



**MINUTES OF THE CORPORATION MEETING HELD ON
THURSDAY 18TH DECEMBER 2014**

Present: Janet Morgan (*Chair*), Phil Dover, Nick Freeman, David Grocock, Lin Hinson,
Jonathan McCluskey, Alex Skinner, Kevin Slack, Mandie Stravino, David Williams

In attendance: Neil Fowkes, Lesley Hatton, Kate Martin, Anita Straffon, Eileen Swan, Karen Tucker (*SAR
Agenda item only*)
Heather Simcox (*Clerk*)
Rose Matthews (Assistant Clerk)

Action Date			
43/14-15 Apologies for absence	Apologies for absence were received from Chris Allwright and Graham Schuhmacher MBE.		
44/14-15 Declarations of interest, confirmation of eligibility and quorum	All members were eligible and the meeting was quorate. No new declarations were made.		
45/14-15 Minutes of the previous meeting	David Grocock (DG) raised issue with the minutes in terms of them recording challenge governors make of areas. DG reminded members of challenge he had made (on page 4) in relation to Kate Martin's (KM) where response received confirmed data was inaccurate as a result incomplete data in the ILR.	the area, of	
	Minutes of the meeting held on 24 th November were approved as a and accurate record subject to the change referred to above.	true	
46/14-15 Matters arising			
34/14-15 Health and Safety Annual Report 2013-14 – Members acknowledged they had received Pam Stanley's (PS) update and Freeman (NF) confirmed a meeting had been arranged with PS and Graham Schuhmacher (GS) in the New Year.		Nick	
38/14-15 Financial update – Lesley Hatton (LH) reminded members the action related to debt and terms; she confirmed action had been taken to ensure overdue debts were accurately reported. The VAT issue by DG was in progress.		raised	
41/14-15 Ofsted - Actioned – Members agreed to take up the offer made by the Support and Challenge Inspector of a meeting with the Board, and it was hoped to arrange this for March 2015. 2014		CEO	March
47/14-15 College Self-Assessment Report			

SAR 13/14

Members acknowledged receipt of the full document, and it was noted a summary SAR had been produced, which was tabled. Karen Tucker (KT) presented headlines from the report. (Presentation attached to minutes).

The Student Governor raised query over learning support as he had learnt some students no longer received support. KM responded and explained that changes in funding rules resulted in some learners no longer being eligible. However, Anita Straffon (AS) said any learners claiming to require support should be encouraged to raise this with their personal coach and an assessment could be carried out.

The Chair reminded members of their role in approving the self- assessment report 2013-14. NF said he found the full report overwhelming, and would question its value, suggesting it could be better presented outlining the assessment of 2013-14. A summary document had been tabled, and each faculty lead had previously circulated summary in relation to the academies within their own areas.

DG felt the report was hard to read and raised concern with the layout, data presentation and some of the judgements that had been made. He suggested the following be addressed:

Page 7 – reference to “small minority” – querying if it was a small minority we would not be seen to have a problem with success and value added.

Page 9 – the second paragraph, first sentence did not make sense in relation to youth unemployment.

Page 16 – inconsistent table headings.

DG felt it was confusing to show two data tables for each category and suggested putting in the national rate line on the bar chart with retention, achievement and success. He asked where the 16-18 short data was and the national benchmark for long entry level. DG summarised CBL by saying the College had issues across the range for 16-18 but for adults it needed to improve in long level 1. Issues were mainly with male students. There were also issues with black and mixed race at 16-18 and all non-white 19+.

Page 30 – success gap had increased to 2%, not by 2%.

DG asked if progression data in A2 was good bad or indifferent, querying how this was benchmarked. There was no summary of classroom observation data.

The heads on the table columns in the appendices needed to be clear.

KT responded and confirmed areas under-performing had been identified and would fall under the action plan, as a whole-college, but a member of staff had been tasked with looking at specific groupings.

DG suggested the Board should focus on specific issues, rather than the mass of information – a small number of big things should be focussed upon. There was agreement to this.

The CEO advised that the SAR would be sent to the support and challenge inspectors for comment.

The Chair requested KT pick up the task of reworking the document,

and circulated to members for comment, providing a summary by mid-January.	KT/RD	Jan '15
Phil Dover (PD) suggested outlining the Ofsted criteria and RD Jan evidencing how the College stood against each.	'15	
<u>Academy Summary</u>		
AS presented the gradings for each of her academies, which showed comparison against previous Ofsted reports. AS presented rationale for each of the gradings and also indicated the probable in 2014-15 as a result of actions already taken to address some	grade areas.	
Construction and Motor Vehicle were highlighted as remaining as concern and the reasons for this, including retention. However, AS confirmed there was an improving trend, albeit below national average.		
Neil Fowkes (NF) presented the gradings for his area, explaining what was included in each academy. NF highlighted the issues, which included retention and confirmed plans were in place aimed to improve this in the current year. NF confirmed around half of the Engineering numbers would be subject to HE review. NF outlined plans that had been developed that gave learners clear progression pathways.	the	
Eileen Swan (ES) explained how her area was split, and outlined the self-assessment grades. Members noted the weakest area of landbased provision was environmental conservation and reasons this. 19+ presented issue in relation to retention as a result of the external demands upon these learners.	for	
ES identified issues in sport, and provided summary of some of the actions taken to address these, which were already presenting progress in terms of value added. A gender gap in sport was evident with females outperforming males significantly and more would be done to support male learners.	work	
Public Services presented good success rates for 16-18 learners, value added was low. Development for both students and staff had place to ensure stretch and challenge.	but taken	
KM highlighted the sector areas included in the academic studies academy, and confirmed that the decision to raise the entry criteria already showing positive benefit.	was	
Members noted the change in The Arts compared with the May inspection, and KM said this was as a result of some poor retention, however this was improving this year.	2014	
In terms of English and maths, structural changes now completed intended to sustain improvements. Issues related to the quality of teaching, and some staff had exited the College as a result. KM assured members of the drive for continual improvement, and being made to recruit core staff.	were efforts	
Members noted the change in terms of Health and Care, where the concern related to early years, although some progress was being this year.	main seen	

