

**Minutes of a meeting of the Corporation of Yeovil College  
Held on Thursday 06 July 2017 at 16:30  
In The Boardroom, SMT Suite, Yeovil College**

**Members (16):** Sam Best\*; Amanda Broom; Ken Comber; Jacquie Dean [Chair]\*; John Evans [Principal]\*; Dave Gladding\*; Derrick Goddard [Staff]\*; Maxwell James [Student]; Clare Johnston [Student]\*; Linda Jones\*; Mark Lawrence; Debbie Matthewson\*; Jagtar Ner\*; Gayle Pogson [Staff]\*; Paul Roy; Scott Roy\*; Peter Thomas [Vice Chair]\*

**In attendance (3):** Jo Farrant [Clerk]\*; Emma Cox [Vice Principal Finance & Resources]\*; Nikki Sendell [VP Curriculum & Quality]\*; Mark Bolton [Director of Employer Engagement]\* *Item 2 only*

## 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Members Amanda Broom, Ken Comber, Maxwell James, Mark Lawrence and Paul Roy. The meeting remained quorate throughout.

**Declarations of Interest:** Member Debbie Matthewson declared an interest in respect to agenda item 2, Subcontracting Partnerships which 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. SUBCONTRACTING STRATEGY

The Board noted a report from the Director of Employer Engagement which detailed some fundamental changes to subcontracting and funding regulations following the implementation of the apprenticeship reform. These changes have been reflected in an updated version of the Sub-contracting Supply Chain Fees and Charges Policy which was later approved by the Corporation.

The Board were reassured to learn that Yeovil College is securing partnerships with new businesses at a rate which exceeds initial expectations with approximately 60% of new customers indicating their desire to deliver training as part of their agreement with the College. An estimated £750k (minimum) of activity will be sub-contracted in 2017/18 and this could increase further if conversations with new customers continue at the current rate.

The Board noted a list of confirmed subcontracting partners for 2017/18 and agreed Management Fees.

The Board **APPROVED** the revised Sub-contracting Supply Chain Fees and Charges Policy. This report was signed by the Chair.

Mark Bolton was thanked and left the meeting at 16:45.

## 3. CHAIR'S REPORT

The Board noted a meeting introduction and the Chair's Report. This included an update from the Vice Chair of the Corporation who had attended an AoC Principals' and Chairs' Regional Meeting on the 20 June 2017. Headlines from this meeting were reported to the Board which included sector updates in respect to apprenticeships and capital funding.

The Board then **AGREED** to a small change to the order of business to allow the Strategic Plan to be considered before the final approval of the 2017/18 Budget and 3 Year Financial Plan.

#### 4. **MINUTES OF CORPORATION MEETINGS**

The Board **APPROVED** the following minutes as correct records and the public minutes for website publication:

- 15 June 2017 Public
- 15 June 2017 Confidential

Both sets of minutes were signed by the Chair.

#### 5. **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.

As part of ongoing monitoring, the Board noted a paper that had been prepared by Keystone Projects in respect to the management of College Estates. The Principal updated the Board on developments in relation to:

- North Dorset Technical College
- Hollands House
- Holcote House
- Seaton Mews Motor Vehicle Centre
- Planning Officer engagement

"Building updates" will continue to be a separate agenda item at 2017/18 Board meetings to ensure its Members are kept informed of developments.

#### 6. **FINANCIAL UPDATE**

The Board discussed the related financial commentary within the May Management Accounts in addition to noting a verbal update from the Vice Principal Finance and Resources. The lower than predicted starts for apprenticeships (hindered by employer's uncertainty following the levy reform) together with the unrealised income attached to HE, ALS and Advanced Learner Loans had further increased the end of year deficit. Further details are recorded separately in a confidential set of minutes.

The latest KPIs were then reviewed in detail.

The Board were informed that the Vice Principal Finance and Resources would be meeting with the insurers the following day to discuss annual insurance renewals. The Board would be asked to consider and approve the final insurance arrangements for 2017/18 at its meeting in October 2017.

A discussion then took place on the College's overdraft facility, the outcomes of which are recorded separately in a confidential set of minutes. The Board approved the recommendation in respect to this item.

#### 7. **BUDGET AND 3 YEAR FINANCIAL FORECAST**

The Corporation considered this item in the context of the June Strategy Day discussions and budget workshop as detailed in the June minutes.

Members noted additional commentary from the Vice Principal Finance and

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Resources which gave the detail behind the current forecast outturn and the assumptions for the three year forecast. Further details are recorded separately in a confidential set of minutes.

In addition, Members had requested further details on the assumptions that had been made in respect to the forecast of HE numbers and income in the 2017/18 budget (particularly as 2016/17 budget reports significant negative activity on HE tuition fees compared to the original budget). The Vice Principal Curriculum and Quality reported that the predictions in the 2017/18 had been cautiously optimistic and included confirmed UCAS and part time applications. The Board were reassured to learn that the Quality and Assurance Committee are scheduled to meet early in the new academic year to assess application numbers.

The Board **APPROVED** the College's 3 year financial plan, including the 2017/18 budget for submission to the ESFA by 31 July 2017.

## 8. **STRATEGIC PLAN 2017-2020**

The Board considered this item in the context of the June Strategy Day discussions as detailed in the June minutes.

The Board's consideration of this item focused primarily on page 7 of the report in respect to the estates strategy. The Board made particular reference to the detail on investment to buildings and resources over the course of the planning period. The Board wished to reiterate that these are all aspirational investments, with each development requiring approval by the Board.

The Board also made particular reference to the proportion of buildings on the main campus in condition category C (50.3%) or category D (6.6%). The Board agreed that the strategic plan should detail the level of investment the College aspires to make in updating existing buildings.

The Corporation then **APPROVED** the College's Strategic Plan for 2017-2020.

## 9. **CATERING CONTRACT**

The Board noted a Tender Evaluation Summary prepared by Tenet Education Services Limited for a new catering service at the College from September 2017. The existing contract with Innovate Services Limited expires on 31 August 2017. The Board was informed that the CPC Framework for Outsourced Catering Services had been chosen as the preferred procurement method to use for this tendering process.

Two bids were received by the 5th June deadline with both companies committing to a level of capital investment to enhance the current catering service. The financial offers were measured against the criteria of a Nil Cost contract to the College.

The Board noted a detailed and thorough evaluation of both companies including return of sales over 5 years, capital investment, added value, incentive schemes and were informed that the contract would be awarded on the criteria of 75% quality and 25% financial basis.

The Board were content that a sound and robust evaluation had been carried out which included the opinions of learners who had participated at the menu tasting element of the presentation.

The Board **AGREED** to support the management panel's recommendation to award the contract to **Catering by Churchill** commencing on 1<sup>st</sup> September 2017 on the agreement that further discussion would be had with chosen bidder in respect to

**Principal**

**VP F&R**

capital investment as detailed in a separate set of confidential minutes.

## 10. PRINCIPAL'S REPORT

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

- Western Gazette Business of the Year 2017
- AoC updates
- Capital Funding
- Institute of Technologies (IoTs)
- Additional exam space
- Meeting industry needs
- Shining Star Awards
- Year 10 Taster Days (04 & 05 July)
- Year 8 Taster Day (06 July)

In addition the Board were reassured to learn that the College had recently appointed a Health and Safety Manager on a full time contract.

**There were no strategic actions to approve within the report.**

The Board also **noted** the Operating Statement.

## 11. TEACHING AND LEARNING

The Vice Principal Curriculum & Quality provided the Board with a headline summary of the outcomes of a recent student survey. The Board noted the following:

- 97% of students feel safe at College
- 95% of students feel their assessment of work has been fair
- 95% of students have had 1:1 reviews with their tutor and discussed their progress
- 96% of students are aware of the importance maths and English for progression
- 93% of students are aware of what they need to do to improve

The Vice Principal Curriculum & Quality and the Head of Quality Assurance, Teaching & Learning will conduct a detailed analysis of all aspects (by department) over the summer. The Board will receive the full outcomes of this review at its meeting in October 2017.

**VP C&Q**

In addition, the Board noted that the Quality and Assurance Committee will meet on Monday 25 September 2017 at 17:00 in order to review examination results and value added data. All members of the Board are invited to attend.

## 12. LEGAL, POLICY and REGULATORY MATTERS

### Teaching Staff Governor

Following an election by ballot paper, the Corporation **APPROVED** the appointment of Paul Morey as the new Teaching Support Staff Governor for a four year term of office commencing on 01 September 2017. Paul will attend his first Board meeting on 12 October 2017.

### Terms of Reference and Work Programmes 2017/18

The Corporation **APPROVED** the Terms of Reference for its Committees and the Business Cycles for the Committees and the Corporation for 2017/18 as set out in the Clerk's paper.

### Corporation Seal 2016/17

The Corporation noted that the only use of the Corporation Seal during 2016/17 was in respect to a Growth Deal Funding Agreement which had been reported to the Corporation at the time of its use.

#### **Annual Review of Confidential Material 2016/17**

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).

#### **Safeguarding Policy**

The Board **APPROVED** the updated Safeguarding Policy which now included reference to protection from Female Genital Mutilation. In addition, the policy had also been updated to reflect changes to job roles and titles.

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

The Board **noted** the comprehensive Annual Report on Safeguarding for the period 01 August 2016 to 31 July 2017. The Board was content that the College has effective safeguarding policies and procedures in place.

The Board were reminded that the online self-assessment audit would be submitted to the Somerset Safeguarding Children's Board (SSCB) during the early part of the autumn term. The audit was revised by the SSCB back in October 2016 to reflect the new Keeping Children Safe in Education statutory guidance and is now submitted electronically rather than by paper. The Board will be asked to approve the audit documentation at its meeting in November 2017.

The Clerk will ensure that all newly appointed Governors receive necessary training in respect to Prevent duties.

#### **Safeguarding and Equality & Diversity (SED)**

As the Board had already noted the above Annual Safeguarding Report, there were no additional updates to note on this occasion.

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

No updates to report on this occasion.

#### **Student Voice**

The Board were informed by the HE Student Governor that some learners on the Business Studies course had found the process for applying for the top-up programme very challenging. The Vice Principal Curriculum and Quality will investigate this matter further.

#### **Staff Voice**

The Board were informed of the following events:

- Success of Year 8 and Year 10 Taster Days
- Review and Improvement Day (RAID) Monday 03 July 2017
- Staff Development Day 07 July 2017
- End of year staff celebration

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

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

In light of recent events in the national news, the Chair of the Corporation requested that the Board receive an update on fire safety procedures in place at College. The Board were informed by the Vice Principal Finance and Resources that the ESFA had recently issued a fire safety questionnaire as part of a government wide review

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of fire safety. The College had returned its questionnaire and is in discussion with an external consultant to investigate the cladding on some of the estate buildings. The Board also noted that a full fire check with the fire brigade was last carried out in the autumn of 2016. The Board will receive further updates at its meeting in October 2017.

The Board **noted** key business from the draft minutes of the Audit Committee meeting held on the 07 June 2017.

The next Audit Committee was scheduled for 27 September 2017.

**14. ANY OTHER BUSINESS**

There were no other items of business on this occasion.

**15. NEXT ORDINARY MEETING**

16:30 Thursday 12 October 2017.

*Meeting closed at 18:25*

**APPROVED 12 OCTOBER 2017**

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