

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 12 July 2018 In The Boardroom, SMT Suite, Yeovil College

**Members:** Sam Best\*; Mike Brinson; Ken Comber\*; Jacquie Dean [Chair]\*; John Evans [Principal]\*; Stephanie Gold [Student]; Lee Harwood\*; Maxwell James [Student]\*; Clare Johnston [Student]; 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:** Mark Bolton [Vice Principal Curriculum & Quality]\*; Emma Cox [Vice Principal Finance & Resources]\*; Jo Farrant [Clerk]\*

### 1. MEETING PRELIMINARIES

**Apologies** for absence had been received from Members Mike Brinson, Stephanie Gold, Clare Johnston, Mark Lawrence, Netta Meadows and Scott Roy.

Jagtar Ner joined the meeting at 16:50 and Rebecca Marshall joined at 17:15. The meeting remained quorate throughout.

Mary Payne, the Director of Employer Engagement had been invited to attend the meeting for agenda items 2 and 3, however the Board was informed that she had been absent from work that day due to illness. The Principal covered both agenda items in her absence.

**Declarations of Interest:** Debbie Matthewson reported that she would have an interest to any reference made about her employer, Yeovil District Hospital in respect to agenda item 2 when considering the 2018/19 Subcontracting Fees and Charges Policy.

### 2. SUBCONTRACTING

#### 2018/19 Subcontracting Fees and Charges Policy

The Board noted the updated 2018/19 Subcontracting Fees and Charges Policy. In the absence of the Director of Employer Engagement at today's meeting, the Board did not feel it was appropriate to approve the Policy without having had a comprehensive explanation of the reasons for the updates within the policy. The Board **supported a recommendation** that this Policy should be reviewed by the Finance & Remuneration Committee in the first instance with all recommendations being ratified by the Board in October.

#### Leonardo Subcontract Agreement

The Board noted the Subcontract Agreement between Leonardo MW Ltd and Yeovil College for Government Funded Apprenticeship Programmes for the period 01 August 2018 to 31 July 2019. As this contract was in draft form with updates still needed from Leonardo MW Ltd, the Board **supported a recommendation** that once the final version was available, it would be sent to the Chair of the Corporation, Vice Chair of the Corporation, Chair of Audit Committee and the Vice Chair of the Finance & Remuneration Committee for a thorough and detailed review. The Chair of the Corporation was given delegated authority to sign the contract on behalf of the Board in acceptance of the agreement. The Board was reminded that the 2017/18 Subcontract Agreement with Leonardo MW Ltd had undergone a thorough legal review and that the 2018/19 contract was a re-run of the 2017/18 contract which had already been approved by the Board.

Finance &  
Remuneration  
Committee

Chair of the  
Corporation /  
Clerk

### 3. MONITORING OF APPRENTICESHIP SIGNUPS AND PROGRESS

The Principal informed the Board of developments to date in respect to the implementation of a digital tool to assist with the electronic signup of apprentices and monitoring of progress.

During the verbal update, the Board was informed of the following developments:

- Apprenticeship Data Systems Manager appointed to develop a full specification and implement cross college solutions for Applicant & Employer Vacancy Management; Levy Modelling; Electronic Sign-ups; Live Progress information for employers
- Suitable digital product found with a procurement process now underway
- System to be implemented and tested between now and September

The Board was reassured to learn that this key action which had been “red” rag rated on the Operating Statement for quite some time was now showing as “amber”. Management were confident that from September, once the system had been implemented and tested, that this key action will be further reduced to a “green” rag rating.

### 4. STUDENT GOVERNOR EXPERIENCE AND RECOMMENDATIONS

The Board was informed that the Chair of the Corporation and the Clerk had recently met with Maxwell James, the FE Student Governor who would soon be approaching the end of his term of office. Maxwell had requested a meeting in order to recommend some ways to improve the experience and contribution of the role of Student Governor for the benefit of all students and the Board.

