

## Minutes of Corporation Board – Part 1

### 14 December 2023

<b>Board Members:</b>	B Kaczmarczyk (Chair) J Battye (Joint Vice-Chair) T Campbell (Joint Vice-Chair) J Richards (Principal and CEO) H Freeman J Evans N Beldham (Staff Governor – Support) B Turner (Student Governor)	S Martin-Standley L McKenzie J Croot L Mycroft J Hemper K Cashmore L Needham (Staff Governor – Curriculum)
<b>Attendees:</b>	M Greaves (Head of Teaching & Learning) S Cox (Head of Governance – Maternity Leave) C Acaster (AP People & Culture) J Down (AP Student Experience & Wellbeing)	H Taylor-Toone (Deputy Principal) G Varley (AP Engineering & Construction) C Godfrey (AP Academic and Professional Studies) Observer: K Hoggins (Future Apprentice Governor)
<b>Apologies:</b>	L McKenzie, L Needham, S Martin-Standley	

#### CH = Challenge

The meeting started with refreshments provided by Hospitality and Catering students, served by students from Travel and Tourism. The Chair thanked the tutor and students for their work at the event and noted on behalf of the Board, the pleasure it was to meet and chat with students.

- 16/2324 Declarations of Interest  
Members were reminded of the need to disclose an interest in any item of business to be considered at the meeting. Nothing was declared for Part 1.
- 17/2324 Membership Update  
The Chair (BK) welcomed the new Student Governor, Bobby Turner, to the meeting. BK introduced Keely Hoggins, who attended the meetings as an observer. Keeley has expressed an interest in joining the Board to fill the Apprentice Governor role. The Chair noted that this was Henry Taylor Toone's last meeting at Deputy Principal, as he leaves to join the Trafford and Stockport College Group in mid-January 2024. He wishes HTT well in his new role and thanked him for his work at the college and his contribution to the work of the Board, Finance and Audit Committees.
- Resolution:** The Board **noted** the membership update
- 18/2324 Minutes of the Previous Meeting & Matters Arising  
Part 1 minutes of the previous Corporation Board meetings held 19 October 2023 were reviewed and agreed as a true and accurate record. The review of confidential minutes is recorded under Part 2.
- The action log was reviewed and there were no matters arising. Previous actions were updated and either marked as complete or carried forward as appropriate. (*Refer to Corporation Action Log – 14.12.23*)
- Resolution:** The Board **approved** the non-confidential minutes (Part 1) of the previous meeting.
- 19/2324 Corporate Report  
The Principal/CEO provided an overview of the Corporate Report which had been circulated in advance of the meeting, the report covered the national picture including Government Policy and Legislation, Strategic Relationships/events, Strategic Planning, People and Culture, KPIs, Health and Safety and Key Risks.
- Strategic Plan Update  
Following the input provided by governors at the strategic visioning session on 9 November 2023, the Principal provided an update on progress with developing the next Strategic Plan. The senior team have since consulted with the wider college management and drafted the outline key strategic pledges. The management team unanimously agreed that

that the mission 'Inspiring Futures, Changing Lives' be retained, but that the vision be reviewed. In relation to the 5Ps, the senior team propose 5 Pillars: People, Place (previously Position), Prosperity and Performance (embedding Progress) and Planet. It is proposed that pledges are provided under the following categories: Funding Streams, Business Services and Golden Threads through the Plan. The senior team and college management team have developed high level pledges under each Pillar for Board consideration. Workforce Development, wellbeing, inclusivity, digital and sustainability will be golden threads throughout the main strategic plan and within the area business plans. Each area of the college, both curriculum and business support, will develop their own business plan to reflect on how they will contribute to the delivery of the strategic plan each year. The Board discussed the proposed Pillars and pledges in detail and noted how very pleased they were to see the introduction of the Planet pillar. Following discussion on the People and Prosperity pledge, the Principal explained that these were based on feedback from the staff survey, and the focus had been on making pledges responding to staff concerns. **CH:** JB queried if the pledges only related to staff and what had been considered for students. The Principal confirmed that the pledges included students and that the wording would be reviewed to reflect this. Discussion took place on Pledge 3 of Prosperity relating to efficiencies. Governors felt that this should be changed to effectiveness, which would indicate continuous improvement with efficiency implicit. In response to questions from the Board about reference to safeguarding, health and safety and care, the Principal explained that these would feature in the next tier but would review the Pillars in response to Board feedback. The importance of work-life balance was discussed and how workload should be included in the pledges. It was agreed that the Principal review the wording of People Pledge 2, which is specific to staff to include students. The Principal proposed, in light of potential significant change and uncertainty in the political and economic landscape, that the strategic plan, alongside a finance plan, be developed over a three-year cycle (2024 – 2027). Progress on the development of the plan will be provided at each future board meeting. The Staff Governor (Business Support) noted that, as a member of staff, how valued it felt to be included in the strategic visioning. The Board thanked the Principal and senior team for the work to date in developing the plan.

**Action:** The Principal to review feedback from the Board and update the strategic plan proposals accordingly.

**Resolution:** The Board **endorsed** the proposals to date, **approved** the 5 Pillars and outline pledges and **agreed** to a three-year strategic plan.

#### KPIs

The AP People and Culture noted that Staff Turner was at 24.5% on 31 October 2023, 4.5% above target. He discussed the incentives which were being put in place in terms of retention. These included an employee forum to engage with a wider audience, flexible benefits and working with recruitment partners to support. He explained that staff retention was an issue across all FE colleges.

