



Board of the Corporation

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

held in the Albert Croney Suite on
Tuesday 9th February 2016 at 5.30pm.

Present:

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

Apologies:

Mr T Edwards (Chairman), Mr M Short.

In attendance:

Mr C Todd Director of Finance and Resources, Mr N Lister Vice-Principal Curriculum and Quality, 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.

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 15th December 2015.

Matters arising:

Ms Form reminded the Clerk that she had put her apologies in for the meeting

3.1. Item 3.1. The Student Representative. The Clerk advised Members that he had been informed that Mr Landy had been unable to attend the meeting due to a family issue. The Clerk is to speak to the Chairman regarding inviting Mr Landy to a future meeting of the Board.

3.2. Item 5.2.3. Members term of office. Both Mrs Granath and Mr Gibson confirmed that when their term of office expires in March they would like to continue for a further term. Mr Davies also stated that he would like to stand again when his term of office expires in July.

3.3. Item 5.2.4. The Search Committee recruitment strategy. The Acting Chairman asked the Clerk if any progress had been made in identifying prospective members. The Clerk advised Members that he had looked at numerous trade and professional websites but as yet had not been able to identify contacts within the organisations.

3.4. Item 6.5.1. The College intranet site. The Director of Finance and Resources informed Members that he was currently working on providing access to the site for Members.

3.5. Item 7.1.2. SFA clawback of funds. The Director of Finance and Resources advised Members that prior to the meeting he had asked the Clerk to alter the minute to read SFA clawback of funds.

3.6. Item 10.1.2. Curriculum area visits. The Clerk informed Members that he, the Principal and the Vice Principal had looked at and developed a number of options. The options will be discussed with the Chairman on his return.

3.7. Item 10.2.4. Prevent online training for Members. The Clerk advised Members that he had been informed that the on line training was ready to go live and Members will be contacted in the next few days.

Agreed:

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

4. *Chairman's verbal report*

4.1. In the absence of the Chairman there was no Chairman's report.

5. *Principal's report*

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

- 2015/16 Performance against funding targets
- Area Reviews
- Parliamentary activity
- Apprenticeship Reforms
- Annual Report 2014/15

5.2. 2014/15 Performance against funding targets- Confidential item

5.3. Area Reviews

5.3.1. The Principal provided Members with the background to the Area Reviews and the current situation with wave1 of the reviews. Wave 2 was due to commence in January but this has been delayed slightly.

5.3.2. The Principal advised Members that she and members of the Senior Management Team (SMT) visited Chesterfield College last week to speak to the Principal and hear first-hand about the review process. It had been a very worthwhile

visit. Derwentside and Chesterfield colleges have a lot in common and communication links are to be maintained.

5.3.3. Members were advised that the Principal and the Acting Chairman are to attend an Area Review conference in Leeds later in the week

5.3.4. Finally the Principal provided Members with an update on Area Review consultation meetings she has held with staff and trade union representatives. A dedicated Area Review section on the Staff Net has also been created.

Agreed:

5.3.5. THAT the Board note the current situation.

5.4. Parliamentary activity

5.4.1. The Principal provided Members with details of the following activity:

- The dinner at the House of Commons for North East Principals and MPs, which had been facilitated by the AoC .The Principal had led on a briefing about Area Reviews and subsequently MPs secured a 90 minute debate in Westminster Hall with the Skills Minister in attendance:
- The celebratory event at the House of Commons for the AoC Student of the Year and runners up:
- A letter the Principal had written to the Skills Minister, Nick Boles inviting him or his representative to the College to see first-hand the outstanding work we do in managing sub-contractors. Although we have not received a response our local SFA representative has informed us that she has provided a very positive report about the College's handling of a problematic contract the SFA had terminated and asked us to take over.

Agreed:

5.4.2. THAT the Board note the current situation.

5.5. Apprenticeship Reforms

5.5.1. The Principal reminded Members of the government's manifesto commitment for apprenticeship growth (3 million starts during this parliament) and major reforms planned for apprenticeships.

5.5.2. The Principal then outlined several key aspects of the strategic document entitled "English Apprenticeships: Our 2020 Vision" which the government published in December 2015. The Principal informed Members that although the government has set out their proposals much of the detail has not yet been worked through.

