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MINUTES OF THE CORPORATION BOARD MEETING HELD ON 7 JULY 2021 VIA MS TEAMS

Present:

Governors:

Dolly Agoro	Paul Pascoe
Antony Ball	Paul Scanlon
Angela Briggs (Chair)	Paul Senior
Ruth Brook	Louise Sharp
Greg Clarke	Simon Stevenson
Roger Eccleston	Mark Swales
Richard Gravestock	Lee Walker
Paul Grinell	Andrea Ward
Mick Lochran	Jordan Wilson

The quorum for the meeting was nine members.

In attendance:

Joanne Platt	Interim Director of Governance / Clerk to the Corporation
Claire Houlden	Executive Governance PA
Peter Doherty	Chief Operating Officer
Barrie Shipley	Director of Finance
Kathryn Brentnall	Deputy CEO / Principal
Rachel Maguire	Chief People Officer
Emma Kirk	Staff Governor (Teaching) Elect
Alan Rayment	Staff Governor (Support Staff) Elect
Joseph Green	Department for Education – item 1 only
Melanie Burnham	Department for Education – Item 1 only
Martin Perryman	Turner Townsend – item 1 only
Ravinder Cheema	Located – item 1 only
Matthew Robertson	Located – item 1 only

The meeting took place on MS Teams and started at 4.30 pm.

Item	Minute	Action
1	North Lindsey Capital Transformation Project – DfE Project Team	

The Chair welcomed Joseph Green, Melanie Burnham, Martin Perryman, Ravinder Cheema and Matthew Robertson to the meeting.

The Board considered a presentation, providing an update in relation to the Capital Transformation Fund Project at North Lindsey College. It was noted that the College was one of 16 nationally, who had been awarded funding without a competitive process and that the Department for Education would oversee the project via a team (LocalEd) providing dedicated project delivery support, strategic estate advice and general property advice.

LocalEd will review the work the College has done to date regarding the disposal of the surplus land, support the procurement of a third-party agent to lead on the disposal of the site on behalf of the College, support the College when meeting

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with the planning team at North Lincolnshire Council to discuss the potential for development on the surplus land, and discuss disposal strategies with the College and appointed agent to ensure a disposal structure is agreed which will ensure that the maximum receipt is received from the sale of the land and best value is achieved.

It will also support the College with the selection of a suitable purchaser and agreement of disposal terms which meet the College's needs and advise the College and DfE team on any unintended consequences or hidden pitfalls that may not yet have been identified as part of the disposal process.

The Feasibility Study is scheduled to take 22 weeks and will confirm overall space and adjacencies, develop a College specific brief in conjunction with the DfE output specification, undertake surveys and start early discussions with planners, including discussion in relation to sustainability, and agree the procurement route for the selection of a contractor who can demonstrate an affordable, deliverable and value for money project.

Contractor Design Development and Procurement is scheduled to take 48 weeks and will utilise one of the DfE contractors' frameworks. There will be Client Engagement meetings to develop detailed design and a final contract price will be agreed.

Construction is scheduled to take 80 weeks.

In response to a question from the Chair, it was confirmed that the amount of match funding has yet to be determined. Each of the 16 colleges awarded funding has completed a financial template which contains the same criteria, and these are now under consideration by the ESFA. When the outcome is known, a call will be set up with the College to discuss the required match funding.

Governors asked about the likely disruption to staff and students during the construction works and it was confirmed that the size of the site provides confidence that that this will be kept to a minimum. The contractor selected will be expected to provide an effective contract management plan that addresses this.

Governors asked that sustainability remains an integral part of the project and asked for assurance that the DfE team will engage with the College on this throughout the project.

The Chair thanked Joseph Green, Melanie Burnham, Martin Perryman, Ravinder Cheema and Matthew Robertson for the presentation.

