



**MINUTES OF THE CORPORATION MEETING HELD ON 19 OCTOBER 2020  
AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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**MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 19 OCTOBER 2020 AT 5.00 PM REMOTELY VIA MICROSOFT TEAMS**

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

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

*Having read the papers, Members submitted questions in advance of the meeting to the Executive, which are available separately.*

**PART ONE - GENERAL MINUTES**

**01/20-21 WELCOME, INTRODUCTION AND APOLOGIES FOR ABSENCE**

The Chair welcomed Jane McNeil, Interim Pro Vice Chancellor of Nottingham Trent University.

Apologies for absence were received from Angela Cruz.

The Chair congratulated the Chief Executive on receiving an OBE in the Queen's Birthday Honours List.

**02/20-21 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM**

All members were eligible and the meeting was quorate.

Stuart Ellis was an employee of Rolls-Royce plc.

Jane McNeil worked for Nottingham Trent University.

**03/20-21 MINUTES OF THE PREVIOUS MEETING**

**APPROVED: The minutes of the meeting held on 6 July 2020 were formally approved and signed as a true and accurate record.**

**04/20-21 MATTERS ARISING**

There were no matters arising.

**05/20-21 HEALTH AND SAFETY STATUS REPORT**

The Head of Health and Safety presented the Health and Safety Status Report, summarising achievement towards KPIs, compliance, reporting and effectiveness across the Group in headline areas.

Some adaptations had been made in light of Covid-19, to avoid mass gatherings, with fire evacuation training replacing the need for whole site fire drills.

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Several health and safety inspections had taken place during the academic year and there were no health and safety concerns to escalate. Regular site tours have continued to monitor Covid-19 compliance.

Members were also appraised of the Covid-19 reports, and the team had been working with the DFE and Public Health England in terms of compliance with policies and procedures.

Jane McNeil questioned what was being done in relation to staff and student mental health and wellbeing.

The Head of Health and Safety explained there had been a meeting this week to look at mental health and wellbeing and close liaison has been maintained with employers and students that have tested positive.

The Deputy Chief Executive explained the Head of Health and Safety now holds regular meetings with the Director of Public Health at Derby City Council, which also includes the Police. They are satisfied that the correct steps have been taken and they have asked the Group to continue to feed into the Council in terms of contact tracing.

The Vice Principal also added that a pulse survey had been circulated across the Group to all staff and offered an opportunity to raise and discuss any concerns and enable continued support for the Group's staff. The Director of HR provided regular updates for staff and the Students' Union continued to engage with students.

## 06/20-21 **OUTCOMES AND ENROLMENT REPORT**

The Deputy Chief Executive shared the 2019-20 End of Year Outcomes and September 2020 Enrolments.

### Outcomes

The DFE would not be holding schools and colleges to account for assessment data, nor publishing 2020 summer performance data. They further advise the 2020 exams data should not be used as part of the teacher performance management process. For target setting it was proposed to revert to the 2019 results in line with what the DFE's suggestion. That had already been touched upon in a meeting with the Chair recently.

Centre assessed outcomes for English and Maths were shared. The Government algorithm did increase the grades which were awarded and presented in the report.

However, functional skills results showed a significant reduction on the previous year and would adversely impact the progress measure, the reasons for which were outlined in the report.

Stuart Ellis questioned if students had been disadvantaged by not sitting the exam. It was explained that no students had been disadvantaged and that those students who teachers believed would have passed had been progressed to the next level of study.

John Clay pointed out, having been involved in the process, taking an exam-based qualification to a portfolio based qualification was a significant change and asked how the drop compared with other providers. The Vice Principal agreed to find out.

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Much work had gone into A Levels and students didn't lose out. However, for GCSE there had been an increase in the number of students wishing to take November resits than the previous year.

The Vice Principal said there was no published data, but the Group was able to benchmark against the AoC who were indicating DCG had performed quite well by comparison.

The Deputy Principal said apprenticeships would be 4 points above benchmark.

### Enrolment

Although a slight decline on 2019-20, a large number of 14-16 year olds (on day release from school) would be attending the College. Furthermore, there has been a growth in home schooled students for this academic year.

Although subject to withdrawals and additional enrolments throughout the year, the move to online enrolment had generated an increase to date.

Higher Education enrolment was ongoing and current exceeding the initial target.

A discussion ensued with regard to student destinations.

The JWC Local Board had continued to meet. The new Head of A Levels presented the refined improvement plan. Alan Brady had confirmed he had met with the new Head of the JWC before the summer and was reassured of his appointment. He shared his desire to build on existing plans and concentrate on improvements to TLA and attendance. The next meeting would allow the local Board members to meet with students remotely.

The Chair acknowledged it had been a very disruptive year and with the national data not available, it is for the Board to have confidence that the improvement process is ongoing without point scores.

Andrew Cochrane congratulated the Executive on getting through the summer, but asked if they were clear what the expectations were for next year and if it presented any challenges.

The Vice Principal said the exams were continuing and the team were awaiting the details from the awarding bodies to prepare students. The academic calendar was being revisited and a lot of work was taking place with the universities to allay fears and secure the UCAS process.

## **07/20-21 REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 22 SEPTEMBER 2020**

The Chair of the Audit Committee presented an overview of the business covered at the meeting held on 22 September 2020.

Three internal audit reports were received for Payroll and Purchase Ledger and Risk Management, both of which provided substantial assurance. The Follow-up report also gave a substantial audit opinion.

The Annual Internal Audit report was presented for 2019-20, based on the work undertaken during the year and gave reasonable assurance that controls were operating adequately and effectively.

