

# Corporation

Corporation Meeting - Part 1

Thu 04 July 2024, 16:30 - 18:30

C100

## Attendees

### Board members

B Kaczmarczyk (Chair), H Freeman, J Croot, J Hemper, L McKenzie, L Mycroft, S Martin-Standley, K Cashmore, J Evans, P Dewhurst, C Brown, L Beldham, L Needham, K Hoggins, B Turner

Absent: B Turner, L Needham, P Dewhurst, C Brown, H Freeman, J Croot

### In attendance

C Godfrey, T Kidsley, C Acaster, M Greaves, G Varley, J Down, S Cox

CH=Challenge

## Meeting minutes

### 1. Membership

As this was the last meeting for Keeley Hoggins (Apprentice Governor) who has just completed her apprenticeship, the Chair thanked Keeley for her contribution to the Board over the last year and wish her every success with her career.

The Chair noted apologies from Peter Dewhurst, who had reviewed the Board papers and shared his feedback and questions with the Chair, for consideration by the Board.

### 2. Declarations of Interest

Members were reminded of the need to disclose an interest in any item of business to be considered at the meeting.

BK and LMy declared an interest in agenda item 8.1 Terms of Office.

### 3. Minutes of the previous meeting

Minutes of Part 1 of the meeting held on 23 May 2024 were reviewed and agreed as a true and accurate record. The review of confidential minutes is recorded in Part 2 Minutes.

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

#### 3.1. Actions arising

The action log was reviewed and there were no matters arising. Previous actions were updated and marked as complete or carried forward as appropriate.

### 4. Student Governor Report

The Apprentice Governor presented the Student Governor report, highlighting engagement with apprentices and collaborative work across the college. In response to a question from the Board on activity relating to the government elections, KH explained that messages had been communicated on the digital screens promoting the importance of voting.

**Resolution:** The Board noted the Student Governor Report.

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## 5. Finance Report

The Assistant Principal Finance IT Estates (APFIE) presented the Finance Report which included Period 9 Management Accounts, 24/25 Curriculum Plan and Budget, an update from the Transformation Fund Sub-committee, DfE Financial Statements review 22/23, People and Culture update and an overview of risks.

### 5.1. Management Accounts Period 9

An overview of the P9 accounts was presented. It was noted that the P9 Accounts had been discussed in detail at the Finance & Corporate Services Committee at their last meeting. He included the P9 Adjustments, 23/24 Pay Costs and forecast adjustments and the Educational EBITDA FY 23/24 with details of risks and opportunities. **CH:** The Board noted the improvement in apprenticeship retention and queried the actions which had been put in place and if any particular areas were of significant note. TK explained that the focus has been on right apprentice, right employer and improved onboarding process. GV reported growth since Covid in the engineering and construction sectors.

**Resolution:** The Board **approved** Period 9 Management Accounts

### 5.2. 24/25 Budget and 3 Year Financial Plan

The Draft Budget for 24/25 was presented, which included an overview from curriculum moderation, staff hours and class sizes, with a focus on retention, progression and a flexible and innovative curriculum offer. **CH:** The Chair raised a query from PD, in relation to any possible impact on quality if staffing hours were to be reduced. It was clarified that the reduction in staffing hours related to contact hours. SMS noted that reduced staffing hours would create innovation in new delivery models, online work and joining groups for commonality. Strategies for growth were identified as integrity in recruitment, conversion rates, retention, achievement and progression. The expected outcomes for the three year plan were identified as growing the Educational EBITDA, investment in the estate and systems, providing for self-funded inflationary pay awards, building resilience into the balance sheet, and achieving 'outstanding' financial health. The three year financial plan was linked to supporting the achievement of the 2024-27 strategic priorities. Assumptions for growth included student applications, apprenticeship recruitment, and various scenarios were modelled for risks and opportunities. Following discussion the Board agreed the plans for growth were an appropriate direction for the Group. The APFIE noted that the draft budget for 24/25, following a request from Finance & Corporate Services Committee, contained sensitivity analysis relating to the decisions which might be taken by the new government, and that sensitivity analysis is presented to each Finance & Corporate Services Committee.

17.05 LMy joined the meeting.

**Resolution:** The Board approved the Draft 24/25 Budget and 3 Year Financial Plan.

### 5.3. Financial Regulations

The Financial Regulations have been updated to include exceptions to the normal procedures for payment of invoices and the Authorisation Matrix.

**Resolution:** The Board **approved** the updated Financial Regulations.

### 5.4. Reserves Policy (Draft)

The July 2024 Financial Handbook requires all FE colleges to have a Reserves Policy in place. The APFIE presented the draft policy, the principles of which are to ensure that sufficient free reserves are maintained to enable the Group to meet its charitable purposes, and to balance expenditure of income on current beneficiaries, ensure that facilities and services have sufficient investment to improve and endure for future beneficiaries and to maintain a level of resources that are prudent for the group to be considered as a going concern.

