

Corporation Board

Approved

Minutes of Corporation Board

19 May 2022

Board Members: B Kaczmarczyk (Chair) L Harris (Student Governor) S Martin-Standley
J Battye J Hemper
P Bond E Pearson (Staff Governor - Support)
T Campbell L McKenzie
J Croot L Mycroft
W Davies L Needham (Staff Governor – Curriculum)
H Freeman J Richards (Principal and CEO)

In attendance: D Malone (Deputy Principal) H Taylor-Toone (VP – Finance & Corporate Services)
C Acaster (VP – People & Culture) J Rossa (VP – Quality Improvement & Assurance)
J Shore (Head of Governance)

Apologies: J Battye, J Croot, L Harris

CH = Challenge

57/2122 Declaration of Interest

Members were reminded of the need to declare an interest in any item of business to be considered at the meeting. Nothing was declared.

58/2122 Minutes of the Previous Meeting

The minutes of the previous Corporation Board meeting held 7 April 2022 were reviewed and agreed as a true and accurate record.

The action log was reviewed and matters arising were discussed, with actions updated and either marked as complete or carried forward as appropriate. (*Refer to Corporation Action Log – 19.5.22*).

Resolution: The Board **approved** the minutes of the previous meeting held 7 April 2022.

59/2122 Performance Report

The Deputy Principal (DM) presented the Performance Report, which provided a key performance update for the following areas.

Curriculum Planning

The curriculum planning process for 22/23 is underway, with a key focus on delivering skills required to meet local and national skills priorities. The Board were informed of the various processes involved and of new qualifications and apprenticeships, as well as the preparation for-T Levels.

Strategic Development Fund (SDF)

The report provided a comprehensive update, including developments and activities/events, on the Strategic Development Fund (SDF 1), which the College was secured £800k of funding to support the development of Additive Manufacturing.

The Board were informed that, together with 5 local colleges, the College has recently bid for the second phase (SDF 2), with a focus on Hybrid, Hydrogen and Electric Vehicle technology; composed of £214k Capital and £170k revenue to support these developments. Renewable, sustainable and clean technologies are key priority areas for the region and the College is committed to meeting the skills gaps through dedicated training and upskilling of students, apprentices, adults and employers within the area of ‘Electrification of Vehicles’. Through local partnerships, including Employer Representative Body (ERBs), the College is committed to delivering the workforce of the future to support the sustainability agenda. A regional Local Skills Improvement Plan (LSIP) will be heavily focused on ensuring the skills priorities are met and education providers will be essential to ensure jobs for the future skills are delivered. The Chesterfield college SDF bid meets the skills agenda for the local authority and the wider D2N2 skills plan. SDF 2 will ensure the current facility is updated to offer its current level of service on all vehicle types, including cars, motorcycles and Heavy Goods Vehicles (HGVs).

Safeguarding and Prevent

The report provided an overview of Safeguarding and Prevent activity and developments across the College, including audits, risks assessments, action plans, Mental Health & Wellbeing Charter and working groups.

The Board were advised that Safeguarding related concerns continue to be reported at an unprecedented rate since the start of the Covid pandemic. The Safeguarding and Wellbeing team has been aligned to enable triaging of referrals and threshold interventions to be established for manageability.

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

60/2122 Finance & Corporate Services Report

The Vice Principal of Finance & Corporate Services (HTT) presented the Finance & Corporate Services Report and the following key items were raised and discussed with the Board. It was noted that the report had been scrutinised by the Finance & Corporate Services Committee on 5/5/22.

Management Accounts - Period 8

The report provided a full breakdown of financial performance for Income, Pay and Non-Pay Costs for Period 8 (P8) and year-to-date. The overall deficit at P8 was £350k higher than Reforecast 1 (RF1). Income was £69k higher due to £104k additional grant income received from the College Collaboration Fund (CCF) that was not in forecast, which was offset by shortfalls in apprenticeship income of £35k. Pay costs were £145k higher due to increase in agency costs, increased pay for key work-based tutors, redundancy payments made in P8 compared to the RF1 assumption that these costs would be spread over the year, reversal of BIS staff cost capitalisation, and lower attrition of non-teaching staff. Non-Pay costs were £274k higher due to the extension of the emergency payroll service, increase in utilities, recruitment costs, legal fees, exams fees and catering costs and other costs, including the Strategic Development Fund expenditure which had been forecasted equally over the year, alongside some small net increases.

