



**MINUTES OF THE CORPORATION MEETING HELD ON 10 JULY 2023  
AT 5.00 PM IN C302, THE ROUNDHOUSE**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 10 JULY 2023 AT 5.00 PM IN C302 AT THE ROUNDHOUSE**

Present: Andrew Cochrane (Chair), Sue Bradley, Alan Brady, Phil Dover, Stuart Ellis, Martyn Marples, Jane McNeil, Patrick Ring, Kevin Slack, Mandie Stravino

In attendance: Robert Bamford, Jo Clifford, Melanie Lanser, Kate Martin, Heather Simcox, Rose Matthews (Clerk)

**PART ONE - GENERAL MINUTES**

**74/22-23 APOLOGIES FOR ABSENCE**

Apologies for absence were received from James Tinson.

**75/22-23 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM**

All members were eligible, the meeting was quorate.

**76/22-23 MINUTES OF THE PREVIOUS MEETING HELD ON 22 MAY 2023**

**APPROVED: The minutes of the meeting held on 22 May 2023 were formally approved and signed as a true and accurate record.**

**77/22-23 HEALTH AND SAFETY STATUS REPORT**

The Director of H&S provided an overview of health and safety activities since the last meeting which were outlined in his report.

All policies were in date and the Control of Contractors Policy had been reviewed and approved by the SLT H&S Committee. A review of the H&S Legal register had taken place with several national consultations open – which of which related to building regulations and competency of roles.

Training compliance was over 90% - with action being taken to improve compliance.

The Inspection programme was on track and although good practice had been observed, areas to improve had been identified and were being addressed.

Employee accident rates were below the industry average, with slips and trips remaining the highest kind – reflecting a national picture.

One incident had been reported under RIDDOR since the last meeting, with immediate action taken to reduce likelihood and recurrence. No further action was required.

No HSE enforcement action had been taken against DCG so far during this academic year.

Action Date

**78/22-23 REPORT FROM THE AUDIT COMMITTEE HELD ON 20 JUNE 2023, INCLUDING THE STRATEGIC RISK REPORT**

The Audit Committee Chair presented his report from the meeting held on 20 June 2023.

The private pre-meeting with the auditors had raised no matters of concern.

The Committee had received internal audit reports on Student Journey, Student Achievement and Certification and Key Financial Controls which were discussed. The sub-contracting assurance report – which was an independent review, confirmed the College were compliant on all aspects.

The Committee had reviewed the Audit Plan and Strategy for 2023-24 and agreed to keep under review should anything change.

**APPROVED: The Corporation approved the Audit Plan and Strategy for 2023-24.**

The External Auditors had presented the External Audit Plan and highlighted key risks in relation to cashflow and income recognitions. They were on plan to achieve the deadlines. The Committee had challenged the increase in their fees by 20%. **The Vice Chair questioned why they had increased** - it was explained this was due to inflation and the new accounting standard.

The Committee recorded there were no Novel, Contentious or Repercussive Transactions between 29/11/22 and 31/03/23

The four key risks relating to achievement of AEB, failure to recruit high calibre staff, energy bills and the effect of the ONS announcement were discussed alongside the presentation of the risk register. Discussion had taken place with regards to acceptance of risk and it was agreed to include this in the register.

The DPO had shared the Data Protection Report in the confidential session and Committee members noted the cyber phishing simulations taking place in the College with some repeat offenders. The College had a supportive approach, but may have to consider something different for repeat offenders.

The Committee had also received an update on the Post-16 Audit Code of Practice and Fraud Awareness training had taken place prior to the meeting.

**79/22-23 REPORT FROM THE FINANCE AND RESOURCES COMMITTEE HELD ON 27 JUNE 2023**

The Chair of FRC presented his report following the Finance and Resources meeting held on 27 June 2023.

Since the last Corporation meeting held on 22 May, the Chair of FRC and Corporation Chair had met with the CFO and DCEO to work through the detail of the proposed budget.

