



*Items 4 and 11 of these minutes are deemed to be CONFIDENTIAL by virtue of Instrument 16(2) as they contain personal information. These minutes are not available for public circulation, and are held separately by the Clerk.*

**MINUTES OF THE BOARD MEETING HELD ON WEDNESDAY 18 OCTOBER 2017**

**Present**

Charlotte Desourdy	Governor
Debbie Hilditch	Governor
Gavin Hinchliffe	Staff Governor
Nigel Jackson	Staff Governor
Paul Pascoe	Chair, Governor
Paul Senior	Governor
Mark Swales	Governor
Keri Walker	Student Governor
Anne Tyrrell	Interim Joint Chief Executive
John Toon	Governor
Meryl White	Vice Chair, Governor

The quorum for the meeting was eight members.

**In attendance**

Laura Clark	Clerk to the Corporation
David Reeve	Interim Director of Finance

The meeting was held in the Boardroom at the Hub and started at 5.30 pm.

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b>	
	Apologies for absence had been received from John Doherty, Ian Falconer, Mathew Lynds, Robert Stubbs, and Catherine Parkinson.	
	Paul Senior had advised he would arrive late.	
<b>2</b>	<b>Declarations of Interest</b>	
	Members were reminded of the need to declare interests as and when they arise within the agenda, and recognised there was a standing Register of Interests. No new interests were declared.	
<b>3</b>	<b>Minutes of the meetings held on 5 July and 20 September 2017 and any matters arising</b>	
	The minutes of both meetings were agreed as a true and correct record and signed by the Chair.	
	It was noted that all matters arising had been completed.	
<b>4</b>	<b>Confidential Minutes of the meetings held on 5 July, 9 August and 20 September 2017 and any matters arising</b>	

Item	Minutes	Action
------	---------	--------

As this was a confidential item, Members agreed to defer this item (and item 11) to after the consideration of item 13.

## 5 Determination of Any Other Business

None.

## 6 Merger Update

The Interim Joint Chief Executive presented the Merger Update report which summarised key merger activity and progress towards fulfilling the legal requirements necessary to effect formal merger on 1 November 2017. Through discussion a number of key points were highlighted, including;

- An application had been made to the Secretary of State by North Lindsey College to change its name to DN Colleges Group – a formal response is not expected to be received until late October 2017;
- Significant work had been undertaken around communications; press in both locations had picked up on this;
- Significant HR work had been undertaken, particularly on TUPE matters; the Staff Governors stated the communications had been positive and had answered questions that staff had raised;
- Bank financing arrangements had been considered in detail by the Joint Transition Group – documents are being prepared and reviewed before formal agreement is required.
- Staff working groups continue to work closely together on key initiatives.
- A Task and Finish Group had been established to focus on governance arrangements (three Governors from each College, plus Clerks, A Tyrrell and P Doherty) – first meeting on 19 October 2017;
- Senior managers and D Hilditch had attended a meeting of the DMBC Scrutiny Committee. A wide range of questions had been answered and D Hilditch had provided feedback for the Task and Finish Group. The Scrutiny Committee supported the merger.

A Tyrrell stated that all indications were that the merger was on track for 1 November, and the first meeting of the DN Colleges Group Corporation had been scheduled for this date.

**RESOLUTION (C 41/17):** Members commented positively on the Merger Update and the assurance that the target date for formal merger remains as 1 November 2017.

## 7 Corporate Report / Risk Register

The Interim Joint Chief Executive provided a summary of the key updates contained within the report, including;

- Achievement rates had improved on last year's figures but were still below the national rate; the College should aspire to achieve higher than the national rate. It was also noted that these figures may change slightly once validated.
- English and Maths showed an improvement on last year but were still behind the benchmark; and ways of recording 'progress' were being reviewed. At the Student Parliament meeting today there had been a number of positive comments on the

Item	Minutes	Action
	<p>huge improvement in the organisation of English and Maths, but it was also recognised there was still more work to do in-year and for next year.</p> <ul style="list-style-type: none"> <li>• Apprenticeships – ‘timely completion rates’ have improved and are above national average which is a positive. There had been considerable success in winning contracts with significant local employers.</li> <li>• Higher Education – A Tyrrell updated Members on the impressive achievement of all Staff with regards to the move of HE from High Melton to the Hub. Students and staff had settled in at the Hub and positive feedback has been received about the external sites. The HE Student Governor confirmed the move had been positive and the implementation was excellent. Members expressed their thanks to all staff for the work undertaken in achieving the moves to Hub and external sites.</li> <li>• Performance Assessment Reviews (PARs) were to take place next week and N Jackson, M White and P Senior were scheduled to attend. M White encouraged governor attendance at PARs and stated the Assistant Principal Curriculum and Quality was to produce an aide memoire for Governors.</li> <li>• The outturn from last year will be used to set aspirational targets, along with using benchmarks and sector data.</li> </ul>	AT /LC

Members confirmed that the Risk Register had been thoroughly considered by each Committee at their recent meetings.

