



**MINUTES OF THE CORPORATION MEETING HELD ON 11 DECEMBER 2023
AT 5.00 PM IN THE ENGINE ROOM, THE ROUNDHOUSE AND VIA MS TEAMS**

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MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 11 DECEMBER 2023 AT 5.00 PM IN THE ENGINE ROOM, THE ROUNDHOUSE AND VIA MS TEAMS

Present: Andrew Cochrane (Chair), Sue Bradley, Alan Brady, Phil Dover, Andrew Dymond, Jack Ellis-Guthrie, Jane McNeil, Martyn Marples, Narinder Sharma, Kevin Slack, Mandie Stravino

In attendance: Jo Clifford, Robert Bamford (minute no's 23/23-24 -28/23-24), Heather Kelly, Melanie Lanser, Kate Martin, Anthony Tice minute no's 25/23-24) Rose Matthews (Clerk to the Corporation)

Observers: Ron Hill and Sarah Johnson (Stone King) – External Reviewers

Prior to the meeting, external Members met with the Executive for a briefing session, which the Chair provided a verbal report highlighting the key challenges of the College, what action was being taken with regards to English and maths and a request was made for the Chair of Curriculum Performance to raise the national context at the next AoC Curriculum and Quality Chair's meeting. Other discussion related to Ofsted and questions were raised in relation to the support the College were able to provide to Alstrom – the DCEO had registered her interest to join the local task force.

PART ONE - GENERAL MINUTES

20/23-24 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE,

The Chair welcomed Ron Hill and Sarah Johnson of Stone King, who would be observing the meeting and introductions took place.

Apologies for absence were received from Stuart Ellis. Sue Bradley would be joining remotely slightly later in the meeting.

21/23-24 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM

All members were eligible, the meeting was quorate and there were no new declarations.

22/23-24 MINUTES OF THE PREVIOUS MEETING HELD ON 23 OCTOBER 2023

APPROVED: The minutes of the meeting held on 23 October 2023 were formally approved as a true and accurate record.

23/23-24 HEALTH AND SAFETY ANNUAL REPORT

The Director of Health and Safety presented the Health and Safety Annual Report, which set out how the Group continued to meet statutory requirements and responded to government policy and guidance. Attention was also drawn to key risks and achievements.

The work plan for the forthcoming year was highlighted which outlined the operational objectives and key actions to be taken in 2023-24.

Members questioned the increase in external incident reporting. It was noted this depended on the incident itself. A full investigation is undertaken in relation to incidents, reviewing the risk assessments and if anything needed changing due to the control measures.

Action	Date
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NS asked if there was a good plan of action in relation to internal audit recommendations. An action plan was in place for all items from the audit with reports circulated to curriculum areas with a risk rating. These would all be revisited within 6 month to a year.

It was asked if Mandatory training compliance was better or worse than last year. The H&S team were working with HR and had discussed spreading out mandatory training. They were also looking at decreasing the demand for mandatory training. **It was then asked if it was repeat offenders.** The Director of H&S agreed to check.

RB

25/03/24

A review of the Health and Safety Welfare at Work Policy had been undertaken. There were no legislative changes, the only change to note was the change of Chair of Governors.

APPROVED: The Corporation approved the Health and Safety Welfare at Work Policy.

23/23-24 REPORT FROM THE AUDIT COMMITTEE HELD ON 28 NOVEMBER 2023

The Chair of the Audit Committee summarised discussions at the Audit Committee held on 28 November 2023.

The Audit Committee annual report was presented which provided the Corporation with assurance that the framework of governance, risk management and control, and processes for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets were sufficiently robust to provide a reasonable opinion.

The Strategic Risk report highlighted the key risks, which had been updated to include the risks around ONS and litigations and safeguarding and prevent disclosures.

The Data Protection Report had been discussed in the confidential session and it had been agreed to invite the Director of HR and IT to the next meeting to discuss future action with regards to repeat offenders who breach their accounts in the cyber phishing simulations.

APPROVED: The Corporation approved the Risk Management Policy and the Anti-Bribery Policy were both recommended by the Committee.

MM noted the internal audit of fraud prevention had been deferred to the 2023-24 year and asked why. It had been due to a change in the team and changes in policy, which were now resolved.

The External Auditors had presented the External Audit Findings report which at the point of the meeting still awaited some management responses (all Corporation members had been invited to observe that session), which had since been completed with the updated report circulated with agenda papers.

KS noted there had been a question around the requirement for a letter of support for DCG Services and asked if that had been resolved. The ESFA had concluded the subsidiaries did not require a letter of support and the would sign the accounts off without it. RSM were comfortable with that arrangement.

