

## Minutes of Corporation Board – Part 1 (Approved)

25 May 2023

**Board Members:** B Kaczmarczyk (Chair) S Martin-Standley  
J Battye L McKenzie  
T Campbell L Mycroft  
E Cheshire (Student Governor) L Needham (Staff Governor – Curriculum)  
J Croot J Richards (Principal and CEO)  
H Freeman L Warren (Apprentice Governor)  
J Hemper

**Attendees:** J Shore (Head of Governance) H Taylor-Toone (Deputy Principal)  
C Acaster (AP People & Culture) G Varley (AP Engineering & Construction)  
J Down (AP Student Experience & Wellbeing) A Godber (Head of Vocational Studies & T-Levels)  
M Ward (Head of Creative Industries, Academic Studies & Higher Education)

**Apologies:** E Cheshire, J Croot, H Freeman, J Hemper, L Needham, L Warren

**CH = Challenge**

68/2223 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.

69/2223 Minutes of the Previous Meeting & Matters Arising

The Part 1 minutes of the previous Corporation Board meetings held 30 March 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 – 25.5.23*)

In relation to the Gender Pay Gap Report, the Assistant Principal for People & Culture advised that the report is now complete and has been shared with the EDI Committee. The report has also been registered on the government portal. The headline figure reported is a reduced gap from 31% to 22%; CA advised that this was partly due to the conversion of converted staff on flexible benefits staff to basic level pay. A copy of the report can be found here: [Gender Pay Gap Report - Chesterfield College](#)

**Resolution:** The Board **approved** the non-confidential minutes (Part 1) of the previous meetings.

70/223 Student & Apprentice Governor Report

On behalf of EC/LW who were not present at the meeting, JD presented the Student & Apprentice Governor Report which provided an overview of some of the key focus areas and activities from a student/apprentice perspective.

The Student Council and Student Union (SU) are being brought together to widen the reach and strengthen the study body feedback and advice. A collective group of apprentices is also being developed to provide further input to the student council and improve experiences for apprentices, which in turn should have a positive impact upon retention, achievement and progression. JD noted that the feedback from students and apprentices had been positive.

A key focus for next year is to get more people involved in SU activity to organise events and activities to improve the student experience and create a positive atmosphere around college. The events will also further raise awareness of the student union and may incentivise others to become more active members of the student community, whilst creating a welcoming and engaging environment.

An overview of SU activity was provided including team building, stationery sales, themed event raffles/sales and year-end SU celebration event. In total, c£100 has been raised for the College foodbank.

Preparation is underway for the next SU President due to start in June for the next academic year 2023/2024. JD advised that consideration is being given to the strengthening of the President and Vice President roles to ensure commitment to the position, including attendance at meetings and other activities across College.

Governor LMy offered her support in delivering some environment work with the Student Council/SU in terms of helping students to effectively use their voices and be treated as equals. **Action: JD to contact LMy re supporting the Student Council/SU.**

CH: The Committee discussed the use of a Chatbot used for student information at another college, with a large input from students in terms of its development. It was agreed that this could be beneficial to the students at Chesterfield and the SU/council could be instrumental in creating the FAQs and student information. **Action: SMT to explore student chatbot with Bolton college.**

**Resolution:** The Board **received** and **noted** the contents of the Student & Apprentice Governor Report.

71/2223

#### Performance Report

The Principal (JR) provided an overview of the Performance Report, which in addition to the key focus items below included an overview of student data analysis, teaching and learning, curriculum initiatives, workforce development and curriculum planning. It was noted that the report and data had been scrutinised by the Standards & Performance Committee at its meeting on 9/5/23.

#### Student Data

The full data dashboard and highlighted data summary was shared as part of the report.

The predicted outcomes for 2022/23 compared to 21/22 actual and national average were presented within the report for vocational and English and maths. The overall predicted outcome for 16-18 is 81.7% (2.5% increase on the previous year) and 67.5% for 19+ (-0.4% decrease on the previous year).

