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## MINUTES OF THE CORPORATION BOARD MEETING HELD ON WEDNESDAY 5 JULY 2023

Present:

### Governors:

Antony Ball	Preetha Kumar
Angela Briggs	John Rees
Ruth Brook	Paul Scanlon
Greg Clarke	Mark Swales
Dan Fell	Lee Tillman
Peter Grant. (17.45)	Lee Walker
Karen Jackson (MS Teams)	Andrea Ward (MS Teams)
Emma Kirk	

The quorum for this meeting is eight members. The meeting was quorate.

### In attendance:

Sharon Harmon	Clerk to the Corporation
Barrie Shipley	Chief Operating Officer, Finance and Infrastructure
Rachel Maguire	Chief Operating Officer, People and Information

The meeting took place in the Boardroom at Doncaster College and started at 5.30 pm.

Item	Minutes	Action
<b>1</b>	<b>Apologies</b>	
	Apologies for absence were received from Rebecca Chamley (Staff Governor), Dolly Agoro (Governor) and Lesley Heatley (Student Governor).	
<b>2</b>	<b>Declarations of Interest</b>	
	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.	
	No declarations of interest were made.	
<b>3</b>	<b>Minutes and Confidential Minutes of the Corporation Board meetings held on 27<sup>th</sup> March 2023 and any matters arising</b>	
	The minutes and the confidential minutes of the Corporation Board meetings held on 27th March 2023 were agreed as a true and accurate record to be signed by the Chair.	
	<b>Matters Arising</b>	
	Item 6 – The CEO confirmed that reference to the ‘international airport’ had been removed from the draft Annual Accountability Statements. The final draft of the Annual Accountability Statements had been circulated and approved by the	

Corporation Board via Written Resolution and uploaded before the 31 May 2023 deadline.

#### 4 **CEO's Report**

Members received the CEO's Report providing a headline update on current whole College matters, addressing:

- Headline College Performance approaching year-end.
- Staffing Update informing of Job Evaluation Appeals up to June 2023 and Staff Pay Award position.
- Partnerships Update informing of the South Yorkshire IoT, NCATI Premises and the University City Doncaster Project.
- Policy & Funding information outlining the Local Skills Improvement Fund (LSIF) and Skills Injection Fund (SIF) – Round 2 progressions.
- Outcomes from the recent review against the Apprenticeship Accountability Framework (AAF)

Members noted the contents of the report.

***Noted: Peter Grant joined the meeting 17.45***

The CEO provided members with a further update on whole College matters that had occurred since the report was written.

The CEO reported on a potential partnership opportunity for UCNL working with the NHS on workforce delivery.

The CEO reported on the success of the FE Student recognition awards event.

The CEO reported that a Staff recognition awards event would be taking place on 6<sup>th</sup> July 2023. Recipients of the awards are nominated and selected by peers.

The CEO reported that Teachfest, a staff development conference had taken place during the week. R Brook reported that she had attended part of the Teachfest programme and that it was a brilliant, informative and engaging event.

The CEO provided a further update on NCATI. Members discussed the potential opportunity.

The CEO provided an updated on South Yorkshire colleges collaboration opportunities.

The CEO updated on the position with the South Yorkshire Institute of Technology (SYIoT). Members asked about the Governance arrangements for the SYIoT. The CEO reported that the SYIoT was formally incorporated on 24 April 2023 and held its first Board meeting on 14 June 2023. Members noted that DNCG was the lead institutional partner and that the CEO was a Director on SYIoT Board.

Members asked for an update on University City Doncaster concept. The CEO agreed to provide an update at next Corporation Board meeting.

**Action:** The CEO to provide an update on the University City Doncaster concept at the next Board meeting.

**JR**

## 5 Update on College Strategy

The CEO provided an update on the College Strategy and presented the proposed Strategic Plan 2023-28. The CEO provided a detailed report on where the proposed strategy derived from, the drivers considered, the evidence and research, communication and engagement, and the reasoning for the proposed 5-year timeframe.

Members reviewed the proposed Strategic Plan 2023-28 and agreed it was a quality plan and that the approach of outlining strategic aims under four pillars worked well. Members discussed the strategic themes and objectives set out within the four pillars of the plan. Members agree the key themes were appropriate, well thought out and focused on the right areas of priority for the college. Members suggested including reference to Health and Safety and EDI in pillar 4.

