



**MINUTES OF THE CORPORATION MEETING HELD ON
THURSDAY 3 OCTOBER 2013 AT 4.00 PM AT NO 2 ROUNDHOUSE ROAD**

Present: Janet Morgan (Chair), Nick Freeman, Luke Harman, Lin Hinson, Melanie Lanser, Jonathan McCluskey, Peter Richardson, Graham Schuhmacher, Kevin Slack, Mandie Stravino (Chief Executive), David Williams

In attendance: Matthew Bromley (*Director of Teaching and Learning*), Andrew Hartley (*Chief Finance Officer*), Dawn Kemp (*Vice Principal*), Heather Simcox (*Clerk*)

PART ONE - GENERAL MINUTES

	Action	Date
09/13-14 Apologies for absence		
Apologies for absence were received from Sunny Chandhoke and Phil Dover.		
10/13-14 Declarations of Interest, Confirmation of Eligibility and Quorum		
No additional declarations of interest were received, no notice had been received of any Governor becoming ineligible to hold office and the meeting was confirmed to be quorate.		
11/13-14 Minutes of the last meeting		
The minutes of the meeting held on 22 July 2013 were approved and signed as a true record.		
12/13-14 Matters arising		
48/12	Financial Regulations: The CFO would present a proposal to the November 2013 meeting.	CFO 25.11.13
106/12	Report from the Audit Committee: The Audit Committee would consider an IA proposal for a governance review at their next scheduled meeting.	Clerk Dec '13
112/12	Teaching, Learning and Assessment: The VP confirmed she would be pleased to offer individual tours of the campuses to members, and they should contact her direct.	
113/12	Key Performance Indicators: The VP reported that assessor information would be included in the next data dashboard reports.	VP 25.11.13
13/13-14 Report from the Clerk to the Corporation		
Members noted the contents of the report in terms of Attendance Data for 2012-13 and the Self-Assessment 2012-13. The Search and Governance Committee would assess the detail of each.		
Members were reminded of the background to the Post-Inspection		

Action Plan. Kevin Slack had represented the Corporation at a meeting with Ofsted on 23 September. The Chief Executive reminded members that the College had voluntarily engaged with the development programme offered by Ofsted. The first visit was in May and the second on 23 September 2013. The first visit received positive assurance. The September visit focussed on actions the College had taken to bring about improvements following the last inspection, including aspects of governance. Again, positive reassurance was given and although the College's outcomes had improved by 4% since the last inspection, the position was behind national average. Of particular note, 16-18 retention had not improved against last year's outcomes.

Kevin briefed members on his discussion with the Ofsted Inspector in terms of the actions that the Board had taken and these had been positively acknowledged. The clear focus was on outcomes and the inspectors were interested to know of the information members received to gauge their judgements. Kevin had shared examples of the KPI and data dashboard reports that the Corporation regularly received. Kevin said the Inspector was impressed with the data dashboard regularly presented to members, and he highlighted areas identified as critical, including the targets set for students and overall results. Activity at the JWC was scrutinised and should receive greater scrutiny.

Members noted the recent appointment of a senior post with a 'Teaching and Learning' remit, and the Ofsted Inspector had shown positive interest in this.

14/13-14 Strategic Risk Monitoring

The CFO highlighted some amendments to the paper, which included a downgrading of Risk 1 and 22, and increasing Risk 19.

Members received an update on previously reported claims and two new claims received.

Graham Schuhmacher asked if teaching and leadership of curriculum areas should be identified as a risk. The CFO responded the risk of an adverse Ofsted inspection was included at high level and the positive feedback received since the last inspection was taken into account. It was agreed that teaching and leadership of curriculum, and in particular the retention of the talent in these areas was critical to mitigate risk.

Peter Richardson expressed concern in terms of the level of risk, direction of travel and timeframes contained within the report. The CFO responded and explained the format of the report and confirmed routine controls were applied to mitigate and minimise risks identified. David Williams added concerns at the number and level of risks. The Chair reminded members of the role of the audit committee and their remit to assess levels and effectiveness of risk management controls. Peter asked for more discussion on this matter as the paper as presented prompted concerns.

The CFO explained the risk management process and confirmed he believed controls were operating effectively in order to minimise both the impact and the risk. It was agreed to update the report for each meeting to confirm actions taken and timeframes. Kevin Slack, Chair of Audit Committee, clarified the document

demonstrated the risks of the environment in which the College operated, and then showed how the College was managing these; confirming these were tested by the internal auditors. Peter expressed some reservations over the format of the report.

15/13-14 Board Report

Ofsted: Little Explorers: The VP informed members of the recent inspection of the College's nursery which had received a 'Good' rating from Ofsted.

