



**MINUTES OF THE CORPORATION MEETING HELD ON
MONDAY 21 JULY 2014 AT 4.00 PM AT NO 2 ROUNDHOUSE ROAD**

Present: Janet Morgan (*Chair*), Phil Dover, Nick Freeman, Lin Hinson, Melanie Lanser, Graham Schuhmacher, Kevin Slack, Mandie Stravino, David Williams

In attendance: Andrew Hartley (*Chief Finance Officer*), Heather Simcox (*Clerk*)
Minute No 114/13-14 only: Michael Ford, Neil Fowkes, Kate Martin, Anita Straffon, Eileen Swan

PART ONE

114/13-14 Ofsted Data Dashboard and Preview of Revised Key Performance Indicators

Ofsted data dashboard will be reviewed once finalised by Ofsted. It was noted members had received a copy, together with questions which Ofsted suggested members should be asking.

The Chair referred members to agenda item 13 – Report from the Post-Inspection Working Group meeting held on 27 June 2014 – and said the focus of the meeting was in relation to reviewing the Ofsted outcomes and post-inspection plans to bring about further improvements. Accountability was discussed in detail. One outcome from the post-inspection working party was to request a brief from each of the Curriculum Leads and Director for Teaching and Learning in terms of their curriculum accountability, cross-college accountability and any responsibility for a physical environment. Following that meeting, further thought had been given, and it had been suggested each Curriculum Lead should be invited initially to introduce themselves and their areas of accountability and responsibility. A special Corporation would be called in August and Curriculum Leads and the Director for Teaching and Learning would be asked to present their area briefs together with results. This would give an opportunity for members to scrutinise outcomes for 2013-14.

Neil Fowkes, Anita Straffon, Kate Martin and Eileen Swan introduced themselves and explained the provision within their designated academies, their cross-college roles and the buildings they were responsible for.

Graham asked the curriculum team to explain how cross-college responsibilities worked in practice, and English and maths was considered as an example. Kate Martin explained the structure and process behind this, acknowledging that it had taken time for the processes to be embedded. Kate gave specific examples of where issues have arisen and how special projects have been managed to resolve issues, specific to curriculum vocational areas. Kate confirmed there was more to be done in terms of underpinning practice in the classroom, and spoke of some of the plans that were being put in place to resolve this. Kate spoke of the challenges in relation particularly to cross-college English and maths as the volume was large. Anita Straffon spoke of strategies employed to

Action

Date

involve team managers in cross-college initiatives and roles. It was noted that each of the cross-college roles had a three-year strategy that tied into the overarching College strategy.

The Chief Executive planned to share with members at the August meeting how individual members of the team were held to account for their specific areas and cross-college areas of responsibility.

The Chair introduced Michael Ford who presented a preview of the new format of KPIs that the Corporation would receive in the academic year. Michael explained how the KPIs were now grouped under the four key strategic ambitions. Moving forward, each Curriculum Lead would be asked to present their area KPIs to the Board which would enable direct scrutiny and response on specifics. Members considered the proposal.

David expressed concern over changing the reporting format and was assured that key measures had been retained; other measures included were those that had been recognised as good practice in other organisations/by the FE Commissioner. Michael added that reports would be by exception, although members would have access to the full KPI document. High level KPI reporting would be supported by reports that each Curriculum Lead would present in relation to their own areas.

Curriculum Leads and Michael Ford left the meeting at 17.33 hours.

PART TWO

115/13-14 Apologies for absence

Apologies for absence were received from Jonathan McCluskey.

116/13-14 Declarations of interest, confirmation of eligibility and quorum

There were no new declarations of interest, all members were eligible and the meeting was quorate.

117/13-14 Minutes of the last meeting

The minutes of the meeting held on 21 May 2014 were approved and signed as a true record.

118/13-14 Matters arising

98/13-14 Chair and Vice-Chair: to be covered under agenda item 16 of today's meeting.

101/13-14 Strategic Risk Monitoring: Actioned.

119/13-14 Ofsted Update

The Chief Executive reported on a meeting she had with Sheila Willis of Ofsted with regard to Support and Challenge. The meeting focussed on the plan moving forward, and the College would continue with Support and Challenge. Bob Hamp and Shaun Dillon had been nominated as the College's Support and Challenge Inspectors. The first meeting was scheduled for 10 September 2014. The focus would be on all the suggestions for improvement that had been made by Ofsted following the May inspection.

With regard to the complaint made by the College, one aspect had been upheld by Ofsted; in terms of the other items, these had been rejected.

Discussion took place around anticipated outcomes for 2013-14, together with the College's achievement of national averages. The Chief Executive acknowledged the challenge faced in terms of achieving a grade 2 at the next inspection. Members considered how the College might improve further, which included consideration of the provision offered. Members noted their role in determining the educational mission of the College, and should the Chief Executive and her team consider closure of provision would be appropriate, this would be brought to the Corporation for consideration and decision.