Financial Plan and Budget

The CFO shared the financial plan for 2023-24. The proposed budget targets £52.7m income, £0.6m sector EBITDA and 1% EBITDA financial

health– which equated to a requires improvement financial health score. Due to unprecedented financial pressures the budget goes below minimum levels of return. Efforts would be needed to continue to try to improve the financial position. The position had arisen as a result of the funding uplifts by the Department for Education being insufficient to cover the long-term escalating cost of pay and inflation.

The report outlined the challenges and pressures faced by the College and what they considered the key risks to be.

The Academy contribution analysis showed a budgeted contribution of 40% overall and was detailed in the report.

The forecast for 2024-5 was presented alongside the budget. The assumptions in the 2023-24 budget had been rolled forward to 2024-25 and further assumptions considered.

The forecast for 2024-25 was based upon prudent income assumptions, however, significant inflationary and pay pressures had resulted in additional savings of £1m being required to deliver a balanced budget.

The Chair of FRC acknowledged it was a tight but reasonable proposal from FRC and would leave the Collee tight on cash.

The Corporation Chair explained they had gone through the budget at some length and the pain the College would have to go through to achieve a 'good' outturn was just too much. The Chair of FRC and the Corporation Chair felt comfortable in recommending the budget.

Sue Bradley said she felt she would be failing if she didn't put on record her feelings in relation to the impact the proposed budget would have on student support.

The Chair of Audit complemented the CFO on a comprehensive budget report which included the data to support the decisions made.

**APPROVED: The Corporation approved the 2023-25 financial plan, incorporating the 2023-24 budget, 2024-25 forecast and capital budget.**

**APPROVED: Members were comfortable the ESFA's Financial Plan Checklist had been considered by FRC and approved the Checklist for signature by the Corporation.**

#### Sub-contracting Provision

A comprehensive procurement exercise had been undertaken to select providers for 2023-24, which supported the educational rationale outlined in the College's Sub-contracting Policy.

**APPROVED: The Corporation approved the following sub-contracting provision:**

#### **AEB**

<b>2023-24 Proposal</b>	<b>Contracted value</b>	<b>Cost to College</b>	<b>Provision</b>	<b>Rationale</b>
Tempus Training	£500,000	£425,000	Warehousing, E&D and employability skills – distance learning	Meets skills needs, widening opportunities to wider cohort, disadvantaged groups

Skills College UK	£456,624	£365,299	Rail engineering track maintenance specific training delivered in Derby	Meets skills needs, widening opportunities to wider cohort, disadvantaged groups
The Construction Skills People	£250,000	£200,000	Range of construction related provision including H&S, carbon awareness & energy management. Derby training academy and 'pop up' venues	Meets skills needs, widening opportunities to wider cohort, disadvantaged groups
Total	£1,206,624	£990,299		
Total AEB Allocation	£5,792,000			
Percentage of allocation	21%			

### Apprenticeships

Subcontractor	Delivery	2023-24 New starts contract	No. of new starts	Rationale
Risual	ICT	No	0	N/A
SM Hair Salons Ltd	Hairdressing	No	0	N/A
Breedon House Nurseries Ltd	Childcare	Yes	Up to 50	Local employer expanding geographical access in skills shortage area
MW Cripwell Ltd	Engineering	Yes	Up to 10	Local employer expanding geographical access in skills shortage area

An annual review of the Sub-contracting Policy had taken place with minor changes proposed.

**APPROVED: The Corporation approved the Sub-contracting Policy which had been reviewed by the Committee.**

### Management Accounts

The CFO presented the period 10 Management Accounts, the detail of which was outlined in the covering report for Members.

### Energy Procurement

The Energy Contract was due to expire on 30 September 2023 and the Committee recommended a one-year contract was entered into based on the most economically advantageous quote at the point of signing. Corporation members noted a range of efficiency measures were being trialled, such as campus closures when the College was closed to students.