#### Key Risks

An update on key risks was provided. It was clarified that these were in-year risks which could impact on delivery of service, performance and budget. **CH:** TC asked if it was possible for the Board to have a high level risk log, perhaps against the 5ps. HTT confirmed that the risk register is an indication of the risk and the actions which have been put in place to mitigate against these. These are currently scored in the Finance Risk Register and can be added to the report as Board request. Robust discussion followed on risk reporting to the Board and if the format of the report could be changed. It was noted that the review of the risk register has been delegated to the Audit Committee and is scrutinised at each Audit Committee meeting. The Chair of Audit Committee noted the work HTT had done over his time in the college to improve clarity and reporting of risks. The Principal noted that all risks in the 3 main reports Corporate, Finance and Performance link back to the risk register, and are current risks. **CH:** TC asked if the Board could identify the top 5 risks to the college and how they were ranked. Following discussion it was agreed that the risk register continue to be scrutinised by the Audit Committee, but have the high level risks reviewed by the Board.

**Action:** **SMT to incorporate current high-level risks in future Board reports**

J Hemper left the meeting.

**Resolution:** The Board **received** and **noted** the contents of the Corporate Report

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#### Performance Report

The AP for Academic and Professional Studies presented the latest student and apprentice performance data for 2023/24 and drew the Board's attention to the key areas, including attendance and retention.

#### **Self-Assessment Report (SAR) 2022/23**

The Head of Teaching Learning and Quality Improvement (MG) presented an overview of the College Self-Assessment Report 2022/23. The college had graded itself Good for Overall Effectiveness, Quality of Education, Behaviours and Attitudes, Personal Development and Leadership and Management, 16-18 provision, apprenticeships and provision for students with high needs. Adult Learning Programmes was graded as Requires Improvement. Safeguarding was graded as Effective and Contribution to Skills as Strong. The report included the grade profile for each curriculum area and provided evidence of how each grade had been decided. The Chair of Performance and Standards Committee explained

that the committee had scrutinised the report in detail and had provided feedback which had been incorporated by senior managers into the report.

#### **Quality Improvement Plan (QIP) 2023/24**

MG provided an overview of the seven areas for development which has been identified through the self-assessment process. The QIP will be updated and BRAG rated on a regular basis. She noted that they would be working closely with SMS who had provided some feedback into the actions in the QIP. With reference to Maths and English, the Principal reported that more responsibility was being put on curriculum times to monitor attendance at maths and English lessons. Two new Teaching and Learning Quality Leads has been appointed to support improvements in English and Maths in the college. MG informed the Board that there would be more emphasis in the coming year on celebrating achievements.

**Resolution:** The Board **received** and **noted** the contents of the Performance Report and **approved** the College Self-Assessment Report and Quality Improvement Plan

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#### Finance Report

The Deputy Principal presented the above reports/accounts to the Board. The Chair of Audit Committee reported that these has been presented to the Audit Committee for scrutiny. He explained that the Committee had the opportunity, if the need arose, to bring these to the Corporation if there were any areas of concern. He noted that the Committee had found no issues and the college had received a clean audit report.

- Annual Audit Committee Report
- DRAFT Statutory Accounts for the year ended 31st July 2023:
- External Audit Completion Report
- Going Concern Assumptions
- DRAFT Statutory Accounts
  - a) Chesterfield College Group 2022/23
  - b) Learning Unlimited ATA Ltd 2022/23
  - c) Chesterfield College Enterprises Ltd 2022/23
  - d) Recruit Unlimited Ltd 2022/23
  - e) Training Services 2000 Ltd 2022/23
- ESFA Regularity Self-Assessment 2022/2

**Resolution:** The Board **received** and **noted** the Finance documents.

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#### Governance Report

The Head of Governance (SC) presented the Governance Report which, in addition to the key items highlighted below, included an update on membership, policies approved at Committee-level and ratified Committee minutes.

Membership Update: Two new Corporation Board members are being recruited to fill the vacancies and meet the skills gaps identified in the skills audit. Each have extensive experience in their respective fields of Higher Education and SEND. An Apprentice Governor has been recruited. All proposed appointments will go to the Governance and Search Committee for approval prior to recommendation to Corporation.

The Scheme of Delegation has been updated to reflect additional requirements following reclassification. Following review the Board approved the revised scheme for implementation.

The Duty to Review has been prepared in light of the new Local Skills Improvement Plan for D2N2 which was approved by the Secretary of State for Education in the summer of 2023. Following review, the Board approved the Duty to Review and noted that the document would be uploaded to the college website.

FE Workforce Governor Data Collection: Governors were reminded to complete the DfE FE Workforce Governor Data Collection information by 15 December 2023.

The Board was reminded that the External Board Review would be taking place in May. A scoping meeting has been scheduled with the AoC in March.

#### Chair's Action and Written Resolutions

There were no Written Resolutions made by the Board or Chair's Actions since the previous meeting:

**Resolution:** The Board **received** and **noted** the contents of the Governance Report and **approved** the updated Scheme of Delegation and Duty To Review.

23/2324 Statutory Reporting & Link Governor Updates

The Board received a brief verbal update on the recent Climate Change (Sustainability) from HTT. The staff development day in March 2024 will have a sustainability theme and include staff and student input. The Board will receive Equality Diversity and Inclusion Training from Kathryn James, a date and format for the training will be agreed by the Governance and Search Committee at their next meeting. It was noted that additional support for the Safeguarding Team was being provided, including new staff appointments and safeguarding training for the LEAP team. There were no updates to report for Health and Safety, EDI, Safeguarding, or additional link governor activity.

**Resolution:** The Board **noted** the Statutory Reporting and Link Governor updates.

24 /2324 Confidential Items

Confidential items are minuted separately under Part 2.

25/2324 Date of Next Meeting

15 February 2024

*Part 1 of The meeting concluded. Staff and Student Governors and observor left the meeting*