



**MINUTES OF THE CORPORATION MEETING HELD ON
THURSDAY 19 DECEMBER 2013 AT 4.00 PM AT NO 2 ROUNDHOUSE ROAD**

Present: Janet Morgan (*Chair*), Phil Dover, Nick Freeman, Luke Harman, Lin Hinson, Melanie Lanser, Jonathan McCluskey, Kevin Slack, Mandie Stravino, David Williams
In attendance: Andrew Hartley (*Chief Finance Officer*), Dawn Kemp (*Vice Principal*), Heather Simcox (*Clerk*)
Karen Tucker (*Audit and Compliance Manager*) – part one of meeting only

PART ONE - GENERAL MINUTES

The CEO introduced the self-assessment item, explaining its purpose, and confirmed that despite this no longer being a mandatory requirement, the College had opted to continue with the traditional timeline for this document. She explained the purpose of the quality improvement plan in connection with this.

The Chair reminded members of the importance of each document, and the need for members to support the contents of each.

46/13-14 Self-Assessment Report 2012-13

Karen Tucker briefed members on the content of the latest Ofsted Annual Report and the key findings of the Chief Inspector. Members noted the increased emphasis on improving teaching and learning and how this had shifted over the last year.

Members noted the College's success rates were showing an improving trend for Learner Responsive, Apprenticeship overall success rates were below national average but had recovered against the previous year. Workplace learning was showing a gradual decline and members recalled discussions at the last meeting in relation to this and the causes.

Members reviewed the gradings for the subject sector areas and noted movements since 2011-12. The Chair queried the position of those areas that had been the focus of the quality boards during 2012-13, and the VP outlined progress made.

Karen presented the College's overall gradings and the Vice Principal explained movement and rationale for grades. Members noted the importance of employability skills, English and maths for students and considered the College's approach to embedding these.

Members considered actions that had been taken since the last inspection which evidenced positive movement in grades of Quality of Teaching, Learning and Assessment.

The key strengths of Leadership and Management were noted.

An outline of the validation process was presented, together with actions that would take place for areas considered to be under-performing. The CEO reiterated the role of the quality boards.

Members probed the AS and A2 data and the progress being made by learners, noting the ALPs score had increased. The requirements relating to English and maths were considered and actions taken by the College to ensure these were addressed.

HE Self-Evaluation Document: The Vice Principal presented summary assessment of the College's HE provision. The VP explained why some actions were being carried over to the following year.

47/13-14 Quality Improvement Plan 2013-14

Key actions of the quality improvement plan were presented.

The Vice Principal informed members of areas where the College had more work to carry out to bring about further improvements. Karen went over the key points requiring action and presented details of specific areas. She confirmed there would be measures in place that would enable progress to be monitored.

The Chair asked members to consider governance and the arrangements for this. She directed a question to the staff and student members asking if they felt the self-assessment was an accurate reflection of the College. The staff member returned to 'overall effectiveness' and 'outcomes' gradings. It was felt appropriate response and assurance had been received from the presentations. Luke presented the student perspective and confirmed accurate reflection.

The CEO reminded members of the outcome of leadership and management, and specifically governance at the last inspection. Members agreed there had been a positive shift in governance, with arrangements now enabling more regular and effective scrutiny of essential matters

The self-assessment report, HE self-evaluation document and quality improvement plan were accepted by members.

48/13-14 Equality and Diversity Report 2012-13

The VP presented the key aspects of the report and summarised the conclusions of the report which indicated positive movement in the year on some areas. The document would be posted on the College's website and available for public viewing.

It was noted that staff and students do not always complete E&D monitoring forms and Luke, who sat on the College's Health and Well-Being Group, said there had been issue raised on the wording of questions and this was being revisited.

The Chair acknowledged that the full document had been presented to the Board, and while this was a long document, it was clear that a great deal of good work had been undertaken. Focus was given to local demographics and movements anticipated. It was noted that limited staff recruitment last year had impacted upon staff ethnicity not matching the student population.

Members agreed with the conclusions and recommendations contained within the report, approved it and agreed wider publication.

PART TWO

49/13-14 Apologies for absence

Apologies for absence were received from Sunny Chandhoke and Graham Schuhmacher.

50/13-14 Declarations of Interest, Confirmation of Eligibility and Quorum

No notice had been received of any Governor becoming ineligible to hold office and the meeting was confirmed to be quorate.

Luke declared an interest in item 14, SU reports.

51/13-14 Minutes of the last meeting

The minutes of the meeting held on 25 November 2013 were approved and signed as a true record.

