



**MINUTES OF THE CORPORATION MEETING HELD ON 27 MARCH 2023
AT 5.00 PM IN THE ENGINE ROOM, THE ROUNDHOUSE**

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MINUTES OF THE CORPORATION MEETING HELD ON MONDAY 27 MARCH 2023 AT 5.00 PM IN THE ENGINE ROOM AT THE ROUNDHOUSE

Present: Andrew Cochrane (Chair), Sue Bradley, 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 the Adult Education Budget, Recruitment and Skills Crisis, Devolution and property matters.

PART ONE - GENERAL MINUTES	Action	Date
<p>41/22-23 APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Alan Brady and Andrew Dymond.</p>		
<p>42/22-23 DECLARATIONS OF INTEREST, CONFIRMATION OF ELIGIBILITY AND QUORUM</p> <p>All members were eligible, the meeting was quorate.</p>		
<p>43/22-23 MINUTES OF THE PREVIOUS MEETING HELD ON 12 DECEMBER 2022</p> <p>APPROVED: The minutes of the meeting held on 12 December 2022 were formally approved and signed as a true and accurate record.</p>		
<p>44/22-23 MATTERS ARISING</p> <p>35/22-23 Anti-fraud training had been arranged for all members prior to the Audit Committee meeting in June.</p> <p>38/22-23 The Deputy Principal had shared the FSB invite to all members.</p>		
<p>45/22-23 HEALTH AND SAFETY STATUS REPORT</p> <p>The Director of H&S provided an overview of health and safety activities.</p> <p>The legal register had been reviewed and members were appraised of three open national consultations relating to building regulations and impacted on fire safety. The impact on DCG was shared.</p> <p>Mandatory training compliance was positive in-excess of 90% and no HSE enforcement action had been taken against DCG this academic year. They were on track for a year-on-year reduction of RIDDOR reportable incidents.</p> <p>Members questioned overdue training highlighted in the report. It was noted the data needed further analysis as some related to staff out of scope. The team were working on removing those for accurate reporting.</p> <p>Discussing inspection findings in the report, Members questioned the comparison of the sites with a higher number of incidents at Broomfield and the Roundhouse. They asked if there was inherent risk or if a deep dive</p>		

in that area was required. Broomfield reflected the landbased setting with the Roundhouse aligned pro-rata against the other sites due to its size.

The Vice Chair questioned how Broomfield compared to other agricultural colleges. At present data comparison relied on voluntary reporting from other colleges. The Director of H&S would include in the report at the next meeting.

Members enquired about wellbeing of staff as reported by the Trade Unions. The AIR reporting system had been reviewed and there were no spikes to report violence or aggression. The team were working with the unions to see what further action could be taken. The College did acknowledge the importance of such reporting and the need for action with regards to any concerns raised.

A pulse survey of all staff had recently been carried out which had received a positive response.

The Chair of FRC asked more about the national consultation in relation to fire safety. The response was fire assessments were carried out every three years and as an organisation the College had a duty to review. The College were compliant with current guidance and fire safety and risk was of paramount importance.

The Vice Chair sought assurance that no part of the estate had inadequate fire safety. The external fire risk assessors came into the College to check every three years. Checks were carried out alongside fire evacuation times. Members were informed that nationally there was a drive to improve standards and the College would make modifications to comply with new regulations.

RB

22/05/23

46/22-23 **REPORT FROM THE CURRICULUM PERFORMANCE COMMITTEE HELD ON 9 MARCH 2023**

The Corporation Chair provided a summary of the key discussions at the meeting held on 9 March 2023.

Prior to the meeting, committee members had undertaken a tour of the Business and LEXIS academies. A mid-year position statement on the Organisational Performance Monitoring Report (OPMR) had been shared with a focus on attendance. Members also received an overview of the Little Explorers Quality Improvement Plan (QIP) and praised the team for the outstanding Ofsted Inspection which had taken place in November and since been published.

A teaching and learning report covering mentoring, coaching and CPD was presented.

The Equity Diversity and Belonging report shared EDI performance for the year ending 2021-22 with developmental actions.

Members had received a report from the JWC Local Board, progress towards KPIs and curriculum risks.

47/22-23 **ORGANISATIONAL QUALITY IMPROVEMENT PLAN (QIP)**

The Vice Principal presented a comprehensive overview of the Organisational QIP. The last progress update took place on 31 January.

Twelve of the key objectives were on track, with seven rated as amber and two with a red rating. Good progress was being made with the QIP priorities.

The CPD for high expectations teaching was gaining momentum but needed more consistency in terms of student feedback. Attention was being made to driving up outcomes of students, particularly in relation to social mobility.

Attendance was not making the progress the College wanted, this was a national picture.

The quality of career education resources and developing a systematic and sequenced rolling plan for L&M development was a focus.

Actions were also in place in relation to industry upskilling CPD.

The rate of internal progression needed to be improved. Discussions also related to student progression. Lots of work was being carried out in this area, with taster sessions, focus on entry requirements etc.

