



**MINUTES OF THE CORPORATION MEETING HELD ON
MONDAY 16TH MARCH 2015**

Present: Janet Morgan (*Chair*), David Grocock, Jonathan McCluskey, Kevin Slack,
Mandie Stravino

In attendance: Richard Deane, Michael Ford, Neil Fowkes, April Hayhurst, Richard Lee,
Kate Martin, Anita Straffon, Eileen Swan,
Heather Simcox (*Clerk*),
Rose Matthews (Assistant Clerk)

	Action	Date
61/14-15 PREVENT TRAINING		
It is a requirement of all FE Institutions to comply with the Prevent Duty in the Counter Terrorism Act 2015. Today's presentation delivered by the FE Prevent Officer for the East Midlands, was aimed at informing Governors of PREVENT Duty.		
62/14-15 Apologies for absence		
Apologies for absence were received from Chris Allwright, Phil Dover, Nick Freeman, Graham Schuhmacher MBE, Alex Skinner and David Williams.		
63/14-15 Declarations of interest, confirmation of eligibility and quorum		
All members were eligible and the meeting was quorate. Declarations of Interest were made for the Derby College Education Trust update for Derby College employees who were connected with Merrill Academy as Sponsor Governors and the Assistant Clerk who is Clerk of the Academy.		
64/14-15 Minutes of the previous meeting		
Minutes of the meeting held on 18 th December 2014 were approved as a true and accurate record.		
65/14-15 Matters arising		
41/14-15 The Support and Challenge Inspector met with members of the Board and gave feedback following the visit to the Vice Chair and CEO.		
47/14-15 College Self-Assessment Report: Actioned.		
48/14-15 Equality and Diversity Annual Report 2013-14: Actioned.		

66/14-15 CEO's Verbal update

The CEO delivered an update for the Board which included:

Ofsted Support and Challenge – feedback from the visit on 23 February 2015

All Board members received a 2-page summary from the Support and Challenge visit and the final report, now confirmed, would be circulated.

Clerk

18/05/15

The Support and Challenge Inspectors met with the Chair, Phil Dover and Graham Schuhmacher. Improvements made through the Board Development Programme were noted (Link Governor visits, re-introduction of the Curriculum and Quality Committee) and Inspectors were pleased with members' knowledge of the data dashboards. Positive reference was made to the setting and monitoring targets.

Areas for improvement were clearly identified. Members acknowledged criticism of the SAR as being too descriptive and in places overly critical. The Inspectors made recommendations such as; destination data needed to be included to help inform decisions and the need to improve Equality and Diversity and math and English opportunities in the classroom.

The Chair and the Clerk, who both attended this meeting, acknowledged the improved confidence of members to answer questions posed, and were pleased with the Inspectors' feedback on governance improvements.

The Clerk explained the Post Inspection Action Plan would be updated and presented to the next meeting of the Curriculum and Quality Committee. The Chair said the speed of improvement could be seen and that evidence of accurate data through the year needed to be in place to show Ofsted, even before the results.

Sector News, including Funding Announcements for 2015-16

The CEO reported that since the last meeting, both grant letters had been received and the funding information would follow later in the meeting; as anticipated, reductions would be applied significantly so for Adult Skills. For the College this would equate to £2.7m.

Priorities for the College continued to be apprenticeships and growth and making sure young people and adults are ready for the world of work, with additional funding secured from employers and businesses. The process for Apprenticeship funding channelled through employers was due to be announced imminently. Members acknowledge the existing good relations this College has with businesses.

24+ Learner Loans and higher apprentices continue to be a priority.

The CEO summarised some national news – a national college had been announced; Conservatives, if re-elected, would introduce 500 free schools in contrast to Labour, although both parties committed to the academies programme, and Derby City and Derbyshire County Council were considering a combined authority, similar to Manchester.

Mid-Year Forecast

The CEO presented the mid-year forecast. Income had dropped and there was a planned £90K end of year surplus.

ESF contracts had not been announced and it was hoped the successful bid would be announced in August.

Derby City are also facing substantial cuts and a discussion took place with regard to the social responsibility of the College, particularly with adult learners. Discussions followed on the AOC recommendations for a cost of living award, together with increments. Financial impact was noted and the CEO reminded members of the prior discussion around increments in

2014-15.