52/13-14	Matters arising		
48/12	Financial Regulations: agenda item 15 of today's meeting referred.		
15/13-14	Commercial income: this item would be carried forward.	CFO	10.03.14
53/13-14	Communications		
53/13-14.1	Ofsted – Chief Inspector's Annual Report 2012-13: The main findings were noted from an earlier presentation in relation to the self-assessment report and quality improvement plan.		
54/13-14	Report from the Chair of the Audit Committee:		
	<ul style="list-style-type: none"> • Minutes of the meeting held on 22.11.13 • Audit Committee Annual Report to the Corporation, incl Internal Audit Annual Report • Audit Committee Terms of Reference 		
	<p>The Chair of Audit provided a précis of the meeting that was held on 22 November. KPMG provided an unqualified opinion and members noted the results for the year and the positive movement in the operating position, excluding all property transactions. The Chair summarised KPMG's audit highlights memorandum and management letter. He brought attention to the recommendation to review the carrying value of the College's property. The CFO confirmed this was in respect of the relationship to DCET and external property valuations would be sought. More of a link between finance system and student records system was also recommended.</p> <p>The Corporation adopted revised terms of the reference for the Audit Committee.</p> <p>The Corporation understood there was more flexibility for the Audit Committee to seek wider expertise over the traditional internal audit firm, and Committee members would pursue this with the CFO and Clerk in the New Year.</p>		
55/13-14	Members Report and Financial Statements 2012-13:		
	<ul style="list-style-type: none"> • Letter of Representation to the External Auditor • Reconciliation of July Management Accounts • Derby College Accounts • Subsidiary Company Accounts 		
	<p>The CFO outlined the underlying operating position which was showing an improvement on the budget for the year. The CFO confirmed financial plans moving forward to further improve this. The College's overall financial grading was satisfactory.</p>		
	<p>Members noted the contents of the letter of representation to KPMG and members were asked to approve the signing of this letter.</p>		
	<p>There was little movement in the July management accounts. The pension deficit was noted. The accounts of the two subsidiary companies were noted.</p>		
	<p>The Chair queried the pension deficit and the CFO informed members of a change that would come into effect from April 2014,</p>		

from which a 1%-2% increase was anticipated.

The Corporation approved the members report and financial statements and the signing of the letter of representation to KPMG.

56/13-14 Key Performance Indicators

The CFO said there were still issues with the funding software in the sector and the data service were working through errors trying to resolve this. Members noted learner numbers against targets were on track. The CFO informed members of the latest announcement by the EFA of a 17.5% funding cut for 18 year olds. The impact of this, if progressed, was considered.

Members were informed that the SFA had indicated they would not be funding over-delivery from the previous year, and this would have to be carefully managed during this academic year.

Members considered retention and attendance data and members would be interested to see the position for the same time last year.

Members noted the position of lesson observation gradings. HR indicators were considered.

VP

10.03.14

57/13-14 Management Accounts to October 2013

Members received the accounts to October 2013, with the caveat of issue over funding data as a result of the data service still working on the funding software. Pay was running favourably and non-pay was adverse although this was considered to be a timing matter. Tuition fees required further work.

58/13-14 Strategic Risk Monitoring

The CFO presented a report on risk management and litigation and highlighted learner outcomes for the College's students, and the learner outcomes for the students at the Merrill Academy as requiring significant and continued focus. There had been no notice of any new litigation.

David queried the risk rating for risk number 20, suggesting this was too high. The CFO advised this rating had been applied as a result of the uncertainty over how the LEPs will engage in funding. The CEO confirmed the College was engaging with the LEP. Nick referred to risk 10 and the CFO responded on capital options moving forward.

59/13-14 Pay Award

The CFO informed members of the outcomes of negotiations national undertaken by the AoC and TU responses. Members discussed the merits of awarding the pay award, as well as the impact of this. Deliberation took into account the national position.

Members approved the awarding of a pay award, from 1 January 2014, of 1%.

60/13-14 Strategic Plan 2014-17

Members acknowledged their own involvement in the development of the strategic objectives and the wider consultation, including with the LEP. Members noted the emphasis of the objectives and the relevance of approving the objectives now, in order to tie in with whole college planning day on 6 January 2014. Members considered the language of the plan, and noted the different audiences across the Group.

Jonathan suggested improvements could be made to the language style, and others agreed, commenting that sentence structure could also change.

The Corporation approved the objectives confirming the direction and ethos were appropriate. However, a review of terminology and sentence structure would be undertaken to ensure clarity and simplicity of messages.

CLERK JAN '14

61/13-14 Sub-Contractor and Partnership Report 2013-14

The CFO presented a report that showed the College's sub-contracted provision, reviewing performance of 2012-13 and arrangements for 2013-14. Members noted the contents of the report and requested this provision was monitored closely throughout the year.

Jonathan McCluskey left the meeting.

62/13-14 Students' Union:

- **Accounts 2012-13**
- **Service Level Agreement**
- **Activity Report**

The CFO presented a summary of the accounts, which showed positive performance.

Luke reported that the service level agreement came into force as a result of an internal audit recommendation. Luke provided some key headlines from the SU Activity Report.

Members congratulated the SU on work undertaken.

63/13-14 Financial Regulations

The CFO confirmed the regulations had been reviewed in line with the CIPFA model for colleges and informed members these took into account recent changes, externally such as the JACP, and internally with structural changes. Adjustments to key financial limits were noted.

The Corporation approved the financial regulations.

64/13-14 Learner Voice

Luke reported on activities that had been undertaken since the last meeting. Luke informed members that a constant complaint of students related to the costs of food and beverage available on the College campuses. The CFO confirmed he would welcome input from the SU on the catering issues. Members noted how the SU communicated with the College teams to address concerns raised by students.

65/13-14 Date of Next Meeting

The next meeting would take place on 10 March 2014.

The Student and Staff members left the meeting.

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

Signed: _____ Date: _____