



**MINUTES OF THE CORPORATION MEETING HELD ON  
MONDAY 10 OCTOBER 2016 AT 5.00 PM  
IN THE BOARD ROOM AT THE ROUNDHOUSE**

Present: Janet Morgan (*Chair*), Jack Atwal, Tim de Ville, Phil Dover, Nick Freeman, Kevin Slack, Simon Smith, Mandie Stravino, David Williams

In attendance: Jon Fearon, April Hayhurst, Heather Simcox, Anita Straffon  
Rose Matthews (Clerk)

		Action	Date
01/16-17	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Charlie Baker, Jonathan McCluskey and Graham Schuhmacher.		
02/16-17	<b>Declarations of interest, confirmation of eligibility and quorum</b>  All members were eligible and the meeting was quorate. David Williams declared he was a member of the D2N2 LEP Board; all other declarations remained the same.		
03/16-17	<b>Minutes of the previous meeting</b>  The minutes of the meeting held on 18 July 2016 were approved and signed as a true and accurate record.		
04/16-17	<b>Matters arising</b>		
99/15-16	The Business Improvement Director had revised the risk report to cover health and safety matters.		
05/16-17	<b>Chief Executive Update; including:</b>  <b>Government Policy</b>  The CEO provided a policy update, which included the following: <ul style="list-style-type: none"><li>• Appointment of the FE Commissioner;</li><li>• Peter Lauener appointed as acting CEO of the new Institute for Apprenticeships in addition to his current roles – CEO of both the EFA and SFA;</li><li>• The Government's Autumn Statement was due for release on 23 November 2016;</li><li>• Launch of consultation (until 9 September) on social care common inspection framework;</li><li>• Uncertainty over post-Brexit rules for students, staff and regional funding;</li><li>• Derby announced as an 'Opportunity area' by the Secretary of State;</li><li>• The new Register of Apprenticeship Training (ITT) had been delayed;</li></ul>		

		Action	Date
	<ul style="list-style-type: none"> <li>• Bursaries for trainees who want to teach English or mathematics in FE in 2016-17 were available, and</li> <li>• Key headline events/activities were shared that had taken place since the last meeting.</li> </ul> <p>The CEO presented a report to the Board on the forthcoming Area Based Review. The Board were asked to consider their position statement.</p> <p>A discussion ensued with regard to the data shared at the LEP skills refresh consultancy meeting. The CEO agreed to raise with the LEP</p> <p><b>The Board approved the statement presented and its insertion in the response to be submitted by 21 October 2016.</b></p> <p>The CEO formally thanked Phil Dover who represented the Board on the SAR validation panels during October.</p>		
<b>06/16-17</b>	<b>Enrolment Report 2015-16</b>		
	The Deputy Principal provided a verbal report on enrolments to date.		
<b>07/16-17</b>	<b>Safeguarding Policy Review</b>		
	The Deputy Principal Education and Learner Experience presented the Safeguarding Policy. The key revisions related to title changes.		
	<b>The Board approved the Safeguarding Policy.</b>		
<b>08/16-17</b>	<b>Academic Misconduct Policy</b>		
	The Deputy Principal Education and Learner Experience presented the Academic Misconduct Policy. Minor changes had been made which related to role responsibilities and title changes.		
	<b>The Board approved the Academic Misconduct Policy.</b>		
<b>09/16-17</b>	<b>Annual Complaints and Compliments Report</b>		
	The Board received the Annual Complaints and Compliments Report. A total of 84 complaints had been received for the 2015-16 academic year.		
	Nick Freeman questioned how many had proved to be correct upon investigation. The Deputy Principal Education and Learner Experience said all complaints were factual. Investigations and responses were carried out in line with timelines stipulated.		
<b>10/16-17</b>	<b>Safeguarding Report 2015-16</b>		
	The Annual Safeguarding Report informed the Board of the safeguarding disclosures reported for the academic year 2015-16 and the actions taken to ensure effective safeguarding practices and processes were in place.		
	There was a slight decline in the total number of disclosures in 2015-16 to 328 compared to 364 in 2014-15.		

