

## MINUTES OF THE CORPORATION BOARD MEETING HELD ON WEDNESDAY 18<sup>TH</sup> OCTOBER 2023

Present:

### Governors:

Dolly Agoro (Teams)	Emma Kirk
Angela Briggs (Chair)	Preetha Kumar
Ruth Brook	John Rees
Greg Clarke	Mark Swales
Sue Craggs	Lee Walker
Dan Fell (Teams)	Andrea Ward (Teams)
Peter Grant	

The quorum for the meeting was eight members. The Meeting was quorate.

### In attendance:

Sharon Harmon	Clerk to the Corporation
Rachel Maguire	Chief Operating Officer, People and Information
Danny Fenwick	Vice Principal

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

Item	Minutes	Action
<b>1</b>	<b>Apologies</b>  Apologies for absence were received for Rebecca Chamley (Staff Governor), Lee Tillman (Governor) and Karen Jackson (Governor), and Barrie Shipley (Chief Operating Officer, Finance & Infrastructure).  Members welcomed Sue Craggs (Governor) to her first Corporation Board meeting.	
<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.  There were no declarations of interest made.	
<b>3</b>	<b>Minutes and Confidential minutes of the Corporation Board meeting held on 5 July 2023 and any matters arising</b>  The minutes and the confidential minutes of the Corporation Board meeting held on 5 July 2023 were agreed as a true and accurate record for signing by the Chair.  Members reviewed the actions from the last meeting and noted all actions had been completed and there were no matters arising.	
<b>4</b>	<b>CEO Update</b>  Members received the CEO's Report providing a headline update on current whole College matters, addressing:	

- Full-year performance update for the 2022/23 academic year.
- 2023/24 year-to-date enrolment headlines.
- An update on the current trade dispute, ballot for industrial action and position on pay negotiations.
- A summary update on progress with the current capital project.
- An update on a number of College success stories which have taken place over the summer period.
- An update on key partnership developments since the last Corporation Board meeting.

Members noted the contents of the report.

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

The CEO provided an update on learner achievement across each provision type. Members had a full discussion on learner achievement. Members agreed that overall achievement was good across all provision types.

Members discussed curriculum development, plans for future and connecting offer to local market. Members noted that provision is reviewed annually as part of business planning and explored in depth at curriculum committees.

The CEO provided an update to 2023/24 year-to-date enrolment headlines.

The COOP&I provided an update on staffing and pay negotiations.

The CEO provide an update on current capital projects including progress on the ground source heat pump issue and the Doncaster College roof. Members asked if the Group had any RAC issues. The CEO confirmed that no RAC had been identified across the Group.

The CEO reported that the HE national student survey results were positive. The Group's HE provision had received TEF Silver rating across all aspects. Members recorded their appreciation for the achievement.

The CEO provided an update on the University Campus Doncaster partnership project and feedback from a recent meeting of partners and plans to move the project forward.

The CEO provided an update on progress with the South Yorkshire IoT.

The CEO provided an update on the position with British Steel apprenticeships and recruitment. Members discussed engineering apprenticeships and future plans.

The CEO provided an update on government funding and policy announcement. Members noted access to additional funding.

## **5 Strategic Plan Implementation**

The CEO provided an updated on the implementation of Group's Strategic Plan 2023-28 approved by the Board in July 2023. The CEO provided an overview of projects currently underway. Members noted there has been a significant amount of work already undertaken. Members noted there would be a more detailed presentation at

the governor development day in December including a presentation of the model and approach to strategic plan project management and progress tracking.

Members asked about risk management across projects. The CEO explained the mechanism for identifying, tracking and reporting risks and how risks will be mitigated and managed. The CEO assured members that the Groups Strategic Risk Register will be reviewed to cross reference and align with the Group's Strategic Plan.

## **6 Partnership Proposal**

The CEO presented a proposal paper on the establishment of a formal partnership, the Healthcare Education Alliance, between DN Colleges Group and the Northern Lincolnshire and Goole NHS Foundation Trust.

Members considered the proposal and discussed its merits.

Member asked about any potential risks associated with the proposal. The CEO and the COOF&I provided assurance that risks had been well considered and outlined mitigations put in place.

Members thanked the CEO for the well written proposal and agreed the benefits of the proposed partnership.