Joseph Green, Melanie Burnham, Martin Perryman, Ravinder Cheema and Matthew Robertson left the meeting at 4.55 pm

2 Apologies

Apologies for absence had been received from Tom Burton and Lee Tillman.

3 Declarations of Interest

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	<p>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.</p>	
	<p>Mark Swales declared an interest in Item 17.</p>	
	<p>The Chair reminded the Board that this was the last meeting for Paul Pascoe, Paul Grinell, Paul Senior, Roger Eccleston, Louise Sharp, Simon Stevenson, Jordan Wilson, Kathryn Brentnall and Peter Doherty. She also extended thanks on behalf of the Board to Kit Sergeant who is also leaving the College in the summer.</p>	
	<p>She thanked them all for their hard work, professionalism, commitment, valuable contributions and long service to the Corporation, noting that she has had one-to-one meetings via MS Teams with each of them to thank them personally.</p>	
	<p>Members who were leaving expressed their thanks for the opportunity and privilege of serving on the Board.</p>	
4	<p>Minutes and Confidential Minutes of the Corporation Board meeting held on 29 March 2021 and any matters arising</p>	
	<p>It was noted that the time the meeting started had been omitted from the Minutes of the meeting of 29 March 2021.</p>	
	<p>In relation to the confidential minutes of the meeting of 29 March 2021, it was noted that Paul Grinell is a Governor and not a Non-Executive Director at Northern Lincolnshire and Goole NHS Foundation Trust and that reference to the appointment of the Principal and CEO should be corrected to Principal and Deputy CEO.</p>	
	<p>Subject to these amendments, the minutes were agreed as a true and accurate record and will be signed by the Chair.</p>	
	<p>In relation to the action list, it was noted that Action 7 relating to the gender pay gap is being addressed by the Chief people Officer.</p>	
	<p>Action 12 was complete.</p>	
	<p>In relation to Action 17, no comments had been received from Governors in relation to mandatory training other than comments made by members of the Search and Governance Committee when mandatory training was discussed at its meeting on 19 May.</p>	
5	<p>CEO Report</p>	
	<p>The Board considered the Chief Executive's update, noting that implementation of the strategic plan is progressing well with good progress made against most priorities. All senior team vacancies are now filled except for the Chief Information Officer which is currently out to advertisement. Leadership has been re-aligned in FE and Apprenticeships and more recently in HE and provides a good foundation for the future.</p>	
	<p>Governors noted the Government's plans to make regular reviews of the curriculum by the Governing Body a statutory requirement in the future.</p>	

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The success of teaching, learning and assessment staff and the approach to blended learning was noted including several awards that staff have been nominated for.

Governors noted that feedback from staff in relation to the pay award and the £300 bonus is very positive. The work being done by the Transformation lead to engage staff in the transformation work is also being well received.

It was noted that the Health and Safety Executive had recently assessed the College's response to the pandemic and was satisfied with the actions taken. The College has balanced the need for staff and students to be safe during the pandemic with the need to ensure students are not disadvantaged.

During the year there have been over 11,000 COVID tests, with 309 positive tests amongst staff and students, resulting in 1,854 isolating at some stage of the year. Although restrictions are due to be eased, the College will do whatever it needs to, to keep staff and students safe.

The substantial work that has gone into ensuring a safe return for students from lockdown places the college in a good position to ensure that no student suffers any further disadvantage and will achieve their award. The delay in End Point Assessments is a concern for apprenticeships as is the number of extensions for Higher Education students.

The College has negotiated the Adult Education budget with the South Yorkshire devolved authority with the core funding in line with previous years and the potential for 15% growth.

It was noted that the College has been awarded £800,000 to deliver Level 3 entitlement and is working in partnership to deliver this. However, this is likely to reduce income from the £1.2m Adult Loans budget and the College is planning to maximise adult starts under the new funding regime.

The College is awaiting the outcome for revenue bids from the Community Renewal Fund and the Skills Accelerator Fund. If successful, all activity will have to be delivered by March 2022.