Exam Results: The VP explained the results in the report were success rates and the pass rates were 97% pass rate at A2, and 76% for AS level. The CEO confirmed there was still work to be done in order to improve AS results, and this year had seen some transformation of this provision and offer, together with a revised focus of the advice and guidance given to some learners who initially indicated they wanted to study A levels. It was noted 42% of the A level students went onto university.

Graham suggested it would be good to show the context and destinations overall. Peter queried retention rates and the VP confirmed that 91% of the A level learners were retained. The CEO confirmed learners were tracked and destination data was presented to the Board via the data dashboard.

Safeguarding Review 2012-13 and Safeguarding Policy 2013-14: The content of the report was noted and received for information.

Learner Voice 2012-13: The content of the report was noted and received for information.

Complaints and Compliments Report 2012-13; The content of the report was noted and received for information.

Enrolment Report: The CFO presented 2012-13 learner numbers out-turns and members noted targets had been exceeded. The funding position was noted. The CFO said there was potential for additional income for the year gone by and this was actively being pursued with the funding agency.

In terms of 2013-14, members received enrolment targets and actuals to date. The funding software was not yet available but it was anticipated the College's funding position would be in line with targets. The high positive variance against the 19+ target was considered. Funding rule changes for 2013-14 were noted.

Peter observed it was important to understand the destinations and retention of learners and in particular the reasons why some learners may leave a programme before completion. Members noted the importance of the Self-Assessment report and the Quality Improvement Plan. Graham requested information on numbers of learners who had 'dropped out' and how many of these had not gone onto a positive destination. It was agreed that the hour sessions with the Heads of Faculties prior to Corporation meetings would be essential in aiding understanding of this aspect in particular.

Management Accounts to July 2013: The CFO presented a summary of the management accounts, which showed an

underlying deficit of around £0.25m, which represented an improved position on previous years. However, this position could improve on the final outcomes of funding cases already referred to, and members would receive feedback towards the end of the calendar year. Members noted the adverse gearing ratio which had been affected by land disposals taking place after the year-end. The financial health autoscore was acknowledged and would be moderated upwards as a result of the College's capital transactions.

Graham queried non-public funding suggesting there was a great opportunity for the College to increase this. The CEO responded confirming the College did need to generate commercial income for reinvestment into the College and this was something already undertaken via the commercial lettings, for example. New elements of commercial income opportunities, such as Learning for Leisure and Corporate Training, were being introduced and investigated. The CFO said leading colleges with commercial income had, in the main, achieved this from HE provision as a result of the high fee levels that could be charged for this. Graham suggested the College should look towards those sectors that both had a training budget and also enticing those who currently did not undergo training, which in the manufacturing sector was around 86%. Graham said the non-qualification sector was an opportunity and it was suggested the College focus on this; however, he acknowledged this would need support. The Chair asked the CFO to consider a target for this and come back to the Board, with the detail and support that might be needed for this.

CFO

25.11.13

David Williams queried cash balances and would meet with the CFO outside the meeting to discuss in detail.

HR Policies: Members noted that a number of policies were presented in line with good practice and as no comments were received, the policies (Redundancy, Probationary, Performance, Grievance, Bullying and Harassment) were approved.

16/13-14 Derby College Education Trust Activity Report

The CEO summarised the detail of the paper and in particular some of the actions that had already been implemented to try and bring about rapid improvement in core subjects in the Merrill Academy. Members considered the 2013 results, in particular those for English.

A brief update on the Studio School was provided.

17/13-14 Teaching, Learning and Assessment

The Chair commented that there was much detail in the report, and suggested this might be simplified moving forward. The VP briefed members on those areas showing as a risk. She outlined some of the actions that had taken place in connection with these, and confirmed there was some positive movement in performance.

The CEO explained the report format and highlighted areas for focus by members, which was aided by the colour-coding in the report.

Members noted the VP had volunteered to join Ofsted's group looking at data dashboards for FE, similar to those already in place

for schools.

The Chair brought members' attention to the first two pages of the report and requested focus on areas falling behind in terms of performance measures.

Nick Freeman queried the performance of Retail Academy data; the VP acknowledged the report showed learner numbers in that area were large, and many of these were on apprenticeships. The poor performance related to one large retailer contract and changes they had made.

Members noted a new appointment had been made to the post of Quality Manager.

18/13-14 Teaching, Learning Strategy 2013-14

The Chair asked for this item to be carried forward to the November 2013 meeting.

Clerk

25.11.13

19/13-14 Urgent Business

There were no items of urgent business.

20/13-14 Date of Next Meeting

The next meeting would take place on 25 November 2013 at The Joseph Wright Centre.

Staff and Student Representatives left the meeting. The CEO and CFO remained.

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

Signed: _____ Date: _____