Members discussed whether the parameters of the Group were right to achieve the 4 pillars and what assurance can be provided, at this stage, that the resource is available within the Group to deliver the strategy. CEO assured members that work is already being carried out to put the right resource in the right place to deliver the strategy, ensuring the focus is on the right projects and priorities.

Members asked about engagement with the plan across the Group. The CEO assured members that significant work has already begun to engage staff to ensure the strategy is meaningful across the Group.

The CEO sought Board input on the timescale and length of the plan. Members considered the 5-year timescale of the Strategic Plan covering the period academic years 2023/24 to 2027/28. Members discussed whether the strategy would stand up against external change such as changes in regional and national policy during that timeframe. Members noted the 5-year period is proposed to balance focus on immediate priorities while allowing time to achieve meaningful change and that this timeline aligns with other relevant regional strategies out to 2028. Following a detailed discussion members agreed 5 years is the right time horizon for the Strategic Plan, understanding that the strategy is adaptable to change should the need arise during that time.

Members discussed next steps and noted that, once the key themes and timescale for the College Strategy was agreed, additional planning will take place to identify key projects and initiatives under each pillar for the 2023/24 academic year. These will be presented for review at the first Board meeting in the new academic year 2023/24. This will create a connection between the strategy and operational delivery, with regular reporting to the Board and appropriate committees on progress on projects.

**Resolution:** The Corporation Board approved the key themes and timescale for the College Strategic Plan 2023-2028 and the development of agreed strategic projects and progress measures for the 2023/24 academic year.

**Action:** The CEO to provide an update on the College Strategy at the next Corporation Board meeting including proposed strategic projects and progress measures for the 2023/24 academic year for Board review.

JR

Members thanked the CEO.

## 6 Update to EDI Annual Report 2021/22

Members received an update report on EDI. Members noted the report was for information only. Members noted the Equality, Diversity and Inclusion Annual Report 2021/22 was presented to and approved by the Board at the 27<sup>th</sup> March 2023 Board meeting and published in March 2023.

Members noted that the report was produced in response to questions raised at the People and Transformation Committee following the review of the Equality, Diversity and Inclusion Annual Report 2021/22. Members noted the contents of the report which considers some of the reasons/evidence for the achievement gaps identified and improvement strategies implemented to minimise gaps.

Members thanked the COOP&I for the detailed updated.

**Resolution:** The Corporation Board approved the update to the Equality Diversity & Inclusion Annual Report 2021/2.

## **7 Management Accounts End May 2023**

The COOF&I presented the Management Accounts to end of May 2023 providing an updated position of financial performance for the period August 2022 – May 2023. Members noted that the Finance & Resources Committee received an update on the Management Accounts to April 2023 at its Committee Meeting on 14 June 2023.

Members reviewed the Management Accounts to end of May 2023 and noted the financial position. The COOF&I reported that the yearend forecast position expects a small deficit against the budget. Members noted that banking covenant compliance and financial health is expected to be achieved at year end.

Members thanked the COOF&I and the team for all their hard work in a challenging year.

## **8 Financial Plan 2023-25**

This item is confidential and is subject to a separate minute held by the Clerk to the Corporation.

## **9 2023-24 Subcontractors**

Members received a detailed report on Subcontracted provision. Members noted that an annual review of subcontracted provision was held in May. This included quality of existing providers, demand for the provision, and the rationale for subcontracted provision.

Members also noted that revisions to the Fees and Charges Policy for Subcontracts was reviewed and approved by Finance and Resources Committee on 14<sup>th</sup> June 2023. The policy was revised and updated in line with the introduction of ESFA subcontracting standards in August 2022.

Members considered the recommendations for subcontracted provision in 2023/24.

**Resolution:** The Corporation Board approved the recommended subcontracting provision for 2023/24.

## **10 Approval of Committee Terms of Reference and Cycle of Business 2023/24**

Members reviewed the proposed Cycle of Business for the Corporation Board and its Committees for 2024-23.

Members noted that each committee cycle of business had been considered by the respective committee and recommended to the Board for approval.

Members agreed the Cycle of Business for the Corporation Board.

**Resolution:** The Corporation Board approved the Cycle of Business for the Corporation Board and its Committees for 2024-23.

Members reviewed the Terms of Reference (ToRs) for each committee noting proposed updates to the Finance and Resources Committee, the Audit and Risk Committee, the People and Transformation Committee and the HEPQ Committee. Members noted that all other committee ToRs are proposed to remain the same for 2023-24. Members noted that each of the committee ToRs had been considered by the respective committee and the proposed updates to the ToRs had been recommended to the Board for approval.