In terms of capital projects funded from the Condition Fund, SCR Digital, Humber LEP, and T Levels, all contractors have been appointed for completion by the end of August 2021. It was noted that there are delays to decisions from the DfE in relation to the Capital Transformation Fund for Doncaster College.

The Board noted that new T Level capital bids have been submitted and the College is awaiting approval. In addition, a full £13m stage 2 bid for the South Yorkshire Institute of Technology has been submitted with the outcome being made known in the autumn term. DN Colleges Group's allocation of this will be £3.5m.

It was noted that DN Colleges Group CEO has joined the board of the National College for Advanced Technology and Infrastructure (NCATI) to enhance partnership working and that the DN Colleges Group inaugural annual strategic meeting has taken place with the Education and Skills Funding Agency (ESFA)

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and Further Education Commissioners office identifying good practice and areas of concern to the College.

The Board noted that the adult skills clawback threshold is unlikely to be reviewed despite a national campaign and accordingly, the College is anticipating £1.4m AEB funding clawback in December 2022. Despite this, the College has managed its finances well during the pandemic and is expected to report a small surplus. It was noted that data from the Association of Colleges showed median adult achievement rates of 73% across the sector nationally, which was comparable with expected adult achievement rates in the Group

There is potential to grow Adult funding in 2021/22, however the College needs to ensure the significant clawback from under delivery in 2020/21 is carefully managed so as not to impact on cashflow.

The College is preparing for an anticipated full Ofsted Inspection in the Autumn term.

Governors noted that developing tutors and assessors that have up to date industry skills and knowledge that supports their practice and informs careers advice to students remains a challenge. However, SLT remain focused on addressing this and efficiencies created by transformation activities are freeing up time for staff to undertake development.

Governors thanked the Chief Executive for a very detailed report and the Chair thanked him for his leadership and the work of SLT over the past year.

6 Performance Update

FE Performance Update: The Board considered an update on recruitment and achievement, noting that forecasted achievement rates for 16-18 and 19+ provision are broadly in line with the previous year, signifying another excellent year's performance.

16-18 achievement is forecast at 91% (the same as last year but a 7% improvement from 2018/19). Retention at 16-18 is forecast at 94% (the same as last year but a 4% improvement from 2018/19).

English and Maths forecasted achievement at 16-18 is 89% (English) and 90% (Maths) with a forecasted 34% (English) and 38% (Maths) at high grades. Both are broadly in line with last year but a significant improvement from 2018/19. In response to a question from a Governor, it was confirmed that the new approach to English and Maths had made a significant positive impact on achievement rates.

Forecasted achievement in Functional Skills (English) is slightly lower than last year and in 2018/19 but in Maths, a significant improvement is forecast. The decline in performance of English is attributable to the need to complete three papers, and it was noted that work will continue with students to enable their success.

Forecasted achievement at 19+ shows an improvement from last year and from 2018/19, although retention, whilst the same as last year is 2% lower than in 2018/19.