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21/10/16

	Action	Date
<p>The Link Governor for Safeguarding, Jonathan McCluskey, attends the Safeguarding Board four times a year, which consists of safeguarding representatives from across the organisation.</p> <p>Nick Freeman asked if there was any benchmarking information to indicate if the figures were good or bad. The Deputy Principal Education and Learner Experience explained it was difficult to benchmark as every case was different and it is reliant upon an individual to identify what they consider to be a safeguarding issue.</p> <p>The CEO explained there were some key themes nationally, for example self-harm.</p> <p>It was noted the College had received very good feedback from Ofsted on safeguarding and the work the College did with other organisations.</p>		
<p><b>11/16-17 Management Accounts to July 2016</b></p>		
<p>The CFO summarised his report and highlighted it was a positive year last year in terms of progress made on the bottom line against the EBITDA methodology and said there was strong performance in what the College was doing moving forward.</p> <p>Although the College aimed to minimise partnership activity in 2016-17, approval was sought to continue to work with three existing partners, Betol, Children First and Chameleon.</p> <p>At a meeting with the SFA the College's growth strategy was discussed and the potential to secure additional funding was raised. There was a risk in that the growth could be taken on by the College and then not be funded. The CFO wanted to be sure there was money for growth before the College committed.</p> <p><b>On the basis presented, the Board approved sub-contracting to the three existing partners.</b></p> <p>David Williams questioned the £485K over budget relating to Pay Costs and asked why incremental rises were not included in the budget. The CEO explained increments had been included, and the agreement was made at the last meeting to pay increments.</p> <p>The Chair of Audit Committee summarised, the year-end turned out better than expected.</p>		
<p><b>12/16-17 Employer Engagement update</b></p>		
<p>The Deputy Principal – Employer and Economic Affairs provided a verbal update on the partnership work to date, and key contracts. This included work with JLR, SIGMA, Sky Recruitment and DHL.</p> <p>A new Business Development Manager had been appointed to work on the levy business.</p> <p>Jack Atwal left the meeting at 5.55 pm.</p>		
<p><b>13/16-17 Strategic Risk Monitoring</b></p>		
<p>The Deputy CEO summarised his report which detailed the high priority risks identified in the Corporate Risk Register and gave a</p>		

	Action	Date
<p>summary of current litigation action being taken against the College.</p> <p>The Audit Committee would review the top 25 risks at its meeting in November, however some key risks and a summary of the preventative controls were shared.</p> <p>Litigation against the College was discussed. Case SB had been resolved with the College's cleaning contractor admitting liability. The College had admitted liability for Cases TC and BP with pay-outs incurred. It was asked if the College was insured and the Deputy CEO confirmed these cases were covered by the College's insurance and they would take on cost of all legal action.</p> <p>No significant incidents relating to Health and Safety or Safeguarding had been reported.</p>		
<p><b>14/16-17 Derby College Education Trust Report</b></p> <p>The Chair of the Derby College Education Trust summarised key developments to date in relation to the Trust.</p> <p>The Ofsted Inspection in June placed the Academy in special measures, the report was officially released in September 2016.</p> <p>The exam results were disappointing and have taken a backwards step from the previous year. Analysis has been taking place, but there does not appear to be a specific subject that has brought the grades down. The Trust Chair noted there had been a toughening of grade boundaries. Statistically the Progress 8 measure, which will be the official measure put the Academy in a better position.</p> <p>The Deputy CEO said she felt confident the Academy now had the right Head in place, who was motivating the staff and students. She had been in dialogue with Ofsted who have accepted the Statement of Action submitted. They had agreed to provide support and challenge visits, which the Academy are waiting to receive notification of.</p>		
<p><b>15/16-17 Key Performance Indicators</b></p> <p>The Deputy CEO presented the overall KPIs and members noted some indicators had been covered in detail earlier.</p>		

**16/16-17 Curriculum and Quality Committee**

- **Agree the Chair and membership of the Curriculum and Quality Committee**

Members nominated Phil Dover as Chair of the Curriculum and Quality Committee and agreed to retain the membership of 2015-16 – Janet Morgan, Graham Schuhmacher and Mandie Stravino. Tim de Ville was invited to join the Committee and accepted.

- **Report from the Chair of Curriculum and Quality Committee**
  - **Minutes from the meeting held on 21 September 2016**
  - **Terms of Reference**
  - **Organisational QPR, including Annual Learner Behaviour Report**

The Chair of the Curriculum and Quality Committee shared his report from the meeting and summarised the main action points, which included:

A Level results summary and consideration of future entry criteria; GCSE pass rates, and HE.

The Committee Chair (as Link Governor for HE) had met with Robin Webber-Jones to discuss academic standards and the robustness of the assessment process. Governors have to sign off the quality assurance process as part of the new regulations.

The Committee reviewed and recommended the Curriculum and Quality Committee Terms of Reference for approval.

**The Board approved the reviewed Terms of Reference.**

**17/16-17 Audit Committee**

- **Agree Chair and membership of the Audit Committee**

Members nominated Kevin Slack as Chair of the Audit Committee and agreed to retain the membership of 2015-16 – Jonathan McCluskey, Jack Atwal and Rosslyn Green (co-opted).

**18/16-17 Search and Governance Committee**

- **Agree Chair and membership of the Search and Governance Committee**

Members nominated David Williams as Chair of the Search and Governance Committee and agreed to retain the membership of 2015-16 – Janet Morgan and Mandie Stravino.

*Staff members left the meeting.*

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