

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 21 March 2019 at 16:30
In Boardroom, SMT Suite, Yeovil College**

Members: Sam Best*; Mike Brinson*; Ken Comber*; Jacquie Dean [Chair]*; John Evans [Principal]*; Lee Harwood*; Jessica Hughes [Student FE]*; Mark Lawrence*; Rebecca Marshall*; Debbie Matthewson; Netta Meadows*; David Mills*; Paul Morey [Staff]*; Jagtar Ner*; Gayle Pogson [Staff]*; Scott Roy; Peter Thomas [Vice Chair]*

In attendance:

All Items: Mark Bolton [Vice Principal Curriculum & Quality]; Emma Cox [Vice Principal Finance & Resources]*

Item 2 onwards: Sam Leigh*

Item 3 only: Mary Payne [Director of Employer Engagement]*

Clerk: Kaz Corbett*

**indicates presence at meeting*

1. MEETING PRELIMINARIES

Apologies for absence were received from Scott Roy, Mark Bolton, Debbie Matthewson and Rebecca Marshall.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. APPOINTMENT OF A NEW CORPORATION MEMBER

Based on the recommendations of its Search and Governance Committee, the Board **APPROVED** the appointment of:

- **Sam Leigh** as a new Corporation Member for a four year term of office commencing on 21 March 2019, and as a member of the Audit Committee (subject to usual conditions)

Sam was welcomed to the meeting.

3. SUBCONTRACTING

For the benefit of new members, the Principal gave a brief overview of Subcontracting within the College and introduced Mary Payne, Director of Employer Engagement.

Mary reminded the Board that the rationale for Subcontracting and the 2018/19 Fees and Charges Policy had been approved at its meeting in October 2018. The ESFA also requires the Board's approval of the College's chosen delivery subcontractors. The Board **noted** a report prepared by Mary in respect to this, alongside a verbal commentary.

Mary explained to the Board how each subcontractor is rated using a risk matrix on an annual basis. This risk is determined by

- Completion of due diligence checks at the start of the partnership and once per year (including financial health checks);
- College delivery quality assurance checks in line with College quality assurance policies (including direct observations of Teaching, Learning and Assessment)

If a current or potential Subcontractor rates as high risk the College will not work with them. The Board were reassured that Scott Roy's specialist knowledge had been utilised to review the Subcontracting area in detail, and **APPROVED** the Subcontracting Fees and Charges Plan including Delivery Subcontractors for 18/19.

4. **MINUTES OF THE LAST MEETING**

The Board **APPROVED** the following minutes as true and accurate records of the meeting held on:

- 24 January 2019 Public
- 24 January 2019 Confidential
- 24 January 2019 Strictly Confidential

The minutes were signed by the Chair.

5. **MATTERS ARISING**

The Action and Query sheet was reviewed, updated and noted. The Chair asked the VP F&R for an update with regards to site security, an item which had been discussed at the Board's March meeting. The VP F&R informed the Board that Campus Safeguarding Officers (CSOs) had now been appointed to strengthen site security, and the relationship with the local Police had been strengthened. Photos of ex-learners who return onsite are circulated to staff and any sightings are reported. Students have also been trained on "Run, Hide, Tell" in tutorials. One member asked if, given the rise of knife crime in relation to County Lines, stab vests had been considered for key members of staff. The Principal and VP F&R would consider this point.

The Board had been asked at its January meeting to consider which MyConcern Reports they would like to view. The Safeguarding Lead Governor explained that the MyConcern software was able to generate a significant number of reports in various formats. The Board felt that the updates given by the Safeguarding Leads at each meeting provides an adequate overview, and the annual report a more detailed summary. The Board will review the MyConcern reporting options once the software has been in place for a full academic cycle, and the Head of Student Experience is able to make a recommendation.

All other actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.

