



**MINUTES OF THE CORPORATION MEETING HELD ON  
MONDAY 21 MAY 2018 AT 5.00 PM  
IN THE BOARD ROOM AT THE ROUNDHOUSE**

Present: Janet Morgan (*Chair*), Jack Atwal, Richard Brewell, Nick Freeman, Mike Kapur, Martyn Marples, Kevin Slack, Mandie Stravino, David Williams

In attendance: Richard Eaton, Jon Fearon, Michael Ford, April Hayhurst, Kate Martin, Heather Simcox, Rose Matthews (Clerk)

|                 |   | Action | Date     |
|-----------------|---|--------|----------|
| <b>74/17-18</b> | <b>HEALTH AND SAFETY TRAINING</b><br><br>The Corporation as an employer has specific responsibilities under the Health and Safety at Work Act (HASWA) 1974.<br><br>The Environmental Compliance Manager delivered training highlighting the Corporation's responsibilities under the Act.<br><br>The Corporation took part in a group activity to self-assess against the Health and Safety Standards.<br><br>A follow-up session would be scheduled in order for the Environmental Compliance Manager to present an overview of the H&S management and reporting structures. | PS     | 16/07/18 |
| <b>75/17-18</b> | <b>APOLOGIES FOR ABSENCE</b><br><br>Apologies for absence were received and accepted from Phil Dover, Pete Lewis, Graham Schuhmacher.   |        |          |
| <b>76/17-18</b> | <b>CONGRATULATIONS</b><br><br>The Chair extended the Board's congratulations to Mike Kapur on his appointment as Lord Lieutenant of Leicestershire.   |        |          |
| <b>77/17-18</b> | <b>RESIGNATIONS</b><br><br>It was noted Simon Smith had resigned from the Corporation.  |        |          |
| <b>78/17-18</b> | <b>DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b><br><br>All members were eligible and the meeting was quorate.<br><br>Mike Kapur declared that his organisation had recruited two Derby College apprentices.   |        |          |

|  | Action | Date |
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| <p><b>79/17-18 MINUTES OF THE PREVIOUS MEETING</b></p> <p>The minutes of the meeting held on 19 March 2018 were formally approved and signed as a true and accurate record.</p>  |        |      |
| <p><b>80/17-18 MATTERS ARISING</b></p>   |        |      |
| <p>61/17-18 The Clerk had sought advice with regard to a Data Sharing Agreement with Members. As the data Members received was not personal data, it was deemed not necessary. The College did however, have a privacy notice which was published on the website outlining where data was shared.</p>  |        |      |
| <p><b>81/17-18 FINANCE REPORT, INCLUDING;</b></p> <ul style="list-style-type: none"> <li>• <b>Management Accounts – March 2018</b></li> <li>• <b>Initial Funding Allocations 2018-19 and Budget Assumptions 2018-19</b></li> </ul> <p>The March Management Accounts were presented. The College was forecasting to achieve the revised budget and to maintain and strengthen the good financial health at the end of 2017-18.</p> <p>Funding allocations for 2018-19, relating to HEFCE, 16-18 and 19+ were shared. HEFCE/OFS income showed a small reduction on 2017-18 due to revised funding from OFS.</p> <p>The ESFA 16-18 core allocation had reduced from last year in line with a 3% demographic decline. This had however, been offset by the new ‘Capacity Grant’ to support work placements.</p> <p>An indicative forecast had been set for apprenticeships based on the strength of rollover values.</p> <p>It was noted apprenticeship franchise activity was declining, however there was growth in employer led activity.</p> <p>The CFO summarised the headline budget targets and outlined the action the Group needed to take to maintain a ‘good’ financial rating for 2018-19.</p> <p>An allowance for increments had been made dependant on the year end outturn and affordability.</p> <p>The Corporation were asked to approve the outline assumptions with an indicative budget of £3.7m EBITDA (7.6%) with the full detail presented at the Corporation meeting in July. The plan includes a capital programme; this included the match funding commitment of £450k to the £1.75m Technology D2N2 LEP LGF3 project. £190k had</p> |        |      |

been committed in 2017/18, and a further £260k will be committed in 2018/19.

***Approved – The Corporation approved the outline budget assumptions for 2018-19 subject to the presentation of the full forecast at the Corporation meeting in July. The match funding for the D2N2 bid was approved.***

**82/17-18 SUB-CONTRACTING REPORT**

A report outlining the mid-year sub-contracting position was presented by the Deputy Principal.

A partner quality performance overview for education and training at the mid-year point showed good qualitative performance.

***Received – the Corporation received the Sub-contracting Report.***

**83/17-18 KEY PERFORMANCE INDICATORS**

The Deputy CEO presented the overarching KPIs for the College.

Retention for 16-18 CBL, although one percentage point below target was an increase on the previous year's actual figure.

Those academies achieving good attendance and those below the 90% target were highlighted. Those areas below the target would be a focus through tutorial and enrichment activities.

There has been significant improvement through the special measures boards.

The Landex Peer Review which had taken place at the end of April, identified good TLA with some outstanding lessons. They commented on the passion of the staff and claimed Broomfield Hall had the highest achievement rates across the Landex colleges. They acknowledged the support provided by David Williams the Link Governor for Broomfield.

***Received – the Corporation received the KPIs.***

**84/17-18 STRATEGIC RISK MONITORING**

The Director of Business Improvement summarised the Strategic Risk Monitoring report which detailed the high priority risks identified in the Corporate Risk Register and

|  | Action | Date     |
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| <p>gave a summary of current litigation action being taken against the Group.</p> <p>Since the production of the report, two disclosures had been made regarding forced marriage, both of which, upon investigation, had been identified as low risk.</p> <p>Following the Health and Safety training earlier in the meeting, the Health and Safety item would be increased to provide further detail and context.</p> <p><b><i>Received – the Corporation received the Strategic Risk Report and Risk Register.</i></b></p> | MF     | 16/07/18 |
| <p><b>85/17-18 Remote Approvals</b></p> <p>The remote approval of the following policies were ratified by the Corporation:</p> <ul style="list-style-type: none"> <li>• Academic Misconduct Policy, including Relationships at Work</li> <li>• Conflict of Interest Policy</li> <li>• Data Protection Policy</li> <li>• Freedom of Information Policy</li> </ul> <p><b><i>Ratified – the Corporation approved the policies.</i></b></p>  |        |          |

*The meeting finished at 7.00 pm*

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