**RESOLUTION (C 42/17):** Members received and considered the Corporate report / update.

## 8 Management Accounts – September 2017

The Interim Director of Finance introduced the item, explaining that due to the timing of the meeting the income and expenditure account for the period ending 30 September 2017 had been tabled as they had been produced the previous day. Members were given time to review the accounts. In discussion and through questions the following points were highlighted;

- The Interim FD indicated that he was confident that the College was still on target to achieve the £510K surplus (year ending 31 July 2018) (The Interim FD noted that the annual budget had not been phased correctly and therefore shows that the college is behind budget; but that is not an accurate picture).
- 2570 students had been enrolled to date, which is c200 more than the target; the key focus now is on retention. There is confidence that numbers will be higher than the target on the census date which would mean funding will be higher the following year.
- The Staff Governors gave their perspective on the importance of ensuring any resource issues are dealt with to ensure the student experience is not adversely affected. Members also considered the points raised by Staff Governors in terms of the Observation Team and awareness of the impact on teaching and learning, if for example group sizes are larger and resource issues have not been dealt with. Members also suggested that the Observation Team could provide further feedback to management to capture key points.
- Assurance was provided by A Tyrrell that the student and staff voice would be heard and resourced to ensure the student experience remained positive. Recruitment of staff was also key in ensuring appropriate resource.
- It was highlighted that the staff survey had been sent out to capture the staff perspective.

Item	Minutes	Action
------	---------	--------

*(P Senior (Governor) arrived at 6.05 pm)*

**RESOLUTION (C43 /17):** Members received the income and expenditure account for the period ending 30 September 2017 and the reported current financial position.

## 9 Minutes and Recommendations from Committees

### 9a Strategic Options Committee / Transition Group – 25 September, 4 October 2017

The Chair of the Strategic Options Committee updated Members that it had been agreed it would be sensible to provide feedback from the two meetings of each as a whole. She noted that many of the feedback points had already been discussed / considered as part of the Merger Update report.

The proposed Memorandum of Understanding between Doncaster College and North Lindsey College on agreeing the process for establishing the Board of the DN Colleges Group governance arrangements had been agreed by the Transition Group, and subsequently signed by the Chair of NLC following their Board meeting on 16 October 2017. The key points were highlighted including the establishment of the Task and Finish Group.

The Chair provided an overview of the key points from the Transition Group meetings.

Members received and noted the agreed draft minutes.

**RESOLUTION (C 44/17):** Members considered the recommendations of the Strategic Options Committee/Transition Group and approved the Memorandum of Understanding. This was signed by the Chair.

### 9b Audit Committee – 20 September 2017

The key points discussed at the meeting held on 20 September 2017 were summarised by the Vice Chair of the Committee including;

- A robust review of the Committee had been undertaken and Members had agreed that the terms of reference had been achieved. Key priorities had also been highlighted including; understanding lessons learned from investigations and concerns regarding the control environment; further development and embedding of Board assurance; further work was required on IT resilience;
- Based on advice from RSM the current approach to assurance reflects best practice, however there was a recommendation that Board Assurance is an essential part of all Senior Postholder job descriptions / responsibilities.
- The Assurance Management Group was operating effectively and provides significant assurance; the changes to the Risk Register had been approved by the Committee and the Committee recommended the inclusion of IT resilience as a separate risk;
- The draft Internal Audit Follow-up report had been received; and the draft Audit Committee Annual Report had been reviewed and work was continuing on this.

Members received and noted the agreed draft minutes.

