

Items 7 and 10 of these minutes are deemed to be CONFIDENTIAL by virtue of Instrument 14(4) and 16(2) as they contain business sensitive information. These minutes are not available for public circulation and are held separately by the Director of Governance / Clerk.

MINUTES OF THE CORPORATION BOARD MEETING HELD ON MONDAY 4 JULY 2022

Present:

Governors:

Angela Briggs	Mick Lochran
Ruth Brook	Alan Rayment
Luke Cantrill	Paul Scanlon
Peter Grant	Mark Swales
Richard Gravestock	Lee Tillman
Karen Jackson	Lee Walker
Emma Kirk	Andrea Ward
Preetha Kumar	

The quorum for the meeting was nine members.

In attendance:

Joanne Platt	Interim Director of Governance / Clerk to the Corporation
Barrie Shipley	Chief Finance Officer
Rachel Maguire	Chief People Officer
Sharon Smith	Principal / Deputy CEO
Claire Houlden	Executive Governance PA (Minutes)

The meeting took place at Doncaster College, North Lindsey College and on MS Teams and started at 5.00 pm.

Item	Minutes	Action	Date Due
1	Training Session		
	<p>M Lochran gave a presentation to the Board on how the curriculum is matched to local needs, with a view to developing the approach further to meet the requirements of Section 52B of the Further and Higher Education Act 1992. Governing bodies must periodically review how well the education or training provided by the institution meets local needs. It was suggested that by mapping the curriculum to student destinations and local priorities, governors would be able to gain a good understanding of where any issues lie. The College structure (with sector-based Directors) has been aligned to provide sustainable links with employers and it was suggested that this could feed into the Local Stakeholder Groups which would in turn report to governors</p>		
2	Apologies		
	<p>Apologies for absence had been received from Scarlett Littlemore, Tom Burton, Greg Clarke, Antony Ball, Dolly Agoro and Jason Wilkinson.</p>		
3	Declarations of Interest		

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

L Tillman declared an interest as an employee of DMBC in agenda item 7, Developing the Higher Education Offer at Doncaster.

4 Minutes and Confidential Minutes of the Corporation Board meetings held on 30 March 2022 and any matters arising

Item 7 refers – S Smith confirmed the referrals from Job Centre Plus were increasing.

Item 10 refers – A decision had yet to be taken on whether students will be involved in redecorating the proposed AEB site on Scunthorpe High Street.

Confidential Minutes

R Maguire confirmed the reference to 51 days leave should say 43 and 38 days.

M Swales asked about the reference to low pay identified in the benchmarking exercise being picked up by job evaluation. R Maguire confirmed this was not the case and would speak to J Platt about rewording the minute.

RM/JP Next meeting

With the above amendments, the minutes were agreed as a true and accurate record and signed by the Chair.

5 CEO Report

M Lochran reported that the Ofsted inspection resulted in four areas being rated as Outstanding and four as Good. Personal Development was one of the areas found to be Outstanding and were involved in various projects including Duke of Edinburgh Awards; Be Well activities; and is a World Skills Centre of Excellence.

An official launch of UCNL had been held in May which included the Lincolnshire Institute of Technology where a plaque dedicated to Andy Tuscher, DNCG's inaugural Chair of Corporation, was unveiled.

The launch of UCD had been delayed due to the various other activities happening in Doncaster which could have an impact on HE (covered in more detail under item 7).

The Office for National Statistics was looking to reclassify FE Colleges as public sector institutions. This is due to the requirements in the Skills Bill which give Government more control over Colleges. This could have an impact on finance and borrowing. M Lochran advised that it is not known if the change to public sector would impact on auditing requirements.

K Jackson joined the meeting

Various communications had been received from DfE recently. Items of interest include the removal of the 65% staff to turnover measure. It was

expected that students in the next couple of years could be more challenging due to the on-going impact of Covid lockdowns.

The new Future Prosperity Fund will provide £9m for Doncaster and £6m for North Lincolnshire. This money is accessed through councils and requires an investment plan with the skills/people element only to be included in year 3.

The Skills Minister has announced that the standards for Apprenticeships were to be enhanced, with achievement rates to be increased to 67% by 2025, considered achievable by DNCG.