Members had no further comments on the committee ToRs.

**Resolution:** The Corporation Board approved the updates to committee Terms of Reference as recommended by the committees.

## **11 Calendar of Meetings 2023/24**

Members considered the Board's proposed calendar of meetings for the academic year 2023/24. There were no comments on the proposed dates.

**Resolution:** Members approved the Board's calendar of meetings for the academic year 2023/24.

## **12 Use of Whistleblowing Policy / Use of College Seal**

Members received a report detailing the use of the College Seal. Members noted that the College seal had been applied once since the last report to the Board in July 2022.

The Board noted that there have been no reports raised under the Whistleblowing Policy during this academic year 2022/23.

Members discussed the Whistleblowing Policy and agreed to request the Audit and Risk Committee test the rigour of the whistleblowing process.

**Action:** The Clerk to discuss with the Audit and Risk Committee the request for a review of the Whistleblowing Policy and procedure to test the rigour of the whistleblowing process.

**SH**

## **13 Link Governor Annual Reports**

Members received annual Link Governor reports from the Link Governor for Estates and Health and Safety and from the Link Governor for Safeguarding.

Members noted the contents of the reports.

The Link Governor for Safeguarding congratulated the Safeguarding Team on the excellent work throughout the year. The COOP&I thanked the Link Governor for Safeguarding for his time and support.

The Link Governor for Estates and Health and Safety congratulated the Estates Team on the excellent work throughout the year. A question was raised around monitoring and reporting on Health and Safety. The Link Governor for Estates and Health and Safety agreed to follow up with the COOP&I.

**MS/RM**

Members thanked the Link Governors for providing detailed reports and for the exceptional work that had been undertaken throughout 2022/23 academic year.

#### **14 Governance QIP**

Members reviewed updates to Governance QIP 2022-23. Members noted that the majority of planned targets had been met and agreed targets to be carried over to the Governance QIP 2023-24.

#### **15 Written Resolutions and Chair's Actions**

Members noted that since the last meeting of the Board, the following matters have been approved by way of Written Resolution.

WR2023/05 - approved the DNCG Accountability Statement 2023-24 for submission to ESFA.

WR2023/06 – the Finance & Resources Committee approved the DNCG Financial Regulations.

Members noted, in accordance with Financial Regulations and Standing Orders, the Chair of the Corporation's approved actions under 'Chairs Action', since the previous meeting of the Board:

#### **16 Minutes of Committee Meetings:**

Members received the minutes of the following committee meetings for information:

- Finance & Resources Committee, 28<sup>th</sup> February 2023
- Audit & Risk Committee, 6<sup>th</sup> March 2023 and 7<sup>th</sup> June 2023
- HEPQ Committee, 8<sup>th</sup> March 2023
- People & Transformation Committee, 13<sup>th</sup> March 2023

#### **17 Any Other Business**

The Chair, on behalf of the Board, thanked the Executive Team and staff for all their hard work throughout the year.

The Chair thanked governors for their time, commitment and professionalism throughout the year.

Members noted that this would be Antony Ball's and Paul Scanlon's last meeting with the DNCG Board as they are both stepping down from the Board on 31<sup>st</sup> July

2023. The Chair, on behalf of the Board and College, thanked both Antony and Paul for their tremendous input and commitment during their time on the Board.

**Date and Time of Next Meeting**

Wednesday, 18<sup>th</sup> October 2023, 5.30pm, North Lindsey College.

The meeting closed at 19.47 pm.

**Sharon Harmon**  
**Clerk to the Corporation**

**Signed:** ..... (Chair)                      **Date:** .....

<b>TABLE OF ACTIONS</b>				
<b>Date</b>	<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date Due</b>
05/07/23	4	Provide an update on the University City Doncaster concept at the next Board meeting.	CEO	Oct 2023
05/07/23	5	Provide an update on the College Strategy at the next Board meeting including proposed strategic projects and progress measures for the 2023/24 academic year for Board review.	CEO	Oct 2023
15/07/23	12	Discuss with the Audit and Risk Committee the request for a review of the Whistleblowing Policy and procedure to test the rigour of the whistleblowing process.	Clerk	Oct 2023
15/07/23	13	Link Governor H&S to discuss H&S monitoring and reporting to the Board with the COOP&I.	Link Governor H&S / COOP&I	Oct 2023