The Board noted a paper that had been prepared by the Chair following that meeting which listed the recommendations for the Board to consider. Some of these recommendations included:

- Two Student Governors should be appointed from FE and one from HE to reflect student numbers. This will ensure greater attendance at meetings and reduce lack of continuity
- Communication of Governance opportunity must be improved, primarily verbally through tutors and the Student Union
- Once appointed, the Student Governors should have more regular 121 meetings with the Clerk before each meeting to explain and differentiate strategic and operational business
- To be fully effective, interested parties should be members of the Student Voice, Student Union and Student Ambassadors

The Board thanked Maxwell for taking the initiative to bring the above observations to the Board’s attention all of which would now be addressed by Clerk in preparation for the new recruitment programme at the start of the new academic year.

The Board then thanked Maxwell for this contribution to the Board since November 2016 and wished him well in his future studies. A brief presentation took place.

Special thanks were also made to Stephanie Gold, HE Student Governor whose end of office was also soon approaching. Unfortunately Stephanie was unable to attend her last meeting today. Stephanie was thanked for her contribution to the Board since October 2017 and wished well in her future studies.

### 5. CHAIR’S REPORT

On this occasion, the Chair had no items of business to report under this item.

Clerk

## 6. MINUTES OF CORPORATION MEETINGS

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

- 21 June 2018 Public
- 21 June 2018 Confidential

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

## 7. 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.

### **Admissions Policy**

The Clerk informed the Board that she had taken advice from the Clerks Network concerning the Admissions Policy and whether future versions of this could be delegated to SMT for approval. The Clerk had obtained a copy of the most up to date version of the Policies and Codes for FE Colleges (May 2018) from Eversheds. The Clerk confirmed that all Admission Policies need to remain under the responsibility of the Board but monitoring can be delegated to a Committee, with any decision later being ratified by the Board. Members then **supported a recommendation** to delegate the monitoring of the Admissions Policy to its Quality and Assurance Committee. The next review of this policy is due in April 2019.

## 8. FINANCIAL UPDATE

### **Latest Financial Position - Management Accounts**

The Board noted a verbal update from the Vice Principal Finance & Resources. The Board was reminded that it had already reviewed the latest set of Management Accounts (May 2018) at its previous meeting and that the June Management Accounts would not be signed off for a further couple of weeks. These would be circulated by the Clerk as soon as they become available. The Board should expect to review the July Management Accounts at its meeting in October. It was reported that performance remains in line with the flexed budget and that the end of year deficit remains on track as previously reported with no significant variances.

### **Churchill Bond Agreement**

The Board was reminded that it had previously been asked to approve the Bond Agreement at its meeting in June 2018 however it was agreed to defer this item until now to allow further understanding to be sought from the College's Procurement Officer. The Vice Principal Finance & Resources explained that the Bond, which is paid by Churchill, is to support the members of staff who were TUPEd across from the College with LGPS pensions in place. Employees' pensions would therefore be protected in the unlikely event that Churchill Cleaning Services fell into financial difficulties and ceased trading. The Board **APPROVED** the Churchill Bond Agreement. The Corporation Seal was affixed in the presence of the Chair of the Corporation and the Principal.

### **Insurance and Related Services 2018**

Based on the recommendation of its Audit Committee following a Special Meeting held on the 04 July 2018, the Board **APPROVED** the appointment of FE Protect to act as the College's adviser and place insurance covers from 01 August 2018. The Board voted by a show of hands, all members were in agreement.

Ahead of the meeting and to aid with the decision making, the Board had been provided with a copy of the Evaluation of Tenders, Cost Comparison and the minutes from the Special Audit Committee Meeting.

## 9. BUDGET AND 3 YEAR FINANCIAL FORECAST

The Board had considered this item in the context of the discussions had at the recent Strategy Day and had agreed in principle to the approach that had been taken to prepare the 2018/19 budget (plus 2 years) as detailed in the June minutes.

