



Derwentside
College

Board of the Corporation

**Minutes of a meeting of the
Board of the Corporation**

held in the Albert Croney Suite on
Tuesday 27th January 2015 at 5.30pm.

Present:

Mrs K Redhead, Mr G Marshall, Mr G Gibson , Mr J Davies, Mr D Temperley, Mrs G Granath, Mrs S Nicholson, Mrs C Richards, Ms A Form, Mr M Short.

Apologies:

Mr T Edwards (Chairman), Ms N Dixon.

In attendance:

Mr C Todd Director of Finance and Resources,
Mrs S Errington Director of Business Development
Mr M Sowerby, (Clerk to the Corporation).

1. Introduction

1.1. In the absence of the Chairman, Mr Marshall (Vice Chair) chaired the meeting. The Acting Chairman welcomed everyone present and in particular Mr Short who, following the recommendation of the Search Committee, was attending the meeting for the first time as a Board Member.

2. Declarations of Interest

2.1. There were no declarations of interest.

***3. Minutes of a meeting of the Board of the Corporation held on
Tuesday 16th December 2014.***

Matters arising:

3.1. Item 4.3. Typing error. The Clerk will amend the item by removing the third "the" from the sentence.

3.2. Item 3.7. Safeguarding flowchart. The Principal will present the flowchart at the next meeting of the Board.

3.3. Item 6.2.4 Employers responsible for apprenticeship funding. The Principal informed Members that the whole FE sector would be affected by this issue not just our College and asked that the minutes be amended slightly to reflect this. The

Acting Chairman and Clerk agreed that the wording should be amended to reflect this.

3.4. Item 8.1.3. Equality and Diversity training. The Principal reported that changes to the training are still under discussion but the on line training is still active.

3.5. Item 9.1. Student Member recruitment. The Director of Business Development reported that recruitment is at an early stage and at present staff are trying to identify likely candidates.

3.6. Item 11.1. Russian visitor report. Mr Davies informed Members that his visitor has not sent a written report about her visit but has commented on how much she had enjoyed the experience.

Agreed:

3.7. THAT the Board receive the minutes as a true record.

4. *Chairman's verbal report*

4.1. The Acting Chairman informed Members that since the last meeting of the Board, he and the Chairman had met with the Principal to discuss the Skills Funding Agency (SFA) funding issue. Details of the funding situation feature later in the Principal's report.

Agreed:

4.2. THAT the Board receive the Chairman's report.

5. *Principal's report*

5.1. The Principal presented her report which included the following:

- 2014/15 Performance against funding targets
- Skills Funding Agency – resolution of funding issue
- Senior Management Team vacancy update
- Quality Update

5.2. 2014/15 Performance against funding targets – Confidential Item

5.3. Skills Funding Agency – resolution of funding issue

5.3.1. The Principal informed Members that the long standing funding issue with the SFA has now been resolved. The SFA have accepted that we have been uniquely disadvantaged by one or more of their approaches and mechanisms and have agreed to increase the non-apprenticeship strand of our Adult Skills Budget. They have also agreed that the increase will be consolidated into our baseline.

5.3.2. Members were very pleased that the issue had finally been resolved and with such a positive outcome.

Agreed:

5.3.3. THAT the Board note the current situation.

5.4. Senior Management Team vacancy.

5.4.1. The Principal provided Members with an update on the recruitment situation. Members were informed that the AoC executive search had been unsuccessful but our local campaign had attracted sufficient applicants, of a decent calibre, to progress with the shortlisting and interview stages. Three candidates are to be interviewed on Thursday (29th January) and hopefully an appointment will be made.

Agreed:

5.4.2. THAT the Board note the current situation.

5.5. Quality Update

5.5.1. The Principal informed Members that, due mainly to the key vacancy on the senior management team, a number of quality related reports, that were due to be reported to the Board in December and January have had to be postponed.

5.5.2. Members were informed that the newly established Quality Working Group is to meet next week. The Group will moderate the Self-Assessment Report (SAR) and scrutinise the Quality Improvement Plan (QIP) progress. Members of the Group are also to receive training on Outcome for Learners and Teaching Learning and Assessment. All of these reports will then be presented to the next meeting of the Board.

5.5.3. In relation to the Destinations report, independent monitoring data for the 2010/11 cohort are provided by the Department of Education (DoE) and the Department of Business Innovation and Skills (BIS) and more up to date information is provided by the College. This College information is not currently available and a considerable amount of work will now have to be undertaken to produce the report. The Principal thanked Members for their continued patience and informed Members that the Destinations report will be presented to the May meeting of the Board.

5.5.4. The Acting Chairman suggested that another column could be added to the Strategic Target table in the report to track KPI progress.

Agreed:

5.5.5. THAT the Board note the current situation.

6. *Finance and Resources Reports*

6.1. Finance Report and Management accounts (period 5)- Confidential Item

6.2. Risk Management report

6.2.1. The Director of Finances and Resources presented the report and reminded Members that the Strategic Risk Register had been reviewed and updated at the Audit Committee meeting held on the 10th November 2014. The Director of Finances and Resources informed Members that risk area 1 (failure to address the challenges arising from the move towards employer ownership of apprenticeship funding) continues to represent the most significant risk to the College. A SWOT (strengths, weaknesses, opportunities and threats) analysis is to be conducted to identify how the College might respond to the changes being proposed. However it is unlikely that we will be able to substantially mitigate this risk until more specific details are released.

