

**Minutes of a meeting of the Corporation of Yeovil College  
Held on Thursday 22 March 2018 at 16:30  
In The Boardroom, SMT Suite, Yeovil College**

**Members:** Sam Best\*; Mike Brinson\*; Ken Comber; Jacquie Dean [Chair]\*; John Evans [Principal]\*; Dave Gladding\*; Stephanie Gold [Student]\*; Maxwell James [Student]\*; Clare Johnston [Student]; Mark Lawrence; Rebecca Marshall\*; Debbie Matthewson\*; David Mills\*; Paul Morey [Staff]\*; Jagtar Ner\*; Gayle Pogson [Staff]\*; Paul Roy; Scott Roy\*; Peter Thomas [Vice Chair]\*

**In attendance:** Mark Bolton [Vice Principal Curriculum & Quality]\*; Emma Cox [Vice Principal Finance & Resources]\*; Jo Farrant [Clerk]\*; Mary Payne [Director of Employer Engagement] (Item 2 only)\*

## 1. MEETING PRELIMINARIES

Mark Bolton was welcomed to his first meeting as the new Vice Principal Curriculum and Quality.

**Apologies** for absence were received from Members Ken Comber, Mark Lawrence and Paul Roy. The meeting remained quorate throughout.

**Declarations of Interest:** Member Debbie Matthewson declared an interest in respect to agenda item 2, the mid-year review of subcontracting performance which included details on her employer. In accordance with 10.1 of the Instrument and Articles, Debbie did not take part in any consideration of this item.

## 2. SUBCONTRACTING

Members noted an update from Mary Payne, the new Director of Employer Engagement on subcontracting levels and assurances for 2017/18.

The detailed report that had been circulated prior to today's meeting informed the Governors of the following:

- Identified ESFA funding and management fees expected if all maximum contract values are achieved
- Additional partnerships with levy funded employers
- Internal Audit of subcontracting which had provided a "Satisfactory" opinion
- Best Practice Guidance for a Relationship between a Prime Provider and a Subcontractor issued by the Association of Employment and Learning Providers

Members were then asked to **note** the Subcontracted & Partnership Fees and Charges Plan 2017/18.

The Board was reassured to learn that a review would be undertaken to ensure that all subcontracted partnerships are compliant with both the Best Practice Guidance and funding rules. Where necessary, the Colleges Strategy and Fees & Charges Policy would be updated.

The Board **agreed** that it should review the revised Strategy and Fees & Charges Policy for 2018/19 at its meeting in May 2018.

The Board then questioned what measures are in place to ensure apprentices learning off site (and a substantial distance away) receive the exact same level of safeguarding,

**Director  
of EE**

**Audit  
Committee**

equality & diversity, prevent and quality assurance as those learners based on campus. The Board agreed to delegate the monitoring of this matter to its Audit Committee.

David Mills joined the meeting at 16:50  
Mary Payne was thanked and left the meeting at 17:00

### 3. CHAIR'S REPORT

Members **noted** the Chair's Report which included key items of business from today's earlier Search and Governance Committee Meeting that were not covered elsewhere on today's agenda.

Due to the significant number of recommendations that were agreed by the Search & Governance Committee, and to allow time for the Chair of the Committee to discuss the proposals with the Members concerned, the Board was informed that it would receive a detailed paper listing all the recommendations at its next meeting for consideration and approval.

One recommendation however that the Board was asked to consider at today's meeting was Sam Best taking on the Equality and Diversity Lead Governor role in addition to her existing role as Safeguarding Lead. The Board **supported** this recommendation and thanked Sam for her evolving commitment to this important area of work.

For the benefit of Members who were unable to attend the Special Corporation Meeting held on the 23 February 2018, it was re-announced that regrettably Member Paul Roy would be resigning in June 2018 as he had secured a new job out of the area.

The Board was then asked to consider the recommendations for this year's Governors Consultations. Owing to the challenging agendas of late and the small window of time remaining this academic year, the Search and Governance Committee supported a recommendation to invite Governors to voice their views/concerns via email to the Chair, Vice Chair or Clerk. The Board **approved** this recommendation and Members should expect to receive an email direct from the Chair in the very near future.

Chair

For the benefit of Members who were unable to attend the Special Corporation Meeting held on the 12 March 2018, a reminder of the outcome of the recent sale of Holcote House was noted. Regular updates on developments will continue to be made at future Board meetings until the sale has been fully completed.