The Internal Audit Plan for 2020-21 and Strategy for 2021 was discussed and recommended for Corporation for approval.

**APPROVED: The Corporation approved the Internal Audit Plan for 2020-21 and Strategy for 2021.**

ICCA presented the External Assurance Review of Sub-contracting Controls Report, which identified two recommendations and summarised compliance. The External Assurance Certificate had been issued and sent to the ESFA.

External Auditors, BDO, provided a verbal progress report towards the External Audit and Financial Statements and advised there were no issues to date.

The draft Audit Committee Annual Report had been shared, which highlighted the Group's governance, risk management and control arrangements were effective. A minor revision was being made ahead of presentation to December's Corporation.

No areas of concern were raised in the Audit Committee Self-Assessment review.

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.

The Committee had undertaken an annual review of its Terms of Reference and recommended to the Corporation for approval.

**APPROVED: The Corporation approved the Audit Committee Terms of Reference.**

Prior to the meeting the Committee had undertaken annual training, which included the ESFA's Post-16 Audit Code of Practice, Fraud and Irregularity and the CUC's Higher Education Audit Committees' Code of Practice.

In light of the training, the Committee agreed to an overview of reporting mechanism for higher education at the next meeting and a summary of the HE Risk Register moving forward.

**08/20-21 FINANCE REPORT, INCLUDING MANAGEMENT ACCOUNTS FOR JULY 2020**

The CFO presented the Period 12 (year end) Management Accounts, which were the same statutory accounts submitted to the External Auditors.

It was noted a remote audit had its challenges, with the audit now reaching week three. At the time of the meeting there were no material adjustments. The External Auditors would be carrying out additional work on going concern.

As the Group were in the main grant funded, they were limited with regard to the furlough scheme. Additional costs had also been incurred to ensure the site was Covid-19 secure. During lockdown, Broomfield was open and all sites from June 2020. These costs had been submitted to the government, and at this point the Group were not aware if these would be funded or not.

Early enrolment indications looked to place the Group slightly above last year, however, the CFO was looking at this prudently.

Pay costs were in line with budget, but additional costs were being incurred due to Covid-19. Class sizes were smaller in line with government guidance and less efficient. There were additional requirements to monitor sanitizer pumps. Historically staff would have been delivering across the site, but due to bubbling this has not been possible. This may affect the EBITDA and could bring the Group to the borderline of the good rating. A cashflow forecast has to be submitted in November to the ESFA.

Further to the report presented in July 2020, the Rolls-Royce contract was successful, with the Group picking up the training of apprenticeships and 66 new starts from January that was not included in the July 2020 budget.

The CFO discussed the catchup funding which had been activated on a grant basis, but subject to clawback.

The projected cashflow was presented, which is currently above the projected plan. Around £200K was received in September in capital, which has to be spent in March 2021. A return was submitted to the ESFA of the Group's initial plans, with a requirement to match fund by up to 25%. The Group was looking to match to 20%. The challenge would be to ensure everything was completed and invoiced during the winter months prior to 31 March 2021.

The T Level Capital bid has been submitted with the outcome awaited.

The Chair questioned the additional enrolments above those planned in the budget, making reference to the lagged funding. He asked if the Group were confident in meeting the extra costs. The CFO advised some of those numbers could reduce. He said he would like to think if more students were attending colleges in the new year the Government would support.

Alan Brady asked how many students had enrolled on the T Level courses and how were they going. He also asked if Covid-19 had reduced the offer. The Vice Principal explained 42 students had undertaken the T Level route, the biggest being childcare. Students on the childcare course at Broomfield were quite high achievers, due to the high entry requirement and had good induction with students going into placement with employers in two weeks' time.

It was noted Level 2 students with one GCSE were being prepared for T Levels next year, with sizable groups of around 18 going forward as part of the growth.

**APPROVED: The Corporation approved the outline T Level capital programme.**

Members discussed the proposal to award the contract for catering services provision to Caterlink UK following a successful tender exercise. Members questioned what changes were being made to the food offer and were pleased to note more healthier options had been proposed.

**APPROVED: The Corporation approved to award the contract for catering services provision to Caterlink UK.**

**09/20-21 AGREE COMMITTEE MEMBERSHIPS**

The Committee chairs and memberships were agreed by the Corporation as follows:

Audit Committee: Kevin Slack (Chair), Mike Kapur, Hazel Clint and Rosslyn Green (Co-opted Governor)

Standards Committee: Alan Brady (Chair), Sue Bradley, Angela Cruz, Phil Dover, Graham Schuhmacher, Mandie Stravino

Higher Education Academic Board: Phil Dover (Chair), Jane McNeil, Mandie Stravino, (Amy Alexander – student rep and Gabriel Van Ingen – staff rep)

Search and Governance Committee: Phil Dover (Chair), Andrew Cochrane, Mandie Stravino

Remuneration Committee: Kevin Slack (Chair), Alan Brady, Phil Dover

**10/20-21 AGREE LINK GOVERNORS**

Link and Lead Governors were agreed:

Lead Governors

Health and Safety – Hazel Clint

Safeguarding – Sue Bradley

Finance – Martyn Marples

Apprenticeships/Employer Engagement – Graham Schuhmacher

Link Governors

Broomfield Hall – Sue Bradley

Joseph Wright Centre – Alan Brady.

**11/20-21 POLICY APPROVALS**

It was agreed policy approvals would take place via e-mail from this point forward remotely via e-mail. Only those policies requiring discussion would be brought to the committee in future.

Staff and Student Governors left the meeting.

*Part 1 of the meeting finished at 6.25 pm*

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