48/22-23 REPORT FROM THE HIGHER EDUCATION ACADEMIC BOARD HELD ON 15 MARCH 2023

The Chair of the HE Academic Board presented the report from the meeting held on 15 March 2023.

Members noted the TEF application submission.

Some actions had progressed on the HE QIP, continuation figures looked good and a lot of work had been carried out in terms of teacher development. Future focus related to capturing employer voice in this area.

New curriculum initiatives were shared and development of the HTQs in Digital, Health, Science and Construction for 2025.

Retention and continuation figures were good and broken down by two groups of students, it was noted the apprentices had a lower attendance pattern and the reasons for this shared. Internal student data was also discussed.

The Committee had heard that the College were up to date with the OFS Conditions of Registration and a review of the risk register had taken place with one significant risk relating to recruitment.

49/22-23 GOVERNOR VISITS

Members summarised their governor visits since the last Corporation meeting.

Stuart Ellis – Technology (09/02/23) and 09/03/23)

SE shared the key themes of his visits. He had met with students who had overcome barriers to learning – some had EHCPs and behaviours they were trying to develop. The visit also focussed on reviewing the Engineering Quality Improvement Plan. The second visit in March looked at the BTECs and apprenticeships with discussions around attendance. SE had spoken with a female student in relation to attendance and asked about barriers. He had also questioned around sexual harassment in a male

dominated role. She provided assurance the College was inclusive and encouraged all routes for male and female students.

SE had also attended the Winter Garden Open Day at Broomfield.

Sue Bradley – Nursery (20/03/23)

SB had a positive walk around and spoke with staff and little people. Discussions related to the challenge of maintaining an outstanding Ofsted grade and the pressures associated with that. During the visit SB had reviewed the development plan and discussed the development of the literacy programme.

The impact of the Chancellor's announcements around nursery funding and the concerns about the changes to the ratio of children to adults was raised and how that could affect quality, particularly for those children struggling with development. Discussions related to special needs in the city, funding cuts and the difficulties in getting a referral – which had an impact on nursery delivery. The team were carrying out more home visits to chat with parents which was something the LA would have done in the past.

Sue Bradley – Broomfield (18/01/23 and 20/03/23)

SB had met with the team at Broomfield and had a long discussion on the challenges of attendance. They had talked in detail about the analysis and the different approaches being tried.

Both visits went well and involved different areas of the site. She witnessed a member of staff detailing with a vulnerable student who managed the situation very effectively calming them down quickly. She also visited a class and was able to see the challenges in engaging reluctant learners who did not want to attend English and maths. Positive links had been formed with Chester Zoo and conversations took place with regards to recruitment and retention.

Sue Bradley – Safeguarding SLT (15/12/22), 16/02/23) and Safeguarding Link (08/02/23)

Most recently discussions related to the roll out of the CPONs system and the confidence reporting was more secure. It was also noted there had been a spike in reporting for the new system. Dialogue focussed on the student survey around sexual harassment. Assurance had also been sought in relation to processes on safer recruitment – with SB assured by the actions.

She had forged a connection with the Safeguarding Lead Governor at Nottingham in terms of sharing best practice.

Reporting on careers SB had carried out one meeting and had attended the Matrix Assessment – which had focussed on the operation of the Board.

Andrew Cochrane – ESBs Engineering and Manufacturing (13/12/22) and 15/12/22) and JWC

AC had attended two ESB meetings in December. Those who attended were very enthusiastic. Work was however, underway to increase employer engagement in some areas. He was particularly encouraged by the enthusiasm of the Chair of the Rail ESB, who provided a positive role model.

AC had met with the Assistant Principal at the JWC during the industrial action, with a follow up meeting in December. AC had also met with him at the Living the Values event which was positive.

He had attended the Living the Values event last week which was well received by staff.

AC touched on the Ministerial visit the week prior and had witnessed the questioning of a group of higher apprentices who articulated themselves very well.

Phil Dover – Beauty, Travel and Tourism (27/03/23)

This had been PD's first link visit. PD was familiar with the position of the Hair and Beauty Academy and noted the delivery team had been strengthened.

Issues with attendance were discussed and strategies to try and improve, which included the length of the taught day and speaking with parents. Retention was improving due to a review of course content.

Innovative ways to show the relevance of English and maths was discussed, such as the reintroduction of stock control, measured amounts and digitalisation of assessment work, etc.

Travel and Tourism had experienced staffing issues which had been addressed and Business had a high demand.

Kevin Slack – Building Services (08/03/23)

KS had visited the Building Services Academy in a professional capacity.

He met with two lecturers who engaged well and articulated the challenges not just in relation to teaching, but the wider wraparound services they provided. The students were happy. One lecturer was from a trade and was being supported through his teacher training by the College. He came away very enthused by their enthusiasm.

50/22-23 REPORT FROM THE AUDIT COMMITTEE MEETING HELD ON 14 MARCH 2023

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

During the confidential pre-meeting with members and auditors there had been no matters to raise.

Members of the Committee had formed a panel the prior day to consider the shortlisted Internal Audit tender submissions.

APPROVED: The Corporation approved the Audit Committee's recommendation to award the Internal Audit Contract to ICCA for a three-year term until 31 July 2026, with the option to extend for two one-year periods.