It was agreed that the FE Commissioner Diagnostic Assessment Report would be noted and referred to under agenda item 8, when discussing the Restructuring Facility.

### 4. MINUTES OF CORPORATION MEETINGS

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

- 25 January 2018 Public
- 25 January 2018 Confidential
- 25 January 2018 Strictly Confidential
- 08 February 2018 Special
- 23 February 2018 Special
- 12 March 2018 Special

All sets of minutes were signed by the Chair.

### 5. MATTERS ARISING

The action and query sheet was **noted**, reviewed and updated. Actions were either

complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.

## 6. FINANCIAL UPDATE

The Board noted the related financial commentary within the January 2018 Management Accounts which included the flexed budget following thorough meetings with all budget holders back in January.

The following points in particular were brought to the Board's attention:

- **Significant increases in income:**
  - £115k awarded by the ESFA for AEB Classroom delivery
  - £200k for apprenticeship contract values which will see increases in both funding lines for delivery through subcontracting and an increase associated costs
  - £193k for fees income for 16-18 and in particular with school partnerships (14-16)
  - £208k for student bursaries which had not previously been reported in the SOCI. There is now a requirement to report and recognise these bursaries showing as both income and costs.
  - £50k secured for the work placement pilot with a further £50k forecast
- **Pay:**
  - has significantly increased due to new posts and extra capacity being provided within Health, Motor Vehicle, IT, Employer Engagement and an additional Director role all of which contribute to over half of the variance.
- **Non pay:**
  - Franchising and Partnership costs have increased due to additional subcontractor in subcontracted (income offsets the spend and is shown within AEB Classroom and Apprenticeships)
  - Non pay currently does not include any overlay of the critical estate costs. The informal Finance Group will meet before the next Board meeting to look at the 5 year financial plan with estate works included.
- Last month's SOCI forecast the year-end budget making a small surplus of £82k. The flexed budget now forecast a deficit of around -£40k.

The latest KPIs were then reviewed and discussed in detail. The Vice Principal Finance and Resources mentioned that the ESFA had been very complimentary on the format at which the KPIs are presented. The process used for forecasting apprenticeship income for the rest of the year was explained to the Board.

At previous meetings, the Board had asked for the KPIs to show attendance by curriculum area. At this point, the Board were directed to the Dashboard which was viewed on screen. The Board learned that attendance is currently 4% behind from this time last year and that there had been particularly low attendance recorded in December and January. Local schools reported to have also suffered the same results possibly due to the amount of illness at that time. Latest reports show that attendance has risen again to just above 90%. These figures will be further scrutinised by the Board's Quality and Assurance Committee who feel that 90% attendance is only just acceptable.

### **Lloyds Bank – restated Term Loan Facility**

The Board noted a letter from Lloyds Bank dated 09 March 2018 addressed the Governing Body which confirmed the continuing terms (unaltered) and restated Term Loan Facility of £5,400,000.

**Q&A  
Committee**

## **Partnership with Plymouth University**

Prior to today's meeting, the Chair had agreed to an additional item of business under Financial Matters. The Board had received and been asked to note two Provider Agreements between the University of Plymouth and the College relating to the delivery of two projects both of which are partly funded by the European Social Fund. These high value contracts had been signed by the Vice Principal Finance and Resource and submitted accordingly. The Board made no additional comments in respect to this item.

## **7. PRINCIPAL'S REPORT**

The Corporation **noted** the Principal's Report which updated the Board on the following key matters:

- Institute of Technology
- 4G sports pitch
- Schools
- T-levels
- Plymouth University
- Employer Advisory Groups (EAGs)
- Adverse weather
- Applications to date
- Apprenticeship recruitment evening
- KPIs

Discussions held on some of the above headlines were recorded separately in a confidential set of minutes.

The Board then **noted** the Operating Statement making particular reference to the only one red rag rated key action in respect to the development of a digital tool to assist with the sign up of apprenticeships. The Board had received a thorough update on this subject at its meeting in January where an action was agreed that the Board would be updated after a pilot of the programme had been undertaken (originally planned for end of March 2018). The Board were informed that the decision had been made by management to delay the pilot to allow time for the new Director of Employer Engagement to shape the scope and products of the pilot. The Board were supportive of this recommendation.

## **8. RESTRUCTURING FACILITY**

**The Board** noted a report that had been prepared by the Vice Principal Finance and Resources which detailed the process for making an application to the Transaction Unit.

Discussions on this item were recorded separately in a confidential set of minutes.

