

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 07 December 2017 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*; Debbie Matthewson*; David Mills; Paul Morey [Staff]; Jagtar Ner*; Gayle Pogson [Staff]*; Paul Roy*; Scott Roy*; Peter Thomas [Vice Chair]*

Attendees: Emma Cox [Vice Principal Finance & Resources]*
Nikki Sendell [Vice Principal Curriculum & Quality]*

Clerk: Jo Farrant*

1. MEETING PRELIMINARIES

Apologies for absence were received from Members Mike Brinson, David Mills and Paul Morey. Paul Roy announced that he would be leaving the meeting at 18:30 and Peter Thomas at 18:45.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. MINUTES OF CORPORATION MEETINGS

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

- 09 November 2017 Public
- 09 November 2017 Strictly Confidential – restricted to limited distribution

Both sets of minutes were signed by the Chair.

3. MATTERS ARISING

The action and query sheet was reviewed, updated and noted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.

4. CHAIR'S REPORT

The Board **noted** the Chair's Report which included headline updates on:

CMT Awaydays 17 and 18 November 2017

Governors had been invited to participate on both days but only five members were able to attend. In order to boost attendance at this key event next year, the dates would be announced much earlier as well as being added to the Corporation meetings schedule (to be agreed in March) in order for Governors to secure the dates in their diaries well in advance.

Governors who attended on the 17 November took part in the process of agreeing the judgements for the 2016/17 Self-Assessment Report. CMT and Governors self-assessed the College as Good.

Clerk

Yeovil College Children's Centre

The outcome of the recent Ofsted inspection at the college's Children's Centre on 05 December 2017 was noted. The full report is due to be published on the 23 December 2017. Governors should contact the Clerk if they wish to see a copy of the full report. A recognition of special thanks was noted to all staff at the Children's Centre on the successful outcome.

Compliance against the AoC Code of Good Governance for English Colleges

Governors noted the outcomes of a self-assessment of the Board's performance against "the Code" which had recently been conducted by its Search and Governance Committee. The Board supported the conclusion that the Corporation is found to be performing strongly against the values and principal responsibilities as set out in the Code. Just two areas of non-compliance were found and further understanding of these two areas is required with necessary actions put into place to ensure 100% compliance in all areas. The Search and Governance Committee would continue to monitor progress.

5. COLLEGE SELF-ASSESSMENT REPORT

The Corporation noted the College's Self-Assessment Report (SAR) which had been completed by the Principal and Vice Principal Curriculum and Quality with contributions from all areas of the College including Governors who had attended the CMT Awaydays in November.

The Vice Principal highlighted the key points from the report which included two key areas for improvement: value added and raising expectations.

The SAR would be uploaded to a secure web gateway where it could be viewed only by regulatory bodies.

The Corporation **APPROVED** the College's Self-Assessment Report and key judgements for 2016-17.

6. FINANCIAL STATEMENTS 2016/17

The Corporation **noted** the Audit Completion Report (Management Letter) which covered both the Financial Statements and Regularity Assurance. Subject to the satisfactory conclusion of remaining audit work, Mazars LLP anticipate issuing an unqualified opinion without modification.

The Corporation **APPROVED** the 2016/17:

- Financial Statements
- Operating and Financial Review
- Statement of Corporate Governance and Internal Control
- Statement of Responsibilities
- Statement on the College's Regularity, Propriety and Compliance with Funding body terms and conditions of funding
- Letters of Representation

7. FINANCIAL UPDATE

The Board discussed the related financial commentary within the October 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. Confidential minutes noting these discussions were recorded separately.

The Board were updated in respect to the sale of Holcote House which is now planned for April 2018 with bids by tender being reopened in the new year. The Board wished to reiterate its decision made at the meeting in October 2017, to place on hold any capital reinvestment into the college infrastructure until any further developments are made with the

sale.

The latest KPIs were then reviewed in detail which had been clearly rag rated against budget. The Board asked for a report to show attendance by curriculum area. The Vice Principal Finance and Resources will prepare this data for review by the Board in March 2018.

VP F&R

8. PRINCIPAL'S REPORT

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

- a. The success of the 130th Year Celebrations: Christmas Fayre and Staff Christmas Party
- b. CMT Away Days 16 & 17 November 2017
- c. Buses
- d. National Leaders Programme: The Board were informed that the application to be part of the programme had been unsuccessful on this occasion.
- e. Car Parking: The Board should expect a paper from the Vice Principal Finance and Resources at its meeting in March 2018.
- f. Teachers into Industry
- g. Huish Episcopi Academy: potential for Colfox model partnership

VP F&R

The Board then noted the updated Operating Statement for 2017/18 focussing on the only red rag rated action in respect to the development of digital processes to aid the sign up and monitoring of apprenticeships. The Director of Employer Engagement will present a report to the Board at its meeting in January 2018.

