

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 21 June 2018 (at the end of the Strategy Day) In Room G110, Ashdown Building, Yeovil College

Members: Sam Best; Mike Brinson; Ken Comber*; Jacquie Dean [Chair]*; John Evans [Principal]*; Dave Gladding*; Lee Harwood*; Stephanie Gold [Student]; 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. WELCOMES AND MEETING PRELIMINARIES

Welcomes: Lee Harwood and Netta Meadows were welcomed to their first Board Meeting as independent members. Both Lee and Netta had been in attendance at today's earlier Strategy Day.

Apologies for absence had been received from Members Sam Best, Mike Brinson, Stephanie Gold, Rebecca Marshall and Debbie Matthewson. Member David Mills joined the meeting at 16:15. The meeting remained quorate throughout.

Declarations of Interest: As an employee of a Local Authority, Member Netta Meadows declared an interest in respect to the Accommodation Strategy that had been discussed in detail at today's earlier Strategy Day, the recommendations of which would be ratified by the Board under Item 2 – Chair's Report. In accordance with 10.1 of the Instrument and Articles, Netta did not take part in any consideration of this item.

2. 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:

- College Finances including a 3 year financial plan
- College Estate and budget milestones
- Strategic Plan 2018-2021
- Institutes of Technology Strategy
- T-Levels

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

On behalf of the Board, the Chair expressed particular thanks to members of SMT for their hard work in preparing all of the well-presented reports for today's meeting, the Clerk for organising the event and to the restaurant for providing an excellent service.

3. MINUTES OF CORPORATION MEETINGS

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

- 24 May 2018 Public
- 24 May 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 informed the Board that VAT would not be recovered in respect to the two new builds (Davinci and Construction Centre). This item would now be removed from the Action and Query Sheet.

5. **FINANCIAL UPDATE**

May 2018 Management Accounts

Finances had been the subject of key discussions at today's strategy session as the Board had rigorously reviewed a 3 Year Financial Forecast.

The Board discussed the related financial commentary within the May 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. The month's performance remains in line with the flexed budget with the end of year deficit increasing due to the reduction in apprenticeship forecasting and AEB.

Churchill Signed Bond Agreement

The decision was made to defer the approval of this item to the July 2018 Board Meeting as further clarification was needed with the College's Procurement Officer.

6. **PRINCIPAL'S REPORT**

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

- College bus YC2
- Car Parking survey
- Joint delivery with local schools (post-16 delivery)
- Schools update
- Institutes of Technology
- T-Level pilot
- In year progress KPIs and Operating Statement

There were no strategic actions to approve within the report.

The Board then reviewed the Operating Statement. The Board acknowledged the vast amount of work that had been undertaken in year against each of the strategic aims and congratulated the management team for their achievements.

7. **TEACHING AND LEARNING**

Quality & Assurance (Q&A) Committee

The Chair of the Q&A Committee updated the Board on the key areas of business discussed at its most recent meeting held on 18 June 2018. This included updates on:

- **Curriculum Area Reviews Reports (CAR)** – Business & Initial Teacher Training and A-Levels with an update on progress made against the action plans
- **Applications** – external applications are encouraging at this stage with a 10%

increase in applications from the local schools with internal progression significantly on the rise. The Committee had been concerned to learn about the 10% of learners that “drop-out” of their course between days 1 (enrol) to 42 (funded). The Committee felt there was scope to reduce this figure and would continue to monitor very closely. The College continue to push the “keep warm” and “swop not drop” campaigns

- **Retention** – in year overall is extremely high at 96.5%. This high figure has been challenged repeatedly through target setting and will continue to be monitored by study programme managers
- **Attendance** – in spite of high retention, attendance is a concern with several contributing factors recognised including the significant increase of students with poor mental health and the complexity of English & Maths timetables. It was encouraging to learn that there had been 90% attendance at the recent GCSE Maths and English exams
- **Value added** – in order to improve staff’s understanding of value added, a tool has been developed which has proven very useful in accelerating the required understanding and culture change in staff. Early indications show that the College will improve its value added score this year but to what extent remains unclear.
- **Target Setting 2** – an encouraging set of results with outcomes within 1-2%
- **Lesson Observations** – the revised 2017/18 process has received a mixed reception which will require some reflection and possibly some changes to the 2018/19 process. The absence of a robust improvement metric needs further reflection. The Board will receive updates after each window in 2018/19

The Clerk is preparing the Terms of Reference for the Q&A Committee which the Board will be asked to consider and approve at its meeting in July.

Clerk

Student Survey

The Vice Principal Curriculum and Quality confirmed the results of the Internal Induction Survey. The overall results for all ages and levels showed an increase in overall satisfaction from the previous year; 2016/17 – 7.6/10 compared to 2017/18 – 8.2/10. These results would now be shared and reviewed by the student council. The Board should expect to receive the National Survey Results at its meeting in October 2018.

VP C&Q

8. LEGAL, POLICY AND REGULATORY MATTERS

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.

HE Updates

The Vice Principal Curriculum and Quality informed the Board of the number of applications to date for both full and part time courses, both of which were behind target and a cause for concern. The Board was offered some reassurance by learning about the number of internal measures that are underway to maximise every opportunity to increase applications going forward.

The Board was informed that the submission to the Office for Students (the new regulatory body for HE) had been granted.

Safeguarding and Equality & Diversity update

The Board noted a verbal update from the Vice Principal Curriculum and Quality. One particular item reported in respect to a safeguarding matter was recorded separately in a confidential set of minutes.

Lead Governor Voice SED

No comments to record on this occasion.

Student Voice

The FE Student Governor, Maxwell James, announced that he would be meeting with the Chair of the Corporation and Clerk on Thursday 28 June to share his experience of being a student governor and would make some recommendations to further enhance the role for future successors. These observations and recommendations would be reported to the Board at its meeting in July.

Staff Voice

The staff governors wished to report the following:

- Race for Life Event held on 17 June had been very well organised and supported
- There had been no negative comments made during the consultation period for a new staff car park

9. RISK MANAGEMENT AND INTERNAL CONTROLS

The Board **noted** the key risk items that had been discussed thoroughly today at the Strategy Day including Finances, College Estate, Institutes of Technology and T-Levels.

Risk Management Policy

The Board **APPROVED** the Risk Management Policy which had been updated following recommendations made by the Audit Committee. The policy was signed by the Chair of the Corporation.

Audit Committee Business from 13 June 2018

The business of the Audit Committee from its 13 June 2018 meeting as recorded in the draft minutes was **noted**, including:

- Internal Audit Reports (Governance KPIs, Learner Number Systems, Procurement, Compliance Assurance Plus, Compliance Review and Follow up)
- Approval of the Internal Audit Plan 2018/19
- Approval of the External Audit Plan for the 2017/18 financial year
- Internal Audit Performance indicators
- Committees confidential annual review
- Committees work programme and Terms of Reference
- Monitoring of single points of failure

10. ANY OTHER BUSINESS

There were no other items of business.

11. NEXT MEETING

Thursday 12 July 2018 at 16:30 in Room A309/10.
Netta Meadows confirmed her apologies for this meeting.

The meeting closed at 17:00