5.5.3. A Member commented that her employer has been looking into the proposals and has already concluded that if the proposals go ahead as they are there will be an impact on jobs.

5.5.4. The Principal informed Members that two new bodies, the Institute for Apprenticeships and the Digital Apprenticeship Service are to be set up. Details about both bodies are limited at present but the problems and difficulties envisaged with the Digital Apprenticeship Service on line portal were explained to Members.

5.5.5. A Member commented that because apprenticeship reform was a party pledge someone has to develop the idea and make it happen.

5.5.6. The Director of Business Development informed Members that qualifications are also being changed. Following a comment from a Member, the Principal informed Members that the government is not trying to undermine apprenticeships but are trying to make sure that the qualification standards are robust. However in order to meet their manifesto commitment it is having to change everything all at once and rush the changes through.

Agreed:

5.5.7. THAT the Board note the current situation.

5.6. Annual Report 2014/15

5.6.1. The Principal informed Members that she was very pleased with the content and quality of the Annual Report. The report, which is a Board publication, combines criteria from the governance code, College performance, student success stories and aspects of the awards ceremony.

5.6.2. The Principal thanked Members for their very positive feedback and thanked the Director of Business Development and her team for all of their hard work in developing the report. The Board also asked for their thanks to be passed onto all of the staff responsible for an excellent publication.

Agreed:

5.6.3. THAT the Board note the report.

6. Director of Finance and Resources Reports

6.1. Finance Report and Management Accounts (period 5)- Confidential item

6.2. Strategic Risk Management – Heat Map

6.2.1. The Director of Finance and Resources informed Members that due to the comments about the size and content of reports raised at the last meeting he was only presenting the risk heat map at this meeting. Members were informed that as the Audit Committee consider risk in considerable detail, the heat map captures all of the information that the Board needs to know. The Director of Finance and

Resources asked Members to consider if they wanted him to continue reporting risk management to the Board in this way in future.

6.2.2. The Director of Finance and Resources then provided an update on Risks 1, 2 and 12. Members were advised that Risk 1, the apprenticeship levy, was the biggest risk to the College, but there are many details which are still not known. The situation will be closely monitored. Risk 2, the devolution of funding, was also an area which will be monitored closely as details emerge. Risk 12, revised banking arrangements, has now been agreed.

6.2.3. A Member commented about the concern that the metropolitan authorities would try to take the lion's share of devolved funding at the expense of the rural authorities. The Principal confirmed that only adult funding has been included in the devolution proposals, apprenticeship funding is not included. Early discussions with the SFA have taken place regarding future funding but they have no answers regarding this at present. The Director of Finance and Resources confirmed the situation will be closely monitored.

6.2.4. Following a question the Director of Finance and Resources confirmed that Risk 12 also covered cash flow risks and the overdraft facility will be available if required.

Agreed:

6.2.5. THAT the Board note the report and the actions identified in the Strategic Risk Management Heat Map.

7 Vice-Principal Curriculum and Quality reports

7.1. Teaching, Learning and Assessment (TLA) report (Autumn Term)

7.1.1. The Vice-Principal Curriculum and Quality presented the report. Members were informed that this was the first report of 2015/16 and all observations moderated have been good or outstanding. The Vice-Principal Curriculum and Quality then highlighted the key strengths and areas for improvement which had been identified through the analysis of the observations.

7.1.2. The Vice-Principal Curriculum and Quality outlined the actions taken to date and in particular the use of external consultants in supporting an enhanced programme of Continual Professional Development (CPD) and the significant impact on TLA profiles following the appointment of the Lead Lecturer.

7.1.3. Following questions the Vice-Principal Curriculum and Quality confirmed that the observations took place during October/ November 2015. Although the CPD programme could possibly be mirrored with the partners it would need to be very closely monitored. Learning walks do currently take place with the partners.

7.1.4. Members commented that it was good to see progress in an area that was already good. The Vice-Principal Curriculum and Quality informed Members that he

had previous experience as an Ofsted inspector and in his opinion some of the lecturers at the College are very good.