In terms of best case predicted achievement for apprenticeships, the maximum overall achievement rate for the College is 65.8% and the maximum overall achievement rate for LU Derby is 75.2%. The impact of adult care provision, which has a maximum achievement rate of 40.3%, was flagged; a significant number of adults from this provision were lost following the decision to cease delivery in this area. It was noted that some areas have small student numbers, which creates a significant impact to the maximum overall achievement rate when just a few are lost. As part of the curriculum planning for 2023/24, small provision will be removed with a clear focus on stronger provision in growing areas, where there is a demand in the sector and the College has strong relationships with employers, such as Service Sector, Early Years, Dental, Engineering and Construction and Digital.

JR advised that the achievement rate includes predictions around PFU and ESOL, which are difficult to forecast due to the variation in student volume which isn't known until the day of delivery.

Work is being carried out to review adult study programmes and whether they are suitable for individuals aged 19+, and it was agreed by the Board that what works well for a young person doesn't necessarily work well for adults in terms of delivery, culture and expectations.

#### T-Level Update

T-Levels continue to be the largest development across the college. An informative session between the SLT and AoC's Quality Manager raised shared concerns regarding the previously discussed items at the last Committee meeting. The Quality Team and curriculum teams who will be delivering T-Levels from September 2023/24 have recently visited Calderdale and Loughborough Colleges who have been running the programme over the last 2-years, to further develop their understanding, which has proved to be invaluable to the College's development of its own T-Level provision.

The College has now successfully completed its first moderations for the awarding bodies approvals. Concerns remain around how student numbers will be attracted; however, the Committee were reminded that this is a national issue, particularly around digital due to the lack of suitable employers locally to provide work experience. Governor KV advised that the criteria for appropriate digital work placements had recently been relaxed and the Committee discussed the possibility of working in collaboration with other colleges for digital T-Levels.

#### Performance KPIs

A full summary of in-year performance against the 22/23 Performance targets was provided within the report.

JR advised that generally the data was holding up well compared to the previous year, however, there was still some challenges around maths & English attendance, retention and achievement. The strategy for maths & English will be revisited after the Easter break and the possibility of de-centralising delivery back into the curriculum is currently being explored and piloted; this will include consultation with the Student Council.

Governor LMck advised that the Levy Transfer supports apprentices and SMEs up to Level 7 across Derbyshire and the College's Head of Stakeholder Engagement and Business Growth is doing well with this and increasing College numbers.

**Action: LMck to present overview of Levy Transfer to the Board.**

#### Key Risks - Performance

An overview of the Performance key risks was provided within the report, including classroom-based attendance, retention and achievement, apprenticeship retention and achievement, and Support to Improve measures within Engineering and maths and English.

In addition to the report, JR advised the Board that that the FEC had completed a benchmarking exercise for the College which will be presented to the SLT. There is nothing specific to be concerned about within the report other than support costs appear to be high, which will be analysed like-for-like. The other area flagged is that the 42-day retention figure for 16-18 provision is lower than average and more students are being lost within this period; SLT have discussed strategies to ensure the right students are enrolled on the right courses, through robust engagement, Right Choice Reviews and early sign-posting to apprenticeship or other provision.

CH: The Board discussed the importance of considering the qualitative perspective of the data, in terms of ensuring students are put on the right course for them despite the impact this may have on retention figures i.e. transferring from study programme to apprenticeship. It was agreed that the data could be cut to illustrate the differing factors. CG advised that the DfE has released a 16-18 retention strategy benchmarked against colleges, which provides data by course, level, age, ethnicity etc. This will be mirrored for the College and will feed into the 16-18 recruitment and retention strategy.

#### Safeguarding Update

The safeguarding team continue to grow their offer of preventative education, as part of the college Aspire tutorial programme, with a number of initiatives and workshops planned for the remainder of the year in relation to criminal and sexual exploitation, online safety, sexual harassment, abuse and consent, and Prevent. There will be a dedicated 2-day awareness event at the end of the academic year with a festival theme, encompassing all aspects of safeguarding and wellbeing to promote summer safety.

In January, an awareness event focusing on mental health and suicide prevention was a great success and positive feedback was received from external guests supporting on the day. Student engagement throughout the event was positive, with curriculum areas supporting some of the activities by providing music and holistic therapies.

