



**MINUTES OF THE CORPORATION MEETING HELD ON 12 DECEMBER 2022
AT 5.00 PM IN THE ENGINE ROOM, THE ROUNDHOUSE**

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MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 12 DECEMBER 2022 AT 5.00 PM IN THE ENGINE ROOM AT THE ROUNDHOUSE

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

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

Prior to the meeting governors discussed and were briefed on Board recruitment, the Johnson Building, Little Explorers nursery Ofsted and the implications of the ONS decision to move colleges back into the public sector.

PART ONE - GENERAL MINUTES

	Action	Date
<p>27/22-23 APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence.</p>		
<p>28/22-23 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</p> <p>All members were eligible, the meeting was quorate.</p>		
<p>29/22-23 MINUTES OF THE PREVIOUS MEETING HELD ON 31 OCTOBER 2022</p> <p>APPROVED: The minutes of the meeting held on 21 October 2022 were formally approved and signed as a true and accurate record.</p>		
<p>30/22-23 MATTERS ARISING</p> <p>13/22-23 Sue Bradley agreed to provide a safeguarding checklist used in schools. The Clerk and the Safeguarding Lead) have a meeting with Sue to review the safeguarding action plan.</p>		
<p>31/22-23 HEALTH AND SAFETY POLICY FRAMEWORK REPORT 2021-22</p> <p>The Director of Health and Safety presented an overview of the Health and Safety Annual Policy Framework report. This outlined how the College continues to meet its statutory requirements, along with key achievements and impacts in 2021-22.</p> <p>An annual review of the Health and Safety Policy had taken place with no changes recommended.</p> <p>The Link Governor confirmed she had been through this and reviewed in detail.</p>		
<p>32/22-23 VERBAL REPORT FROM THE CURRICULUM PERFORMANCE COMMITTEE HELD ON 1 DECEMBER 2022</p> <p>The Chair of the Curriculum Performance Committee provided a summary of the key discussions at the meeting held on 1 December 2022.</p>		

The Committee had reviewed the 2021-22 SAR and Quality Improvement Plan for 2022-23. The key judgements were:

	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	3
Provision for Students with High Needs	2

The key strengths and areas for improvement were discussed in detail at the Committee as outlined in the presentation delivered to the Curriculum Performance Committee, which informed the Group's Quality Improvement Plan.

The value added for A Levels presented a positive picture. Discussions at the meeting had related to the decline in outcomes, but they had noted strong outcomes for GCSE Plus, ESOL and STEPS and the co-design and co-delivery with employers.

Other areas for discussion related to apprenticeships, work placements and mental health.

The changes to the process for following up absent students was discussed.

Members questioned student attendance and asked why it was linked to the industrial action. It was reported that JWC was particularly affected, as was Engineering, maths and English. There was a decline in attendance as the industrial action progressed.

Members also questioned the target for 2022-23 – which was higher than previous years. They questioned the strategy to enact this. It was explained there was a policy and an aspirational target. Some academies did achieve it and some exceeded it. This was explored in more detail at the Curriculum Performance Committee. Those academies achieving or exceeding would be sharing best practice with the others. The College wanted all academies to achieve over 98% attendance.

The Annual Safeguarding Report was shared and discussed as part of the SAR - with a 16% increase in disclosures compared with the previous year. As a result of the 'Speak out' there had been a significant rise in disclosures.

The Nursery Operations Manager had presented the headline summary for Little Explorers Self-Evaluation Form. Overall Effectiveness remained at Grade 1. Each judgement area was discussed and continuous improvement shared. The Little Explorers SAR and QIP had been validated by the recent Ofsted visit and was incorporated into the overarching College SAR.

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

The Committee had also received a performance report summarising in-year performance, the Landex Peer Review and Student Voice feedback.

The Terms of Reference had been reviewed, changes included a Committee name change, reflecting a focus to performance matters with all curriculum planning elements moved to the Curriculum Planning Committee (formerly Strategy Committee).

APPROVED: The Corporation approved the recommended Terms of Reference for the Curriculum Performance Committee.

APPROVED: The Corporation approved the Key Performance Indicator Targets for Curriculum Performance recommended by the Curriculum Performance Committee.

APPROVED: The following policies, recommended by the Curriculum Performance Committee were approved by the Corporation:

- **Safeguarding Policy**
- **Safeguarding Guidelines**
- **Little Explorers Safeguarding Policy**
- **Compliments and Complaints Policy**
- **Equality, Diversity and Inclusion Policy**

33/22-23 REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD HELD ON 24 NOVEMBER 2022

The Chair of the Higher Education Academic Board presented the report from the meeting held on 24 November 2022.

The Committee received the HE Self-Assessment against the Guiding Principles, along with the Quality Improvement Plan.

It was noted there would be a new designated quality body from the summer.

The Committee reviewed the SAR and evidence of good attendance and continuation and had looked at why some students did not complete. Completion rates were good as were degree outcomes and all courses were within the threshold OFS required.

The quality of teaching was good, evidenced by lesson observations and as a consequence of professional development and academic support. Work was ongoing in relation to data collection and analysis.

