



**MINUTES OF THE CORPORATION MEETING HELD ON 18 MAY 2020  
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 18 MAY 2020 AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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

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

<b>PART ONE - GENERAL MINUTES</b>	<b>Action</b>	<b>Date</b>
<b>54/19-20 APOLOGIES FOR ABSENCE</b>  There were no apologies for absence.		
<b>55/19-20 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</b>  All members were eligible, the meeting was quorate and there were no new declarations.		
<b>56/19-20 MINUTES OF THE PREVIOUS MEETING</b>  <b>Approved: The minutes of the meeting held on 25 February 2020 were formally approved and signed as a true and accurate record.</b>		
<b>57/19-20 MATTERS ARISING</b>  51/19 The CFO confirmed the calculation for the IFMC had been clarified prior to submission.		
<b>58/19-20 PROTECTION OF FUNDS AND ASSETS AND ACHIEVEMENT OF LEGAL OBLIGATIONS</b>  <b>REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 17 MARCH 2020</b>  The Chair of the Audit Committee presented an overview of business covered at the meeting held on 17 March 2020.  Two internal audit report were received for HR and Payroll providing adequate assurance, and for Budgetary Control Mechanisms which was substantial.  Two further audits had been carried out for HR Performance Management and Corporate Governance with reports presented at the next meeting.		

The ESFA Funding Audit report from the visit in September 2019 was positive and confirmed there would be no clawback.

The Committee approved the Gender Pay Report, noting 20 new employees in the engineering sector, but generally the group had more female employees but in lower paid roles.

The Committee reviewed the key strategic risks which related to the failure to achieve the budget targets for 2019-20 and the negative impact of the COVID 19 pandemic.

Ongoing litigation was discussed and it was noted there were no safeguarding cases to escalate to the Board.

The Deputy Chief Executive also appraised the Board of a Health and Safety Executive visit.

## **59/19-20 MANAGEMENT ACCOUNTS AND PERIOD 8 COMMENTARY AND ACCOUNTS**

The Chief Finance Officer shared the Management Accounts for Period 8.

It had been confirmed the Adult Education Budget was exempt from clawback for the year 2019-20, however apprenticeships and commercial income were still down, but cost savings on non-pay had mitigated this. The income line had been amended, which increased the EBITDA rating.

Following discussions with the ESFA and the DFE, it was confirmed that T Levels would go ahead in September. Assurance was sought before committing to the projects.

The Insurance and Security re-tenders Members were informed of at a prior meeting, had commenced but required on site visits, which currently were not possible.

**APPROVED: The Board approved to extend the current Insurance and Security contracts between 6-9 months pending completion of the re-tendering exercise and flexibilities around Covid-19.**

Lennartz discussions were ongoing with the court date deferred due to Covid-19. No payments had been made or requested at the point of the meeting.

In early April the Government confirmed 16-19 funding on profile would continue to be paid and there would be no reconciliation for 2019-20 and payments would be paid on profile for 2020-21.

High needs learners were paid by the local authority and would continue onto next year.

Apprenticeships support was limited and any support would only cover non-levy funded apprenticeships. This was being

monitored and the College were in discussions with the AoC as there may be a further scheme the College is eligible to apply for.

Higher Education learning continued and it was expected they would pay term three as normal, but the Government had agreed to pay the earlier term at 50% as opposed to the previous 25%.

Advance learner loans were expected to be paid as normal.

Commercial full cost work would drop off until reopening. Roundhouse Events was not currently open and in other areas of the College some staff had been furloughed.

**60/19-20 APPOINTMENT OF CHAIR FOR 2020-21 ACADEMIC YEAR**

An expression of interest had been received from Phil Dover for the position of Chair.

**APPROVED: The Committee therefore moved to appoint Phil Dover as Chair for the 2020-21 academic year.**

**61/19-20 APPOINTMENT OF VICE CHAIR FOR 2020-21 ACADEMIC YEAR**

An expression of interest had been received from Andrew Cochrane for the position of Vice Chair.

**APPROVED: The Committee therefore moved to appoint Andrew Cochrane as Vice Chair for the 2020-21 academic year.**

**62/19-20 UPDATED INSTRUMENT AND ARTICLES**

The Clerk presented the updated Instrument and Articles with one change which related to the quoracy of the Corporation, which had changed from 30% to 40% to reflect the sector benchmark.

**APPROVED: The Corporation approved the updated Instrument and Articles of Government.**

**63/19-20 EDUCATIONAL PERFORMANCE AND QUALITY**

**COVID-19 EDUCATION AND SKILLS UPDATE**

The Vice Principal presented a report which summarised the education and skills activity and implications during Covid-19 lockdown, although much had moved on since writing the report.

She discussed the challenges of engaging some of the hard to reach students and noted some may have issues that prevented them engaging online, such as lack of facilities at home, homes under pressure with working parents and

siblings causing distraction and some students only allowed to use shared laptops when parents are not working.

The efforts to take delivery online have proved interesting and a huge amount of interaction with students had taken place with a variety of different approaches.