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	<p>Current achievement rate for apprenticeships is 53.4% with a year-end forecast of 63%. This is a slight improvement on the previous year and significantly better than the national average of between 54% and 59%. It was noted that the national average is lower still for Apprentices Standards. Apprenticeship retention is also high.</p>	
	<p>The Board noted the impact of the Pandemic on Apprenticeships, with some being furloughed, some unable to attend college for practical skills development during the extended lockdowns and some with delays to end point assessments. The key focus between now and the end of the academic year is to provide additional support for apprentices who will have completed their learning and / or are awaiting end point assessment by the end of July 2021.</p>	
	<p>Recruitment for 16-18 and 19+ students is significantly higher in comparison to the same time last year. Applications in relation to 16-18s were currently 5,151 compared to an allocation on 4,354, with an anticipated 4,800 enrolments by the start of the academic year. To date, applications are 565 higher than at the same time last year and progressions are also 180 higher than at the same time last year.</p>	
	<p>In relation to 19+, applications are current approximately 300 higher than at the same time last year. Apprenticeship starts are 200 higher than planned, with many starting in January 2021.</p>	
	<p>Acceptances for each curriculum area is being monitored to ensure these meet the curriculum plans and that the College has appropriate levels of staffing to meet growth in some areas as well as having robust plans for re-purposing staff in areas where recruitment is not yet at plan.</p>	
	<p>The delivery model for 2021/22 has been designed to replicate a pre-COVID model. Level 2 and below students will come into college for all their study programmes. Level 3 will have 2 days in college and one day online. These adaptations have been made to reflect feedback from staff and students, student's attainment and the missed social aspect that students benefit from whilst physically in college. This model is broadly in line with the FE sector. It is anticipated that social distancing will not be in place in September and therefore the College can fully utilise classrooms and workshops. In the event of another wave of the Pandemic, the College will revert to the model applied this academic year.</p>	
	<p>The Board noted that the first T-Levels will start to be delivered at DNCG in September in Digital, Construction, Education (Childcare) & Health. Significant preparations and investment of capital funding into building developments across both sites as well as increased staff training and CPD, puts the College in a strong position to provide a high-quality experience for students. Further T-Level pathways are in development for 2022/23 in Business & Engineering.</p>	
	<p>University Centres Update: The Board noted that retention for the full DNCG portfolio is 89.52% which is only marginally below the previous year. In terms of progress, 74.90% of continuing DNCG students were reported as Completed / Achieved in recent programme reviews, with 9.81% of students needing to be reassessed and 15.29% of students not yet having completed due to carrying Mitigating Circumstances. The Board noted that data is accurate to the end of May</p>	

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	<p>2021 and will be updated when the current round of panels and Boards are completed.</p> <p>In terms of recruitment for 2021/22, it was noted that applications and enquiries for full-time new entrants as of 10 June 2021 were 39 below target but 70 more than at the same time last year at UCNL and 55 above target and 45 more than at the same time last year at UCD. Overall, applications were 16 ahead of the same time last year and 157 more than target across the Group.</p> <p>It was noted that the College is likely to self-assess as 'Good' with 'Outstanding' features.</p> <p>The Principal and Deputy CEO advised the Board that she is very proud of the College's achievements and the Chair thanked her for the clarity of her reports, which provide a lot of assurance to the Board.</p>	
7	<p>Management Accounts to 31 May 2021</p> <p>The Board reviewed the Management Accounts to the end of May 2021, including the forecast 2021/22 outturn.</p> <p>Overall year to date financial performance has an outturn surplus position of £0.39m (£0.82m R09) compared to a budget deficit position of £137k (£110k Surplus R09), a positive variance of £709k (£882k R09).</p> <p>Ignoring FRS102 pension adjustments, year to date financial performance is a £2.50m surplus compared to a £1.17m budgeted adjusted surplus.</p> <p>Income for the year is below budget by £402k (£761k R09). This is offset by staffing costs (£362k) and other operating expenditure (£1.2m) being below budget for the period to date, with non-pay expenditure continuing to be significantly below budget due to COVID-19 and lockdown restrictions.</p> <p>The year-end revised forecast is a deficit of £451k. This is broadly consistent with the position presented to Finance and Resources Committee and the Board noted that the Group has enough banking covenant cover and is currently forecasting 'Outstanding Financial Health'.</p> <p>The Board noted that the College has now received final confirmation from its bank to remove the Net Assets banking covenant, which is subject to a requirement to strengthen other assets. Given the volatility in the pension deficit it was previously agreed that these changes would be accepted and Governor signatures to confirm the changes are required before 31 July 2021.</p> <p>Some discrepancies in the figures on the balance sheet, possibly as a result of rounding, were highlighted by Governors and it was agreed that these will be checked by the Director of Finance.</p> <p>Governors asked that attention be given to depositing cash to maximise income from interest payments.</p>	<p>Director of Finance</p>
	<p>Resolution: to approve the changes to the Bank Covenants</p>	