Ahead of today's meeting, the Board had been provided with a budget pack that provided detailed information on:

- Financial Objectives
- 2017-18 Outturn against original budget
- Statement of Comprehensive Income 2018-19
- Balance Sheet 2018-19
- Cashflow 2018-19
- July 2019 Ratios
- Covenants
- Contribution by Curriculum Areas
- 3 Year Plan
- Financial Health Scoring
- Assumptions
- Sensitivity Analysis and Key Risks

The Board **APPROVED** the College's 3 year financial plan, including the 2018/19 budget for submission to the ESFA by 31 July 2018.

Confidential Minutes are recorded separately.

## 10. BUILDINGS UPDATE

The Board noted a paper in respect to the possible asset disposal of land to the North of the campus currently occupied by a playing pitch and car parking. The report detailed opportunities and risks that have been considered and the various options available.

Discussions that were had in respect to this item are recorded separately in a confidential set of minutes.

## 11. STRATEGIC PLAN 2018-21

The Board had already considered parts of this item at the June Strategy Day specifically focusing on the Mission, Values and Strategic Aims.

Ahead of today's meeting the Board had been supplied with a draft version of the full report which now included statements on Curriculum and Financial Health.

The Strategic Plan 2018-2021 was **APPROVED IN PRINCIPLE** however further challenge was needed on appendix 3 of the report in respect to Success Rates, Teaching, Learning and Assessment. It was agreed that this challenge would be undertaken by the Board's Quality and Assurance Committee in September in preparation for the targets to be signed off by the Board in October.

## 12. OPERATING STATEMENT

The Board noted the Operating Statement for 2017/18. The Board was reassured to see that there were no "red" rag rated actions that needed further review.

The Principal then displayed on screen a new format of the Operating Statement to be adopted for 2018/19. The new format was very similar to what the Board had been used to however it aligns more clearly with each of the Strategic Aims which are now listed separately as sub headings with actions listed underneath.

The Board agreed that this new approach should be adopted for 2018-19

## 13. LEGAL, POLICY AND REGULATORY MATTERS

### **Corporation Seal 2017/18**

The Board noted the report which detailed use of the Corporation Seal during 2017/18.

### **Annual Review of Confidential Material 2017/18**

The Corporation carried out its annual review of Confidential Material. With no amendment to the Clerk's paper, the Corporation noted and **APPROVED** which material is currently for inspection (public) and for exclusion from inspection (confidential). It was noted that there had been no requests for public inspection of the Board's or its Committees' papers during the period of review.

### **Terms of Reference and Work Programmes 2018/19**

The Board **APPROVED** the Terms of Reference and Business Cycles for the Corporation and its Committees for 2018/19 as set out in the Clerk's paper.

The Clerk will prepare a Terms of Reference for the newly formed Finance & Remuneration Committee for the Board to approve at its meeting in October 2018.

Clerk

### **Notification of any incidents of Whistleblowing/H&S/fraud**

The Clerk and Vice Principal Finance & Resources reported that there had been no incidents of whistleblowing, health & safety or fraud since the last Board meeting.

### **Children's Centre (Nursery) Admissions, Fees and Funding Policy**

The Board **APPROVED** the Children's Centre Admissions, Fees and Funding Policy which had been updated to reflect additional services fee for children accessing Early Years Entitlement; extended hours funding; fee increase and extended notice period. The policy was signed by the Chair of the Corporation.

As explained under Matters Arising, all Admissions Policies are to be reviewed by the Board or delegated to one of its Committees. Members **supported a recommendation** to delegate the monitoring of the Children's Centre Admissions, Fees and Funding Policy to its Finance & Remuneration Committee with any approvals ratified by the Board. The next review of this policy is due in July 2019.

### **Children's Centre (Nursery) Behaviour Management Policy**

The Board **APPROVED** the Children's Centre Behaviour Management Policy which was a new policy being brought to the Board for the first time and agreed to the recommendation to delegate future approvals to SMT. The policy was signed by the Chair of the Corporation.

### **Children's Centre (Nursery) Health, Illness and Medication Policy & Procedure**

The Board **APPROVED** the Children's Centre Health, Illness and Medication Policy & Procedure which was a new report being brought to the Board for the first time and agreed to the recommendation to delegate future approvals to SMT. The policy was signed by the Chair of the Corporation.

### **HE Updates**

The Board was informed that there had been a number of new HE policies written in order to meet compliance with the new Office for Students regulations. The decision was made prior to today's meeting to delegate approval of these policies to the Chair of the Corporation, Vice Chair of the Corporation, Chair of the Audit Committee and HE Lead Governor in advance of the meeting.

On the recommendation of the above four Members, the Board **APPROVED** the following policies:

- HE Remission Policy
- Professional Development, Research & Scholarly Activity in HE Policy
- HE Fees Policy 2018/19 – 2019-20

- HE Refund and Compensation Policy 2019/20
- HE Student Bursary and Hardship Fund Policy and Information 2018/19

The Board then **supported the recommendation** to delegate future approvals of these policies to SMT but on the condition that they are reviewed in the first instance by the HE Lead Governor on every occasion.

The policies were signed by the Chair of the Corporation.

### **Safeguarding Policy**

The Board **APPROVED** the updated Safeguarding Policy which had minor amendments to reflect staff changes; include reference to the Keeping Children Safe in Education 2016 (due in September 2018) and reference to the introduction of the new My Concern database. The Lead Governor for Safeguarding confirmed that she had reviewed this policy and supported the approval. The policy was signed by the Chair of the Corporation.

### **Annual Safeguarding Report – Internal report to Governors (internal)**

The Board **noted** the Safeguarding Annual Report on Safeguarding for the period 01 August 2017 to 31 July 2018. The report confirmed that the College has seen a small rise in the number of safeguarding referrals and a significant increase in the number of complex referrals. The Board was delighted to learn that 94% of students referred to the College throughout the May to June transition period have been successfully retained in College proving that the College has effective safeguarding policies and procedures in place.

### **Safeguarding and Equality & Diversity update**

The Vice Principal Curriculum and Quality had no additional context to add on this occasion that had not already been covered in the above Annual Report.

### **Lead Governor Voice SED**

The Lead Governor for Safeguarding reported on the following:

- At recent Safeguarding and Equality & Diversity (SED) Meetings, there had been raised anxieties over disadvantaged categories including those receiving free school meals and those with protected characteristics. These areas will be the main focus of meetings next year
- SED meetings will be teased apart as from next year, meetings will continue to be held on the same day but having both together has led to some focus being lost on both areas
- Referrals to date indicate that 137 students with high complex needs are due to transition to College in 2018/19
- Some students have reported their anxiety at having no support over the summer, they have been directed to appropriate routes and services across the region

### **Student Voice**

There were no comments to record on this occasion.

### **Staff Voice**

The Staff Governors commented on the following:

- Staff enjoyed the end of year party, it was well attended with a vibrant atmosphere
- “My Concern” - introduction of new software, staff have been trained and its helpful that all the local feeder schools all use the same programme

## **14. RISK MANAGEMENT AND INTERNAL CONTROLS**

The Board agreed that risk management and internal controls had been adequately covered in today's meeting.

**15. ARRANGEMENTS FOR A NEW CLERK TO THE CORPORATION**

The Chair of the Corporation informed the Board of the arrangements for tomorrow's interviews for a new Clerk to the Corporation to start from 01 September 2018. The Board were informed that three internal applications had been received.

Jo Farrant was thanked for her hard work and commitment during her time as Clerk since September 2015. She was wished well in her new role in College. A brief presentation took place.

**16. ANY OTHER BUSINESS**

There were no other items of business on this occasion.

**17. NEXT MEETING**

Thursday 11 October 2018 at 16:30.

**The meeting closed at 18:30**