With more and more project funding being available, it was necessary to build an infrastructure around being agile and SLT had discussed this and were formulating proposals.

The Capital Transformation Fund project has been delayed as the DfE looks to save costs. It may be necessary to not include Construction provision in the new building.

A South Yorkshire Colleges partnership was to be launched with stakeholders. A meeting had been held with the Combined Authority with agreement to develop a shared understanding of priorities.

The move towards Cyber Essentials accreditation is identifying many devices which are not compliant. Due to the financial impact, the Chief Information Officer has been asked to check that it is a definite requirement of funding. Digital Skills courses have been enhanced to support delivery of the extra 40 hours tuition required.

Barrett Values workshops were being held with staff to help develop an improved culture across the Group. R Maguire said that feedback should be available in November/December and reported to the People & Transformation Committee. A 'thrive guide' was being developed and will be provided to staff as part of their induction to show what support is on offer. An on-line staff portal offering various discounts and support packages had been accessed by 570 staff.

In response to a question, M Lochran further explained that funding can be obtained if initiatives are linked to an employment outcome. The key will be to have links to employers and offer them the opportunity to recruit through the College.

R Maguire explained the Barrett Survey was being used to identify values and develop the culture. It is being fed through all levels of staff through the management structure and across curriculum/support areas. Action plans are produced and led by staff in order to effect cultural change. A celebration event will be held in December or January to highlight changes made. Psychometric testing (Print) had been made available to all staff. Heavy investment had been made in restructuring the People's Services team to ensure resources were in place.

S Smith reported that DN Colleges Group was the lead college for the IoT in partnership with Sheffield Hallam University, Barnsley College and University of Sheffield. There are other associate partners also. The South Yorkshire IoT Board would hold partners accountable and will be accountable to DfE if targets are not met. There would be no accountability for DN Colleges Group's board of governors. A permanent Project Manager would be appointed. John Rees will become a Director when he joins DNCG.

Approval was sought to form a limited company and to approve the partnership with NCATI. The IoT will be developed as part of the University City Doncaster. The majority of funding will be spent on equipment. NCATI were expected to sign off the arrangement at a board meeting on 14 July.

Resolution: Governors approved i) the formation of a limited company for the South Yorkshire Institute of Technology; and ii) the partnership with NCATI.

7 Developing the Higher Education Offer at Doncaster

This item is confidential and kept as a separate record by the Clerk to the Corporation.

8 Performance Update

S Smith reported that:

- Forecast achievement for 16-18 is slightly down on the last two years due to the end of teacher assessed grading.
- Apprenticeships forecast for around 65%, an increase on last year.
- Adults forecast to improve by at least 6% on last year.
- HE retention is slightly down on March figures but on track to meet performance targets.
- Applications were improving in all areas but particularly HE where conversions were doubling weekly. All areas need to convert applications to enrolments.
- A new student portal has been launched which tracks the entire student journey from enquiry through to achievement. Initial problems with the portal are being worked through with extra support being recruited to help.

9 Strategic Plan 2022-23

M Lochran requested governors approve an extension to the current strategic plan for 1 year to cover the new CEO's first year in post. Good progress had been made in leadership with a remodelled SLT and leadership teams; Ofsted had rated it as outstanding.

At merger in 2017, 30% of curriculum areas required improvement. Latest figures show no area falls into this category and there was a 50/50 split between areas being Good or Outstanding.

Other areas reported include:

- Large investment made in teaching and learning including Let's Teach and Let's Bloom programmes.
- Workloads were in the process of being realigned.
- Investment in Estates.
- Strong partnerships formed with Lincolnshire LEPP and South Yorkshire Combined Authority.
- Various sustainability projects were underway such as solar panels, heat source pumps, decarbonisation, roof top garden. Sustainability was to be included across curriculum areas.
- R Maguire added that a new staff benefit contract had been agreed for lease of electric cars.
- DNCG would be subject to Ofsted inspection within 3 years from September 2022 and was in a good place to achieve Outstanding.

M Swales stated it was critical governors were involved with the formation of the new strategic plan. He and A Briggs would discuss this with J Rees.

