



MINUTES OF THE BOARD MEETING HELD ON WEDNESDAY 12 DECEMBER 2018

Present:

Governors:

Dean Abdalla (from 5.35pm)	Abid Khan
Pete Adams	Ross Martin (from 5.35pm)
Antony Ball (from 5.35pm)	Mathew Lynds
Angela Briggs	Paul Pascoe
Ruth Brook	Luke Savage (from 5.35pm)
Greg Clarke	Paul Senior
Paul Grinell	Louise Sharp
Nigel Jackson	Mark Swales
Madeleine Keyworth	Anne Tyrrell

The quorum for the meeting was six members.

In attendance

Kathryn Brentnall	Acting Principal, Doncaster College
Jo Garrison	Clerk to Corporation
Peter Doherty	Chief Operating Officer
Mick Lochran	Principal, North Lindsey College

The meeting was held in the Boardroom, Doncaster College, and started at 5.30 pm.

Item	Minutes	Action
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1 Apologies

Apologies for absence had been received from Harold Osborne, Abid Khan, and Charlotte Byrne.

2 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.

3 Approval of Governor Appointments

External Governor

Governors received the application from Antony Ball and, following recommendation from the Search & Governance Committee who highlighted his legal expertise which would strengthen the Board, approved the appointment of Antony Ball as Governor. It was also agreed he would sit on the Audit & Risk Committee.

Student Governors

Following the decision of the Board in October that there would be both FE and HE Student Governors at both Doncaster and North Lindsey, election campaigns were run at both sites. The successful candidates were: Luke Savage (FE North Lindsey), Charlotte Byrne (HE North Lindsey), Dean Abdalla (FE Doncaster) and Ross Martin

(HE Doncaster) were appointed as Student Governors. After consideration of their nomination forms, Governors ratified their appointments as student governors.

Resolution: Members agreed to the appointment of Antony Ball as Governor until 31 July 2022 and the appointment of the 4 Student Governors until 31 July 2020 (or they cease to be students, whichever is the earliest).

Antony Ball, Luke Savage, Ross Martin and Dean Abdalla joined the meeting at 5.35 pm.

4 Minutes of the meeting held on 15 October 2018 and any matters arising

The minutes of the meeting held on 15 October 2018 were agreed as a true and correct record and signed by the Chair.

Matters Arising:

Item 3 – Prevent and Safeguarding Training is scheduled to take place at the Governor Training Meeting on Wednesday 13 February 2019

Item 8a – the capital investment considerations of the Institute of Technology had been reviewed.

Item 12 – The Clerk had clarified the wording of the Instruments and Articles relating to quoracy numbers and circulated the information to Governors.

5 CEO's Update

A Tyrrell updated Members on progress since the last Corporation Board. Members were sign posted to the funding for Colleges petition and reminded this was open until April 2019. Members were encouraged to access the link and sign the petition.

As fewer than 50% of UCU members entitled to vote for industrial action, actually voted, there will be no industrial action in the pay dispute.

Since the previous report there has been a further proposal from new providers and competition in post-16 provision - Delta Academy Trust for a sixth form in Doncaster town centre.

Ofsted have announced changes to the Common Inspection Framework (CIF), which will become the Education Inspection Framework (EIF) from September 2019. There is a significant shift in focus to the curriculum, including planning (the Intent), Implementation (how students learn and progress) and Impact (achievement and progression). The framework has not yet been finalised, but outcomes is to be removed as a separate judgement, with the effectiveness of Leadership and Management. There will be a continued focus on safeguarding remaining as key areas in all Inspection. M Lochran and K Brentnall were leading on the curriculum strategy and would present this to Governors in due course.

The college insolvency legislation comes into force on 31 January 2019 and an update is due during December 2018.

At the recent AoC Conference the national context was reinforced and the pressures the college sector is currently under review. A Tyrrell informed Members of the suggested advice on key priorities for governing bodies from the FE Commissioner,

Clerk

AoC and DfE. It was agreed the Clerk would review the Governance Quality Improvement Plan 2018/19 to ensure all priorities were included in the plan.

