

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 13 June 2019 at 15:30
At Yeovil Town Football Club**

Members: Sam Best*; Mike Brinson*; Ken Comber*; Jacquie Dean [Chair]*; John Evans [Principal]*; Lee Harwood*; Jessica Hughes [Student FE]*; Mark Lawrence; Sam Leigh*; Rebecca Marshall*; 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 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. The Chair informed the Board that Mark Lawrence had taken the difficult decision to resign as a Corporation Member due to increased work commitments. The Board's gratitude to Mark for his significant contribution to the Corporation was noted.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. APPOINTMENT OF NEW MEMBERS

The Board **APPROVED** the appointments of:

- **Peter Green** as a new Co-opted Member of the Curriculum, Quality and Assurance Committee for a four year term of office commencing on 13 June 2019 (subject to usual conditions)
- **Jo Howarth** as a new Corporation Member for a four year term of office commencing on 13 June 2019, and as a member of the Curriculum, Quality and Assurance and Search and Governance Committees (subject to usual conditions)

3. SUBCONTRACTING

Mary Payne, Director of Employer Engagement, gave a verbal presentation to support a Paper received by the Board ahead of today's meeting detailing the College's:

- Current Subcontracting position
- Subcontracting Fees and Charges Plan for 2019-20
- Subcontracting Fees and Charges Policy for 2019-20

The Board **approved** the Subcontracting Fees and Charges Policy 2019-20, and the Subcontracting Fees and Charges Plan 2019-20.

Mary was thanked for her presentation and left the meeting at 15:45

4. MINUTES OF THE LAST MEETING

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

- 09 May 2019 Public
- 09 May 2019 Confidential

The minutes were signed by the Chair. The Public Minutes would be uploaded to the College website.

5. MATTERS ARISING

The Action and Query sheet was reviewed, updated and noted. The Board had received a detailed presentation on the Gender Pay Gap at today's Strategy Day, as detailed under minute 6c.

6. 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.

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

- College Finances including a 3 year financial plan
- Estate Management
- Education Inspection Framework
- 10 Characteristics of a Well Run College
- T levels
- Strategic Aims 2019-22

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

7. PRINCIPAL'S REPORT

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

- T Levels
- Back to Industry
- In Year Progress

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

8. FINANCIAL UPDATE

Finances had been the subject of key discussions at today's strategy session as the Board had rigorously reviewed a 3 Year Financial Forecast.

The Board **noted** the April 2019 Management Accounts and related financial commentary.

9. LEGAL, POLICY and REGULATORY MATTERS
Meeting dates 2019/20

The Board **noted** the provisional meeting dates for 2019/20, ahead of approval at the 11 July meeting.

First Aid Policy

The VP Finance and Resources informed the Board that the First Aid Policy was a new policy which had been created due to a recommendation from the College's Health and Safety Consultant. The Board **APPROVED** the First Aid Policy and **delegated future approvals to SMT.**

Safeguarding and Equality & Diversity (SED)

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

- 242 transitions to the College are flagged with a Safeguarding issue, 9 of these related to County Lines
- Additional work is being undertaken with all feeder schools to ensure a full transition picture
- Equality and Diversity group is investigating disciplinary rates for disadvantaged students

- One item reported in respect to a safeguarding matter is recorded separately in the confidential minutes.

HE Update

The VP Curriculum and Quality informed the Board that HE has been one of four key areas focussed on within the College. The Audit Committee examined HE Recruitment at their last meeting, and were reassured that a sensible plan was in place.

Following successful registration as a HE Provider with the Office for Students, the College is required to create an Access and Participation plan with Board input. The key aim of this plan is to ensure widening participation, which the College is currently offering in various ways including Open Evenings, Taster Sessions and visits into local Schools. The impact of the plan is measured against recruitment, retention, achievement and positive destinations. "Measuring the gap" is an exercise which Colleges are already required to perform for FE Students, however this is a new requirement for the HE sector. The College's experience in this area is a benefit. The Draft Plan will be looked at in the first instance by the Curriculum, Quality and Assurance Committee at their September meeting. The VP Curriculum and Quality will then deliver the plan to the Board, to allow their influence and input before reaching approval.

Student Voice

The Student Governor commented on the significant IT improvements planned for the College, and the positive impact this will have for Students. She had been unable to attend the most recent Student Voice meeting due to Exam commitments. The VP Curriculum and Quality added that Student Voice meetings this year had been very well attended, and Students have been fully engaged with discussions.

Staff Voice

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

- Twitter feed has been added to the Staff Portal to allow all Staff to view Social Media content
- The Back to Industry Day was well received across College
- New Teaching Learning and Assessment framework has been introduced to staff for their feedback

Whistleblowing, H&S and Fraud

There were no incidents to report on this occasion.

RISK MANAGEMENT AND INTERNAL CONTROLS

Audit Committee Business from 12 June 2019

The business of the Audit Committee from its 12 June 2019 meeting was **noted**, including:

- Internal Audit Reports (Governance KPIs, Learner Numbers, Procurement, Compliance Part 1 and 2 and Follow up)
- Approval of the Internal Audit Plan 2019/20
- Approval of the External Audit Plan for the 2018/19 financial year
- Internal Audit Review and Performance indicators
- Committee's confidential annual review
- Committee's work programme and Terms of Reference
- Monitoring of single points of failure

Risk Management Policy

On the recommendation of the Audit Committee, the Board **APPROVED** the Risk Management Policy, which remains unchanged. The policy was signed by the Chair of the Corporation.

ANY OTHER BUSINESS

There were no other items of business to note on this occasion.

12.

NEXT ORDINARY MEETING

Thursday 11 July 2019

Meeting closed at 1700.