MS/JR Sept
/AB 2022

L Tillman commended the student case studies included in the papers but asked for wider examples from both sites and inclusion of information of the kind of jobs students were obtaining.

M Lochran confirmed the financial targets would be included in the plan when governors had approved the budget for 2022/23.

Resolution: Governors approved the extension of the current strategic plan for 2022/23.

10 Budget 2022/24

This item is confidential and kept as a separate record by the Clerk to the Corporation.

11 Subcontracted Provision

B Shipley reported that the subcontracting provision had to be approved by Governors for ESFA purposes. There may be a further contract with the organisation showing 'Nil' on the first report, but this could be approved via Chair's Action.

The second report was approval of subcontracting to NCATI and provided details of other contracts which were recently approved by Chair's Action due to short timescales.

Resolution: Governors approved the subcontracting provision for 2022/23.

12 Board Appointments

J Platt reported that Search and Governance Committee had recommended extensions of appointments for 1 year for both Paul Pascoe, as co-opted member of Audit & Risk, and Greg Clarke, as Corporation Board member. Governors were asked to approve these appointments.

A Rayment was to stand down as Staff Governor and a recent recruitment campaign had resulted in one application from J Davies from IT. Governors were requested to approve this appointment for 4 years to bring staff governors in line with external governors. E Kirk's appointment would be brought in line with this change at a later date.

Resolution: Governors approved the appointments of:

- i. P Pascoe as co-opted member of Audit & Risk for an extra year.
- ii. G Clarke as a member of Corporation Board for an extra year.
- iii. J Davies as Staff Governor for a period of 4 years from 1 August 2021.

13 **Calendar of Meetings 2022-23**

J Platt presented the calendar of meetings 2022-23 for governor approval. There had been a reduction in the frequency of Search and Governance meetings to one per year in September; SPH Remuneration and Staffing Committee one per year in November; Finance & Resources reduced to 3 rather than 4 and removing the Joint Audit & Risk / Finance and Resources meeting. The Chair and Vice Chair of Finance & Resources would be invited to the Audit & Risk meeting at which Financial Statements were considered. Financial Statements would be presented to Finance & Resources for information. Changes had been discussed with Committee Chairs.

Corporation Board, CQP and HEPQ meetings will all be on site. The other committees will be on MS Teams apart from one meeting per year to be held on site.

Resolution: Governors approved the Calendar of meetings for 2022/23.

14 **Committee Cycles of Business 2022/23**

J Platt stated the CQP and Search & Governance cycles of business had not been discussed by their committees; the others had been approved by their respective committees. S Smith would identify which reports on the CQP cycle of business should be removed as they would be covered in the new DCEO/Principals report.

SS 31/8/22

Resolution: Governors approved the proposed Committee Cycles of Business for 2022/23.

J Platt informed members the Audit & Risk Committee Terms of Reference had been updated in line with the Post-16 Audit Code of Practice. This had been approved by the Committee and needed Corporation Board approval.

Resolution: Governors approved the updated Audit & Risk Terms of Reference.

15 **College Stakeholder Boards Annual Reports**

This item was provided for information. There were no points of discussion raised by Governors.

16 Use of College Seal and Whistleblowing Policy

This item was provided for information. There were no points of discussion raised by Governors.

17 Written Resolutions and Chair’s Actions

This item was provided for information. There were no points of discussion raised by Governors.

18 Link Governor Annual Reports

This item was provided for information. There were no points of discussion raised by Governors.

19 Minutes of Committee Meetings:

This item was provided for information. There were no points of discussion raised by Governors.

20 Any Other Business

There was no other business.

A Briggs thanked J Platt for covering the role of Clerk to the Corporation for the last few months. The process for recruiting a new Clerk was underway but may not be in post in time for autumn term. J Platt had offered to help support the new Clerk.

A Briggs acknowledged this would be M Lochran’s last Corporation Board meeting and thanked him on behalf of governors for everything he had done during his time at North Lindsey College and DN Colleges Group.

21 Date and Time of Next Meeting

To be confirmed.

The meeting closed at 8.00 pm.

**Claire Houlden
Executive Governance PA**

Signed: (Chair) **Date:**