David Grocock said the report indicated a detailed cashflow forecast would be carried out. David pointed out the forecast showed £600K left in July 2016 and said the College would need overdrafts to get through 2016-17, suggested discussions needed to take place with the banks now.

David believed the financial forecast was ambitious on Adult Apprenticeship funding and he would feel more comfortable with more cost cutting being built into the forecast now. David accepted cost cutting was taking place but repeated that the forecast was ambitious.

Attention was paid to risks identified as 3.1 and 3.2.

April Hayhurst responded there was no doubt the ASB would be absorbed, and more income was expected.

A growth case had been submitted to the SFA for apprenticeships.

Funding Projections 2015-16

The Board received the allocations paper.

David questioned why the banding had gone down and asked if the College had planned to do this. The CEO explained the College had not maximised hours and a Business Case had been submitted to the EFA.

Franchising provision was discussed as well as the budgeting process. The CEO explained all elements of commercial income were being maximised which is why a CFO with commercial experience had been appointed.

David Grocock spoke of the disparity between the funding agencies and Ofsted, with funding cuts driving the need for commercial income and yet the requirement to have a social conscience.

67/14-15 Updated Self-Assessment Report

Richard Deane presented the Summary Self-Assessment Report, which had been amended to include:

- The overall judgement now supported by Teaching and Learning Assessment and Leadership and Management.
- Outcomes for learners (including EDIMS) updated with new QSR methodology
- Teaching, Learning and Assessment judgements strengthened with evidence of learner progress.

The CEO advised there would be an in-year draft of the Self-Assessment Report and Richard confirmed the document would be continually updated to ensure the data was up to date.

David Grocock said he felt the document had improved with the changes made and particularly liked the analysis between different groups of students.

68/14-15 Key Performance Indicators

Michael Ford presented the KPIs which were reviewed by exception.

The achievement and success targets were significantly down, but that is due to the time of year.

David questioned the financial targets and said he assumed they were

what had been discussed during the financial forecast. Richard Lee confirmed that was the case and this was just a repeat.

69/14-15 Quality Performance Reviews Summary

Vocational

Anita Traffon gave an overview of her area. Areas of concern were:

- Childcare attendance drop from 91-84%, which had now been resolved with the assignment of a Personal Coach.
- Staffing issues in Motor Vehicle due to the high volume of resignations; however, the Motor Vehicle offer would be redesigned to meet the skills shortages in vehicle body repair.
- Functional Skills/GCSE staff were working closely with the Assistant Head of Maths and English to ensure learners will achieve their qualification.

David Grocock questioned overall attendance. As full cost and schools provision were being incorporated into attendance figures and needed to be extracted to give an accurate picture.

Engineering

Neil Fowkes provided an update on his main area of concern which related to skilled/qualified staff shortages.

Kevin Slack asked if there was a problem in the sector. Neil confirmed there was said there was a similar problem at Rolls-Royce as there was not many young people going into the Engineering sector in the 1980's/90's and now there was a skills shortage.

Academic Studies and English and Maths

Kate Martin reported that Graham Schuhmacher had visited the Academy to look at the A Level Strategy and current data. Kate had done a lot of work on entry criteria and a reduction in numbers for A Level provision. Kate reported that Graham was heartened by the intervention carried out and A levels were now on track.

Attendance in English and maths were high risk. Curriculum areas were now treating English and maths as part of their curriculum and meeting with learners and parents.

Different recruitment strategies had been investigated for English and maths lecturers and the College had been awarded graduate status with bursary offer.

Landbased and Leisure

Eileen Swan reported that Public Services attendance had improved by 4% compared to this time last year and Sports has improved as a consequence of moving to Broomfield.

There had been poor attendance by a minority of students in English and maths and the area was meeting with learners and parents to get them back on track. Some parents had been employing private tutors for math and English which is why they were not attending sessions at College.

Organisational Quality Performance Review Summary

Richard Deane provided an overview of the OQPR Summary, in which 16-18 CBL showed a 1% increase for in-year retention.

The Teaching and Learning grade profile showed over 90% of good or better observations.

70/14-15 Strategic Risk Monitoring

Michael Ford provided Board members with an update on the re-establishment of the College's Risk Management Framework. The Risk Register would be discussed in detail at the next Audit Committee meeting.