Working with employers was key and that would continue to be developed on in terms of co-design and delivery.

FE Self evaluation – working with employers is key – that will continue to be worked on co-design and delivery. Mentioned quality assurance process. Attempt to use in-year data. After the academic year and more work to be done on that.

Board members had discussed the Access and Participation Plan and increasing representation in HE and ensuring the outcomes were inline.

APPROVED: The Corporation approved the HE Self-Assessment against the Guiding Principles, along with the Quality Improvement Plan.

The Committee also received an update on progress on the KPIs and Strategic Enactment, along with a review of the HE Risk Register.

APPROVED: An annual review of the Terms of Reference had taken place with minor changes proposed. The Corporation approved the updated Terms of Reference.

APPROVED: The Higher Education Tuition Fees Policy was recommended by the HE Academic Board and approved by the Corporation.

34/22-23 GOVERNOR VISITS

Members summarised their governor visits since the last Corporation meeting.

Andrew Cochrane – Inclusion (10/11/22)

AC had visited Broomfield to see how the College supported students for independent living. He met with the Director of Student Experience and Pastoral Support and some of the team. He noted it was a happy, inclusive and cheerful environment. He spoke with a student who was happy to engage in discussions (something she wouldn't have done at the beginning of the academic year) and shared her journey. The College could not meet the demand for this provision (with 522 students). Lack of space was also an issue.

The Chair asked how the provision could be increased at Broomfield. EHCP payments were negotiated and dependent upon assessment. The College continued to look at any opportunities for bids to develop the space.

Stuart Ellis – Engineering/German Visit (24/11/22) & (30/11/22)

SE joined an Engineering team meeting and met with the Built Environment Teams who discussed issues in the curriculum areas. This was followed by a short presentation by around 20 students from a mixture of courses at different stages in their education. SE shared his own career journey which then prompted discussion.

SE also met with the German College visitors on the same day and joined a tour of the Engineering facility.

On 30/11/22 SE met with the Assistant Principal Technology and the DCEO to discuss progression with the apprenticeships provision.

Hazel Clint – Health and Safety (08/11/22)

HC had met with the Director of Health and Safety and reviewed the H&S induction check sheet along with fire evaluation and record keeping. The team were utilising sharepoint to ensure versatility and easy access by all.

They had reviewed the H&S Policy Framework Report for 2021-22 and covered the key policy changes which related to work experience settings.

35/22-23

REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 29 NOVEMBER 2022

The Audit Committee Chair shared his report from the Audit Committee meeting held on 29 November 2022.

During the confidential pre-meeting Members met with External Auditors RSM and Internal Auditors ICCA. This was RSM's first year as External Auditors and their feedback was the College team were co-operative and knowledgeable.

The Audit Committee Annual Report was presented which provided assurance the governance, risk management and control arrangements were effective.

External Auditors RSM had presented the Audit Completions Report at a session which all Members had been invited to attend. It provided an unmodified audit opinion of the College's Financial Statements and an unmodified regularity conclusion.

Attention was drawn to some new wording on the Statement of Regularity and Compliance.

Members commented on the professionalism of the External Auditors and noted they had praised the College's controls. They also said they provided assurance the College's apprenticeship provision reflected that of the sector.

The Committee recommended the subsidiary accounts for MBS Ltd for approval, which had been approved at the MBS AGM. Discussions had been made in the meeting with regards to future consideration

DCG Services Ltd had been approved at the DCG Services AGM.

APPROVED: The Corporation approved the Members Report and Financial Statements for 2021-22 for DCG recommended by the Audit Committee at its meeting on 29 November 2022.

APPROVED: The Corporation received the Financial Statements DCG Services Limited and MBS Ltd which had been approved at their respective AGMs.

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

The Strategic Risk Report was shared with key risks highlighted, alongside the Annual Risk Management Report. There had been no H&S or Safeguarding issues to escalate.

APPROVED: An annual review of the risk Management Report had been undertaken with minor revisions. Corporation approved the Risk Management Policy which had been recommended by the Committee.

The Data Protection Report had been discussed, of note was the mock phishing exercises with staff – which at present were addressed supportively but may need to be enforced through HR if they continued.

The Corporation Chair raised Anti-Fraud training and suggested this be pursued for Members. The Clerk agreed to follow up with RSM.

Clerk 27/03/23

36/22-23

**REPORT FROM FINANCE AND RESOURCES COMMITTEE (FRC)
HELD ON 2 DECEMBER 2022**

The Chair of FRC provided a verbal report from the meeting held on 2 December 2022.

APPROVED: An annual review of the Terms of Reference had been undertaken with no changes proposed. The Corporation approved the Terms of Reference for the year.

APPROVED: The Corporation approved the finance key performance indicator targets, which were included in the management accounts.

The Committee had reviewed the Financial Statements in terms of triangulation and discussed key points outlined in the FRC minutes, which included the pensions adjustment, MBS cash balance etc.

The Committee had reviewed the Period 3 Management Accounts. Discussions centred around the rising energy costs and the impact of the pay awards over the last few 'special' FRC meetings. The Committee discussed a possible breach of Debt Service Cover and the CFO was asked to provide an update at the next meeting in terms status and options.

