

Corporation Board

Wed 18 December 2024, 16:30 - 18:30

Attendees

Board members

Zbigniew Kaczmarczyk (Chair), Julie Richards, Howard Freeman, Lou Mycroft, Sue Martin-Standley, Jason Evans, Bobby Turner, Jill Mannion-Brunt, Nicola Beldham, Chantal Brown, Stuart Lindeman, Mark Fitzclark, Peter Dewhurst, Jan Hemper

Absent: J Croot, L Needham, K Cashmore, T Kidsley, In Attendance : C Godfrey, J Down, G Varley, M Greaves, C Acaster, S Cox (Interim HoG)

Meeting minutes

1. 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.

2. Minutes of the previous meeting held on 23 October 2024

Part 1 minutes of the previous Corporation Board meetings held 23 October 2024 were reviewed and agreed as a true and accurate record. The review of confidential minutes is recorded under Part 2.

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

2.1. Matters arising and actions

The action log was reviewed. Previous actions were updated and either marked as complete or carried forward as appropriate. (Refer to Corporation Action Log).

Matters arising

CH: LM asked about upskilling of Maths and English staff. MG responded that the Teaching and Learning Quality Leads (TLQLs) are working closely with the Maths and English Leads (MELs) and teachers on upskilling and continued professional development.

3. Student Governor Report

The Student Union (SU) President provided a verbal update on SU activity, which included working with partners from the volunteer sector for involvement in the Sustainability Fair in April 2025. The SU will be promoting transferable skills, and focussing on the importance of green skills in the future. Discussion took place on employer involvement in the Fair and how students would use the opportunities to support their career development and citizenship responsibilities. The AP Student Experience (JD) explained that the Fair and other cross college activities were linked to employability skills.

Resolution: The Board noted the Student Governor Report.

4. Performance Report

Shore
Jessica
23/12/2025 13:38:24

4.1. Self Assessment Report (SAR) 23/24 and Quality Improvement Plan (QIP) 24/25

The Principal outlined the preparation for the Self Assessment Report and how the grades had been determined. Individual Education Inspection Framework areas and provision were each graded as 'good'; safeguarding 'good' and contribution to skills as 'strong', for both the Chesterfield and Derby. Eight areas for development were identified, and RAG rated for impact, following discussion with the Standards & Performance Committee. Developing digital skills in teaching and learning is being addressed by the Digital Teaching and Learning Quality Lead who will join the college in January 2025 and the next inset day in February focussing on digital skills for all staff. **CH:** In response to a question from SL about governor involvement in the self assessment report, it was noted that in previous years governors had been part of the SAR validation panels. It was agreed that governors would be included in the SAR process. **CH:** PD asked about the improvements made on long adult and ESOL courses. The DP (CG) outlined the changes made including the remodelling of ESOL programmes. Good progress being made on some L3 courses, however there was a lack on consistency across this provision. Discussion took place on the devolution of funding, the opportunities and flexibility this would provide in meeting local skills needs. **CH:** SL asked about the pressures colleagues were under in relation to the number of resits in English and Maths. The DP explained that a large number of students are not interested in doing GCSE Maths and English and resits and this impacted on classroom management and outlined the work being done to support students to achieve.

Actions:

HoG/SMT to plan governor involvement in the next SAR process.

Future Corporation meetings to review adult and English and Maths data.

Resolution: The Board approved the Self Assessment Report 23/24 and Quality Improvement Plan 24/25.

4.2. Impact of Government review of L3 Qualifications

The DP provided an overview of the outcomes of the review, the five key changes and likely impact on the Group. Discussion took place on how employers needed to understand that skills were transferrable and that not necessarily all training could be provided to individual business needs.

5. Finance & Corporate Services Report

The Principal (in the absence of the APFIE) provided an overview of the areas of key focus for the meeting which included the External Audit Completion Report, Final Statutory Accounts 23/24 for the Group and subsidiaries, ESFA Regularity Self-Assessment 23/24, P4 Accounts, financial forecast and risk overview. The full report had been circulated to the Board prior to the meeting

5.1. Student Numbers FY 24/25

16-18 numbers remain unchanged. **Apprenticeships** are currently 88% ahead of full year starts profile, with sizeable increases in Engineering, with cohorts planned throughout the year in Services to Business, AAT, Digital and Childcare. A growth case will be prepared. The Board expressed thanks to the team for their work in the growth of apprenticeships. **CH:** SL asked how the growth in numbers would impact on staff and the estate. JR reported that there are no issues at the moment, with curriculum and workbased working together. It is hoped that if the Department for Education accept the change request for North Block 1, this will provide additional accommodation. A curriculum visioning day has taken place which looked at how timetabling can support increased numbers.

Shore, Jessica
23/04/2025 13:38:24

5.2. Management Accounts P3 and P4

The Principal provided an overview of P3 (which had been presented to the recent Finance & Corporate Services Committee and P4 accounts and noted the organisation is doing well in terms of overall performance. A reforecast has been carried out to the end of the year with adjustments for additional roles and costs due to increased numbers, employers National Insurance, National Minimum Wage and Exam and registration fees. Key areas of variance and risk were outlined with plans to mitigate risk, and it was noted that there were no significant risks at the moment. EBITBA is showing at c£3m.

Resolution: The Board approved P3 and P4 Management Accounts.

5.3. Statutory Accounts

The Principal presented the statutory accounts for the College Group. These all came in as expected and the year finished in a positive position. EBITDA has increased by £19k, and the organisation is now in good financial health, as confirmed by the Department for Education. The Chair of Audit Committee (HF) reported on the positive feedback from the External Auditors and confirmed there were no concerns 'as a going concern'. It was noted that the monthly accounts were now turned around in five days, an improvement on twenty days in previous years.