## **9. TEACHING AND LEARNING**

The Board were asked to **note** the minutes from the most recent meeting of the Quality and Assurance Committee held on 08 February 2018.

Particular reference was made to the actions in respect to Value Added which would be a main focus of the Committee at its future meetings. Value Added would also be a main topic of discussion at the Board's Strategy Day in June 2018.

The Board then **noted** the Lesson Observation Reports for Windows 1, 2 and 3, now referred to as Learning Walks which has the over-arching aim to support the development and improvement of teaching, learning and assessment with the objective of improving learner outcomes. Key Themes showing the strengths and actions for each curriculum area were noted. The Clerk would email all three reports to the Board after today's meeting.

## 10. LEGAL, POLICY and REGULATORY MATTERS

### **Corporation and Committee Meeting Dates 2018/19**

The Board **APPROVED** the recommended meetings dates for the Corporation and its Committees for 2018/19.

The Chair highlighted that there would be one less Board meeting in year (8) dropping the one usually held in April because of how Easter holiday falls in 2019. The Clerk was asked to explore the possibility of reducing the schedule further to 7 Board meetings per year owing to the fact that there are now more formal sub committees which cover essential items of business elsewhere. The Board were informed that the current informal finance group will become a formalised committee from the start of 2018/19. The Search and Governance Committee have already started to look at membership of this new committee.

Clerk

### **Governors Annual Safeguarding Audit**

The Board noted the outcome of the Governors Annual Safeguarding Audit which had been submitted to the Somerset Safeguarding Children Board. The audit confirmed 98% compliance against safeguarding best practices as set out in the *Keeping Children Safe in Education 2016, Working Together to Safeguarding Children 2015 and Early Years Foundation Stage 2014*. The identified gaps would be addressed by the Head of Student Experience and the Safeguarding Lead Governor.

### **Safeguarding and Equality & Diversity (SED)**

The Board were updated on Safeguarding and E&D matters since the last meeting. The Board was informed that there are currently 70 students receiving support for a number of complex issues with a range of different interventions put in place.

The number of volunteer counsellors in College has risen to 12.

A recommendation was made and supported by the Board that Member Rebecca Marshall (child law expert) should be invited to attend the next Safeguarding and Equality & Diversity meeting in addition to meeting with the Head of Student Service to discuss the legal responsibilities for "looked after children".

### **Lead Governors Voice: Safeguarding and Equality & Diversity (SED)**

Sam Best had no further comments to make on this occasion.

### **Student Voice**

The FE Student Governor was thanked for his involvement in gathering a group a student ambassador's to meet with the Deputy FE Commissioner during their visit several weeks prior.

The Board were informed that students are helping with the Yeovil Half Marathon and Fun run on 25 March.

### **Staff Voice**

The most recent staff voice meeting had been cancelled due to the adverse weather conditions which closed the college. There were no comments made on this occasion.

## 11. RISK MANAGEMENT INCLUDING AUDIT COMMITTEE BUSINESS

### **Whistleblowing Policy and Procedure**

Based on the recommendation of the Audit Committee, the Board **APPROVED** the updated Whistleblowing Policy and Procedure which had been reviewed and updated by the Director of HR in consultation with the Clerk.

Although the Committee was content to recommend approval of the policy and procedure as they currently stand, it agreed an action to invite the Director of HR to attend its next meeting in June to further explain the whistleblowing and grievance process and to seek reassurance that all staff across the college knows how to raise a whistleblowing concern.

A further recommendation was also made to include regular monitoring at Board meetings of any breaches in respect to whistleblowing, fraud and health & safety. It was suggested that this be added as a standing agenda item at every Board meeting under Legal, Policy and Regulatory Matters.

**Audit Committee Minutes 15 March 2018**

The business of the Audit Committee at 15 March 2018 meeting as recorded in the draft minutes was **noted**, including:

- Review of Estates Management System (CAFM)
- Review of College Business Continuity Plan and Departmental Risk Registers
- Review of the FE Commissioner Diagnostic Assessment Report (Final)
- Internal Audit Reports – Apprenticeship Forecasting and Business Continuity & Disaster Recovery
- Monitoring of Single Points of Failure

**12. ANY OTHER BUSINESS**

No other business on this occasion.

**13. NEXT ORDINARY MEETING**

16:30 Thursday 26 April 2018

The main meeting closed at 18:45

Staff and Student Governors were kindly asked to withdraw.

An additional set of limited distribution minutes in respect to agenda item 14 was recorded separately.

