



**MINUTES OF THE CORPORATION MEETING HELD ON  
THURSDAY 23 MAY 2013 AT 5.00 PM AT BROOMFIELD HALL**

Present:

Janet Morgan (*Chair*), Bill Chaplin, Nick Freeman, Luke Harman, Lin Hinson, Debra Martin, Jonathan McCluskey, Tim Park, Brian Powell, Lee Pratt, Kevin Slack, Mandie Stravino (*Principal & Chief Executive*)

In attendance:

Andrew Hartley (*CFO*), Dawn Kemp (*Vice Principal*), Heather Simcox (*Clerk*)

**PART ONE - GENERAL MINUTES**

	Action	Date
<b>88/12 Apologies for absence</b>		
Apologies for absence were received from Sunny Chandhoke and Bernadette Doyle.		
<b>89/12 Declarations of Interest, Eligibility and Quorum</b>		
The Clerk declared that she was a Governor at Lees Brook School, which would be referred to under agenda item 6 of today's meeting. All members were eligible and the meeting was confirmed to be quorate.		
<b>90/12 Minutes of the last meeting</b>		
The minutes of the meeting held on 27 March 2013 were approved and signed as a true record.		
<b>91/12 Matters arising</b>		
48/12 Financial Regulations: The CFO would present in July.	<b>CFO</b>	<b>22.07.13</b>
64/12 Self-Assessment 2011-12 and Quality Improvement Plan: Agenda item 10 of today's meeting refers.		
81/12 National Policy Update:: Agenda item 10 of today's meeting refers.		
82/12.3 Finance and Resources: The CFO confirmed detail was included in the management accounts presented with agenda item 9.		
83/12 Key Performance Indicators: Agenda item 11 of today's meeting refers.		
<b>92/12 Update from the Chair</b>		
<b>92/12.1 Training Event: Preparing Governors for Ofsted Inspection, 8 May 2013</b>		

The Chair reported on the training event that had taken place on 8 May 2013, and acknowledged the input from those present. It was agreed the event was worthwhile and was helpful in understanding criteria for inspection of governance.

Members considered the findings from the questionnaire that followed the presentation and noted plans were in hand to make improvements. The Chair confirmed the intention to hold similar events in the future.

## **93/12 Search and Governance**

### **93/12.1 Minutes of the meetings held on 25.03.13 and 08.05.13**

Members received the minutes of the meetings for information. It was noted actions listed were in hand and the Chair outlined what these were.

### **93/12.2 Report from the Search and Governance Committee**

The Chair reminded members of the background to seeking new members to join the Corporation. The paper presented details of three candidates proposed by the Committee: Philip Dover, Peter Richardson and David Williams. The Chair briefed members on meetings that had taken place.

**Corporation members agreed to invite Philip Dover, Peter Richardson and David Williams to join the Corporation for a two-year term from 1 August 2013.**

CLERK

*Bill Chaplin joined the meeting.*

The Chair thanked Bill Chaplin, Debra Martin, Tim Park and Brian Powell for their contribution to the governing body over a number of years.

The Chair reminded members of the requirements in terms of staff and student members.

**Corporation members agreed to instruct the Clerk to seek one student member and one staff member for the 2013-14 academic year.**

CLERK

Bill Chaplin presented two further candidates for future consideration to join the Corporation.

### **93/12.3 Code of Conduct**

The Chair outlined updates that had been incorporated into the revised Code of Conduct presented, which were in line with guidance from Eversheds.

**Corporation members approved the Code of Conduct and this would now be appended to the standing orders.**

CLERK

#### **94/12 Appointment of Chair**

The Clerk reminded members that they would be required to appoint a Chair for the 2013-14 academic year at the July meeting of the Corporation. Any members wishing to put themselves forward for this role should inform the Clerk by 12 July 2013.

#### **95/12 Strategic Risk Monitoring**

The CFO informed members that the risk register had been reviewed and amended in line with comments made at the last meeting and members noted the high level risks.