6. **CHAIR'S REPORT**

The Board **noted** the Chair's Report which included headline updates on:

Resignation of Debbie Matthewson

The Chair announced that Member Debbie Matthewson had sadly resigned from her position on the Board today, due to personal reasons. Debbie remains committed to the College and hopes in time to be able to return to the Corporation. Debbie's departure also creates an opening for a HE Lead Governor. Members were asked to consider if they could accommodate this additional role, which provides an important link to the HE team at the College. Any interested members will contact the Chair/Clerk.

Governor Meetings

All independent members had been invited to attend an individual meeting with either the Chair or Vice Chair over the last month. The feedback received at these meetings has been very positive, and highly supportive of the Senior Team. The meetings would be extended to incorporate the two Staff Governors. The Clerk would ensure all action points raised are completed in a timely manner.

AoC SW Conference

The Chair informed the Board that 3 Governors and the Clerk had attended the recent AoC SW Regional Conference. They had enjoyed a presentation and discussion on the new Education Inspection Framework, launching in September 2019. The Principal will present on this in detail at the Board's June Strategy Day. T Levels were also covered at the Conference.

Search and Governance

The Chair shared headlines from today's earlier Search & Governance Committee meeting. The most recent succession planning had detailed that Peter Thomas would move in to the role of Corporation Chair in Easter 2019. Unfortunately, due to health issues, this is not the right time for Peter to take the role on.

Principal / VP
F&R

The Board **APPROVED** the following recommendation:

- Jacquie Dean's term of office to be extended from December 2019 to July 2020, and to remain Chair for as long as needed within this period until Peter is able to take over.

7. **PRINCIPAL'S REPORT**

The Corporation **noted** the Principal's Report. On this occasion there was particular emphasis upon:

- Invite from the Gatsby Foundation
- New Director of Curriculum Role
- Successful Edge Bid
- Workload Advisory Group
- Social Media update
- School visits
- 2017/2018 A level Value Added
- In Year Progress

The Chair highlighted to the Board that the Principal's invite to join the International Technical Education Study visit was an outstanding credit to the Principal's exceptional reputation within the sector. Unfortunately the dates for the trip have now changed and coincide with the Board's June Strategy Day. The Chair and Principal will discuss how best to accommodate the two occasions, and any change will be communicated by the Clerk.

The Board then noted the updated Operating Statement for 2018/19.

8. **IoT UPDATE**

The Principal informed the Board that for the final stage of the selection process, representatives of the SWIFT group were invited to attend an interview with the DfE. Following this the SWIFT group feels cautiously confident.

As a condition of membership, SWIFT requested a representation from each member's Governing Body; Scott Roy has kindly taken on this role. The DfE is hoped to announce its final selection in early April. If the College is successful, the Board will scrutinise the terms and any other related paperwork/process before deciding whether to proceed with the project.

9. **FINANCIAL UPDATE**

The Board were delighted to be informed that the ESFA has lifted the College's Financial Notice of Concern. The Chair congratulated the Finance and Senior Team on this excellent achievement. The College is now in 'early intervention' so will continue to work closely with the ESFA.

The Board **noted** the January 2019 Management Accounts and related financial commentary in addition to noting a verbal update from the Vice Principal Finance and Resources. Full details of these discussions are recorded separately in a confidential set of minutes.

The Vice Principal Finance and Resources then gave an update to the Board regarding Teacher's Pensions, which are revalued every four years. Following this year's consultation, the Government has increased the determined employer contribution rate hugely by 43.6%. This equates to an increased cost of £240k to the College annually. The Government has allocated an £80 million stopgap fund to cover the first year's increase, but at this point it is unknown if any further years will be funded. The Chair highlighted that this is a huge concern for the College, and is not the first major increase to this expense. Curriculum Planning has gone well, and will inform the Budget to be approved by the Board at their June Strategy Day.

10. **TEACHING AND LEARNING**

The Board **noted** a Teaching and Learning update from the Chair of the Quality & Assurance Committee, alongside the minutes of its February meeting. Particular points noted included:

- Applications are up for this point in the year, and it is hoped this will develop into more enrolments
- Two thorough CARs have been held
- Additional staff development training has been held for value added, teaching and learning and other areas. All staff will partake in at least one of these sessions.