The Committee received the ESFA Financial Health Dashboard, but acknowledged there was limited scope in considering it in light of the currently position.

APPROVED: The Corporation received and ratified the Chair's action in relation to approval of the application for the Post-16 Capacity Fund Project to the value of £3.5m for the Stephenson Building and discussed the detail around this. This forms part of the College's estate strategy to reduce liabilities with third-party tenanted properties.

Members referred to the Actuary Pension Fund and the College may find it goes into a negative position next year in terms of high markets. There had been a short discussion and note in the accounts in relation to this. The Chair of Audit pointed out the liabilities were still there and there could not be a definitive response until a triannual review was carried out. It was a technical adjustment and it needed to be clearly articulated to avoid misunderstanding.

APPROVED: The Committee recommended to the Corporation the Financial Support Policy be approved which had been subject to minor amendments.

37/22-23

**REPORT FROM THE SEARCH AND GOVERNANCE COMMITTEE
HELD ON 8 NOVEMBER 2022**

The Chair of the Search and Governance Committee provided a verbal report following the meeting held on 8 November 2022.

A review of membership was undertaken with a view to recruitment. Discussions reflect that of the Board Day and that all governors should have a link/lead role and/or sit on a committee. An annual review of the Register of Interest had been presented with no concerns raised.

APPROVED: A review of the Search and Governance Terms of Reference had taken place with one revision. The Corporation approved the updated Terms of Reference.

APPROVED: The Corporation approved the Committee's recommendation that Phil Dover's term be extended for a further year to support and mentor new members joining the Board.

APPROVED: On the recommendation of the Search and Governance Committee the Corporation agreed to retain the 80% attendance target for the Corporation.

A review of the revised AoC Code of Governance had been undertaken with all 'must' elements carried out. A review of the should elements had been carried out and discussed.

A review of the updated DFE Governance Guide had been undertaken, the Board were no longer compliant with two of the 'must' elements. These had since been addressed.

Members also received information in relation to Governance reviews and the considered the Audit Committee Self-Evaluation.

38/22-23

REPORT FROM THE CURRICULM PLANNING COMMITTEE HELD ON 22 NOVEMBER 2022

The Chair of the Curriculum Planning Committee presented a report following the meeting held on 22 November 2022.

The Committee had received a progress report which provided a recap of the current position and external policy drivers, such as the Duty to Review, the Derbyshire and Nottinghamshire LSIP, ERB announcement and expectations of the Accountability Agreement Statements.

The College would need to align the Strategic Review to the draft LSIP once available in March 2023 and align to the Accountability agreement which will be submitted to the DFE in May 2023 and issued in July 2023.

APPROVED: The Corporation approved the revised Terms of Reference recommended by the Committee, which had been updated to include statutory guidance and policy and to have oversight of the Accountability Agreement and reflect the new Committee name.

The Deputy Principal asked Members if they had been invited in their capacity as employers in the region to the FSB event and agreed to circulate.

KM

Jan 23

39/22-23

REPORT FROM THE DCG SERVICES BOARD MEETING HELD ON 7 NOVEMBER 2022

A report from the DCG Services Board meeting was shared by Director, Phil Dover.

The Board received an overview of operational performance. Recruitment remained challenging, with Broomfield in particularly providing a struggle in terms of recruitment. No accidents or near misses had been recorded. All KPIs were met within 5 days with the exception of those requiring restricted access or were part of the deep cleaning programme.

The Management accounts for the period outturn 2021-22 was shared and discussed. There was an underspend on pay due to vacancies which had been offset by temporary and agency staff cover.

The 2022-23 budget was approved by the DCG Services Directors.

The DCG Services Board approved a pay award for employees, (4% for those earning less than £25K (FTE) per year and 3.5% for those earning greater than £25K (FTE) per year.

Members questioned if the cleaning team considered themselves DCG employees, e.g. did they have a sense of belonging. It was pointed out they were not part of the trade unions and as such a pay award was settled earlier for them. The College are careful not to communicate with them as part of the College, but as part of DCG Services and run different sessions to include them as a team.

40/22-23 **MODERN SLAVERY STATEMENT**

The Clerk presented the annual review of the Modern Slavery Statement which had been updated for the academic year ending December 2022.

Members were informed the College continued to submit information from their statement to the Modern Slavery Registry and were also undertaking an awareness raising exercise with all team members and links to voluntary training would be shared with all staff on the HR Directors next newsletter.

APPROVED: The Corporation approved the Modern Slavery Statement.

Staff and student governors left the meeting.

CONFIDENTIAL MINUTES OF THE CORPORATION MEETING HELD ON 31 OCTOBER 2022

APPROVED: The minutes of the meeting held on 21 October 2022 were formally approved and signed as a true and accurate record.

WHAT HAVE THE COMMITTEE LEARNED FROM THE MEETING?

Members reflected on the discussions held in the meeting particularly the discussions in relation to attendance and the SAR.

The decision in relation to everyone fulfilling a link role and the direct impact of the link visits in between meetings. The meeting discussions provide a shared understanding and assurance of the College and its position.

Part 1 of the meeting finished at 6.42 pm