Resolution: The Board approved the signing of the statutory accounts for the Group and subsidiary companies.

5.4. ESFA Regulatory Self-Assessment

The Board received and noted an overview of the ESFA regulatory self-assessment

Resolution: The Board approved the ESFA Regulatory Self-Assessment.

5.5. Procurement Exercise - Public Address System

The Principal outlined plans to increase the college's readiness in the event a lockdown was required.

Working in conjunction with external partners, it is recommended that the organisation invest in a public address system to allow for instant communications across the entire college campus. Discussion took place on other alternatives and upgrading the current system. It was noted that the current system cannot provide the service required and it would not be cost effective to upgrade. **CH:** LMCK asked what measures were in place at the moment to deal with such an incident. The Principal outlined the training in place for staff and during student induction. It is anticipated that the cost would be in the region of £300k, and a procurement exercise would be required due to the value.

Resolution: The Board endorsed the approach to conducting a procurement exercise for the purchase of a public address PA system across the estate.

6. Corporate Report

The Principal presented her report which included an update on the national picture including government policy and legislation, strategic relationships and events, people and culture, health and safety, KPIs and key risks.

6.1. National Picture

The Board received an update on the Government White Paper, defunding of Level 3 qualifications, T Level work placements and East Midlands Combined County Authority (EMCCA) devolution. While the Mayor of EMCCA declined the request to have an FE representative on the EMCCA Board, the Principal has been elected to represent the FE sector on the EMCCA Skills and Employment Committee. The first meeting will take place on 9 January 2025. PD suggested that the college offer to host a meeting of the EMCCA Business Advisory Board which has 12 members.

Action: CG to contact EMCCA Business Advisory Board and offer to host a meeting.

6.2. Strategic relationships

Strategic relationships have been developed with the AoC Workforce Strategy Group and Chesterfield Royal Hospital to develop a community engagement plan.

6.3. People and Culture

The report highlighted key staffing developments, turnover, the new recruitment system, plans to increase staff recruitment to specialist areas, the Personal Development Review (PDR) completion rate and recommendations. The staff survey which has just been completed. **CH:** The Board discussed the low number of responses to the survey and asked what was being done to address this. The APPAC (CA) agreed that more publicity needed to be done on 'you said we did' and there are plans to work with the unions to encourage staff to complete the next survey.

Action: Student Union, with its members, to review what makes the best teachers from a student perspective and feedback to the Board in a future report.

The APPC (CA) proposed the Board agree to the college applying for Skilled Worker Visa Licence to support with recruitment of overseas candidates.

Resolution: The Board approved the application for a Skilled Worker Visa Licence Tier 2.

6.3.1. Health and Safety Annual Report

The Board received a summary of the annual Health and Safety Report. Accidents and incidents have reduced and 25 audits have taken place. A new approved Safety Health and Environment Officer has been appointed to support with the challenges of increased students numbers in areas of high risk.

6.3.2. Gender Pay Gap Report

The mean and median have increased by approx 2%. High numbers of female staff are in the lower middle quartile.

7. Lead Governor Reports

Lead Governor reports were circulated to the Board as part of the meeting pack. The reports updated the Board on recent Lead Governor activity for:

- Health and Safety
- Safeguarding
- SEND
- Equality Diversity and Inclusion

The Lead Governor for Green Skills introduced the updated version of the FE Climate Change Action Road Map and explained that the new group, of which she was a member, would be monitoring progress and reporting to Board on a termly basis.

8. Governance Report

The Board received the Governance Report. Key areas of focus for the meeting were reappointment, annual requirements, committee annual reports, governance QIP update, ratified minutes (s), written resolutions and Chair's actions (s).

8.1. Ratified Minutes

Ratified minutes were shared with the Board as part of the Board meeting pack.

8.2. Governance QIP

The Board received and noted an update on progress against the 24/25 QIP.

8.3. Re-appointment

The Board were informed that John Croot's term of office was up for review. John serves as Governor, Chair of Finance and Corporate Services Committee and member of the Governance and Search, Remuneration and Transformation Fund Sub-Committees. The Governance and Search Committee recently reviewed his appointment and agreed to recommend Board approval to reappoint for a period of 1 year, as his expertise, combined with his knowledge of the organisation and the local area were considered invaluable to the continued work of the Board and its Committees.

Recommendation: The Board approved the reappointment of John Croot for a period of one year.

8.4. Chair's Actions and Written Resolutions

There were no Chairs Actions or Written Resolutions to report.

8.5. Annual Requirements

Safeguarding Training – Governors who have not yet completed the TES training are asked to complete as quickly as possible. The training is online and may take up to 1 hour to complete. Invitations from TES have been sent to all governors, should the link be required again, governors are asked to contact the HoG. The training should be completed by 8 January 2025 at the latest and certificates forwarded to the HoG for recording on CPD records. The link will be sent again to Governors after the meeting.

The **Annual FE Workforce Data Collection Survey** for Governors is now open for completion and should be completed by early January.

8.6. Board Attendance

Current attendance at Board meetings is 72% and below KPI. Governors are reminded of the important of attendance, and the option to join online if they are unable to attend in person. All meetings need to be quorate to run and are therefore at risk of being cancelled if there are insufficient numbers. Audit Committee, Remuneration Committee and Standards and Performance Committees currently have 100% attendance.

8.7. Committee Annual Reports

The Board received the Committee Annual Reports for: Audit Committee, Standards and Performance Committee, Remuneration Committee and Finance and Corporate Services Committee.

Resolution: The Board approved the Committee annual reports.

9. Date of next meeting

2 April 2025

Staff and Student Governors left the meeting.

10. Confidential Items

Confidential Items were minuted as Part 2.