The Deputy Principal explained since writing the report there had been a reduction in the number of apprenticeships furloughed with 14% mainly in construction returning to work. There were 1600 on programme with 18 taking a break in learning.

Some awarding bodies were accepting professional discussions as an alternative to observations in the workplace and end point assessments.

The Vice Principal went on to discuss action taken in specific delivery areas such as childcare to achieve positive outcomes.

There were 12 vulnerable students with EHCP and two students that were identified as a significant risk if they engaged.

Requirements had been put in place for around different assessments, with the Assistant Principal for English and Maths co-ordinating. Assessments had to match in with the previous grade profile. John Clay acknowledged the amount of work undertaken and praised the work the Assistant Principal and all her team in preparing the assessments.

Stuart Ellis asked about the team members and if there was anything Members needed to look out for? The Deputy Chief Executive explained the Leadership Team had been delighted with the rate and willingness the team members adapted. The pulse survey carried out was positive and where people were working from home hobby groups and regular communication had been established, along with domestic violence signposting. Listening Ear volunteers for those employees who were feeling isolated had also been introduced. The College had been in touch with those on furlough. Managers had been asked to make more contact than they normally would. Another pulse survey was due to go out with regard to support with returning to work.

## **64/19-20 HIGHER EDUCATION OVERVIEW**

The Vice Principal summarised the higher education provision for Members which included an average of 430-500 higher education students per academic year.

She discussed the HEI partners the Group worked with, alongside the range of courses available.

She went on to discuss the change legislation commencing with the Further and Higher Education Act 1992 to the Higher Education and Research Act 2017 which resulted in the

formation of the new regulator for HEIs the Office for Students (OFS) with the OFS's clear aims for increased competition, improved choice and value for money for students.

This has been the first year DCG were on the OFS 'Register' and required to meet initial and ongoing conditions of registration. The Register sets out 40 individual conditions that DCG were required to remain compliant against with quality assurance devolved to the Quality Assurance Agency (QAA).

The Group were last visited under the Higher Education Review framework in 2015 and anticipate what is now called a Quality and Standards Review (QSR) soon.

The Chair of the Higher Education Strategic Board discussed his report from the meeting held on 4 May 2020.

The Board reviewed the revised Self Evaluation Document (SED) which related to the 2018-19 academic year which had been mapped against the QAA quality code and RAG rated against the OFS Conditions of Registration.

**APPROVED: The Corporation approved the Higher Education SED which had been recommended for approval by the Higher Education Strategic Board.**

A proposal had been presented on the higher education governance structure to meet the requirements of the OFS, students and stakeholders. From 1 August 2020 the HE Strategic Board would be renamed the HE Academic Board and report directly into the Corporation. The composition was outlined in the minutes of the meeting and since writing the report, acknowledgement had been received from the OFS they had no issue with the change to the structure.

**APPROVED: The Corporation approved the Higher Education Governance Structure recommended by the Higher Education Strategic Board.**

**APPROVED: A full review of the Higher Education Academic Board Terms of Reference had been undertaken and Corporation approved the updated Terms of Reference which were recommended by the Higher Education Strategic Board.**

## **65/19-20 T LEVELS UPDATE**

The Vice Principal appraised the Corporation of T Levels. The College were running three programmes from September 2020.

The two-year courses had been developed in collaboration with employers and businesses, so the content met the needs of industry and prepared students for work.

The Vice Principal outlined predicted enrolment numbers and current applications and team members were trying to raise

awareness of T levels when interviewing students virtually. Members noted the industrial placements in the first year would be at risk.

The T Level Capital fund would provide a virtual reality laboratory at Broomfield Hall for Education and Childcare T Levels. New digital laboratories and workspace at the Joseph Wright Centre and enhanced facilities for Professional Construction students at the Roundhouse and Hudson Building.

**66/19-20 REPORT FROM THE STANDARDS COMMITTEE MEETING HELD ON 5 MARCH 2020**

The Chair of the Standards Committee acknowledged events at the meeting had been overshadowed with Covid-19.

However, the Committee received a presentation on the Behaviour for Learning Initiative presented by the Head of Behaviour for Learning and 5 P and whole-College approach to behaviour and the sharing of success, which had led to improvements in behaviour overall in the College.

The Director of Services for Students shared the Annual Safeguarding Report, which summarised the safeguarding arrangements for DCG and the role of the DSL meetings. The committee reviewed the number of and breakdown of disclosures across the sites, along with the key themes. Mental health disclosures had been higher the Joseph Wright Centre, relating in the main to exam stress. Work had been taking place with providing strategies to build resilience for students.

**67/19-20 FE COMMISSIONERS LETTER**

Members noted the latest communication from the FE Commissioner which acknowledged the work colleges were doing to continue learning through online activities.

**68/19-20 POLICIES**

The Prevention, Detection and Reporting of Fraud Policy was reviewed by the Audit Committee and recommended for approval.

**APPROVED: The Corporation approved the updated Prevent, Detection and Reporting of Fraud Policy.**

Staff and Student Governors left the meeting.

*Part 1 of the meeting finished at 6.00 pm*

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