**RESOLUTION (C 45/17):** Members considered the recommendation of the Audit

Item	Minutes	Action
	<p>Committee and approved the inclusion of Board assurance in Senior Postholder job descriptions.</p> <p><b>Search and Governance Committee – 27 September 2017</b></p>	
9c	<p>The key points discussed at the meeting held on 27 September 2017 were summarised by the Chair of the Committee including the review of the Committee. Attention was drawn to the good level of attendance in 2016/17.</p> <p>Members received and noted the agreed draft minutes.</p> <p><b>RESOLUTION (C 46/17):</b> Members considered the recommendations of the Search and Governance Committee and;</p> <ul style="list-style-type: none"> <li>• Approved the release of the confidential minutes (notwithstanding that those which contain personal and / or commercially sensitive information remain confidential);</li> <li>• Approved the appointment of the Interim Joint Chief Executive as a Governor.</li> </ul>	
9d	<p><b>Curriculum Quality &amp; Performance Committee – 27 September 2017</b></p> <p>The key points discussed at the meeting on 27 September 2017 were summarised by the Chair of the Committee including;</p> <ul style="list-style-type: none"> <li>• That there had been a thorough discussion and detailed questions regarding performance data – showing that some areas had remained static whilst some had positive improvement, and that intervention measures had been outlined.</li> <li>• Enrolment figures were positive (the Chair noted that this had been raised and discussed earlier at this meeting);</li> <li>• A reminder of the invitation to Governors to attend Performance Assessment Review sessions;</li> <li>• A review of the Committee's work showed its strengths should be built on and carried forward to the merged college's committee, e.g. provision of data/information to the committee and should continue to closely monitor student performance.</li> </ul> <p>Members received and noted the agreed draft minutes.</p>	
9e	<p><b>Finance &amp; Resources Committee – 3 October 2017</b></p> <p>The key points discussed at the meeting held on 3 October 2017 were summarised by Paul Pascoe (It was noted that the Chair of the Committee had sent apologies for today's meeting);</p> <ul style="list-style-type: none"> <li>• The committee had reviewed its performance for 2016/17 and specific priorities for the related areas of activity for the merged College had been identified;</li> <li>• Work is on-going to mitigate the risks on the Corporate Risk Register which fall within the remit of the Committee.</li> </ul> <p>Members received and noted the agreed draft minutes.</p> <p><b>RESOLUTION (C 48/17):</b> Members considered the Finance Committee's recommendations and;</p> <ul style="list-style-type: none"> <li>• Approved the Off Payroll Employees policy.</li> <li>• Agreed the awarding of the tender for the new financial accounting software to the preferred supplier, i.e. the joint Doncaster and North Lindsey colleges tender.</li> </ul>	

Item	Minutes	Action
<b>10</b>	<b>Nominated Governor – Safeguarding</b>	
	<p>In the absence of the Nominated Governor, Meryl White referred Members to the comprehensive report which had been circulated with the papers, highlighting the breadth of work / assurance. Also discussed by Members was the importance of wearing identification lanyards which continues to be reinforced throughout the College; and the activities planned for 'Stay Safe Week' which is scheduled for w/c 27 November 2017.</p> <p><b>RESOLUTION (C 49/17):</b> Members commented positively on the Nominated Governor's Safeguarding Report and the assurance it provides.</p>	
<b>11</b>	<b>Confidential Items</b>	
	<p>It had been agreed by Members to defer this item until after item 13. This item is deemed confidential and held separately by the Clerk to the Corporation.</p>	
<b>12</b>	<b>National Policy Update/Feedback from Events</b>	
	<p>The Interim Joint Chief Executive provided an update on a new Government initiative – Institutes of Technology. Expressions of interest had been requested and Doncaster College would be part of a Sheffield City Region LEP bid which also includes DMBC and Sheffield Hallam University. North Lindsey is involved in a separate regional bid.</p>	
<b>13</b>	<b>Governor Events</b>	
	<p>Governors received a paper (October 2017) that set out a range of key College events and activities for Governors' attendance / information. There is also an Enterprise Event scheduled for 6 December.</p> <p>Gavin Hinchliffe (Staff Governor) updated Members on the recent achievement of the College receiving a Centre for Excellence award (Financial Education) – the first College to receive such an award. Members commented positively on this achievement.</p>	
<b>14</b>	<b>Any Other Business</b>	
	<p>None.</p> <p>It was then agreed to consider the confidential items (item 4 and 11).</p> <p><i>(At 6.35 pm Staff and Student Governors left; the meeting remained quorate).</i></p>	
<b>15</b>	<b>Date and Time of Next Meeting</b>	
	<p>The next meeting of the Doncaster College Board (which is likely to be the final meeting) will be held on Monday 30 October at 9.00 am in the Boardroom.</p> <p>The first DN Colleges Group would be held on Wednesday 1 November at 5.30 pm in the Boardroom.</p>	

The meeting closed at 7.05 pm.

Board

**Laura Clark**  
**Clerk to the Corporation**

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

**Date:** .....