

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 25 January 2018 at 14:40 (at the end of the Strategy Day)
In Room A110/A111, 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*; Debbie Matthewson*; David Mills*; Paul Morey [Staff]*; Jagtar Ner*; Gayle Pogson [Staff]*; Paul Roy*; Scott Roy*; Peter Thomas [Vice Chair]

In attendance: Emma Cox [Vice Principal Finance & Resources]*; Jo Farrant [Clerk]*; Nikki Sendell [Vice Principal Curriculum & Quality]*; Mark Bolton [Director of Employer Engagement]*; Rose Cooper [HE Manager] – Item 4 only*; Rebecca Marshall [new Member] – Item 2 onwards*

As the Strategy Day finished slightly ahead of time, the decision was made to start the Board Meeting at 14:40.

1. MEETING PRELIMINARIES

Apologies for absence were received from Members Stephanie Gold, Clare Johnston and Peter Thomas.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. APPOINTMENT OF A NEW CORPORATION MEMBER

Based on the recommendations of its Search and Governance Committee, the Board **APPROVED** the appointment of:

- **Rebecca Marshall** as a new Corporation Member for a four year term of office commencing on 25 January 2018.

The Board were pleased to learn that Rebecca has a wealth of knowledge in respect to family law (particularly child law), an area of expertise that had been missing from the Board.

Rebecca was welcomed to the meeting.

3. MONITORING OF APPRENTICESHIP SIGN UPS AND PROGRESS

The Board noted an update from Mark Bolton, Director of Employer Engagement in respect to the monitoring of apprenticeship sign-ups and the progress made to date on the implementation of a digital solution to ease the amount of paperwork.

The R04 submission at the end of October 2017 confirmed that the College had secured 422 apprentices of which only 229 were on the system. It was explained to the Board that although the lack of a digital tool was the main cause, a delay in written agreements had also been an issue.

The report detailed the exploratory work that had been undertaken to date to develop a digital tool and that two potential applications had been identified and are being explored further.

The Board noted that a business proposal would be discussed at the next SMT meeting with a pilot of both applications expected towards the end of March.

The Board expects to receive an update on the pilot at its meeting in June.

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4. HE UPDATE

The Board had invited Rose Cooper, HE Manager, to today's meeting to bring Members up to date with progress on the HE strategy.

Particular points noted during the update included:

- Strong and collaborative relationships continue with university partners. A new partnership with Plymouth University is anticipated to be announced within the next few days.
- Connections with AoC, HEFCE and OIA have all been re-established.
- Notification of recent HE Submissions, including:
 - Office for Fair Access (OFFA) "Access Agreement" had been approved – all universities and colleges that want to charge higher fees must have an access agreement.
 - Teaching Excellence Framework (TEF) submitted in January - a scheme for recognising excellent teaching and provides information to help prospective students to choose where to study. In 2019, TEF will be a mandatory requirement for registration with the Office for Students (OfS), From April 2018 OfS will be the regulatory body for the HE Sector in England and institutions will need to be registered in order to continue to receive public funding/student loans.
 - Opportunities to engage student partnerships by speaking at conferences.

The Clerk would circulate the slides from today's presentation as the document contained useful links for further reading if Governors wish to do so outside of today's meeting.

The Board thanked Rose for her informative update and felt highly reassured by the management of the HE provision.

Rose left the meeting at 16:00.

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.

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

- Staff Survey
- Single Points of Failure
- Staff benefits
- Class sizes
- Estate buildings
- 3 Year Financial Plan

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

6. MINUTES OF CORPORATION MEETINGS

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

- 07 December 2017 Public
- 07 December 2017 Confidential

- 07 December 2017 Strictly Confidential

All three 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. The Board were informed that there had been no further developments in respect to the VAT reclaim on the two new builds. With the opening of the new construction skills centre imminent, it is anticipated that the project spend can be closed off within the next couple of months.

8. 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.

The Board discussed the related financial commentary within the December 2017 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:

- Apprenticeships: current forecast exceeds budget (65 learners ahead of budget). Subcontracted apprenticeships are the main contributor to this increase.
- PAY: adverse variance of -£59k owing to new posts within Health & Care, Motor Vehicle and IT

The latest KPIs were then reviewed in detail which had been clearly rag rated against budget. The Board expects the KPIs to show attendance by curriculum area.

9. PRINCIPAL'S REPORT

The Corporation **noted** the Principal's Report. **There were no strategic actions to approve**, the content of the report was for noting only,

The report updated the Board on:

- Pay Award
- The Restructuring Fund
- Buses
- New Management Structure
- Success story
- Institute of Technology

In addition, the Board **noted** the Operating Statement. Particular attention was made to the two red rag rated actions, however no further commentary was needed as the Board had already been sufficiently updated on both subjects earlier in today's meeting and strategy day.

10. TEACHING AND LEARNING

The Board were informed that the Quality and Assurance Committee would next meet on Thursday 08 February 2018 to review applications, attendance and retention comparative data, subject area(s) of concern, underperforming course panel, target setting processes and value added.

The Board will review the minutes from this meeting at its next meeting in March.

11. LEGAL, POLICY and REGULATORY MATTERS

Governors Annual Safeguarding Audit

The Safeguarding Lead Governor informed the Board that the technical issue caused by the Virtual College website had been resolved and that she and the Head of Student Support Services were working together to submit the online audit by the required deadline.

Safeguarding and Equality & Diversity (SED)

The Board were updated on Safeguarding and E&D matters since the last meeting. There had been a further four incidents since December. It was announced that the smoking control rota has been extended to monitor college boundaries and students are being further educated on the dangers of smoking.

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

Sam Best announced that she had recently completed a two day training course for designated safeguarding leads facilitated by the Somerset Local Safeguarding Board.

Student Voice

The FE Student Governor announced that the recent open evening had been a huge success. It had been evident however that more student ambassadors are needed and he would discuss this further with the Head of Student Experience.

Staff Voice

The Teaching Staff Governor announced that he was looking forward to attending the AoC New Governor Induction event at Taunton Rugby Club on Thursday 01 February. Three other recently appointed Governors from the College would also be attending.

The Business Staff Governor announced that the recent Health and Wellbeing Week had been a huge success and had been supported by a large cohort of staff.

12. ANY OTHER BUSINESS

No other business on this occasion.

13. NEXT ORDINARY MEETING

16:30 Thursday 22 March 2018.

Meeting closed at 16:10

Attendees (other than the Clerk), Staff Governors and Student Governors were asked to withdraw.

An additional set of limited distribution minutes in respect to agenda items 14 and 15 were recorded separately.