120/13-14 Key Performance Indicators

The Chief Finance Officer presented the KPIs which included:

- Learner funding at the end of June 2014 – members noted an opportunity in 2014-15 that could impact positively on funding in 2015-16; a £100k anticipated shortfall in terms of 16-18 apprenticeships was noted although this may change following the latest claim; ASB was currently behind target, although it was noted achievements were not anticipated until the year-end, but claw back had been included in the event of shortfall. Members noted the College had received notice of a student numbers audit that would take place in August/September 2014;
- HR – all indicators on target;
- Health and Safety – improved reporting had resulted in an increase in accidents, incidents and near misses; Nick referred to the report of a member of staff who had dropped some wood on his foot, and members felt the risk was being managed;
- Accounts to May 2014 – adverse variances were noted, and overall the position was positive; the sale of PCA was not anticipated until December 2014; commercial income was noted as positive overall. Graham queried 'other income' and the Chief Executive responded in terms of where this sat. Members noted the financial out-turn for this year would be better than predicted.

121/13-14 Strategic Risk Monitoring

The Chief Finance Officer reported on a change to the rating for risk 11 and a new risk would be added in relation to Ofsted. A new risk in relation to apprenticeship funding transferring to employers had been added. Graham suggested the transfer of funding in relation to apprenticeships also presented an opportunity for the College.

122/13-14 Property Report

The Chief Finance Officer summarised the key property developments, which included:

- Status on disposal of PCA;
- JWC extension;
- DSC / Mundy Street;
- UTC – members were reminded of the discussions following

the last meeting, and the Corporation gave their formal approval to agree to the revised heads of terms for the lease of land on Locomotive Way giving SoS full assignment rights;

- Exit from No 2 Roundhouse Road;
- Unsuccessful applications for capital funding from the LEP – feedback had been requested but not yet received; members noted difficulties in terms of an extension to the Hudson Building once the UTC was constructed. The Chief Finance Officer said the Hudson did still have capacity to grow activities, but further growth could only be achieved by extending the building. The Chief Executive asked members to note that the timeline would shortly pass to extend the Hudson and the option to expand would be removed; the application to the LEP had been made on the basis the provision was a local priority.

123/13-14 Derby College Education Trust Activities

The Clerk presented a summary of activity in the DCET, which included Merrill Academy and the funding reduction, refocus of curriculum and final data for progress.

124/13-14 Management Accounts to May 2014

The Chief Finance Officer presented a summary of the accounts, which showed Satisfactory financial health, although claw back provision was noted, as was the anticipated surplus which was likely to be higher than previously forecasted.

125/13-14 Report from the Audit Committee Meeting of 18 June 2014

The Chair of the Audit Committee reported on the private session with the internal and external auditors which did not present any issues. Three internal audit reports were considered, and the Chair of the Committee reiterated the importance of the space utilisation report. The Committee Chair updated members on the commitment of the internal auditors early in the year regarding their commitment to given an opinion in the annual report, and this had been agreed again. The scope of external audit was noted, which included a valuation of the estate.

Future plans were discussed, and a different approach outlined which would go beyond pure financial controls processes. The Chief Finance Officer and Clerk had been tasked with procuring other services as appropriate. However, the first report would be on validating the teaching and learning observation gradings. Lin requested a copy of the brief for this, or the final report, and it was agreed that the report from the Audit Committee would include a copy of the final report, and the members of the Audit Committee would undertake the full scrutiny.

Members reflected on the Ofsted inspection and in particular the outcome in relation to teaching and learning. Changes that had since taken place included the introduction of the teacher scorecard.

126/13-14 Report from the Corporation's Post Inspection Working Party Meeting of 27 June 2014 – this item was covered under Part One of

the meeting.

127/13-14 Participation with the National Leader in Governance Support Programme: 3 July 2014

The Chair reported the College had taken advantage of the NLG and had welcomed the Chair from another college who spent the day in College.

128/13-14 Report from the Search and Governance Committee Meeting of 4 July 2014

The Chair of Search and Governance Committee briefed members on the discussions of the Committee and proposed David Grocock was appointed as a Governor for a two-year term from 1 August 2014. It was also suggested to retain the size of the Board, but possibly with the appointment of one further governor.

Members agreed with the proposals made by the Search and Governance Committee.

129/13-14 Chair and Vice-Chair 2014-15

The Clerk reported nominations had been received:

- Janet Morgan for Chair
- David Williams for Vice-Chair

Members agreed to appoint Janet Morgan as Chair and David Williams as Vice-Chair. It was further agreed, that to ensure stability, a two-year term of office should be applied.

130/13-14 Date of Next Meeting

The Clerk would issue a schedule of meetings for 2014-15 early in the new academic year.

Minute number 131/14-14: Budget for 2014-15 and One-Year Financial Forecast was discussed under confidential matters.

Signed: _____ Date: _____