6.2.2. The Director of Business Development informed Members that following a long consultation regarding the proposal, 1500 responses were received, 950 of which were from employers. The new Minister Nick Boles has since stated that this proposal needs to be looked at again. A suggestion of a voucher scheme has been made but it is unlikely there will be any further announcements until after the General Election. The AoC has also expressed concerns about the proposal.

6.2.3. The Principal informed Members that all of the major parties are committed to apprenticeship growth but how it is funded is the question. The new Minister seems to be listening to the feedback but because of the General Election everything will be put back for at least twelve months. There is still a risk but it is no longer imminent. Other income streams are being developed to try and lessen the risk.

6.2.4. The Director of Finances and Resources then highlighted the progress made in risk areas 2,4,5,7 and 10. Implementation of actions in risk areas 2, 5 and 10 had successfully reduced the residual risk grading by reducing the likelihood of each risk occurring. The Director of Finances and Resources then outlined three main future actions to further mitigate specific risks where possible.

Agreed:

6.2.5. THAT the Board note the report and the actions identified in the Strategic Risk Register.

6.3. Construction Development Business Case – Confidential Item

7 *Director of Business Development reports*

7.1. Partnership report (Autumn Term)

7.1.1. The Director of Business Development presented the report and provided Members with details of all of the 2014/15 College partners and their RAG ratings. Members were given further information about the three partners where the RAG rating had changed since 2013/14. Two partners (names - confidential) had improved ratings and in the case of the third partner (name - confidential) the rating had declined.

7.1.2. Following a question from the Acting Chairman regarding the performance of the third partner (confidential) the Director of Business Development informed

Members that the partner had a poor start to the delivery of apprenticeships by underestimating the requirements from both a learner and employer perspective. A new delivery model has now been put in place and an action plan developed which will be closely monitored. Learners now seem much happier.

7.1.3. The Director of Business Development then provided Members with a progress update, on each of the partners, since the last report in October 2014. Following a question the Principal confirmed that in the past one partner (name – confidential) had been constantly asking for money. Performance returns have now been put in place and their funding is linked to our satisfaction with their performance. It is a laborious process but performance is slowly progressing.

7.1.4. A Member and the Acting Chairman commented that it was a very good report.

Agreed:

7.1.5. THAT the Board note the report.

8. *Board Matters*

8.1. Board Member Performance Report

8.1.1. The Clerk informed Members that the report consisted of two sections. The first section contained the agreed Board Member performance targets and the second section attempted to show how the Board had complied with the legal responsibilities as set out in the Articles of Government.

8.1.2. Following a question regarding the target for attendance at training/awareness sessions not being achieved, the Clerk advised Members that the target applied to all Members and some Members found it difficult to attend sessions due to other commitments.

8.1.3. The Clerk informed Members that the Performance Indicators had been agreed some time ago and perhaps they should now be reviewed.

8.2. Members Register of Interests

8.2.1. The Clerk informed Members that on an annual basis Members must disclose any interests that they, or their close families may have, which could be perceived as a conflict of interest. A copy of the Register of Interest questionnaire and Code of Conduct declaration was distributed to Members.

8.2.2. Members were asked to complete and return the Register of Interest questionnaire and Code of Conduct declaration to the Clerk as soon as possible.

8.3. Training and Effectiveness

8.3.1. The Clerk informed Members of the following AoC events:

- A seminar entitled Teaching, Learning and Assessment - Developing the role of Board Members in Monitoring Quality is to take place on the 12th Feb 2015. It is a full day event and Members of the new Quality Working Group are to attend.
- An Induction Session for new Board Members is to be arranged. It will probably be an early evening session at a central venue, possibly New College Durham or East Durham College. The date has yet to be confirmed. Ms Form and Mr Short expressed an interest in attending the event.
- A webinar is to take place tomorrow, the 28th January 2015, entitled Prevent duty guidance consultation – what does this mean for colleges? Members were informed that the webinar would not be shown at the College but Members could access it live at home or when it had been archived. The next webinar will be on the 17th February 2015 (5.30pm – 6.30pm) and is entitled Technology in colleges – what do governors need to know?

8.4. Draft Code of Governance.

8.4.1. The Clerk reminded Members that a Task Group is to be set up to look at the draft Code and provide feedback to the AoC. The Acting Chairman, Mr Temperley, Mrs Granath and the Principal volunteered to join the Group. It was agreed that the meeting will take place on the afternoon of Monday 2 March 2015.

9. *Next meeting Agenda*

9.1. Items for the next meeting include:

- Minutes of the previous meeting
- Draft Minutes of the Audit Committee to be held on the 9th March 2015
- Chairman's verbal report
- Principal's report
- Finance report and Management Accounts
- Construction Development Plan – verbal update
- Health and Safety Policy Review and mid-year update
- Business Continuity Plan review
- SAR and Quality Improvement Plan (termly update)
- Staff Survey (mid-year update)
- Teaching, Learning and Assessment report (Autumn Term)
- Outcomes for Learners report (Autumn Term)
- Annual Meeting Schedule

10. *Any other business*

10.1. There were no items of other business.

11. *Date of next meeting*

11.1. The date of the next meeting is Tuesday 24th March 2015 at 5.30pm.

The meeting closed at 7.40pm.