**Resolution:** The Board **approved** the Reserves Policy.

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## 6. Corporate Report

The Principal presented the Corporate Report with updates on the Strategic Plan and priorities 24/27, KPIs 24/25, strategic relationships, national and regional picture, health and safety update, Key KPIs for the Group, Key Risks and Staff Survey. An update on the controls in place for the Corporate Risks was provided. The Staff Survey has been launched and will close early September. In response to a question raised by PD, CA explained that staff cannot be identified by their responses and that the survey was being carried out directly by an external company QDP to ensure independent reporting and anonymity.

**Resolution:** The Board noted the Corporate Report.

### 6.1. Strategic Plan

The Strategic Plan was produced following extensive consultation with students, staff, governors, employers and other stakeholders. The Board were presented with the final version, which will be used a part of the launch of the business planning process, with each area having key objectives in year one. These objectives will be cascaded to all staff through the appraisal process. Some changes had been made since the last Corporation meeting, including strengthening the quality of education, incorporating ladders of progression and more detail on stakeholder engagement. **CH:** In response to a question from LMCK, JR confirmed that careers support would be included in all area business and quality improvement plans. The Board noted the emphasis on digital and green skills within the plan and agreed that the plan was ambitious and clear.

**Resolution:** The Board **approved** the Strategic Plan 2024-27.

### 6.2. KPIs 23/24 and 24/25

The Principal presented the 23/24 KPI position at P9 and the draft KPIs for 2024/25. The KPIs have been set to drive the strategic plan, and improve retention and achievement rates, which will in turn have a positive impact on finances.

**Resolution:** The Board **approved** the KPIs for 2024/25.

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## 7. Performance Report

The Board received an update on classroom based performance for 16-18 and 19+ attendance and retention. Attendance is above this time last year for 16-18 and slightly down for 19+. Retention has increased since last year and is above national average. Attendance for GCSE Exams in maths and English has increased when compared to last year. Classroom based predicted attendance is expected to increase for 16-18. 19+ predicted achievement has increased since May, as a result of the Cidori Teaching Assistant programmes. Apprenticeship attendance has increased by 1.7% overall, with 15% increase in maths and English. A decrease in retention was reported for LU Derby with some apprentices struggling to pass Functional Skills. **CH:** KC asked about the impact of this on retention. CG explained that it is planned to deliver Functional Skills at the start of the programme for large employers. She noted that 40% of students/apprentices came without English and maths this year. Retention for college apprentices has increased by 19%. Predicted achievement for apprentices is expected to be above last year for both Chesterfield and Derby.

The results of the May 2024 Student Survey were shared, with 96% of students indicating that they considered the college to be a good college. Areas identified for further development included ASPIRE, improving maths and English skills, the use of the eILP and tutorials. **CH:** LMck asked if the results for ASPIRE were a result of staff and/or students not understanding the programme. CG noted that more work need to be done on contextualisation and explained that a new simpler programme planner will be introduced for ASPIRE for 24/25. **CH:** LMy asked how the student survey results compared to last year. CG noted that overall satisfaction is 1% higher than last year and that student surveys will be included in the ILP in 24/25.

**Action:** CG to provide comparisons to previous years in future student survey reports.

**EDI Statement** - A copy of the Annual Equality Diversity and Inclusion Statement was circulated to the Board prior to the meeting. In line with legislation, this will be published on the college website.

**Resolution:** The Board noted the Performance Report.

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## 8. Governance Report

The Head of Governance presented the Governance Report including an update on overall Board/Committee attendance at 83%, and Corporation at 79.2% (KPI 80%). Attendance overall to date for Corporation and Committees is 83%. Audit Committee and Finance and Corporate Services Committee have 100% attendance and three meetings fall below the KPI of 80%. The Chair will discuss individual members attendance during the annual appraisal process.

### 8.1. Ratified Minutes

The Board received copies of minutes ratified since the last meeting.

### 8.2. Meeting Calendar 24/25

The Board received the proposed schedule of meetings for 24/25. A full review had been carried out which included consultation with governors and feedback from the recent External Board Review. Following discussion, the Board welcomed the proposed changes and felt they would support engagement and attendance.

**Resolution:** The Board **approved** the schedule of meetings 2024/25.

### 8.3. External Board Review

The report from the External Board Review carried out between March and May 2024 was discussed. The reviewer found there was strong evidence **that the Board is highly proficient and consistently impacts positively on college strategy, effectiveness and outcomes**. Strengths and areas for development were suggested, with three recommendations: the introduction of a formal process for appraisal of the Chair, a written Link Governor update to Board meetings, and a reduction in the number of meetings.

Recommendations will be included in the Governance QIP 2024/25.