A Tyrrell referred Members to Section 2 the Strategic Plan, and stated that the plan has been reviewed and now includes updated targets, which were discussed and approved by the Curriculum, Quality and Performance Committee on 7 November 2018. The targets required revision due to the actual outturn figures for 2017/18 and national benchmarks. Members were asked to approve the revised targets for 2018/19.

Members were updated on the outcome of the staff survey, which showed a considerable improvement in the majority of responses for Doncaster College, with a small decrease in positive responses at North Lindsey. A more detailed analysis and response is provided to all staff, together with proposed actions. The key issues arising are being actively taken on board.

Governors were advised that the article in the Doncaster Free Press announcing a 'New Super College to replace Sixth Forms' in Doncaster town centre, was a press release issued by the Delta Academies Trust, who have submitted a proposal to the DfE for a new sixth form centre to replace small sixth forms in several of their schools. A Tyrrell stated the College Group has previously provided a joint response to these proposals. Doncaster Council had also confirmed the application was inconsistent with the Post 16 Review.

The sale of the High Melton site and the establishment of a VFX Academy is progressing. Final heads of terms for both items are under discussion in a positive way with details being worked through. Extensive discussions have been held on the format and mix of the curriculum offer, with the intention of the first courses being delivered from the Spring Term 2019.

It is proposed that the Strategic Planning meeting scheduled for 21 January 2019 would be held at the Civic Centre and the focus of the meeting would be the University Centre North Lindsey and 360⁰ Media. For the sale of High Melton site, a revised timeline has been agreed to facilitate a realistic date for exchange as 11 January 2019. Doncaster Council and 360⁰ Media were to agree on an achievable date for planning approval and completion which is expected to be June/July 2019.

P Grinell noted concerns regarding the time delay. A Tyrrell reassured Members that contracts had not yet been exchanged and one final completion payment had been re-negotiated rather than staged payments; the Group were confident to continue to the next stage. Members were also reassured that the 21 January 2019 meeting would provide clarity over some of the concerns raised.

RESOLUTION: Members approved the revised targets for the Strategic Plan.

6 Performance Update

M Lochran updated Members that recruitment has slightly improved with an increase of 106 at Doncaster and a drop to 66 recruitments from 99 for North Lindsey. The deficit for next year currently stands at £413k. Apprenticeship recruitment has been good, and the budget of £7m will be achieved. This may be exceeded by up to £1m at NLC (4.1M) in year and Doncaster is aiming to achieve budget (£2.9m). Adult recruitment continues to be challenging and although it is anticipated that the allocation will be achieved, this is reliant on continued in year recruitment.

Members were informed that whilst the Pro-Suite implementation is on-going, obtaining accurate and timely information is still problematic and this remains a major risk in terms of outcomes. Governors are recommended to note the current recruitment and quality position across the Group.

Members raised concerns with regards to the accuracy of reporting and sought assurance to mitigate this on-going risk. K Brentnall assured Members that a deep dive in four curriculum areas has been conducted to audit the data and has been a most useful exercise to review that the system reports aligned to performance reviews. K Brentnall and M Lochran assured Members they continue to receive assurance and ensure additional challenge in all curriculum areas to ensure the accuracy of the data.

It was agreed that a report will be provided to the Corporation on the mitigation and current position of the new systems at each board meeting.

KB/ML/PD

RESOLUTION: Members requested a standard agenda item for Pro-Solution updates at Corporation Board meetings.

7 **DN Colleges Group Self-Assessment Report**

A Tyrrell presented the DN Colleges Group overview self-assessment report (SAR) for 2017/18 for information and approval. This will be submitted to Ofsted by their deadline of end of January 2019. This is the first overview self-assessment report for the DN Colleges Group and draws upon those for the individual sites. A Group Quality Improvement Plan (QIP) will be agreed, reflecting both Group and campus specific actions. The Group SAR follows the current Ofsted Common Inspection Framework headings, with all aspects and provision types graded as 'good'.

Members were advised that the work experience requirement of some programmes has been a key factor to the areas that require improvement for Doncaster college not across the DN Colleges Group. K Brentnall advised that the college had not historically been responding effectively in work experience and Study Programmes require revision to ensure young people prepares them effectively for their next steps.

