

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 24 January 2019 at 15:00 (at the end of the Strategy Day) In Room A310, Kingston Building, Yeovil College

Members: Sam Best*; Mike Brinson; Ken Comber*; Jacquie Dean [Chair]*; John Evans [Principal]*; Lee Harwood*; 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: Kaz Corbett [Clerk to the Corporation]*

Items 1–13: Mark Bolton [Vice Principal Curriculum & Quality]*; Emma Cox [Vice Principal Finance & Resources]*

Items 2-13: Jessica Hughes [Student FE]*

**indicates presence at meeting*

1. MEETING PRELIMINARIES

Apologies for absence were received from Debbie Matthewson and Jagtar Ner. The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. APPOINTMENT OF STUDENT GOVERNOR

The Board **APPROVED** the appointment of Jessica Hughes as the FE Student Corporation Member with immediate effect up to 31 July 2020 (subject to the usual conditions). Jessica was welcomed to her first meeting.

3. MINUTES OF THE LAST MEETING

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

- 06 December 2018 Public
- 06 December 2018 Confidential

Both sets of minutes were signed by the Chair.

4. MATTERS ARISING

The Action and Query sheet was reviewed, updated and noted. All other actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.

5. CHAIR'S REPORT

Members **noted** the Chair's Report which included key items of business from today's earlier Strategy Day that were not covered elsewhere on today's agenda. The Clerk kept a set of confidential informal notes during the day which would be filed separately.

During the Strategy Day, Members discussed in detail matters in respect to:

- Edge Grant Fund
- Social Media and Marketing
- 3 Year Financial Forecast
- Estate Management and Health & Safety
- Staff Survey
- IoT Project

Key discussions and recommendations made in respect to the above are recorded separately in a confidential set of minutes.

6. FINANCIAL UPDATE

Finances had been the subject of key discussions at today's strategy session, as the Board had rigorously reviewed the 3 Year Financial Forecast as detailed in the Confidential Minutes.

The Board noted the December 2018 Management Accounts in addition to noting a verbal update from the Vice Principal Finance and Resources. Significant variances of +/- £25k against budget were highlighted and explained in detail. Particular reference was made to:

- EPA Cost Reduction
- Premises Savings

7. PRINCIPAL'S REPORT

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

- Happy New Year
- New Ofsted Role
- New Staff
- In Year Progress

The Principal noted some incompatibility between the attendance data and retention data within the report; high retention rates but some issues with attendance. He explained the process to resolve this contradiction including the appointment of a replacement MIS manager. Given the significant importance of the position of MIS Manager, the Board asked for this role to be noted as a potential 'single point of failure'. An update on this matter would be provided at the March meeting.

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

8. TEACHING AND LEARNING

The Vice Principal Curriculum & Quality informed the Board that the third cycle of Underperforming Course Panels had been completed this week. These panels will be discussed in detail at the next meeting of the Quality and Assurance Committee on 7 February.

9. BUILDING STRATEGY UPDATE

The Head of Estates gave a detailed presentation to the Board earlier in the day; highlighting key maintenance completed over the last year and planned works for the coming year. The Board would like to receive an update on works completed and outstanding at its May meeting.

10. LEGAL, POLICY and REGULATORY MATTERS

Governors/Directors Annual Safeguarding Audit

The Board were pleased to note that the College had passed this Audit with a score of 96%. The Lead Governor Safeguarding informed the Board that the recommendations suggested to score the additional 4% were now being implemented.

Safeguarding and Equality & Diversity (SED)

The Board **noted** a verbal update on Safeguarding and E&D presented by the VP Curriculum & Quality and Lead Governor Safeguarding. Particular points noted included:

- Staff have reported some instances of members of the public becoming intimidating when asked to leave site. The VP C&Q explained that Staff have been encouraged to approach any person not wearing a lanyard, which has improved site security in general. One member questioned if this was putting Staff at risk, and another asked if the CCTV system was reliable. The VP C&Q assured the Board that unpleasant instances were in the absolute minority. If members of Staff felt uncomfortable or intimidated they should withdraw from the situation and seek support from another Staff member. The Police have been called to remove unwanted persons when

Board

Head of
Estates / VP
F&R

necessary, and to log any aggressive behaviour. External signage is due to be added to the site to discourage any unwanted visitors.

CCTV upgrades are required, and will be part of the investment into technology over the next year. A physical security presence may need to be considered in the future.

Additional lanyard patrols are planned, with Staff positioned at building entry points to carry out spot checks. Food outlets on site have been asked only to serve students wearing their lanyard.

- 249 Concerns have been logged using the MyConcern tool, and feedback continues to be positive. The Board were asked to consider which reports they would find useful to view when the Head of Student Experience is able to drill down into the data.
- One item reported in respect to a safeguarding matter is recorded separately in the confidential minutes.

Board

Student Voice

The Student Governor FE reported that some Students were dissatisfied with missing lectures if they were unable to produce their lanyard. The Principal highlighted the policy for obtaining a temporary replacement, and informed the Board that he would be available to meet with any Student who wished to discuss it further. A strong and consistent approach to lanyards is necessary to safeguard Staff and Students.

Staff Voice

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

- Good representation at both Staff Voice meetings
- Wellbeing Week 2019 had been hugely successful, with fantastic support across College
- Recycling bins are now stationed across Campus

HE Update

The VP Curriculum & Quality informed the Board that the HE Department are working hard on a refreshed strategy which will be employer-led, and designed to fit around the needs of a working student. The Social Work Degree will launch in September 2019.

Whistleblowing, H&S and Fraud

There were no incidents to report on this occasion.

11. ANY OTHER BUSINESS

There were no other items of business on this occasion.

12. NEXT ORDINARY MEETING

Thursday 21 March 2019 at 4.30pm.

Meeting closed at 16:35

Attendees (other than the Clerk), Staff Governors and Student Governors were asked to withdraw. An additional set of Strictly Confidential minutes in respect to agenda item 14 were recorded separately.