71/14/15 Tuition Fees Policy

David Grocock said as the College did not have a Consumer Credit Licence it can only take a maximum of four instalments and asked, given how high fees were, if the College had considered getting a Consumer Credit Licence. The Clerk would raise with the Financial Controller.

The Tuition Fees Policy was approved by the Board.

72/14/15 Employee Code of Conduct

The Employee Code of Conduct was approved by the Board.

73/14-15 Learner Journey Report

The Board received the Learner Journey Report for information.

Anita Straffon made reference to the destination information and explained the final data was expected in April/May, although a positive picture was presented to date.

Kevin Slack asked why Motor Vehicle exclusions were so high. Anita explained the Team Manager for the area was really strict on attendance which is why the figures were higher.

74/14-15 Landex Peer Review

This item was received for information.

75/14-15 Management Accounts to January 2015

Management Accounts were covered as part of the earlier item, and noted by members.

76/14-15 Property update

This item was received for information.

77/14-15 Student Union Accounts 2013-14

The Student Union (SU) Accounts were received for information. The Clerk made reference to the lateness of the accounts and reported that a Board would be established to manage the SU. Representatives of the College would be Anita Straffon, Michael Ford and the Clerk.

David Grocock questioned the mis-statement of the prior year cash balance which the auditors recommended be written off. David asked if this was a petty cash theft. The Clerk said the College could not answer as they had no oversight of the SU and an external company manages their accounts. The Charity Board would closely monitor finances moving forward.

78/14-15 MBS Activity update

MBS activity had been presented as part of the CEO update.

79/14-15 Corporation Representation on DCET and MBS Limited

The Clerk reported that following the resignation of Lin Hinson, Janet Morgan had agreed to represent the Board on Derby College Education Trust and Mackworth Business Services Ltd.

HLS

18/05/15

80/14-15 Report from EMFEC/AoC East Midlands Governor Network of 11 February 2015

The Clerk reported that Graham Schuhmacher had attended the Network meeting and had provided feedback to the Clerk, much of which has already been addressed.

81/14/15 Report from the Curriculum and Quality meeting of 17 February 2015

The first Curriculum and Quality meeting took place on 17 February with Phil Dover elected as the Chair. The updated SAR and final SAR summary were presented with a request to the Committee to approve. Matt Bromley delivered a teaching and learning update, the College Summary QPR was presented and Ofsted expectations were discussed in preparation for the next Support and Challenge visit.

82/14-15 Report from the Audit Committee Training Session

Audit Committee members attended assurance training on 4 March. Kevin Slack reported of the move from traditional audit controls to a wider remit. The key to track this was the Risk Register, which will monitor all serious risks within the College. Kevin said traditional auditors were in place for this year, but given the move to a wider remit the Audit Committee was looking at different assurance moving forward. The Curriculum and Business planning cycle would be reviewed at the next meeting.

Currently, the Committee had two members from the Board with one co-opted member and Kevin called for a volunteer to sit on the Board, if only temporarily until the Board had recruited new members.

A Search Committee was due to convene soon and the Clerk called for any recommendations for new members to join the Board.

83/14-15 Report from the EMFEC Annual Conference

The CEO, Clerk, Assistant Clerk and David Grocock attended the EMFEC Annual Conference on 5 March, which focussed on learning for growth and what the future holds in store for further education.

The Clerk said it was interesting to hear the FE Commissioner during a small meeting with senior managers and governors.

84/14-15 Derby College Education Trust update

The Pre-Warning notice had now been published following the last DfE visit to Merrill Academy.

Heather Simcox is currently working with the Academy to develop the Principal and senior team. Michael Ford had delivered an inset day on Friday. The pace needed to be quicker. Ofsted had visited the Academy since the DfE visit and all the issues the DfE identified for issuing the Pre-Warning notice had been identified as improving by Ofsted.

Heather Simcox reported on a regional event she had attended which provided valuable insight for improvements and progress.

85/14-15 DBIS Report of 4 March

The Clerk circulated a summary paper of the DBIS Report and made reference to another communication from BIS received today 'Implementing Rigor and Responsiveness' which echoed much of the content of the CEO's update.

All Derby College employees left the meeting.

86/14-15 Report from Remuneration Committee – 16th January

Members went into private session (the CEO) remained, and the

Chair provided members with summary of discussions and outcomes from the Remuneration Committee meeting held on 16 January 2015.

The meeting finished at 6.55 pm

Signed: _____ Date: _____