Director of EE

9. LEGAL, POLICY and REGULATORY MATTERS

Children's Centre Fees and Funding Policy

The Board **APPROVED** the Children's Centre Fees and Funding Policy and agreed to the recommendation to delegate future approvals of this policy to the SMT.

Exams Contingency Policy

The Board **APPROVED** the new Exam Contingency Policy and agrees to the recommendation to delegate future approvals of this policy to the SMT.

Complaints Annual Report 2016/17

The Board **noted** the Complaints Annual Report for 2016/17 which included the previous two years data for comparative purposes. This report was presented by the Vice Principal Curriculum and Quality who highlighted the main points from the report being that the number of complaints taken to a formal stage had reduced from the previous year however there had been a slight increase from the previous year in the percentage of complaints that were upheld.

Governors Annual Safeguarding Audit

The Safeguarding Lead Governor announced that the College had still been unable to submit its online audit due to a regional technical issue on the Virtual College website. The deadline has been extended to the end of January 2018. A written report has been prepared by the Head of Student Services and Safeguarding Lead Governor in readiness for uploading once the technical issue has been resolved. The Board will receive a further update at its meeting in January 2018.

Safeguarding and Equality & Diversity (SED)

The Board **noted** a verbal update on Safeguarding and E&D presented by the Vice Principal Curriculum and Quality. Particular points noted included:

- There had been 34 safeguarding incidences reported to date this academic year
- The College's voluntary counselling service is at maximum capacity due to the level of complexity of some issues. An additional counsellor is being sought.
- A delay in receiving Educational Health Care Plans (EHCP) from both Somerset and

Dorset councils

- Charity Day on the last day of term to raise money for School in a Bag. Other charity events have already raised £770 equating to 31 bags. The College has a target to raise enough funds to support 130 bags.

Lead Governors Voice (SED)

Sam Best, Safeguarding Lead Governor would be attending a day two safeguarding course in January 2018 facilitated by the Local Safeguarding Children Board.

Student Voice

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

- Maxwell James and Stephanie Gold had both attended a Student Governor Induction event facilitated by the National Union of Students (NUS). Both expressed that they had found the session very information and now have a greater understanding of the role and their responsibilities. Having attended the event and having had the opportunity to speak to other student governors at local colleges, a suggestion was made to the Board to consider having a Student Officer who would have direct involvement with College Management. In order for the Board to gauge a better understanding of this, Maxwell James was asked to prepare a report that would be considered by the Board at a suitable time.

**Student
Governor
MJ**

Staff Voice

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

- The next staff voice meetings are not until 18 December so there was not much to report on this occasion. At the previous meeting, a lot of discussion had taken place on car parking matters where a suggestion had been made to create a number of loading bays on site. Another reoccurring point made was the positive response to the newly extended Da Vinci restaurant which had seen an increase in use from both staff and students.

10. AUDIT COMMITTEE BUSINESS

The Board **noted** the following 2016/17 Annual Reports:

- Annual Report – Risk Management**
- Annual Report – Audit Committee**, which included the following assurance statement (unchanged from last year) from the Committee to the Corporation, to the Principal (as Accounting Officer) and to the Skills Funding Agency:

“Having regard to the reports of the Internal Audit Service and the Financial Statements/Regularity auditors and on the basis of the work of the Committee during the year, it is our conclusion that the College has an adequate and effective framework for governance, risk management and control to ensure that the Corporation has fulfilled its statutory responsibility for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets, and to manage the achievement of its objectives”.

In addition, the Board also **noted**:

- key business** from the draft minutes of the last Committee meeting held on 23 November 2017 which had not been covered elsewhere on today's agenda (including risk).

11. ANY OTHER BUSINESS

Race for Life 2018

The Board were informed that the Race for Life event, usually held in the grounds of Sherborne Castle, would be held at the College on 17 June 2018. The Board will be kept informed of developments nearer the time.

12. NEXT ORDINARY MEETING

Thursday 25 January 2018 at the end of the Corporation's Strategy Day.

The main meeting closed at 18:55

An additional set of limited distribution minutes in respect to agenda items 13 and 14 were recorded separately.

Attendees (other than the Clerk), Staff Governors and Student Governors were asked to withdraw. The Vice Principal Finance & Resources was invited to attend at Item 14 only.