Agreed:

7.1.5. THAT the Board note the report.

7.2. Outcomes for Learners report (Autumn Term)

7.2.1. The Vice-Principal Curriculum and Quality informed Members that this was the first report for predicted success rates for 2015/16. The predicted success rates are as robust as possible for this early period and they will become more accurate as the academic year progresses. The Vice-Principal Curriculum and Quality then outlined the predicted success rates in Classroom Learning Provision and Apprenticeship Provision.

7.2.2. The Principal informed Members that a lot of work on success rate predictions has taken place but there is more to do especially with the partners to ensure their processes are acceptable.

7.2.3. Members commented that the predicted improvements are significant and if they continue to be accurate it promises to be a very good end of year. Following questions the Vice-Principal Curriculum and Quality confirmed that there were very few former Future Strategy learners left, so the outcomes should not be affected. However success rates will be affected by Construction learners some of whom are leaving to take up full time employment before the end of their courses. Following a question the Director of Business Development confirmed that efforts would be made to encourage those Construction learners to complete the course.

Agreed:

7.2.4. THAT the Board note the report.

7.3. Learner Destination report

7.3.1. The Vice-Principal Curriculum and Quality informed Members that the report related to the period between October 2013 and March 2014 and used data from the Department of Education (D of E). A comprehensive report on all 2015/16 learners, using the College's own internal data analysis will be presented to the Board in July 2016.

7.3.2. Members were informed that although the number of learners in the report was relatively small (70), the results were outstanding. The Vice-Principal Curriculum and Quality then highlighted the significant improvements from the previous year and how the College had performed in relation to colleges in the region and nationwide.

7.3.3. Following a question the Principal confirmed that the College has performed well year on year and although the numbers included in the report are small, they are excellent results for the College. Members agreed.

Agreed:

7.3.4. THAT the Board note the report.

8 Director of Business Development reports

8.1. Partnership report (Autumn Term)

8.1.1. The Director of Business Development presented the report and provided Members with the background to the report and then gave details of all of the 2015/16 College partners.

8.1.2. The Director of Business Development then described the robust partner monitoring arrangements and highlighted the RAG ratings of each of the partners. The Director of Business Development provided Members with a RAG rating comparison with 2014/15 year, details of partner performance improvement and decline, and the actions to be taken. Members were also provided with an update on a new partner. The Acting Chairman commented that it was an excellent report which demonstrated the commitment of the team.

8.1.3. The Director of Business Development informed Members that due to the amount of staff time and work involved in managing the partners the College is trying to absorb more work rather than look for more partners. A Member suggested that the RAG rating table could be improved by including an arrow to show the direction of travel of partners between Red, Amber and Green. A discussion took place regarding the quality and effectiveness of the monitoring provided by the College.

Agreed:

8.1.4. THAT the Board note the report.

9. Board Matters

9.1. Board Member Performance Report

9.1.1. 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.

9.1.2. The Acting Chairman commented that the Membership vacancy target of 4 months was desirable but experience with Student Membership recruitment has shown that it is not achievable. Members discussed several aspects of the report including attendance and Audit Committee membership.

9.2. Members Register of Interests

9.2.1. 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 had been previously distributed to Members.

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

9.3. Training and Effectiveness

9.3.1. The Clerk informed Members that there is to be an AoC Induction Session for new Board Members on Tuesday 1 March at 5.00pm. Ms Form has expressed an interest in attending the event. There are no other planned AoC governance events before the next meeting of the Board.

9.3.2. The Acting Chairman informed Members that he had attended a Funding and Finance event. Unfortunately the event speaker had been delayed and the event had to be cancelled. Only four people had attended the event. The event has been re-arranged and will take place on the 18th March at 12.30pm. The venue is still to be confirmed. Members were asked to contact the Clerk if they would like to attend.

10. Next meeting Agenda

10.1. Items for the next meeting include:

- Minutes of the previous meeting
- Draft Minutes of the Audit Committee to be held on the 7th March 2016
- Chairman's verbal report
- Principal's report
- Finance report and Management Accounts
- Health and Safety Policy Review and mid-year update
- Business Continuity Plan review
- Quality Improvement Plan (termly update)
- Staff Survey (mid-year update)
- Annual Meeting Schedule

11. Any other business

11.1. There were no items of other business.

12. Date of next meeting

12.1. The date of the next meeting is Tuesday 22nd March 2016 at 5.30pm.

The meeting closed at 7.30pm.