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	<p>Resolution: to give approval for the Bank Covenant letter to be signed by the Chair of the Corporation and the Chair of the Finance and Resources Committee before 31 July 2021.</p>	
8	<p>2021/22 Budget</p>	
	<p>This item is confidential and is subject to a separate minute held by the Director of Governance.</p>	
9	<p>Sub-Contracting update</p>	
	<p>This item is confidential and is subject to a separate minute held by the Director of Governance.</p>	
10	<p>Whistleblowing Policy</p>	
	<p>The Board considered the Whistleblowing Policy, which has been updated for 2021, noting that changes made to the previous policy are largely changes to job titles and organisations where these have changed since the policy was last reviewed. It was noted that the Policy was considered and was recommended for approval by the Audit Committee at its meeting on 3 March 2021</p>	
	<p>Resolution: to approve the Whistleblowing Policy for 2021-24</p>	
11	<p>Risk Management</p>	
	<p>The Board considered a report on Risk management, noting that an internal audit of risk management by RSM was conducted in May and June 2021. The purpose of the audit review was to assess the robustness of the controls and assurances recorded on the strategic risk register and to inform this assessment, the internal auditors undertook a ‘deep dive’ into a sample of four risks on the College strategic risk register.</p>	
	<p>The Board noted that the final report was presented to the Audit and Risk Committee on 9 June 2021 and concluded that the controls in place surrounding the risk management framework are generally well designed and are being applied in practice. Auditors found there to be a well-designed strategic risk register in place which clearly details the controls and assurances in place to mitigate risks and monitor the effectiveness of controls. They gave a ‘substantial’ assurance rating and agreed just one low priority action with management.</p>	
	<p>The Board also reviewed the College’s strategic risk register, noting that this is subject to ongoing review by the Senior Leadership Team and is presented to each meeting of the Audit and Risk Committee and annually in July to the Corporation Board. It was noted that the College currently has two assessed Red risks (in relation to 19+ provision and Higher Education) and one assessed Green risk (in relation to Governance), with the remaining eight risks being assessed as Amber risks.</p>	
	<p>Trend analysis of residual risk scores shows an increase in the assessed risk for 19+ and Higher Education during 2020/21 and that these are the two Red risks as at May 2021. It also shows a reduction in the risk assessment from Red to Amber for both the Apprenticeships and Finance risks as at May 2021 compared to previous assessments</p>	

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	<p>The Board also noted that eleven risks have an assessed residual risk score at May 2021 that is higher than the target risk as defined by Governors; two risks are Red compared to an Amber target risk (19+ and Apprenticeships) and three risks are Amber compared to a Green target risk (Legal with lower GDPR assurance, Finance and Property).</p>	
	<p>It was agreed that Committees review their risk appetite and target risk scores for their own risks and report back to the Audit and Risk Committee, with a view to a further report to the Board in October.</p>	<p>All Committees</p>
	<p>The Chair will discuss how best to facilitate this over the summer with the Director of Governance.</p>	<p>Chair / DoG</p>
12 Review of Confidential Minutes	<p>The Board considered a schedule of the confidential minutes from Corporation Board and Committee meetings between May 2020 and April 2021 which were reviewed by the Search and Governance Committee at its meeting on 19 May 2021. It was agreed that confidential minutes proposed for release can now be published (subject to redaction of personal data where appropriate).</p>	
	<p>Resolution: that the minutes recommended for release by the Search and Governance Committee be deemed as no longer confidential and be published alongside other non-confidential minutes.</p>	<p>Director of Governance</p>
13 Instruments & Articles / Standing Orders	<p>The Board considered revised Instruments and Articles of Government and corresponding Standing Orders, which had been reviewed by the Search and Governance Committee at its meeting on 19 May and were recommended to the Board for approval.</p>	
	<p>Changes reflect the previous decision of the Search and Governance Committee to review membership numbers at the end of the terms of office of two external members who were each appointed for an additional year for exceptional reasons.</p>	
	<p>It was noted that the reference to the Chief Operating officer in the Standing Orders should be changed to Director of Finance.</p>	<p>Interim DoG</p>
	<p>Resolution: to approve revised Instrument and Articles of Government</p>	
	<p>Resolution: subject to the changes referred to above, to approve revised Standing Orders.</p>	
14 Scheme of Delegation	<p>The Board considered a revised Scheme of Delegation, noting that changes proposed had been considered by the Search and Governance Committee at its meeting on 19 May 2021 and are recommended for approval by the Board.</p>	
	<p>Resolution: to approve the revised Scheme of Delegation.</p>	

