Rule, as contained in the Standing Orders, with terms of office for any members exceeding eight year service being expended at the end of July 2013;**
- **Job description for the Chair of the Corporation.**

## **79/12 Strategic Risk Monitoring**

The CFO presented the full risk register and explained the purpose and process for this.

Members attention was brought to risk 19 which had been added. Risk 18 was referred to and it was recommended this now received a lower rating. Risk 1 was queried as was Risk 4(i). The CFO would review with the Executive Team and update the document in terms of recent changes and fully populate. The Chief Executive acknowledged there was much to add in terms of remedial controls. The Chief Executive added that the risk register would be considered alongside strategy rather than the historical focus on finance.

## **80/12 Report from the Audit Committee**

The Chair of Audit Committee reported on the meeting that

had taken place on 13 March 2013. He presented a summary of the internal audit reports that had been considered, along with recommendations made. It was noted progress was being made towards completing outstanding recommendations.

The Audit Committee Chair informed members that the second half of the meeting had focussed on selecting external auditors. Following presentations and interviews of two audit firms, the Audit Committee recommended that the Corporation appoint KPMG as external auditors to the College and its subsidiary companies for a three-year terms, extendable to five years and subject to annual review, at the fee proposed.

**Corporation approved the appointment of KPMG under the terms proposed.**

## **81/12 National Policy Update by John Landeryou**

John Landeryou presented a policy briefing (*copy attached to file minutes*). This included the outcome from the recent budget and changes to the FE/Schools system. John referred to a recent Ofsted report that looked at accountabilities in light of the new freedoms and flexibilities. Members noted the importance of standards and rigour, quality and reputation and informed and empowered learners. John reminded members of the 'support system' proposals that include the FE Guild, Chartered Status and Informed Choice.

Members considered the implications of national policy for Derby College. Consideration was given to a quality dashboard that was clear to understand and would focus towards the core business. The Vice Principal reported on current practice and would present to the Corporation.

VP

23.05.13

Jonathan McCluskey requested summary information on the core curriculum and learner activity including withdrawals, popular courses, learner numbers and successes. This could then be linked to the local economy and skills needs. Members noted the increased focus on progression.

VP

23.05.13

## **82/12 Report from the Chief Executive**

### **82/12.1 Chief Executive Report**

Following on from the policy briefing provided by John Landeryou, members attention was brought to page 7 of the report and a proposal regarding full-time enrolment at aged 14. Advantages and disadvantages were considered of running a pilot of one small group at JWC. Safeguarding in terms of younger learners was considered and the criteria for this provision was noted, including the requirement of a

segregated area. The College's current arrangements for safeguarding their part-time 14-16 year olds were noted. Consideration was given to the sort of learners the College would attract. The Corporation noted its responsibility for the educational character, mission and ethos of the College. On behalf of the SU, Luke Harman presented a positive response to recruitment of 14-16 year olds.

**The Corporation approved a submission to the EFA of the College's intent to recruit full-time 14-16 year old learners.**

The Chief Executive continued and highlighted some key aspects of the Report.

- Merrill Academy - update on governance as well as the context and position of the School.
- Studio School – interview with DfE on 12 March and outcome expected in May.
- UTC – outcome anticipated before the end of this month.

## **82/12.2 Curriculum and Quality**

The Vice Principal presented a curriculum and quality update. This included an update on Quality Boards that had taken place to challenge and support areas requiring improvement. The Vice Principal reported on a recent conference she had attended where she had learnt about some new teaching and learning initiatives which will be further investigated with a view to piloting in College. Members responded positively to this.

Health, Safety and Welfare at Work Policy – Corporation noted revisions that had been made, and which had been approved by the Health & Safety Committee, on which there was a Governor Representative.

**Corporation approved the Health, Safety and Welfare at Work Policy.**

Tuition Fee Policy 2013-14: the CFO provided the background to the policy and the content of the policy, as well as the implications of the 24+ Advanced Learning Loans. Fee remission was noted and the CFO provided some historic fee income figures.

**Corporation approved the Tuition Fee Policy for 2013-14.**

## **82/12.3 Finance and Resources**

A summary of the February Management Accounts was presented and the CFO confirmed the College was on track to achieve the revised out-turn following the approval of the

mid-year forecast. ASB claw back was considered and the CFO confirmed the College was planning to hit targets. Pay was showing a slight positive variance, and non-pay was also favourable to both budget and mid-year forecast. The autoscore financial health grading was noted. The Corporation noted the content of the management accounts and the finance update that was provided. Tim Park requested information at the next meeting of those areas currently showing an overspend: 'Admin & Central Services' and 'Exams and Marketing'.

**CFO**

**23.05.13**

The CFO provided a property update, the detail of which is contained in the confidential section of these minutes.

The HR Director provided an update on forthcoming employment law. The HR Director informed the Corporation that a redraft of the College's redundancy policy was being proposed to the JCG.

**83/12 Key Performance Indicators**

The CFO presented a summary of the KPIs and movements in terms of the different activity streams. Attention was drawn to the ASB.

Tim Park requested additional numbers under the HR section of the report that would show fte, part-time and sessional numbers.

**HRD**

**23.05.13**

**84/12 Urgent Business**

There were no items of urgent business.

**85/12 Date of next meeting**

The next meeting would take place on 23 May 2013.

There being no further business, the meeting finished at 7.15 pm.

Part Two minutes are confidential for members of the Corporation only, excluding staff and students.

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