48/14-15 Equality and Diversity Annual Report 2013-14

DG made comment against page 17 and performance around success by ethnicity. The report did not emphasise that some minority groups performed worse than other groups. PD concurred and said ethnic groups should be identified. Richard Deane (RD) **KT/RD Jan '15** asked to review this.

would be

49/14-15 Equality and Diversity Policy 2014-15

It was noted the Policy was being referred for legal advice and once received, would be circulated to members, with changes tracked, approval.

for

50/14-15 Quality Improvement Plan 2014-15

Members approved the Plan, having already noted some planned actions to bring about improvements.

51/14-15 Report from the Audit Committee, including Audit Committee Annual Report 2013-14

The Chair of the Committee, Kevin Slack (KS), reminded the Board of the responsibilities of the Committee. KS reported positive assurance the Committee and how this had been arrived at, which included SFA, Ofsted, IA Provider reports. KS confirmed positive assurance relation to the external audit, and reported a property valuation had place to support the final accounts.

from the in taken

KS summarised discussions at the meeting of the Committee on 25 November, which included the findings of the Committee's selfassessment. KS said the Committee had raised concern over stresses on the finance function, and in particular the Financial Controller whose workload was acknowledged as being particularly

the large.

DG requested continuation of summary risks, funding targets and meeting accommodation costs. The Clerk confirmed the Audit Committee would meet separately to review and scrutinise the risk register.

52/14-15 Members' Report and Financial Statements 2013-14 □
Management Letter □ **Representation Letter and College Accounts** □ **Representation Letter and MBS Accounts**

DG had raised queries outside of the meeting, and these had been incorporated into final accounts. Members confirmed they were content with financial performance. **Approval for the 2013-14 Accounts was given.**

53/14-15 Financial Update, including Management Accounts to October

2014

The Financial Controller (LH) presented the management accounts to October 2014, which showed income was down, which was negated by reductions in both pay and non-pay costs. Actual funding data would be included in this month's accounts, and she confirmed costs were being controlled in terms of income, although income was down.

DG had raised questions outside of the meeting with the Interim FD, in relation to the drop in income. DG felt positive that if savings continued to be made, the College could cope with the reduced income negating the need to cut costs. In terms of cashflow projection, at the end of July 2016, it could be argued that the accommodation projects had been underfunded. Moving forward the College may need overdraft facility and DG suggested a view of 18 months in advance should be taken, which he had discussed with the Interim FD.

54/14-15 Strategic Risk Monitoring

This had already been covered in previous agenda item.

55/14-15 Policy Update

HR Relationships at Work

The previously circulated Policy was approved.

IT Security Policy

To follow in the New Year, approval will be sought in January as a special item.

56/14-15 Governance Business

Performance Management and Remuneration of the Principal/CEO and other Senior Post-holders

The Chair outlined the proposal, as already circulated, and members approved the process for performance review and remuneration of Senior Post-holder.

57/14-15 Report from the Search and Governance Committee

David Williams (DW) delivered a verbal report following the earlier Search and Governance Committee, key points included:

The Committee proposed Nick Freeman's term be extended for another two-years. **The Corporation agreed to appoint Nick Freeman for a further 2 years – 1 February 2015 – 31 January 2017.**

The remaining members ending July 2015 would be reviewed again in February/March 2015 by the Search and Governance Committee.

In terms of future membership, a proposal was made to look to increase membership by two members and members were invited to make recommendations.

A request was made for another member to join audit committee. No-one volunteered, and it was agreed new members would be appointed with a view to joining the Audit Committee.

58/14-15 Derby College Education Trust update

The Chair of the Trust, NF, outlined the key issues in the Trust's single academy, which included the deficit budget. Basic issue related to student numbers. The Audit Committee of the Trust had requested the drawing up of a 3-year business plan. Formal service level agreements had been requested for the services provided by the College. The Academy received had a clean audit and accounts would be filed on time. NF provided summary of the Academy's Ofsted. Heather Simcox (HLS) went onto inform members of a visit by the DfE on Friday and summarised the verbal feedback that had been received. NF confirmed he had attended an event with the senior team of the Academy on Monday, and was assured the team were aware of what they needed to do in order to achieve the required improvements to student outcomes.

59/14-15 Public Value Statement

Members approved the Statement.

60/14-15 Confidential minutes of the meeting held on 24 November 2014

The minutes were approved as a true and accurate record.

The meeting finished at 6.55 pm

Signed:

Date:
