

PUBLIC MINUTES



**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 24 May 2018 at 16:30
In Room A307, 3rd Floor Kingston Building, 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]*; Kate Wills [Director of Curriculum Teaching, Learning and Assessment] (Item 9 only)*

1. MEETING PRELIMINARIES

Apologies for absence were received from Members Stephanie Gold, David Mills and Paul Roy.

Apologies were also received from Mark Bolton, Vice Principal Curriculum and Quality. In his absence, Kate Wills, Director of Curriculum for Teaching, Learning and Assessment attended the meeting to present reports under agenda item 9 in respect to business in relation to Safeguarding Equality & Diversity and HE.

The following Members confirmed they would need to leave before the end of the meeting:

- Clare Johnston
- Debbie Matthewson
- Jagtar Ner
- Peter Thomas

The meeting remained quorate throughout.

Declarations of Interest: Member Debbie Matthewson declared an interest in respect to agenda item 2 concerning the subcontractor fees and charges 2018/19 strategy that 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. SUB-CONTRACTING

Sub-contracting Fees and Charges Plan 2018/19

Members noted a presentation from Mary Payne, the Director of Employer Engagement on the Sub-Contracting Fees and Charges Strategy for 2018/19. The presentation slides had been circulated to the Board prior to the meeting.

The Governors were informed of the following:

- Funding rules (including an agreed plan of delivery between provider and employer)
- Best Practice Guidelines (including the monitoring of quality, performance against KPIs and contract management)
- Details on current delivery partners and levy paying employer providers

The Board were informed that it would receive the final Fees and Charges Plan for 2018/19 at its July 2018 meeting.

**Director of
EE**

Addendum to Contract

The Board **APPROVED** an addendum to contract between the College and Integer Training Limited to increase the Maximum Contract Value against the original contract value. In accordance with 16.9 of the Financial Regulations “...contracts in excess of £100,000 requires the consent of the full Corporation...”.

Mary was thanked for her comprehensive update and left the meeting at 16:45.

3. MINUTES OF CORPORATION MEETINGS

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

- 26 April 2018 Public
- 26 April 2018 Confidential

Both sets of minutes were signed by the Chair. The public version would be uploaded onto the College website.

4. 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.

The Vice Principal Finance & Resources updated the Board on latest developments in respect to the reclaim of VAT on the two new builds. The Board was informed that there would be no opportunity to reclaim VAT for costs associated with the Davinci extension. There remains some uncertainty as to whether the College could reclaim VAT on the cost associated with the build of the Screwfix Construction Centre. This matter would continue to be dealt with by management.

5. PRINCIPAL'S REPORT

The Board **noted** the Principal's comprehensive report which provided updates on:

- Increased bus services from Shaftesbury and Gillingham. The Board congratulated Steve Battersby, Director of Curriculum School Partnerships and Innovation on his achievements with this particular area of work
- Improvements to market share of applications compared to the same time last year
- 3G sports pitch
- School partnerships
- 2016/17 national data
- KPIs and Operating Statement

There were no strategic actions to approve within the report.

The Board then reviewed the Operating Statement. Particular reference was made to the key action in respect to inaccuracies found in the ALP's value added scores. The Board was informed that value added would be reviewed in detail by the Quality and Assurance Committee which meets on the 18 June 2018.

6. CHAIR'S REPORT

The Board noted key areas of business from today's earlier Search and Governance Committee Meeting.

The Board **APPROVED** the following recommendations to secure continuity whilst fundamental decisions are made about institution in terms of its finances and estates:

- An extension to the Chair of the Corporation's Terms of Office from 31/07/2018 to 31/07/2019

- An extension to the Vice Chair of the Corporation's Terms of Office from 31/12/2018 to 31/12/2019
- An extension to Member Scott Roy's Terms of Office from 20/12/2018 to 20/12/2019

The Board was informed of the recommendations in respect to the new composition of the Board's Committees effective from the 14 June 2018 as detailed in a paper that had been prepared by the Clerk. The Board **APPROVED** the following recommendations of its Search and Governance Committee:

- With the departure of the current Audit Committee Chair imminent on the 13 June, Member Ken Comber would take over as Chair of the Committee with Member Jagtar Ner acting as Vice Chair.
- Member Debbie Matthewson would act as Vice Chair to the Quality and Assurance Committee with Peter Thomas remaining as Chair.
- Member David Mills would act as Chair Design to the Search & Governance Committee with Jacquie Dean remaining as Chair.
- The formalisation of a Finance and Remuneration Committee which would be chaired by Mike Brinson. Member Scott Roy would continue to lead on all matters of business in respect to Remuneration. The Board was reminded this new Committee had been formed in accordance with Article 4 which states "Members of the Audit Committee should not be members of the Finance Committee".

7. FINANCIAL UPDATE

April 2018 Management Accounts

The Board discussed the related financial commentary within the April 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 points noted were:

- ESFA AEB – enrolments are behind the anticipated profile primarily due to some sub-contractor enrolments not yet on the system. The full year forecast remains achievable
- HE tuition fees – a number of withdrawals before the end of the second semester mean these students are only liable for 50% of fees
- "Non-pay" now includes the forecast spend on premises but only the immediate/urgent priorities to maintain operations

The remaining business discussed under this item was recorded separately in a confidential set of minutes.