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15	Corporation Board Cycle of Business	

The Board considered its Cycle of Business for 2021/21, noting that it is in line with the previous year and will be subject to the addition of ad hoc items of business as the need arises throughout the year.

Resolution: that the Corporation Board Cycle of Business for 2021/22 be approved.

16	Review of Terms of Reference and Cycles of Business	
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The Board considered a report proposing the merger of the Senior Post Holder Staffing Committee and the Remuneration Committee into a single Senior Post Holder Staffing and Remuneration Committee. Revised terms of Reference and a Cycle of Business for the merged Committee for 2021/22 were also considered.

The Board also reviewed Committee Terms of Reference and Cycles of Business for 2021/22 for all its other Committees, noting that changes proposed have been considered by each Committee and are in line with the revised Scheme of Delegation considered at Item 14 above.

The Board also considered proposed revised Terms of Reference for the College Stakeholder Board, which has been circulated for comments and finalised via email with CSB members.

Resolution: to approve the merger of the Senior Post Holder Staffing Committee and the Remuneration Committee into a single Senior Post Holder Staffing and Remuneration Committee.

Resolution: to approve the Terms of Reference and Cycle of Business for 2021/22 for the Audit & Risk Committee, the Curriculum, Quality & Performance Committee, the Finance & Resources Committee, the HE Performance & Quality Committee, the Search and Governance Committee and the Senior Post Holder Staffing and Remuneration Committee

Resolution: to approve the Terms of Reference for 2021/22 for the College Stakeholder Boards

17	Subsidiary Companies	
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The Board considered a report in relation to Director appointments to the College's subsidiary companies, noting that the impending departure of Paul Grinell and Peter Doherty leaves two director vacancies on the Board of Kingsway Consulting. It was noted that, on the recommendation of the Search and Governance Committee at its meeting on 19 May, volunteers were sought to fulfil one of these roles from amongst External Governors and in response, Mark Swales has volunteered to act in this role. It was also noted that Barrie Shipley (Director of Finance) was proposed to replace Peter Doherty on the Boards of Kingsway Consulting, Optime Support, Doncaster College and North Lindsey College.

Resolution: it was agreed that Mark Swales and Barrie Shipley be appointed as Directors on the Board of Kingsway Consulting with effect from 1 August 2021