**Resolution:** The Board approved the External Board Review Report

### 8.4. Terms of Office

**Term of Office** - (BK was excused from the meeting)

The Term of Office for the Chair, Beej Kaczmarczyk was up for review and was discussed at the Governance and Search Committee meeting on 26 June 2024. The Committee agreed to recommend the reappointment of the Chair for two years, with a review at the end of the first year. The Board discussed the reappointment and agreed that his contribution, skills, experience and knowledge of the FE sector was invaluable to the Board and were more than happy to approve the reappointment.

**Joint Vice Chair** - (BK rejoined the meeting and LM was excused)

In April 2024, Dr. Lou Mycroft has been appointed as Joint Vice Chair, with a review to take place in September 2024 when another candidate, who expressed interest in the Joint VC role, would be available. This candidate has now confirmed they are no longer available. Following discussion, the Board decided there was no need for Joint Vice Chairs at this time and that Dr Lou Mycroft should be appointed to the role as Vice Chair.

(LM rejoined the meeting)

**Resolution:** The Board **approved** the reappointment of Beej Kaczmarczyk for a 2 year period, to be reviewed after 1 year, and the appointment of Dr. Lou Mycroft to the role as Vice Chair.

### 8.5. Governor Training and Development Policy

Governor training and development was identified in the GQIP for 23/24 as an area for development. The draft policy lays out the opportunities and expectations for governor training and identifies how succession planning can be supported through development opportunities. The Policy was reviewed by the Governance and Search Committee on 26 June 2024 and the Committee agreed that it would recommend to the Board for approval.

**Resolution:** The Board **approved** the Governor Training and Development Policy

### 8.6. Stakeholder Engagement Plan

In line with good practice in governance across the FE sector, a draft Stakeholder Engagement Plan has been prepared. The Principal outlined the key points for governors. Governors welcomed the plan and the proposal to introduce a toolkit and training.

**Action:** HoG/Principal to ask Marketing to source pin badges

**Resolution:** The Board **approved** the Stakeholder Engagement Plan

## 8.7. Link Governor Scheme

A proposal to change the scheme for 2024/45, which should increase governor engagement, understanding of the business and provide meaningful opportunities for governors to meet with students and staff across the campus. The changes include (1) Rebadging Link Governors to Lead Governors for: Safeguarding and Prevent, Health and Safety, Equality Diversity and Inclusion and Green Skills and (2) setting up Link Governor visits once a term, where all governors will be invited to take part in an afternoon of activities which would include a review of specific areas including self-assessment report, quality improvement plan, data, visits with an opportunity to meet with students and staff in classrooms. There will be an expectation that each governor would commit to at least one visit. The Board welcomed the changes and agreed that the new format will be an opportunity to meet staff and students in their environments and triangulate data.

## 8.8. Governor Portal

The HoG outlined a proposal to acquire an external Board Portal, based on the recommendation from the External Board Review and the limitations of the current system. A dedicated board portal will provide collaboration opportunities, support better governance and facilitate decision making, while offering the highest level of security for papers.

**Resolution:** The Board **approved** the acquisition of a Board Portal.

## 8.9. Terms of Reference

The Transformation Fund Sub-Committee Terms have been reviewed and updated to provide clarity on the approval thresholds and payment schedules for the new build once the contract is in place.

**Resolution:** The Board **approved** the updated Transformation Fund Sub-Committee Terms of Reference.

## 8.10. Appointment

On the recommendation of the Governance & Search Committee, the Board were asked to approve the appointment of Jill Brunt as a member of the Board.

**Resolution:** The Board approved the appointment of Jill Brunt to the Corporation Board.

## 8.11. Chair's Actions and Written Resolutions (Standing Item)

### Chair's Action

The Finance & Corporate Services Committee discussed the proposed purchase of CRM software in detail at their meeting on 21 June 2024 and agreed to recommend approval to the Board. A Chair's Action was required as the protected price expired prior to the next Board meeting. The Chair approved the purchase on 21 June 2024.

There were no Written Resolutions.

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## 9. Link Governor Reports (Standing Item)

Link Governors provided a verbal update on their activities. LMy updated the Board on green skills, the recent EDI training for Governors and the Big Hive teaching and learning event run by the college in conjunction with Kirklees College. JE gave an overview of his visit to the new build and progress relating to the project and noted the great opportunities for construction students to get involved in live classroom experiences. LMCK met with members of staff in Engineering and apprenticeships and received student voice, he noted the progress being made with the collaboration of vocational and apprenticeship areas, and the support mechanisms in place for apprentices. KC met with the AP Student Experience and Wellbeing and will be supporting with work placement opportunities. SMS met with senior staff to discuss the developments in apprenticeships and plans to progress personal development.

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## **10. Date of next meeting**

23 October 2024

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## **11. Confidential Items**

Staff and Student Governors left the meeting

Confidential Items minuted in Part 2.