In terms of achieving good in Ofsted, risk 12 attempted to address this. The CFO referred members to risk 2 and 22 and highlighted the differences between these. Risk 13 and risk 4 were noted as being similar. The CFO confirmed there was overlap, however, one was considered as an operational risk and therefore had a different emphasis.

The CFO would reflect comments made by members in the risk register moving forward.

Members were alerted to some potential litigation matters.

#### **96/12 Report from the Chief Executive**

Policy: The CEO highlighted the main aspects of her report including the implications of the key policy that had been announced with the publication of the skills strategy *Rigour and Responsiveness*.

The drive for raising standards was noted and the focus that has to be given to teaching, learning and assessment and the role of governance in this.

Traineeships were considered and it was noted that grade 3 or grade 4 providers would not be permitted to deliver traineeships, and the same criteria was being applied for the delivery of full-time 14-16 provision. It was noted the College would not be submitting an application for enrolling 14-16 year olds from September 2013 and had the option to pursue this later.

Ofsted: The CEO confirmed the College had taken advantage of Ofsted's offer of a post-inspection review. This had taken place today and feedback received had been positive. The Inspectors had been to three of the four main campuses and had met with learners.

Digital Studio College: Detail contained in Confidential Minutes of this meeting.

Curriculum Developments: The Vice Principal outlined curriculum developments. She confirmed that all curriculum areas were already engaging and interacting with businesses and business plans had been drawn up by the different areas and considered local economic needs. The VP provided the example of the 'Get Energy' project as being an engaging initiative with business that would bring commercial income in the long-term.

The VP outlined current practices that met the requirements of 'study programmes' and confirmed a significant number of work placements were already in place.

Members' attention was drawn to the outcomes of the sub-contractor observations that had taken place. .

Property: Detail contained in Confidential Minutes of this meeting.

HR Matter: The CFO reported the restructuring proposal had been communicated to staff on 25 April and a forty-five day consultation period was underway. A week extension, at the request of one TU, had been agreed.

#### **97/12 Teaching, Learning and Assessment**

The VP tabled the 'Academy Performance Dashboards'. As this was the first time data had been presented in this format, the CEO requested feedback from members. Four areas currently being reviewed by the recently introduced Quality Boards were noted.

The VP presented the detail of the report and members scrutinised the content and questioned how gradings were applied. It was noted targets for headline measures were included in the KPI report, as was the national average. The VP informed members of the content of the Quality Performance Reviews that were carried out internally on a monthly basis. Teaching and Learning observations were carried out daily. Grade 4 results and actions that had taken place were noted.

Members noted another key measure came from the 'learner voice' and were reminded of the ways feedback from students was sought. Detail around achievement gaps in each area would be included in future reports.

Tim Park requested detail of learner numbers for each academy and the Chair requested significant movements in areas occurring between meetings are highlighted at each meeting.

**VP**

**ON-  
GOING**

**98/12 Key Performance Indicators**

Management accounts to March 2013 were noted and it was confirmed all lines were on target.

Moving forward, the impact of 24+ loans was considered, together with the College's actions to address potential financial impact.

Attention was given to the ASB which was on track to achieve targets. Apprenticeship numbers were noted and members were reassured that overall these were up on the same point this time last year. Attendance data was noted, and published benchmarks were not available.

The VP referred to lesson observation data and confirmed the detail of this was provided in the teaching, learning and assessment report.

The CFO referred to adverse variances on non-pay that had been reported and assured members these were timing issues and there were no concerns.

**9912 Urgent Business**

Members were reminded of the invitation to attend this year's Peak Awards on 27 June.

As this was his last meeting, Tim Park addressed members and wished the CEO and her team the best for the future. His experience as a board member had been great, something he had thoroughly enjoyed.

Bill Chaplin suggested establishing a 'Friends of Derby College', and the Clerk agreed to issue regular mailings of College news to former members, as well as invitations to College events.

**100/12 Date of next meeting**

The next meeting would take place on 22 July 2013.

There being no further business, the meeting finished at 6.50 pm

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

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