The Principal updated the Board regarding the plan for A Level delivery in 2019/20. At present, 5 subjects continue to be provided by the Gryphon Sixth Form. Students currently on a linear A Level programme will remain at the Gryphon to ensure consistency. Where possible, all other A Levels will be delivered on site, providing quality teaching staff can be appointed. Overall the delivery partnership has worked well, however the Student Governor raised that she felt some students were displeased with the arrangement. The Principal assured the Board that Student Experience is of paramount importance, and would arrange to meet separately with the Student Governor to hear her feedback.

11. LEGAL, POLICY and REGULATORY MATTERS

HE Admissions Regulations

The Board **APPROVED** the updated Policy with recommendation from the HE Lead Governor and Quality and Assurance Committee.

Curriculum Area Review Procedure

The Board **APPROVED** the CAR procedure.

Governors/Directors Annual Safeguarding Audit

The Board **Noted** the Annual Safeguarding Audit Report, which had been reviewed in detail by the Audit Committee at its March meeting.

Safeguarding and Equality & Diversity (SED)

The Board **noted** a verbal update on Safeguarding and Equality & Diversity presented by the Lead Governor Safeguarding. Particular points noted included:

- 422 concerns have been raised to date
- A Deputy has been appointed to support the Designated Safeguarding Lead, who remains under immense pressure. A new volunteer has also joined the Student Support Team, which has freed up some capacity
- The amount of Concerns raised through the MyConcern software is generating a large workload for the Safeguarding team, who have to triage each individual concern logged
- County Lines continue to impact the College
- A Safeguarding Bulletin for all staff is being created
- New Prevent training will be arriving soon, the Clerk will ensure this is completed by all Governors
- The tragic loss of one of the College's students has impacted learners and staff. Support is available for all those affected.

Student Voice

The following points were raised by the Student Governor in attendance at today's meeting:

- New A Level CAM has been well received by Students
- Student Voice meetings have been positive

Staff Voice

The following points were raised by the Staff Governors in attendance at today's meeting:

- Apprenticeship event had been hosted by the College at the beginning of March, and had been highly successful. 35 local Employers had showcased their businesses to 189 potential applicants and their guests.
- Various Staff & Wellbeing Events continue to be provided by the College; including Yoga, Book Club, Sports Clubs and outside events. The Chair commented on the fantastic array of activities available for Staff.

HE Update

As the Vice Principal Curriculum & Quality and HE Lead Governor were not in attendance there was no update given at this meeting.

Whistleblowing, H&S and Fraud

There were no incidents to report on this occasion.

12. RISK MANAGEMENT AND INTERNAL CONTROLS

The Board **Noted** the headlines from the minutes of the Audit Committee's 13 March meeting, presented by the Chair of the Committee. There were no further risk management items to report.

13. CONTRACT APPROVALS

The Vice Principal Finance & Resources informed the Board that they were being asked to approve two separate contracts today, as each contract exceeded the £100k threshold for Board approval. One member highlighted that they did not feel comfortable approving a contract where the Board had not been part of the tendering process. It was agreed that any future approvals over the £100k threshold would require involvement from a member of the Board, who would then give a recommendation to the Board based on their opinion. Ahead of today's meeting, Board members had received detailed Tender Evaluation documents regarding the two contracts; Cleaning and Coach Services. The Tender Evaluations had been completed by Tenet, specialists in procurement. The Vice Principal Finance and Resources provided a verbal summary of each evaluation and their recommendations. The Board **Approved** the appointment of the recommended suppliers; KGB Cleaning and South West Coaches.

14. ANY OTHER BUSINESS

The Chair reminded the Board of its Breakfast Briefing event on Friday 5 April; all Governors were encouraged to attend.

The Chair informed the Board that College students have decided to support the 'Young Minds' charity following the sad news of the untimely death of one of their fellow students. A collection pot was available for any Governors who wished to contribute.

15. NEXT ORDINARY MEETING

Thursday 9 May 2019 at 4.30pm.

Meeting closed at 19:00