KS asked if there were any other outstanding matters. The CFO confirmed a couple of other matters had been resolved. The letter of support finished their review, and a report had been added in terms of the level of provision on the Johnson building. She had submitted the reforecast around the covenant compliance to the auditors and the final provision was materially correct but at the prudent end of dilapidations.

The Vice Chair asked CFO if she felt the audit went well. It was year 2 and there had been a whole new team. There had been a lot of work involved and it was hoped this would support with next year's audit.

The ESFA Regularity Self-Assessment had been reviewed by the Audit Committee at its earlier meeting on 19 September and was recommended for approval.

The CFO went on to present the Members Report and Financial Statements for 2022-23. The only changes related to presentation and formatting and final casting.

The subsidiary accounts were presented and were part of the consolidation of the Group accounts. The surplus from was gift aided back to the College.

The Chair questioned the section on gender pay and asked if the College were out of kilter. The former Chair of Audit advised that within the sector the College were not out of kilter and there was nothing of concern.

The Chair questioned the ONS risks and asked if it had wider implications than the covenants. It was not fully known. The DFE's College Financial Handbook was awaited. The External Auditors provide a hot topics document for the Audit Committee which covered this.

APPROVED: The Corporation approved the Letter of Representation and Members Report and Financial Statements for 2022-23 for DCG recommended by the Audit Committee at its meeting on 28 November 2023.

APPROVED: The Corporation received the Letter of Representations Financial Statements DCG Services Limited and MBS Ltd which had been approved at their respective AGMs on 21 November 2023.

APPROVED: The ESFA Regularity Self-Assessment was shared and approved for signature.

24/23-24 REPORT FROM THE FINANCE AND RESOURCES COMMITTEE HELD ON 28 NOVEMBER 2023

The Chair of the Finance and Resources Committee (FRC) provided a brief overview of discussions at the meeting held on 28 November 2023.

Committee members had observed the presentation of the Financial Statements at the end of the Audit Committee and questioned the management if they had enough resources, which they confirmed they did.

Period 3 Management Accounts were positive presenting a 'good' rather than 'RI' position. Retention was reviewed, along with key financial risks – which it was agreed would be included in future management accounts.

The Committee received the financial health letter from the ESFA and the financial health dashboard (which were included in the Corporation pack).

The LSIF and Higher Education Skills Fund projects were presented for grant approval and discussed by members.

APPROVED: The Corporation approved the LSIF and Higher Technical Education Skills Fund grants.

AB noticed some reticence on the 'good' financial position and asked when the CFO might have a clearer picture. This would be later in the financial year. The Group were thankful for the additional funding to support the pay award.

KS thanked the CFO on the clarity of the report.

25/23-24 DERBY COLLEGE STUDENTS UNION (DCSU) ANNUAL ACTIVITY PRESENTATION

The DCSU Development Manager joined the meeting to support the Student Union President outline the annual activities undertaken by the DCSU.

This covered the online sharepoint access for students, student reps and Lead the Leaders activity, clubs and societies, trips and events.

AB asked how feedback from students was followed up with management. This was through Lead the Leaders meetings with the student representatives, who reported to the management and then feedback to students.

The Corporation Chair had met with both the Student President and the new DCSU Development Manager on 24 October 2023.

The DCSU Development Manager left the meeting.

26/23-24 GOVERNOR OVERSIGHT AND SCRUTINY SESSIONS

Andrew Cochran - English and Maths (24 October 2023)

The Chair had met with the Head of English and Maths, to better understand the challenges faced. The key takeout from the meeting was to reintroduce the AoC's English and maths forum as an opportunity to collectively champion the challenges with the existing policy.

-Extended Project Qualification Showcase (27 October 2023)

The Chair attended the Extended Project Showcase at the JWC and met with two students who spoke about their projects and spoke positively about their experience at the College.

Stuart Ellis – Technology (26 October 2023)

SE was unable to attend the meeting, but his visit had focussed on the behaviour of students in and out of the classroom. He had also spoken to students and teachers in class.

Alan Brady- JWC (7 November 2023)

AB met with the AP of the JWC and heard about the improvements in achievements and work to improve punctuality and what happens if a

student is late for their class. AB also had the opportunity to meet with students. AB also discussed the Extended Project Qualification showcase.

Lead Governor visit

Sue Bradley – Safeguarding (17 November 2023)

SB had met with the outgoing DSL and her successor. A full audit of the SCR had taken place and a further spot check planned for 7 December. An audit on safeguarding and prevent training had also been undertaken. The other main focus of the visit related to filtering and monitoring and an ongoing review of the local authority which had been presented at the previous meeting.

