Minutes of Corporation Board – Part 1
23 May 2024

Board Members:	B Kaczmarczyk (Chair)	J Richards (Principal and CEO)
	L Mycroft (Joint Vice Chair)	L McKenzie
	H Freeman	J Croot
	J Evans	K Cashmore
	S Martin-Standley	J Hemper
	P Dewhurst	B Turner (Student Governor)
	C Brown	K Hoggins (Apprentice Governor)
	N Beldham (Staff Governor – Support)	L Needham (Staff Governor – Curriculum)
Attendees:	C Godfrey (Deputy Principal)	S Cox (Head of Governance)
	T Kidsley (AP Finance, IT and Estates)	G Varley (AP Advanced Manufacturing & Building Technologies)
	C Acaster (AP People & Culture)	M Greaves (AP Teaching, Learning & Quality Improvement)
	J Down (AP Student Experience & Wellbeing)	J Platt (EBR Reviewer)
	Student Showcase - Performing Arts Students	
Apologies:	P Dewhurst, K Cashmore, L McKenzie	

CH = Challenge

57/2324   Student Showcase
Students from Performing Arts attended the meeting to showcase a performance they have recently performed for the college Charity Concert and a local authority event.   The Board complimented the students on their performance and their professionalism.

58/2324   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.

59/2324   Minutes of the Previous Meeting & Matters Arising
Part 1 minutes of the previous Corporation Board meeting held 28 March 2024 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)*

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

60/2324   Finance & Corporate Services Report
The APFIE presented the Finance & Corporate Services report, which included the Period 8 Management Accounts, an update on Forecast and adjustments, risks and opportunities and Key KPIs. He talked through the forecast update and detailed plans to strengthen the EIBTDA and forecast adjustments to reduce income catering and estate income, opportunities for apprenticeship income and a reduction in agency costs. The risk due to the volume and complexity of calculating exam examination fees, and the increase costs of End Point of Assessment. The DP provided an update on plan to reduce the risk to the Adult Education Budget through collaboration with external partners with a profile to meet £350k. Discussion took place on cash reserves, and the opportunities with improved retention and stakeholder engagement. The organisation is planning to invest in a new CRM system to support communication, retention and engagement with all stakeholders. The Board discussed the advantages of the proposal and agreed that a CRM system would be very beneficial to the college.   The Key KPIs, with Target and Forecast were presented to the Board, with an update on the Educational EBITDA, networks, Financial Health forecast and headroom, Pay to Income Ratio, Funded Pay costs, Non-funded pay costs, Cash and Cash Days.   The full risk register was shared with the Board (key risks are detailed in each of the Finance & Corporate Services, Corporate and Performance Reports).   The Chair of Finance and Corporate Services provided an overview of the key topics discussed and scrutinised at the last Finance & Corporate Services

meeting on 9 May 2024, noting discussion which took place on retention across all funding streams and actions to address, cash reserves.

The Board received an overview of the risk management process and risk appetite. The Board were asked to approve the approach to presenting risk moving forward and the sharing of the full risk register with the Board on an annual basis. The Chair of Audit Committee explained how the Committee review the risk register and risk appetite and noted that the committee found the new format easier to follow.

Action: The Board asked that the APFIE feed back to the DfE and request a payment profile amount per month.

Resolution: The Board **approved** Period 8 Management Accounts and **approved** the approach to presenting risk moving forward.

61/2324   Performance Report
The Deputy Principal presented the Performance Report, which included classroom-based performance data for all ages groups, all qualifications, vocational and English and maths, together with a comparison with May 2023. Attendance for all ages is good and ahead of this time last year. Retention for all ages is slightly down, mainly due to some issues with ESOL students, while predicted achievement is predicted to be up on 22/23, but slightly down on national average. Apprenticeship attendance has increased on this time last year, with a significant improvement in college apprenticeship attendance. Apprentice retention and attendance at college has increased. The Chair of Standards and Performance provided an overview of the discussions at their last meeting which included RAG ratings, plans for delivery of English and Maths in curriculum areas and the introduction of English and maths leads and learning facilitators. Green skills were discussed, with a request that they be explicitly noted in the QIP. She noted the challenge provided on T Levels, and how the committee would be looking at this again in more detail next academic year as delivery increased. The committee had been updated on the Mentor Me project and the growing culture around mentoring across the college from students to management. The Principal provided an update on the curriculum planning and how the focus would be on skills needs, providing a discreet adult offer, devolving English and maths delivery to curriculum areas, NEET provision, and working with employers to build the curriculum offer. The Board noted their approval for the plan, and the plans to maximise learning support income. The AP Student Experience provided an update on safeguarding and Prevent. The college is working with Derbyshire LGBT+ on Rainbow Accreditation and introduction of 'The Welcome Project'.

Safeguarding and Online Safety Policies
The Corporation received copies of the Safeguarding and Online Safety Policies which had been scrutinised and approved by the Safeguarding Committee. The AP Student Experience noted the key changes which related to housekeeping details and changes in legislation.

Resolution: The Board noted the Performance Report and **approved** the Safeguarding and Online Safety Policies for implementation.

62/2324   Corporate Report
The Principal gave a overview of the Corporate report, including strategic relationships, events, people and culture, health and safety, KPIs and strategic risk management.

Strategic Planning 2024-27
The Principal presented the Board with the draft Strategic Plan which have been through consultation with a wide range of stakeholders including staff, students, governors and employers.

The Board discussed and approved the mission, vision, core values, strategic pledges and proposed achievable outcomes so that the final version could be presented for Board at their next meeting. Input and feedback from governors who were unable to attend the meeting was shared. The Principal noted the suggestions and will make the final amendments prior to the Corporation sign off on 4 July 2024 at their next meeting.

HF left the meeting.

Resolution: The Board **received** the Corporate Report and **approved** the final amendments to the Strategic Plan 2024-27

63/2324   Student Governor Report
The Student Governor provided an overview of Student Union activities, including the focus on increasing engagement and their involvement in the strategic planning event. Plans for the remainder of the year, together with proposals for the next academic year were shared.

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

64/2324   Governance Report
           The Head of Governance gave an overview of the Governance Report which had been shared in advance of the meeting. Key points included vacancies, annual appraisals, events for governors to attend and the new Corporation newsletter. Attendance overall for Corporation and Committees was 83%, against a KPI of 80%.

           Resolution: The Board **received** and **noted** the Governance Report

65/2324   Statutory Reporting & Link Governor Updates
           The Board received a verbal update from Link Governors on recent visits which had been carried out, including a report from CB on her learning visit with the Head of Inclusion which included learning strategies, supported internships and the challenges of the area, a report from the Link Governor for Health and Safety on the recent committee meeting, an update from the Link Governor for Safeguarding.
           Resolution: The Board **noted** the Statutory Reporting and Link Governor updates.

66/2324   Date of Next Meeting
           4 July 2024

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