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	<p>Resolution: it was agreed that Barrie Shipley be appointed as Director of Optime Support with effect from 1 August 2021</p>	
	<p>Resolution: it was agreed that Barrie Shipley be appointed as Director of Doncaster College with effect from 1 August 2021</p>	
	<p>Resolution: it was agreed that Barrie Shipley be appointed as Director of North Lindsey College with effect from 1 August 2021</p>	
	<p>It was noted that as DC Teach has yet to be closed, a Governor Director will need to be appointed to oversee closure of the accounts, when Paul Grinell’s Term of Office as a Governor comes to an end on 31 July 2021. It was agreed that the Chair would address this outside of the meeting.</p>	Chair / DoG
	<i>Claire Houlden left the meeting</i>	
18 In-Depth Review – Estates	<p>The Board noted the outcome of the Governor in-depth review of estates that had taken place on 17 May 2021, which has also been considered by the Finance and Resources Committee at its meeting on 16 June.</p>	
	<p>It was noted that Governors taking part in the review had concluded that they were assured and were impressed with the passion and commitment of the Estates team, the breadth of the role and what is being done. They have confidence in the team, although have concerns over the scale of the challenges ahead. It has been agreed that the Director of Estates should attend the Finance and Resources Committee twice a year to provide updates on progress on major projects and land disposal, with possible future attendance at Corporation Board. There were no outstanding issues to follow up, other than a progress review in the Autumn.</p>	
	<p>It was also noted that the follow up to the in-depth review of Digital Technologies would now take place in the autumn term.</p>	
19 Use of Whistleblowing Policy and College Seal 2020-21	<p>The Board considered a report on the use of the College Seal, noting that it has been applied nine times since last reported to the Board in July 2020.</p>	
	<p>The Board also noted that there have been no reports raised under the Whistleblowing Policy during this academic year.</p>	
20 Written Resolutions and Chair’s Action	<p>The Board considered a report setting out details of approvals given via ‘Chairs Action’, since the previous meeting of the Board, including:</p>	
	<ul style="list-style-type: none"> ➤ approval of invoices for payment of Non-Domestic rates for Doncaster College and UCNL ➤ authority for Mark Swales to sign documents in relation to the disposal of land at High Melton and to authenticate application of the College seal in the absence of the Chair of the Corporation 	

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	<ul style="list-style-type: none"> ➤ approval of the appointment of Grant Thornton to undertake the audit of the Airco refurbishment works project required as a condition of the Humber LEP grant funding ➤ signature of the South Yorkshire IoT Heads of Terms ➤ the appointment of Overbury to undertake the UCNL basement refurbishment works (following a tendering exercise) ➤ the appointment of Overbury as the successful contractor for the Doncaster refurbishment & MEP Backlog Maintenance Works, the North Lindsey (Alan Jackson & John Oddell) refurbishment & North Lindsey Renewable Works (following a tendering exercise) ➤ the award of a contract for Mobile Devices (includes laptops, tablets, and touchscreen self-linking devices) to Stone Technologies Ltd for a term of two years from 1 July 2021 following a tendering exercise through the CPC ICT Hardware and Peripherals Framework CPC/JE/01/201 ➤ the direct award of a three-year contract to Phoenix Software Ltd via the CPC Software Licence Resellers Agreement for Colleges, Lot 1 (Microsoft and Associated Services), to renew the Microsoft Campus Licence for DN Colleges for the new DN College Microsoft O365 tenancy ➤ the award of a contract to CISCO for the supply and fitting of key components (switches) to improve the Wi-Fi at Doncaster. 	

It was also noted that the following Written Resolutions had been approved since the last meeting of the Corporation Board.

- WR 2021-02 of the Corporation Board dated 26 May 2021 in relation to the designation of the Director of Finance as a Senior Post Holder and an increase of salary with effect from 1 August 2021.
- WR 2021-03 of the Search and Governance Committee dated 7 June 2021 in relation to a minor change to its Terms of Reference and Cycle of Business.
- WR 2021-04 of the Corporation Board dated 16 June 2021 in relation to the appointment of Alan Rayment and Emma Kirk as Staff Governors for a two-year term of office with effect from 1 August 2021.
- WR 2021-05 of the Corporation Board dated 21 June 2021 in relation to the staff pay award

Other virtual approvals not previously formally reported to the Corporation Board were the appointment of Angela Briggs as Chair of the Corporation Board for a four-year term with effect from 1 August 2020 and the appointment of Mark Swales as Vice Chair of the Corporation Board for a four-year term with effect from 1 August 2021.