The Safeguarding Manager has worked to develop safeguarding reports which are shared on a weekly basis with curriculum colleagues, which enables them to be aware of specific risk and the broader safeguarding landscape within their day-to-day roles.

An annual report of the Safeguarding Committee for 2022/23 will be presented to the Board at the next meeting. **Action: JR/JD**

#### Equality, Diversity and Inclusion Update

An update from the last EDI Committee meeting held 15/3/23 was provided and JR noted that members were fully engaged in the vision to drive the EDI agenda across the whole college business. There is a current declared SEND cohort of 1,500 students and 200 apprentices. Of these, 181 students and 5 apprentices have an Education Health and Care Plan (EHCP), which requires the College to offer more complex support, intervention, and external collaboration.

The extensive work that has taken place within the SEND department to improve delivery of SEND support has resulted in an increase in the college High Needs funded places for 23/24, with 10 further funded places allocated holding a monetary value of £60k.

Mandatory EDI training will be launched after Easter to all staff to ensure staff own EDI. The training will be followed by some physical training during July admin week. The Head of Governance also advised that mandatory EDI training for governors will also be implemented, alongside Safeguarding and Prevent, in the next academic year.

An annual report of the EDI Committee for 2022/23 will be presented to the Board at the next meeting. **Action: JR/JD**

The annual EDI Review is being drafted and will be published on the College website. Live EDI data will be reviewed by the EDI Committee from 23/24 and will be shared with the Board on a termly basis. **Action: JD to publish annual EDI Review for 22/23 and share termly live data updates to the Board following review at the EDI Committee.**

#### Safeguarding Policy Family

The full Safeguarding Policy family, including the main Safeguarding Policy, Online Safety Policy, Anti-Bullying Policy and Tackling Extremism and Radicalisation Policy, has been reviewed and updated by the Designated Safeguarding Lead and has

received recommended Board approval from the Safeguarding Committee.

JD advised that there have been no fundamental changes to the policy family and an overview for each policy was outlined within the paper.

**Resolution:** The Board **approved** the Safeguarding Policy family, as recommended by the Safeguarding Committee.

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

72/2223

#### Corporate Report

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

#### Accountability Agreement

The draft Accountability Statement for 2023/24, which has been developed in conjunction with the SLT and input from governors at the strategic session on 20/4/23, was shared with the Board for review. The statement addresses the draft Local Skills Improvement Plan (LSIP) for the area and the Skills for Jobs White Paper. JR presented a full overview of the statement and advised that the suggested template used by a number of colleges as part of the pilot had been adopted, with the corporate design created by the College's marketing team.

Following approval, the draft version will be published on the College website pending any amendments to be made following the publication of the LSIPs. **Action: JR to add glossary to Accountability Agreement.**

**Resolution:** The Board **approved** the 2023/24 Accountability Statement and for the Principal/CEO to submit to the Department for Education by 31/5/23.

#### Local Skills Improvement Plan (LSIP)

The College continues to be involved in meetings to shape the D2N2 Local Skills Improvement Plan (LSIP) and five key themes are emerging: Work readiness and soft skills, digitalisation, Net Zero, local socio-economic conditions and approach to training.

Following publication of the final LSIP, the Board will complete their own Duty to Review statement.

#### Health & Safety

An update from the Health & Safety Committee was included within the report, including agreed actions, statutory audits and reports, and mandatory training.

JR advised that the College is starting to experience higher level poor behaviours from some students linked to external factors outside of the building, however, the vast majority of students remain a credit to the College. Security resources require strengthening and de-escalation training will also be completed by staff over the summer.

CH: The Board asked whether there were signs outside of College to notify the operation of CCTV. CA confirmed there were signs next to the car park but advised there could be more. **Action: CA/JR to review CCTV signage.**

CH: The Board asked whether the College were aware of the hotspots. JR confirmed the key problem areas had been identified and more staff have been allocated to patrol these areas.

#### Key Performance Indicators

The overall KPI position was shared with the Board, including commentary against each target. As at 30/4/23, the KPI achievement was rag rated as 45.4% green, 9.6% amber and 45% red.