**APPROVED: the Corporation agreed to enter into a one-year contract based upon the most economically advantageous quote received at the point of signing. It was also agreed that contracts be signed at the earliest opportunity following approval by the Corporation to provide cost certainty for 2023/24.**

### Contractor approvals

**APPROVED: On the recommendation of the Finance and Resources Committee the Corporation approved the appointment of YMD Boon as principal design team lead for the progression of the Capacity Fund project and the appointment of Davlyn as the principal contractor for**

**the development and construction of the East Midlands IoT at a value of £3,795,330.**

80/22-23

**VERBAL REPORT FROM THE CURRICULUM PERFORMANCE MEETING HELD ON 29 JUNE 2023**

The Chair of Curriculum Performance provided a verbal report on the meeting held on 29 June 2023.

Prior to the meeting members had visited the Sport and Public Services Academy, meeting with managers, delivery staff and students.

Members received a comprehensive presentation on the tutorial programme. The Chair noted the Committee had been impressed with the detail available to teachers on a range of topics, including careers, sexual harassment, prevent and British values. Approaches to delivery were also commented upon, tutorial delivery required a different skills-set to teaching.

The Quality Improvement Plan and Summary OMPR headlines had been shared and discussed - attendance remained a challenge. Members also received and discussed the findings of a quality of education report, which had been undertaken by a consultant for the College – with work underway to action identified areas for improvement.

**Corporation members questioned GCSE Plus and the number of students withdrawing.** The team carried out a lot of intervention to support the students and the detail of this was shared.

The Chair questioned how English and maths attendance was being addressed for the study programme. It was being addressed through all attendance measures with pilots taking place in some areas, such as landbased.

Members were pleased to note the College had successfully achieved the Matrix IAG and the strengths and areas for development were shared.

Destination outcomes from 2021-22 had been analysed and key findings presented to the committee. Checks were carried out to ascertain if students had progressed to a destination relevant to their course.

Other items covered related to overview of the SAR timeline, curriculum performance risk register and little explorers update.

**The Committee chair noted problems around recruitment and asked if they had been resolved for September.** It was noted the College were out to recruit on post but some areas were a challenge not just to recruit to be to retain.

81/22-23

**VERBAL REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD HELD ON 21 JUNE 2023**

The Chair of the Higher Education Academic Board delivered a verbal update following the meeting held on 21 June 2023.

The College were awaiting the result of the TEF assessment.

An update was shared on curriculum developments around the HTQs delivered by the IoT, the HE Risk register, collaborations and partnerships and free speech legislation.

The HE dashboard had provoked some questions in relation to retention rates for apprentices and cross checking retention with attendance.

The Committee were pleased to report the College were fully compliant with the OFS Conditions of Registration.

HE Tuition Fees had been reviewed.

## 82/22-23 GOVERNOR OVERSIGHT AND SCRUTINY SESSIONS

### **Andrew Cochrane – Attendance (19 June 2023)**

The Chair had met with the Vice Principal – Quality of Education to discuss attendance and to try and understand if there was a correlation between attendance and outcomes. The team were working to change attendance habits. The team were carrying out significant intervention activities to improve attendance. English and Maths was a challenge and the reasons were discussed. The Chair was assured the College were doing everything they could.

### **Alan Brady – JWC Academic (27 June 2023)**

Alan had met with the Head of JWC and Deputy Principal as part of the JWC Local Board. The Head had a good understanding and continued to impress. The team were awaiting results in August, but he did present Year 1 progression exam results, which were slightly below that predicted, but above the current Year 2's last year. The tutorial programme and high attendance were very much part of his agenda.

### **Stuart Ellis – Technology (14 June 2023)**

Stuart had met with the DCEO and the Assistant Principal – Technology. Challenge related to performance and retention. Diversity and sustainability were also discussed during the visit.

### **Sue Bradley – Broomfield 5 July 2023**

Sue had discussed recruitment and the concern in relation to recruitment for animal care. She had attended the celebration event in June. It provided an opportunity to speak to stakeholders who provided opportunities for students and she spoke with lots of students, staff and parents.

### **Lead Governor visit**

#### **Sue Bradley – Safeguarding (3 July 2023)**

Sue discussed the governors training and the style of the session and knowledge of the trainers. She had discussed the single central record during her visit and was confident this was up to date. During the visit she discussed the new KCSIE and plans to roll out. The Local Authority Safeguarding Audit had been completed and Sue.