The Board also noted that Governor Year-End Performance Reviews have taken place and the Chair has undertaken the annual performance reviews of the Chief Executive Officer and the Director of Governance.

The Chair's performance was also reviewed by all members of the Board via a questionnaire, the outcome of which will be fed back to the first meeting of the Search and Governance Committee in the 2021/22 academic year.

To compliment the year-end process, the Governance SAR questionnaire was issued to members and the Board noted that several innovative ideas have been

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	collated from the year end reviews with a particular focus on staff and student engagement in the coming year, the future of on-line meetings, suggestions for a review of the meeting structure and suggestions in relation to how Governors can get assurance in relation to the Group's response to sustainability and climate change.	
21	Governance Calendar 2021/22	
	The Board reviewed the Governance Calendar for 2021/22, which had been approved by the Search and Governance Committee in accordance with the Scheme of Delegation, at its meeting on 19 May 2021.	
	It was noted that following discussions with Governors during the year-end review process, a blended approach to meetings was being developed, with Board meetings and Chair's meetings proposed to be on site and committee meetings alternating between on site and via MS Teams. Details are currently being finalised with Committee Chairs.	
22	Link Governor Annual Reports	
	The Chair thanked all Link Governors for the exceptional work that had been undertaken throughout the 2020/21 academic year, despite the COVID 19 pandemic. It was noted that all Link Governor reports had been considered by the Search and Governance Committee at its meeting on 19 May 2021, when it was agreed that the report template would be changed for future reports, to reflect Link Governor observations and areas of best practice for sharing, rather than recommendations.	
	It was also noted that a composite report comprising the observations of all Link Governors identified in the annual reports, is to be considered by the Search and Governance Committee at its meeting in September.	
24	Minutes and feedback from Committee Meetings:	
	a) Finance & Resources: the minutes of the meetings of 17 March and 16 June 2021 were noted	
	b) Search & Governance: the minutes of the meeting of 19 May 2021 were noted	
	c) Audit & Risk: the minutes of the meeting of 9 June 2021 were noted.	
	d) Curriculum, Quality & Performance: the minutes of the meeting of 21 June 2021 were noted	
	e) HE Performance & Quality: the minutes of the meeting of 23 June 2021 were noted	
	The Chair thanked the Interim Director of Governance for her contributions to the College during her appointment.	
	The Chair thanked staff and student governors and members of SLT for their contributions and hard work in a very successful year for the College, despite the challenges arising from the pandemic, and wished them all a happy summer break.	

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Staff and Student Governors, Staff Governors elect and members of SLT left the meeting at 7.15pm

- f) **Confidential: Senior Post Holder Staffing Committee and Remuneration Committee:** the minutes of the meetings of 24 May and 16 June 2021 were noted

The Chair thanked Governors for their contributions in a very successful year for the College, despite the challenges arising from the pandemic, and wished everyone a happy summer break.

25 Date and Time of Next Meeting

The next meeting of the Corporation Board is scheduled for Wednesday 20 October, 5.30 pm

The meeting closed at 7.16pm.

Joanne Platt
Interim Director of Governance / Clerk to the Corporation

Signed: (Chair) **Date:**

TABLE OF ACTIONS			
Date	Minute	Action	Responsibility
7 July 2021	7	Review and correct any discrepancies in the balance sheet	Director of Finance
	11	Chair and Director of Governance to discuss how best to facilitate reviews of risks by each committee over the summer	Chair / Director of Governance
	11	Committees to review their risk appetite and target risk scores for their own risks and report back to the Audit and Risk Committee, with a view to a further report to the Board in October.	Committee Chairs
	12	Publish minutes deemed as no longer confidential (subject to redaction of personal data) alongside other non-confidential minutes.	Director of Governance
	13	Change reference to Chief Operating officer in the Standing Orders to Director of Finance.	Interim Director of Governance
	17	Discuss appointment of Governor Director to DC Teach to oversee closure of the accounts	Chair / Director of Governance