Paul Senior arrived at 6.40pm

K Brentnall also advised that the Group was working towards the new Education Inspection Framework which has been built into the Strategic Plan 2018/2021. Members raised a few minor amendments to the SAR which A Tyrrell confirmed would be revised. Members were asked to approve the SAR.

RESOLUTION: Members approved the SAR subject to agreed minor revisions.

8 **University Centre North Lindsey**

M Lochran provided Members with the latest detailed costings for the conversion of the Civic Centre building which indicate that the costs are likely to be £8.86m split over two phases; Phase 1 Jan - September 2019 £6.79m and Phase 2 June - September 2020 £2.7m. The GLLEP will give final approval of the £2.3m contribution on 11 January 2019. Whilst the £3M of Institute of Technology (IoT) monies cannot be confirmed before the project would need to commence, Phase 1 will be fully funded if the GLLEP (£2.3M), IoT (£3m) and college contribution (£2m) are confirmed.

Phase 2 would only proceed if the IoT was successful otherwise an alternative, less costly approach to phase 2 would be developed. The local authority has agreed to

provide a loan to bridge the £2.5m gap in stage 1, if the IoT is unsuccessful and this can be serviced along with additional running costs through rental of space and increased student numbers.

M Lochran also advised Members that the College's building survey has not identified any major issues that are not included in the plan of work, however the full report has yet to be received. There is a need to confirm the GLLEP funding, review the full condition report and confirm the details of the Heads of Terms and loan agreement in early January 2019 if the project is to be delivered. Any delay past early January will likely result in the Civic Centre and GLEPP funding being put at considerable risk and the September 2019 phase 1 would not be achievable.

The additional costs and income would be generated through growing the number of students, rental from University of Lincoln use of offices at the Civic Centre and also the consideration of management work space and conference facilities. The freeing-up of the HE Space at North Lindsey would enable the foundation learners and Apprentices to move back onto the campus. Exploratory discussions have taken place with NLAG to rent New Beacon House from the Summer 2019.

Members raised several concerns regarding energy exploration, risks and delays to professional framework which could impact on the overall timing for the completion of phase one by September 2019. Members also raised concerns around costs and the financial impact of late delivery to the completion dates.

Members were asked to approve the project to proceed to Phase 1 subject to:

- The GLLEP giving final approval of the £2.3m capital funding (11 January 2019)
- The full building condition report not identifying any major concerns not addressed through the planned works
- The Heads of Terms and loan arrangements with the local authority being acceptable to the college and its bankers
- A break clause being inserted in the Heads of Terms in the event of the timescales extending or the costs increasing too far
- Further work being carried out to progress income from rental of space at the main campus and UCNL and additional student numbers
- Actively exploring additional capital bids that could reduce the loan value from £2.5m

11 Members voted to approve proceeding to Phase 1 subject to receipt of the condition survey and clarification of costs. If required a Special Board meeting will be convened to revisit the proceeding of Phase 1. One governor did not vote against the proceeding to Phase 1 but requested it was noted that the College proceed at the right pace and ensure all of the conditions are confirmed before continuation. Another governor requested their concern be recorded to the challenging timescale. M Lochran gave assurance that all recommendations against the professional framework and costs were agreed before proceeding and that the college held the right to withdraw if assurance was not provided. Members asked for points to be addressed during the scheduled meetings to raise the waiving of rates, confirmation of use of space, and costs, along with the conditions of service and agreement of the maintenance fees.

Resolution: 11 Members voted in agreement to proceed to Phase 1.

D Abdalla and L Savage left the meeting at 7.50pm

9 Financial Statements and Regularity Assurance Report 2017/18

P Doherty presented the Financial Statements and Regularity Assurance Reports 2017/18 to the board, seeking Board approval of the Audit & Risk Annual Report. Members approved the Reports. Members were informed the Regularity Self-Assessment Questionnaire was presented for information only.