The Committee had received the Financial Planning and Budgetary Controls Report which had one recommendation relating to the Management Accounts. The CFO took on board the recommendation and agreed to work with FRC to agree future reporting.

The Gender Pay Statement had been received and was approved for publication. DCG's data reasonable compared with the benchmark for the FE sector. A further update was provided in that the Government had a

plan to programme weight male dominated sectors in order to attract and recruit staff.

External Auditors, RSM provided ONS reclassification briefing and this led to discussions by the Committee, particularly in terms of key risks around the bank covenants. **Corporation members went on to discuss the impact of this** and options.

The Committee had received the Corporate Risk Register, which had 29 risks under review. There had been a long discussion in relation to this. The SLT Risk Group had been tasked with revisiting the Register and bringing a revised version to a future meeting.

Members were appraised of one data breach since the last meeting, discussed in the confidential session, which had since been closed by the ICO.

51/22-23 **VERBAL REPORT FROM FINANCE AND RESOURCES COMMITTEE (FRC) HELD ON 20 MARCH 2023**

The Chair of FRC provided a verbal report from the meeting held on 20 March 2023.

The Committee had received a presentation on the Property and Estates Management Strategy, along with the College's Environmental and Sustainability Plan. The challenges with maintaining the estate had been discussed.

The Chair had posed a number of questions in relation to cyber security and the Director of IT provided an overview.

Members received an update on the Brazel v Harper Trust ruling.

The Committee discussed the financial position in relation to the P5 Management Accounts which had been circulated to Members, the reduction in the EBITDA and what actions the College were taking to address that. Discussions had also focussed on actions to avoid a breach in current outflow this year.

The CFO then went on to present the Period 6 Management Accounts and shared the projected EBITDA. AEB income was significantly down for college delivery across a number of areas. Apprenticeship income had continued to be behind budget but had improved slightly this period.

Actions to address EBITDA shortfalls were discussed in detail with a comprehensive plan shared with members. Issues were also highlighted in relation to the energy contract. The provider had been unable to provide an accurate electricity bill.

Current financial health YTD was showing as good with an RI year end position.

One Member questioned if there was any action to be taken with regards to the debtors position. The College followed normal processes and pursued legal action for bad debt.

52/22-23 CHAIR'S ACTIONS

Due to the tight window of opportunity to apply for capital funding for T Level Hair and Beauty, Equine and Agriculture, the Chair's approval was required to submit an application for £1.4m for Animal Care with a College contribution of £240K and £400K for Hair and Beauty with a College contribution of £66K. The Chair approved on 11 February 2023.

A meeting had taken place offline on 14 February 2023 in relation to the sublet of the Johnson Building with the Chair, the DCEO and the property agent. Part of the commitment for the new provider to enter the building was to undertake an intrusive survey. This resulted in the need for additional fire safety works at a maximum value of £250K – which the Chair had approved. The lease had now been signed.

53/22-23 REPORT FROM THE CURRICULUM PLANNING COMMITTEE HELD ON 14 MARCH 2023

The Chair of the Curriculum Planning Committee provided an overview of discussions at the meeting held on 14 March 2023.

The Committee received a presentation of the Teaching, Design and Improvement Strategy and a review of the Curriculum Strategy, along with the curriculum business planning timeline.

An update had been presented from the LSIP Steering group, along with the draft Accountability Safety and progress towards the Strategic Review. The Corporation were unable to formalise the approach in terms of meeting local skills needs until the LSIP had been published. The Deputy Principal was engaging with the FSB and updated Members.

54/22-23 ESFA ANNUAL STRATEGIC CONVERSATION

The Chair summarised the Annual Strategic Conversation meeting held on 25 January 2023 and Members noted the letter received on 13 March 2023.

55/22-23 REPORT FROM THE SEARCH AND GOVERNANCE COMMITTEE HELD ON 14 FEBRUARY 2023

The Chair of the Search and Governance Committee presented a report following the meeting held on 14 February 2023.

The Committee had reviewed its membership and composition and agreed to undertake a recruitment exercise.

APPROVED: An updated job description was approved by the Corporation as recommended by the Committee with a requirement to carry out a link or lead role on the Board.

The Link Lead governor roles had been reviewed to support with recruitment of new members,

APPROVED: The Corporation approved Stuart Ellis joining the Audit Committee as recommended by the Committee.

APPROVED: The Corporation approved the draft Invitation for Proposals for the External Review which had been recommended by the Committee.

APPROVED: The Corporation approved the Standing Orders which had undergone a review and had been recommended by the Committee.

APPROVED: The Corporation approved the Complaints Against the Corporation Policy which had a minor change.

56/22-23 WHAT HAVE WE LEARNED FROM TODAY'S MEETING?

The Corporation collectively had a good understanding of the College and gained assurance from the link and lead governor meetings. They understood the quality improvements the College needed to make. Members understood the College's position financially and what action the senior team were undertaking to attempt to mitigate the position.

Staff and student governors left the meeting.

Part 1 of the meeting finished at 7.00 pm