The Corporate KPIs were highlighted within the report. Since the previous meeting, staff turnover had fallen below the target of 20%, with a new high of 25.4% in April 2023. Performance & Development Review (PDR) completion is now at 96% (a 3% increase since the last report), however, it was noted that most of the outstanding PDRs were confined to 2 specific curriculum areas affected by management sickness absence and restructure.

#### Key Risks – Corporate

An overview of the key Corporate risks and mitigations was provided within the report. Key risks remain as staff workload and wellbeing, recruitment and retention of staff, volatility of the apprenticeship market, inadequate levels of core funding, and the bureaucracy and restrictions relating to reclassification and commercial borrowing not permitted.

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

### 73/2223 Governance Report

The Head of Governance (JS) presented the Governance Report which, in addition to the key items highlighted below, included policies approved at Committee-level, the latest ratified Committee minutes and the recent Data Protection Report presented to Audit Committee.

#### Membership Update

Resignations from P Bond (Member of the Board and Standards & Performance Committee) and E Pearson (Staff Governor – Support) have been received since the previous meeting. A letter has been sent on behalf of the Chair to thank the former governors for their valuable contribution and support provided to the Board, respective Committees and the College.

An election for a new Staff Governor to represent business support areas has been set up, with a deadline for all expressions of interest to be submitted to the HoG by 2/6/23.

The Governance & Search Committee have reviewed the vacancies on the Board and are actively seeking to recruit 3 new members from the School/SEND, voluntary and construction/manufacturing sectors.

#### Governance Quality Improvement Plan 2022/23 – Summer Term Update

The updated Governance Quality Improvement Plan (GQIP) for 2022/23 was shared with the Board for review and updated against the required actions and associated RAG ratings. The final version of the year-end GQIP will be reviewed as part of the governance self-assessment process for 2022/23.

In relation to the ongoing area for improvement around governors' stakeholder engagement, the Board discussed the potential for the College to hold its own digital day ('Digital Derbyshire') for employers. **Action: SMT to explore digital event for employers hosted by the College.**

#### Chair's Action

The following Chair's Action was taken on 18/5/23:

- Approval of update to Bank Mandate update to change the signatories to HTT, JR and TK (Director of Finance)

There have been no Written Resolutions made by the Board since the previous meeting.

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

### 75/2223 Statutory Reporting & Link Governor Updates

CEIAG - It was noted that a new statutory reporting heading for Careers Education, Information, Advice and Guidance had been added as a standing item. JD advised that a lot of work has been done to align the improvement plan to the 8 Gatsby benchmark and to consolidate everything to one place to provide a clearer focus.

Safeguarding - Ratified minutes from the Safeguarding Committee were shared as part of the Governance Report. JD reported that the College is continuing to see an increase in reportable concerns in relation to mental health and suicide idealisation. The annual committee report will be completed over the summer and presented to the Board in the Autumn Term.

Equality Diversity & Inclusion – The year-end review for 2022/23 is being drafted and live data will be presented to the Board on a termly basis following review at the EDI Committee. JD advised that the committee is looking to strengthen the data in terms of achievement gaps and understanding the underlying context in order to address any issues and renew practice etc.

There were no additional updates to report for Sustainability, Health and Safety or additional link governor activity.

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

### 76/2223 Statutory Accounts 2021/22 – Subsidiary Accounts

HTT reminded the Board that due to the recent reclassification of all colleges as public sector institutions, sign-off was required from the Department for Education (DfE) to use letters of support for the College's 4 subsidiary companies; Learning Unlimited ATA Ltd, Chesterfield College Enterprises Ltd, Recruit Unlimited Ltd and Training Services 2000 Ltd. Approval has now been received and assurance has also been provided by the College's external auditors.

The final 2021/22 Statutory Accounts for the 4 subsidiary companies were shared with the Board, alongside a summary of changes since they were last presented as draft in December 2022 which was provided within the report. The Letters of Representation/Support were also shared for information.

**Resolution:** The Board **approved** the final statutory accounts for the 4 subsidiary companies.

77/2223 Confidential Items  
Confidential items are minuted separately under Part 2.

78/223 Date of Next Meeting

- Strategic Session:: 15 June 2023
- Board Meeting: 6 July 2023

***The meeting concluded.***