27/23-24 REPORT FROM THE CURRICULUM PERFORMANCE COMMITTEE HELD ON 4 DECEMBER 2023

The Chair of the Curriculum Performance Committee summarised business discussed at the meeting on 4 December 2023.

The Chair discussed the SAR validation panels with all link governors joining the validation panels for their areas.

The Curriculum and Quality KPIs were discussed and recommended for approval (as part of the full KPI document). The Committee received the OPMR which shared in year data as detailed in the report and the Accountability Action Plan.

The Committee reviewed and approved the Equality, Diversity and Belonging Annual Report and reviewed the policy.

The Health and Wellbeing Annual Report was presented which summarised student referrals and medical interventions and the support the Group were providing.

28/23-24 GROUP SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN

The Vice Principal delivered a presentation on the Group's Self-Assessment (SAR) and Quality Improvement Plan which was recommended by the Curriculum Performance Committee.

They key strengths and QIP actions under each judgement were highlighted, along with impact – overall and broken down by academies, T-levels, GCSEs English and maths, apprenticeships and partnerships.

Focus was related to the impact of destinations, narrowing the gap for disadvantaged, ethnically diverse, SEND and mental health.

	Judgement Grade
Overall Effectiveness	2
Quality of Education	2
Behaviour and Attitudes	2
Personal Development	2
Leadership and Management	2
Education Programmes for Young People	2
Adult Learning Programmes	2
Apprenticeships	2
Provision for Students with High Needs	2
Contribution to Skills Needs	Strong

The 2023-24 QIP priorities were shared against each judgement which would be monitored throughout the year.

JM questioned if the QIP was challenging enough. The VP responded that the QIP presented at the meeting was the high level QIP and behind it each academy had their own QIP. Everyone was working on attendance, but there were some local QIP actions. The QIP targeted what needs to be improved.

SB noted there was reference to co-delivery with stakeholders, but asked how the Group were moving to pick up the co-design element. There were a lot of strategies in place with the HTQ requirements and the IoT have some key anchor employers supporting around the skills needs. Changes in the qualification framework have also engaged discussions with our partners.

MM pointed out under the skills contribution reference was made to the 'vast majority' achieving. He asked what was meant by 'vast'. The VP said it would be unrealistic to say all – at least 90%. A system had been set up to record what they were doing and to monitor and challenge.

An overview of safeguarding in 2022-23 was presented in terms of key headlines.

APPROVED: The Corporation approved the College's Self-Assessment Report and Quality Improvement Plan was recommended by the Curriculum Performance Committee.

The Director of H&S left the meeting.

29/23-24 REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD HELD ON 21 NOVEMBER 2023

The Chair of the Higher Education Academic Board provided an overview of the meeting held on 21 November 2023.

The Teaching Excellence Framework (TEF) outcome had been received with the Group achieving an overall award of silver, with gold for student outcomes.

Discussions related to the outcomes and curriculum programme review – which confirmed the Group were in-excess of the OFS thresholds and minimum values for B3.

The Committee receive an enrolment update, along with presentation of the HE KPIs and HE Risk Register.

Collaborations and Partnerships were discussed particularly around the HTQ injection fund.

30/23-24 VERBAL REPORT FROM THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 11 OCTOBER 2023

The Chair presented a verbal report from the Search and Governance Committee held on 11 October 2023.

The main focus of the business related to reviewing the Members' Report in the Financial Statements, particularly around achievement towards strategic objectives and the introduction of a Board Recruitment Working Party.

Some approaches had been made with regards to recruitment and the Chair announced the appointment of the new Staff Governor Sophie Sanderson, following the resignation of previous staff governor, who had left the College.

31/23-24 AGREE KEY PERFORMANCE INDICATORS

The Key Performance Indicators were presented as a complete document. These had already been through both relevant committees and the financial targets had been agreed with the budget in July 2023.

The reduction of the attendance target from previous years was discussed, which related to the Group recognising a national decline in attendance and the context around that.

The Chair had met with College Management in relation to attendance and concluded everything was being done that could be.

APPROVED: The Corporation approved the complete KPI targets and noted current position.

32/23-24 MODERN SLAVERY STATEMENT

DCG meet the legislative criteria for producing and publishing a Modern Slavery Statement annually.

The Group does not deem itself to be high risk but are committed to human rights.

Updated legislation dictated completion of the Government's Modern Slavery Registry, which the Corporation had completed voluntarily for the past two years.

APPROVED: The Modern Slavery Statement was approved for publication.

The meeting finished at 7.32 pm