P Doherty advised Members that the Letters of Representation had been approved by each of the three Subsidiary companies and were submitted annually as part of the audit evidence, which require Board approval. Members approved the Letters of Representation. The Final Audit Findings Report notes regularity issues and provides assurance of the financial systems with the requirement to embed the systems. There is no impropriety and no significant deficiencies in the internal controls. P Doherty requested Board approval of the financial statements, which was approved by Members.

Resolution: Members approved the Financial Statement and Regularity Assurance Reports, the Letters of Representation and the Financial Audit Findings Report.

10 Management Accounts to 31 October 2018

P Doherty presented the consolidated management accounts, which report a surplus of £554k for the financial year to date October 2018, providing for a surplus of £135k against the budgeted surplus of £419k. Members were updated that the income values at this early stage were based on a combination of funding profiles and actuals. The submission of the period 4 (November) ILR will provide a much more accurate picture of the Group's overall funding position. P Doherty assured Members that the values provided within the October management accounts were a true and fair representation of the current position. Cash balances for the year to date were £7.97m which demonstrated an upward trend compared to the beginning of the financial year.

11 Office for Students Update

A Tyrrell presented a briefing note to inform Members that confirmation has been received of the DN Colleges Group entry on the Office for Students (OfS) Register of higher education providers.

It is the responsibility of the governing body to ensure that all on-going conditions of registration are satisfied. For the DN Colleges Group this responsibility is delegated to the Higher Education Performance and Quality Committee. The OfS require that the governing body is notified of its decisions.

A Tyrrell advised Members that enhanced monitoring requirements were anticipated as a result of the merger with the metrics for each of the predecessor colleges becoming conflated into the DN Colleges Group workbook. The whole Access Participation and Progression (APP) agenda had been identified as a strategic priority for 2018-19.

An action plan would be developed, implemented and reported upon through the deliberative structures including, the new DN Colleges Group Higher Education Academic Board; the Higher Education Strategic Committee and the Higher Education Performance and Quality sub-committee of the Corporation Board.

Regular updates on progress will be submitted to the Board.

12 Minutes of Committee Meetings

A Briggs shared with Members an email from the previous Clerk, J Charles, dated 25 June 2018 informing Members of the agreement of reporting Committees to the Board. A Committee Feedback form would be circulated by the Clerk and to be used for any points of exception Committee Chairs required to feedback to the Corporation Board. The Committee Feedback form must be submitted in a timely manner to be presented at future Board meetings.

Clerk

13 Chair’s Action

The Clerk informed Members at the Finance and Resource Committee meeting held on 14 November 2018, the Chair of the Corporation was asked to agree to the Heads of Terms for North Lindsey College’s membership of the Lincolnshire Institute of Technology (IoT). There was a deadline of Tuesday 20 November to submit the required information.

14 Any Other Business

P Adams asked Members to consider the submission of a Health and Safety report at each Board meeting. The Clerk advised Members that whilst the Board had overall responsibility of health and safety, the reporting sits within the Audit and Risk Committee. Any reportable accident or incident would be submitted to the Board by exception as it occurred. Members agreed that the reporting of the Health and Safety continue through the Audit and Risk Committee and the Annual Report also presented to Board for information.

15 Date and Time of Next Meeting

The Strategic Planning meeting scheduled for Monday 21 January 2019, has been rescheduled for Wednesday 27 February 2019, 5.30 pm, at North Lincolnshire Council, Civic Centre, Scunthorpe and will be an Extra Board meeting.

The next Corporation Board meeting is scheduled for Monday 18 March 2019, 5.30 pm at North Lindsey.

The meeting closed at 8.04 pm.

Jo Garrison
Clerk to the Corporation

Signed: (Chair) **Date:**

TABLE OF ACTIONS			
Date	Minute	Action	Responsibility

12.12.18	5	At the recent AoC Conference the national context was reinforced and the pressures the college sector is currently under. A Tyrrell informed Members of the suggested advice on key priorities for governing bodies from the FE Commissioner, AoC and DfE. It was agreed the Clerk would review the Governance Quality Improvement Plan 2018/19 to ensure all priorities were included in the plan.	Clerk
	6	Members requested a standard agenda item for Pro-Solution updates at Corporation Board meetings.	KB/ML/PD
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