### **Martyn Marples/Andrew Cochrane – Finance (01/06/23 and 21/06/23)**

Both governors had met with the CFO in between meetings which had been helpful and articulated the journey the College had taken to reach its position and get the budget to the version presented at this meeting.

### **Event attendance**

#### **Andrew Cochrane/Stuart Ellis JWC Art and Fashion Exhibition (21 June 2023) and Digital showcase (5 July 2023)**

Andrew had attended both events and tried out some of the games and left with a very positive experience. He had also attended the Art Show and

was able to engage with staff and students. He also met with students who explained how the College had made such a difference to their lives and had felt lost to education until they had the opportunities at the College.

Stuart had also attended the arts and fashion show at the JWC and toured with a student who was a great ambassador for the College. The week prior he had attended the digital showcase, which delivered good outcomes.

#### **Curriculum Business Planning – all**

Members who had attended the Curriculum Business Planning panels provided feedback. The presentations included local LMI and feedback from employers in meeting local needs.

#### **83/22-23 REPORT FROM THE CURRICULM PLANNING COMMITTEE HELD ON 20 JUNE 2023**

The Chair of the Curriculum Planning Committee provided an overview of business discussed at the meeting on 20 June 2023.

The Accountability Agreement, the College's contract with its funders was presented for approval. This had been fully reviewed by the Committee. The Chair commended the document and thought it provided a good overview of the College and its role.

#### **APPROVED: The Corporation approved the Accountability Agreement.**

A verbal progress report on the Duty to Review was provided. Once the LSIP had been published work on this could resume.

#### **84/22-23 VERBAL REPORT FROM THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 14 JUNE 2023**

The Chair of Search and Governance provided a verbal report following the meeting held on 14 June 2023.

The Committee had discussed Board recruitment and proposed that Narinder Sharma be appointed to the Board. Narinder had experience of the health and charity sector, along with finance and remuneration and filled some of the skills gap for the Board.

#### **APPROVED: The Corporation approved the appointment of Narinder Sharma from 1 September 2023.**

The Committee had discussed Kevin Slack's term of office. Kevin was due to step down at the end of the academic year, however, the Committee proposed to extend Kevin's term for one final year. It was proposed Kevin step down as Audit Committee Chair and that Andrew Dymond take up the role of Audit Committee Chair. Kevin was an experienced Board member and would provide support and would mentor the new Audit Committee Chair during the forthcoming year. Kevin had exemplary attendance and was a good ambassador for the College.

#### **APPROVED: The Corporation approved to extend Kevin Slack's term for a further year until 31 July 2023.**

#### **APPROVED: The Corporation approved the appointment of Andrew Dymond as Chair of Audit Committee.**

A review of the Corporation Conflicts of Interest Policy had been undertaken.

**APPROVED: The Corporation approved the updated Corporation Conflicts of Interest Policy.**

The Chair provided an update following his meeting with the chairs of Burton and Chesterfield and summarised discussions. A further meeting would be arranged in the new academic year.

**85/22-23 APPOINTMENT OF CHAIR 2023-24**

**APPROVED: Andrew Cochrane was appointed Chair for the 2023-24 academic year.**

**86/22-23 APPOINTMENT OF VICE CHAIR 2023-24**

**APPROVED: Phil Dover was appointed Vice Chair for the 2023-24 academic year.**

**87/22-23 DCG SERVICES BOARD HELD ON 4 JULY 2023**

Phil Dover, Director of DCG Services provided a verbal report following the meeting on 4 July 2023.

Operational and financial performance had been discussed. A draft budget had been shared, which would be formalised once the College had agreed its budget for 2023-24.

**88/22-23 FREEDOM OF INFORMATION ANNUAL REPORT**

The Freedom of Information Annual Report was presented to Members.

There had been 23 requests during the year, all requests had been responded to and there were no common themes.

Members noted the report.

*All Staff including staff and student governors left the meeting with the exception of the Clerk.*

*Part 1 of the meeting finished at 6.00 pm*