



**MINUTES OF THE CORPORATION MEETING HELD ON 5 JULY 2021  
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

WELCOME AND APOLOGIES FOR ABSENCE .....	2
DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM .....	2
MINUTES OF THE PREVIOUS MEETING HELD ON 17 MAY 2021 .....	2
MATTERS ARISING .....	2
HEALTH AND SAFETY STATUS REPORT .....	2
REPORT FROM THE STANDARDS COMMITTEE MEETING HELD ON 2 JULY 2021 .....	3
REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD MEETING ON 1 JULY 2021 .....	4
REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 22 JUNE 2021 .....	4
FINANCE AND COMPLIANCE INCLUDING: .....	5
• MANAGEMENT ACCOUNTS FOR MAY 2021 .....	5
• ESFA COLLEGE FINANCIAL HEALTH ASSESSMENT LETTER AND DASHBOARD .....	5
• FREEDOM OF INFORMATION ANNUAL REVIEW .....	5
SEARCH AND GOVERNANCE COMMITTEE MEETING HELD ON 18 MAY 2021 .....	5
KEY PERFORMANCE INDICATORS .....	6



**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 5 JULY 2021 AT 5.00 PM  
REMOTELY VIA MICROSOFT TEAMS**

Present: Phil Dover (Chair), Alan Brady, Sue Bradley, John Clay, Hazel Clint, Andrew Cochrane, Stuart Ellis, Mike Kapur, Jane McNeil, Kevin Slack, Mandie Stravino

In attendance: Robert Bamford, Richard Eaton, Kate Martin, Heather Simcox  
Rose Matthews (Clerk)

**PART ONE - GENERAL MINUTES**

	<b>Action</b>	<b>Date</b>
<b>75/20-21 WELCOME AND APOLOGIES FOR ABSENCE</b>		
Apologies for absence were received from Graham Schuhmacher and Martyn Maples.		
<b>76/20-21 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b>		
All members were eligible, the meeting was quorate and there were no new declarations of interest.		
<b>77/20-21 MINUTES OF THE PREVIOUS MEETING HELD ON 17 MAY 2021</b>		
<b>APPROVED: The minutes of the meeting held on 17 May 2021 were formally approved and signed as a true and accurate record.</b>		
<b>78/20-21 MATTERS ARISING</b>		
There were no matters arising.		
<b>79/20-21 HEALTH AND SAFETY STATUS REPORT</b>		
The Head of Health and Safety provided an overview of his report to the Board.		
There had been no recent changes in health and safety legislation affecting the Group's activities.		
Compliance against health and safety training was at 98.73% with several high-risk areas inspected by the H&S team, with no areas of concern escalated. Management Audits were scheduled to be completed by the end of the academic year. Fire drills had also been carried out with no issues reported.		
Notification of positive cases had increased since the last report, due to the emergence nationally of a more transmissible variant, control measures had been reinstated/reinforced to prevent cross-contamination.		

**REPORT FROM THE STANDARDS COMMITTEE MEETING HELD ON 2 JULY 2021**

The Chair of the Standards Committee presented a verbal report summarising the key business discussed at the Standards Committee held on 2 July 2021.

This had been Graham Schuhmacher's last meeting and a presentation was delivered showcasing Graham's time on the Corporation.

The Committee received a comprehensive report from the Head of Behaviour for Learning on destination analysis, which covered the work undertaken to ensure students were on the appropriate courses and progression route.

The Deputy Principal had covered curriculum performance and the Teacher Assessed Grades (TAG) submission. The Curriculum and Quality Risk Register had also been shared.

A positive report was received on apprenticeships covering the impact of covid.

Key highlights of the Curriculum Plan were shared, along with an evaluation of online teaching, lessons for the future and teacher development.

The JWC Local Board had met in June. The meeting had focussed on the Teacher Assessed grades and a summary was received on the GCSE Plus programme.

Two students had joined the Standards Committee meeting, one looked after student and one who joined the College as a pre-16 student and was now looking to move onto a HNC. They both discussed their experiences of the College.

### Recent Visits

Andrew Cochrane provided feedback from his recent visit to the College. He said it was hugely valuable and was particularly interested in the level of support students had received and how the College supported them in achieving what they needed to. He had met a group of students, some of which had taken part in the DANCOP Project. He had visited the AP for Adult Learning who discussed the Digital Skills Hub and the work that had been done. He also interacted with a group of students who were preparing a business plan on a new toy – all of which were very clear they were happy with the level of support from the College over the past year. If students could improve one thing, they would like more extra-curricular activities.

Stuart Ellis had met with the Deputy Chief Executive in June, which involved a tour of the of engineering, where he met with the Team Leader for Engineering. The department had lecturers to deliver all the engineering subjects. Stuart has responsibility at Rolls-Royce for their Engineering Fellowship and Assurance and he discussed some collaborative support/mentoring through that route.

Stuart was interested to hear of the additional support for students in terms of health and wellbeing. He agreed to visit motor vehicle when next in the College.

It had been recommended at the Search and Governance Committee that Stuart pick up the role of link governor for Engineering, Construction and Motor Vehicle.

**81/20-21 REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD MEETING ON 1 JULY 2021**

The Chair of the HE Academic Board shared a verbal report from the meeting held on 1 July.

Recruitment had been bolstered by HE apprentices, with a year on year increase. Attendance was positive and a full observation programme of all staff involved in HE teaching had been carried out.