**Resolution:** The Corporation Board approved the establishment of a formal partnership with the Northern Lincolnshire and Goole NHS Foundation Trust, under the terms set out in the Healthcare Education Alliance (Strategic Workforce Plan Development) Implementation Agreement document.

## **7 Management Accounts Year End 31 July 2023**

The COOP&I reported on the draft year end position for the financial year 1st August 2022 to 31<sup>st</sup> July 2023. Members noted the final position is subject to final ILR14 and External Audit.

Members reviewed the headline position noting current 'Outstanding' Financial Health, Banking Covenant Compliance and strong balance sheet. Members noted the main variances to the forecast outturn position.

The COOF&I reported that in the summer the Government announced a significant increase in funding rates with an expectation that the funding be use (where possible) to improve staff pay conditions. Members noted that staff pay award proposals are to be considered at the Finance & Resources committee and the People & Transformation committee meetings.

## **8 Composition of the Board – Annual Review of Membership**

Members received update on current Board and Committee membership. Members noted and agreed updates to Committee's Membership 2022-23, as set out in the update report.

Members received application details for the two independent Governor vacancies. Members noted the appointment of both Tina Greaves and Philippa Poland was recommended by the Search and Governance Committee. Members noted the strengths of the candidates. Members were asked to vote on the appointment of both Tina Greaves and Philippa Poland to the Corporation Board.

**Resolution:** Members approved the appointment of both Tina Greaves and Philippa Poland to the Corporation Board. The Appointments to start on 18<sup>th</sup> October 2023 for a Term of Office of four years.

Election of Second Vice Chair

As agreed under the Board Succession Plan 2022-25, approved by the Corporation Board on 19 October 2022, the Corporation Board was asked to elect a second Vice-Chair of the Corporation. Members noted that there was one nomination for the role, Lee Walker.

Lee Walker left the meeting whilst the vote was conducted.

**Resolution:** Members approved the appointment of Lee Walker as Vice Chair of the Corporation Board. The Appointment to start on 18<sup>th</sup> October 2023 for a Term of Office of up to four years.

Lee Walker re-joined the meeting, and his appointment was confirmed.

Members noted that recruitment for Student Governors was underway and an update on appointments would be provided to the next Corporation Board meeting.

## **9 Search & Governance Terms of Reference Update**

The Clerk reported that following the review of the Search and Governance Committee Terms of Reference at the committee's meeting on 2 October, the committee recommends that clause 4.1 be updated to stipulate that the committee should meet at least twice a year.

Members further agreed to update clause 6.4 to include reference to College safer recruitment.

**Resolution:** The Corporation Board approved the recommended updates to Search and Governance Committee's Terms of Reference.

## **10 Governance Self-Assessment Report 2022-23 and Governance QIP 2023-24**

Members agreed to defer this item until the next meeting of the Corporation Board on 18<sup>th</sup> December 2023.

## **11 Review of Confidential Minutes 2022-23**

Members reviewed the schedule of confidential minutes of meetings held between July 2021 and July 2023. Members noted that the Search and Governance Committee had considered the schedule of confidential minutes and recommend the publication of minutes no longer deemed to be confidential to the Corporation Board.

**Resolution:** The Board approved the publication of minutes no longer deemed to be confidential.

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

The Board noted Chairs action taken since the last meeting of the Corporation Board.

The Board noted Written Resolutions which had been approved since the last Corporation Board meeting.

**13 Minutes of Committee Meetings**

Members noted the draft minutes of the meetings and Committee Chairs' feedback reports from the People & Transformation committee on 24th May 2023, the Finance & Resources committee on 14<sup>th</sup> June 2023, the HEPQ committee on 21<sup>st</sup> June 2023, the CQP committee on 26<sup>th</sup> June 2023, the Search and Governance Committee on 2<sup>nd</sup> October 2023, and the Audit and Risk Committee on 7<sup>th</sup> June 2023 and 4<sup>th</sup> October 2023.

**14 Any Other Business**

Members recorded their appreciation to all College staff for all their hard work in achieving such a positive set of outcomes over the past year.

**15 Date and Time of Next Meeting**

The next meeting of the Corporation Board is scheduled for Wednesday 13<sup>th</sup> December at Doncaster College.

The meeting closed at 7.50 pm.

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

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