8. GENERAL DATA PROTECTION REGULATION (GDPR)

The Board noted a report that had been prepared by the Vice Principal Finance and Resources who also acts as the College's Data Protection Officer. The Board were informed of the steps that had been taken to date to prepare for the introduction of the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018. Specific points highlighted to the Board included:

- Under GDPR, the College will have 72 hours to report a breach regardless of working days or holidays
- GDPR Panel established chaired by the Data Protection Officer which will meet regularly (termly in the first year) to review progress and compliance

The Board expressed that it was confident that robust processes are in place to ensure that the College meets the new obligations of the Regulation. Emma Cox was praised for her hard work in respect to this matter.

The Board were then asked to review the Data Protection Policy which had been re-written to reflect the requirements of the new GDPR. The Board **APPROVED** this policy.

- **Jagtar Ner left the meeting at 18:30. The meeting remained quorate.**

9. LEGAL, POLICY AND REGULATORY MATTERS

Application approval

Based on the recommendations of its Search and Governance Committee, the Board **APPROVED** the appointment of **Lee Harwood** as a new Corporation Member for a four year term of office commencing on 21 June 2018. It was also agreed that Lee would act as the Vice Chair on the newly formed Finance & Resources Committee.

Application approval

Based on the recommendations of its Search and Governance Committee, the Board **APPROVED** the appointment of **Netta Meadows** as a new Corporation Member for a four year term of office commencing on 21 June 2018. It was also agreed that Netta would become a member of the Audit Committee.

Updated Meetings Schedule 2018/19

Based on the recommendation of its Search and Governance Committee, the Board **APPROVED** the proposal to remove the November Board meeting from all future schedules in order to bring the number of Board meetings down to an acceptable seven per year. This proposal was supported based on the increase of sub committees and the reassurance given by the Clerk that usual business at this time of year can be brought forward or deferred to other Board meetings throughout the year.

- **Debbie Matthewson left the meeting at 18:45. The meeting remained quorate.**

Amendments to the Instrument of Government and Standing Orders

Based on the recommendation of its Search and Governance Committee, the Board **APPROVED** the following amendments to its Instrument of Government and Standing Orders.

Instrument of Government
Insertion at 13.4
Proceedings of Meetings

Corporation Standing Orders
Insertion at 11.5
Proceedings of Meetings

“In circumstances where Board approval is needed at short notice and only with the authority of the Chair and Vice Chair, a vote on single items of business may be gathered by email. This requires a minimum of 7 votes to be registered”.

Policy Approvals and Delegation arrangements

The Corporation **noted** the annual policies monitoring information and **APPROVED** the delegation and associated arrangements as set out in the paper.

- **Kate Wills joined the meeting at 18:50 to present reports in respect to Safeguarding, E&D and HE.**

Equality and Diversity Policy

The Board **APPROVED** the Equality and Diversity Policy which had been updated with only minor changes (primarily name and job title changes).

Equality and Diversity Annual Report 2017/2018

The Board **noted** the Equality and Diversity Annual Report which detailed progress made during the past year in respect to Equality Duty and Action Plan; Events; Training; links

with External Agencies; Safeguarding audits and support for students with complex needs. The Board asked for future annual reports to include more statistical data, particularly on BME, gender profile and looked after children.

Safeguarding and Equality & Diversity update

The Board **noted** an update on notable events and key information in respect to matters concerning safeguarding and E&D. Particular points made reference to were:

- The significant rise in the number and complexity of students receiving support relative to their poor mental health
- The purchase of a new and secure software called “My Concern” for recording and managing all safeguarding concerns
- Mental Health Awareness Week concluded with a parents evening to support families who have children experience poor mental health
- Initial contact has been made with new 2018/19 students who have been identified as having additional needs to support them with their transition
- In 2018/19 Governors are to receive refresher training relative to safeguarding and E&D

HE Update

The Board **noted** a report detailing activity relating to the College’s HE provision.

Particular points made reference to were:

- A decline in HE student numbers against a back drop of increasingly low 18-25 participation across the country. The Board noted the 3 priority strands of work to increase learner numbers.
- Office for Students is the new single regulatory body for HE. The submission has been a complex and resource intensive exercise but was submitted ahead of deadline. It is likely that there will be some additional work to be done to revise the submission between the submission window and late September when the submission review window closes.

Although concerning, the Board was confident that adequate actions are in place to build a provision aligned to market demand.

The Board was reminded that HE updates has been added as a standing agenda item at every Board meeting to ensure regular and continual monitoring of progress being made against the HE strategy plan.

➤ **Peter Thomas, Clare Johnston and Kate Wills left the meeting at 19:05. The meeting remained quorate.**

Lead Governor Voice SED

No comments on this occasion.

Student Voice

No comments on this occasion.

Staff Voice

The following questions and comments were raised:

- **GDPR** – whom in College should staff contact for advice on day to day guidance? It was announced that staff should contact the GDPR Panel Member Derrick Goddard.
- **Staff parking proposals** – no negative comments from staff had been made apparent.

10. ANY OTHER BUSINESS

There were no other items of business.

11. NEXT MEETING

Thursday 21 June 2018 at 15:30 (at the end of the Strategy Day).

The meeting closed at 19:15