The 14-16 Partnership Manager had been establishing a role in schools to provide a long term route to HE.

Members reviewed the KPIs that focussed on diversity and the survey responses from the internal survey, which was positive. Discussions also ensued around digital HE and online learning.

The OFS had advised they approved the Access and Participation Plan (APP). The Committee recommended the Corporation accept the OFS's approval.

**APPROVED: The Corporation accepted the OFS Letter approving the DCG Access and Participation Plan.**

Academic risk and compliance against conditions of registration were also discussed and the CFO reported a healthy position ahead of budget.

**82/20-21 REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 22 JUNE 2021**

The Chair of the Audit Committee presented an overview of the business covered at the meeting held on 22 June 2021

Three internal audit reports were received for Additional High Needs funding, Student Retention and Intervention and Key Financial Controls (which had two low priority recommendations), all of which provided a substantial assurance.

The annual advisory Sub-contracting External Assurance report was also presented, which gave a satisfactory conclusion and provided an action plan with four low priority actions.

The confidential session noted the internal auditor's three-year contract, with the option to extend for a further three years, had now reached five years. The Committee recommended the contract be extended to a final sixth year.

**APPROVED: The Corporation approved the extension of the Internal Auditors, ICCA, from 1 August 2021 to 31 July 2022.**

The draft Internal Audit Plan for 2021-22 and Strategy for 2022-23 was shared and discussed.

**APPROVED: The Corporation approved Internal Audit Plan for 2021-22 and Strategy for 2022-23.**

BDO the External Auditors presented their plan for the 2020-21 financial statements with the primary risks identified. It was noted there may be additional work to be carried out in line with new audit standards and the Chair confirmed he had questioned the External Auditors on achievement of the December deadline. They had confirmed this should not be a concern.

The Strategic Risk Report was reviewed and discussed. The Committee suggested the management team took the opportunity to revisit the Risk Register in a post-covid world.

The Committee had also received the Gender Pay Gap report, and a three-year review of Data protection since the introduction of GDPR. They were pleased to report there had been no serious breaches and there was an honest and open culture within the College.

**83/20-21 FINANCE AND COMPLIANCE INCLUDING:**

- **MANAGEMENT ACCOUNTS FOR MAY 2021**
- **ESFA COLLEGE FINANCIAL HEALTH ASSESSMENT LETTER AND DASHBOARD**
- **FREEDOM OF INFORMATION ANNUAL REVIEW**

The CFO presented the key financial headlines since the last meeting.

Due to a slightly increased EBITDA and lower gearing threshold the College had just moved back into a good position and were broadly on track to achieve budget.

The CFO explained a number of colleges, including DCG, were trying to obtain refunds from awarding bodies, having been through the TAG process. A small awarding body had given a discount of 42% on fees and he was hopeful other awarding bodies would follow suit.

The cash position at period 10 was slightly better than forecast. However, overspends on pay and extra delivery costs for agency staffing in light of the covid-19 pandemic had materially affected this. The impact of the AEB clawback was still affecting the Group budget.

The ESFA had confirmed in their letter to the Group Good financial health for 2019-20 and good for the current year budget. The dashboard with a number of metrics they measure against was shared with Members.

An annual review of Freedom of Information had taken place and all requests had been responded to within the recommended timeframe. A self-assessment using a toolkit from the ICO resulted in a good overall rating.

**84/20-21 SEARCH AND GOVERNANCE COMMITTEE MEETING HELD ON 18 MAY 2021**

The Chair of Search and Governance Committee provided an overview of discussions at the meeting on 18 May 2021.

Stuart Ellis's term of office was reviewed and it was recommended to Corporation to extend for a further two years until 30 November 2023.

**APPROVED: The Corporation approved Stuart Ellis' term of office be extended for a further two years to 1 December 2023.**

The Committee agreed Stuart be offered the role of Engineering, Construction and Motor Vehicle Link.

**APPROVED: The Corporation approved that Stuart Ellis be appointed Link Governor for Engineering, Construction and Motor Vehicle.**

The Committee recommended to re-establish the Finance Committee as a Finance and Resources Committee, and membership had been agreed to consist of Martyn Marples, Phil Dover, Andrew Cochrane and Mandie Stravino.

**APPROVED: The Corporation approved the re-introduction of a Finance and Resources Committee and agreed the aforementioned membership.**

The Committee had discussed governor recruitment and had approved a draft advert.

An updated Skills and Qualifications Audit had been presented approved by the committee in line with new reporting requirements.

#### **85/20-21 KEY PERFORMANCE INDICATORS**

The Deputy Chief Executive presented the Key Performance Indicators.

A summary of destination analysis had been presented to the Standards Committee (referenced earlier in the meeting), with 86% achieving a positive destination. Work continued to capture the unknowns.

Attendance for 16-18 showed a marginal improvement at 89% with the highest area at 95%. There was a correlation between the lower-level students and poorer attendance. Some students had struggled with remote learning and as such this had affected their attendance, in particular, motor vehicle students it was noted, were better served through face to face teaching.

Members were pleased to note adult attendance had increased by 2%.

Retention had seen an improvement with 16-18 at 91% and adult at 95%, both improvements on the prior year.

The results analysis would be reviewed, once available at the Joseph Wight Local Board.

*Part 1 of the meeting finished at 6.30 pm - Staff and Student Governors left the meeting.*

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