



**MINUTES OF THE CORPORATION MEETING HELD ON 6 JULY 2020
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 6 JULY 2020 AT 5.00 PM
REMOTELY VIA MICROSOFT TEAMS**

Present: Janet Morgan (Chair), Alan Brady, John Clay, Hazel Clint, Andrew Cochrane, Angela Cruz, Phil Dover, Stuart Ellis, , Mike Kapur, Martyn Marples, Graham Schuhmacher, Kevin Slack, Mandie Stravino

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

PART ONE - GENERAL MINUTES	Action	Date
74/19-20 WELCOME AND APOLOGIES FOR ABSENCE The Chair welcomed Angela Cruz the new Student Union President to the Corporation and Robert Bamford the new Health and Safety Manager to the meeting. Apologies for absence were received from Sue Bradley.		
75/19-20 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM All members were eligible and the meeting was quorate. Andrew Cochrane declared had provided legal advice to a client which related to a contract they had with Roundhouse Events. Stuart Ellis was an employee of Rolls-Royce plc.		
76/19-20 MINUTES OF THE PREVIOUS MEETING APPROVED: The minutes of the meeting held on 18 May 2020 were formally approved and signed as a true and accurate record.		
77/19-20 MATTERS ARISING There were no matters arising.		
78/19-20 PROTECTION OF FUNDS AND ASSETS AND ACHIEVEMENT OF LEGAL OBLIGATIONS HEALTH AND SAFETY STATUS REPORT The new Health and Safety Manager attended the meeting and presented the Health and Safety Status Report, summarising		

achievement towards KPIs, compliance, reporting and effectiveness across the Group in headline areas.

Ongoing risks were highlighted, in particular the organisational wide risk assessment for Covid-19, which was under constant review as national guidance was issued. This included the implementation of social distancing measures and hand hygiene provisions to reduce the likelihood of transmission.

Also reported was potential property damage at Broomfield Hall due to water ingress and the measures taken to mitigate any personal injury risk.

There was one RIDDOR reportable incident, which was detailed in the Corporation report.

79/19-20 REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 16 JUNE 2020

The Chair of the Audit Committee presented an overview of the business covered at the meeting held on 16 June 2020.

Two internal audit reports were received for HR Performance Management which provided reasonable assurance and Corporate Governance which provided substantial assurance.

Two further reports were discussed verbally – Sub-contracting and Follow-up.

BDO the External Auditors presented their plan for the 2019-20 financial statements. The Chair raised concern at the substantial increase in fees and deferred the decision to extend the External Audit contract until the completion of the audit and confirmation of the fees.

Internal and External Audit recommendations were received, and the Strategic Risk Report reviewed and discussed, with the exception of Covid-19 there were no significant areas of concern.

80/19-20 ESFA FINANCIAL HEALTH LETTER

The ESFA had written to the Chief Executive confirming they had reviewed the audited DCG Financial Statements for 2018-19 and confirmed their initial grading (based on the financial plan in July 2019) remained as good.

81/19-20 MANAGEMENT ACCOUNTS MAY 2020 COMMENTARY AND ACCOUNTS

The Chief Finance Officer shared the Management Accounts for May 2020 (Period 10) and highlighted the key points.

The EBITDA performance was still broadly on contract with budget, however, some employees who had been furloughed had been taken off in June.

Commercial income lines, including Apprenticeships had dropped off significantly as a result of restrictions due to Covid-19 and was likely to continue through June and July.

The one-off costs of the purchase of PPE and associated signage, cleaning and other equipment will also have a negative impact on the EBITDA in the final two months of the year.

Financial health will still be judged to be good.

82/19-20 FREEDOM OF INFORMATION ANNUAL REVIEW

The Corporation noted public authorities were required to publish information about their activities, which members of the public are therein entitled to request.

There were ten requests from the period 1 July 2019 and 30 June 2020, which related to IT budget and systems, data protection, pension information and organisational structure.

Members were also asked to note the Freedom of Information Function, along with Data Protection would move from 1 August with the CFO taking up the role of Data Protection Officer.

83/19-20 REPORT FROM THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 9 JUNE 2020

The Chair of Search and Governance provided a verbal report following the meeting on 9 June.

A reminder was provided to all governors to complete their mandatory training.

The Committee had discussed the commitments of the new Chair and his current commitments. Alan Brady had expressed interest in the role of Standards Committee and it was recommended Alan be appointed Chair for the new academic year.

APPROVED: The Corporation approved the appointment of Alan Brady as Chair of the Standards Committee from 1 August 2020.

Succession planning for the Audit Committee had also been discussed, and with the Audit Chair due to step down next year and two further accountants not continuing it would only leave one qualified accountant on the Board. Discussions related to recruiting qualified accountants to replace those leaving.

The Committee also approved an updated Self-Evaluation which would be e-mailed out to Governors following the meeting.

**84/19-20 EDUCATIONAL PERFORMANCE AND QUALITY,
INCLUDING**

COVID-19 EDUCATION AND SKILLS UPDATE

The Vice Principal provided a verbal report summarising the education and skills activity and implications during Covid-19 lockdown.

The majority of students had completed their year with the College, although pastoral and teaching support were maintaining contact with those vulnerable students.

Around 90% of qualifications had been completed, with most due for completion by 31 July.

Some areas are having difficulty with the live assessments such as fitness and coaching and hair, with plans to work with those students that need to complete in September.

HEIs have a no detriment policy for students, and will be providing grades and degree levels to students.

Some feedback had been received from one awarding body about a small qualification. Four students had undertaken and all had passed the qualification which had been through an exam board and quality checked. However, the awarding body had queried due to an 80% pass rate last year and a 100% one this. This has been questioned with the awarding body and a response awaited.

The application and enrolment process have continued, with a careers room live chat and interviews carried out through this medium.

Potential NEET students had been a focus, and the College had been working with the schools to capture these earlier.

There would be an online enrolment process, with students accessing an online portal once they receive their GCSE results. They will then be referred to someone to provide advice and guidance. Staff will also be on site providing advice and guidance with bookable timeslots to avoid students queueing up.

Concerns were raised around EAL students and those who may have had inflated predications from school.

New guidelines had been issued for September which needed to be worked through. With some areas quite specific and others open to interpretation.

**85/19-20 REPORT FROM THE STANDARDS COMMITTEE MEETING
HELD ON 8 JUNE 2020**

The Committee Chair explained most of the committee business had been covered in the prior item. However, Sagar

Johnson, the Student Governor had provided the Committee with a presentation on the Derby College Students' Union activity. They had used MS Teams to offer support and mental and physical health, as well as continuing regular Student Council meetings online.

The Committee had also reviewed and approved the Student Bullying and Harassment Policy.

86/19-20 FE COMMISSIONER LETTER 16 JUNE 2020

The Chair shared the FE Commissioner letter which praised colleges for adapting to online delivery and advised they would be resuming their usual support activity with colleges.

87/19-20 POLICIES

The following policies were presented for review and approval:

- Higher Education Tuition Fees Supplement
- Annual Leave Policy
- Employee Recruitment and Selection Policy
- Maternity, Paternity and Adoption and Shared Parental Leave Policy

The Audit Committee recommended the following policies for approval:

- Travel and Subsistence Policy
- Procurement Regulations and Tendering Procedures

APPROVED: The Corporation approved all the above policies.

Staff and Student Governors left the meeting.

Part 1 of the meeting finished at 6.15 pm

Signed: _____ Date: _____