Resolution: The Board **approved** the Period 8 Management Accounts.

Corporate Services

An overview of the key developments within the corporate service support areas was provided within the report.

Confidential Items

Further confidential financial items and discussion are minuted under Part 2.

Resolution: The Board **received** and **noted** the contents of the Finance & Corporate Services Report.

61/2122 Corporate Report

The Principal (JR) presented the Corporate Report which, in addition to the key areas discussed below, included an update s on the National Picture (including Government Policy & Legislation), Strategic Relationships and Events.

Key Performance Indicators

The Board received the full KPI summary, noting the commentary provided for each target. As at Period 8 (31/3/22), the KPI achievement was RAG-rated as 44% green, 13% amber and 43% red.

Strategic Planning (including Sustainability)

The Board were advised that the College's Strategic Plan and commitments, together with the underpinning Strategic Implementation Plans, will be reviewed as it approaches the end Year 3 of its five-year life cycle. This exercise will ensure that they are still fit for purpose, reflect changes with Government policy and address other challenges facing the College and sector. Consideration will be given particularly to addressing the Skills White Paper, T Levels, Levelling-Up, Transformation Fund, Sustainability, SEND White Paper, HE (strategic partnerships), Strategic Development Fund, other capital grants, commercial strategy and staff recognition/reward.

The College has established a climate strategy group, which includes governor representation by JH. The Climate Action Roadmap for FE colleges is being utilised to address additional objectives in the Strategic Implementation Plans and qualifications are being considered for students and apprentices from the 22/23 academic year. Topics for consideration relating to the climate strategy, and to be considered in the updated Strategic Implementation Plans, include leadership and governance, teaching, learning and research, estates and operations, partnerships and engagement, and data collection.

Any proposed amendments, as well as progress towards delivering the current plan, will be shared with the Corporation Board at the next meeting.

Health & Safety.

An update from the Health & Safety Committee was included within the report, including key actions, statutory audits and reports, Covid-19, mandatory training and legislative changes.

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

62/2122 Governance Report

The Head of Governance (JS) presented the Governance Report which, in addition to the key items highlighted below, included ratified Committee minutes.

Membership

The Board were informed that, following recommendation from the Governance & Search Committee, Victoria Searby has been appointed as Co-opted Governor by the Finance & Corporate Services Committee.

The HoG shared the proposal to appoint a second Student Governor, in order to improve attendance and include representation from work based learning. The Board agreed for the HoG to review the Instruments & Articles and seek advice regarding the position of a potential College apprentice on the Board, as either a second Student Governor or third Staff Governor, as appropriate.

Terms of Reference (ToR)

The ToR for Standards & Performance Committee was shared with the Board for recommended approval by the Committee. Amendments had been made in order to reflect the current membership and remit.

Resolution: The Board **approved** the ToR for Standards & Performance Committee.

Corporation Strategic Session

The Board were informed that the key focus for the next strategic session on 22 June would be 'Strategic Thinking' and governors will be invited to consider strategic planning approaches for the College, linking this to the relevant government agendas and schemes, such as the Skills White Paper, T Levels, Levelling-Up and Sustainability.

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

63/2122 Statutory Reporting

There were no updates reported in relation to Safeguarding, Equality, Diversity & Inclusion or Health and Safety.

EP/LH (Staff Governors) left the meeting.

64/2122 Confidential Minutes of the Previous Meeting

The confidential minutes of Corporation Board meeting (Part 2) held 7 April 2022 were reviewed and agreed as a true and accurate record.

Resolution: The Board **approved** the confidential minutes of the previous meeting held 7 April 2022.

65/2122 Confidential Items

Confidential matters are minuted under Part 2.

66/2122 Date of Next Meeting

7 July 2022

The meeting concluded.