

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 15 June 2017 at 15:30 (at the end of the Strategy Day)
In Room A309/10, Kingston Building, 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]*

1. MEETING PRELIMINARIES

Apologies for absence were received from Members Ken Comber, Derrick Goddard, Clare Johnston and Paul Roy.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. CHAIR'S REPORT

The Corporation **noted** the Chair's Report which included key agenda items 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:

- Apprenticeship Reform (**Confidential Minute 2c**)
- 2017/18 Budget and 3 Year Financial Forecast (**Confidential Minute 5c**)
- Holcote House (**Confidential Minute 6c**)
- Hollands House (**Confidential Minutes 6c**)
- North Dorset Technical Centre (**Confidential Minutes 6c**)
- Quality & Assurance – change of strategy (**Confidential Minute 7c**)
- Strategic Plan 2017-20 (**Public Minute 9**)
- School Progression data
- SMT Management Structure

The Chair wished to express special thanks to Ian Munro, AoC Regional Director South West, who had attended today's Strategy Day to update the Board and SMT on sector related matters including Capital Funding, Skills Plan and T-Levels, Institutes of Technology, Apprenticeships Levy and Devolution.

3. MINUTES OF CORPORATION MEETINGS

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

- 25 May 2017 Public
- 25 May 2017 Confidential

Both sets of minutes were signed by the Chair.

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.

5. FINANCIAL UPDATE

Confidential minutes were recorded separately.

Finances had been the subject of key discussions throughout today's strategy event. The Board rigorously reviewed the 2017/18 Budget and 3 Year Financial Forecast.

The VP F&R explained line by line the reasons behind each assumption that had been made on the Income, Pay and Non-Pay lines of the SOCI in respect to the 2017/18 budget which was projecting a modest end of year surplus and a "good" financial health grade.

6. COLLEGE ESTATES

Confidential minutes were recorded separately.

The Board **noted** the outcomes of the Finance Group Meeting that had been held the previous evening to consider and select the chosen tender for the sale of Holcote House. At its meeting on 25 May 2017, the Board agreed to delegate authority of this decision to the Finance Group. **The Board announced that it was supportive of the decision made by the Finance Group.**

The Board were also informed that the Finance Group had discussed a Business Case in respect to the North Dorset Skills Centre. The Board were reminded that no delegated power in respect to this matter had been given to the Finance Group, but had been discussed by the group due to the financial impact of the proposals detailed within the report. The Business Case was further discussed by the entire Board during today's Strategy Day. The recommendation supported by the Board is recorded in a confidential set of minutes.

7. TEACHING AND LEARNING

Confidential minutes were recorded separately.

The Corporation reviewed, **noted** and accepted the Lesson Observation Report that was largely unchanged from the Window 4 report that the Board reviewed at its last meeting.

The Board noted that this would be the last report it would receive of this kind. At today's Strategy Day, the Board noted a report from the VP C&Q which explained the rationale for changing the current Teaching and Learning observation process which had been in place for over three years and was now out of kilter with current Ofsted practise.

The new proposal was explained to the Board. After consideration, the Board **Approved in Principle** to support the new proposal which would now go through SMT and after ratification be rolled out through the Task and Finish Group to the UCU.

8. OIA ANNUAL STATEMENT 2016

The Board noted an Annual Statement from the Office of the Independent Adjudicator (OIA) for Higher Education for the calendar year ended 31 December 2016. It documents the record of Yeovil College in handling complaints and appeals in that year. The Board were reassured to learn that the OIA did not close any complaints against Yeovil College in 2016.

9. PRINCIPAL'S REPORT

Strategic Plan 2017-2020

At today's Strategy Day, the Board reviewed the Strategic Plan 2017-20 which had been scaled down to just one page listing all five strategic aims and the College's ambitions over the next three years. The Board had been asked to discuss and make comment on the new format and content. Members were supportive of the new approach however questioned how innovative some of the aspirations were. The inclusion of success stories would help support such aspirations.

Members were asked by the Principal to scrutinise the report further outside of today's meeting and email the Clerk with any amendments by Friday 23 June 2017.

The Board will consider and approve the final version of the College's Strategic Plan for 2017-20 at its meeting on Thursday 06 July 2017.

Principal's Report

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

- Royal Bath and West Show
- Tendering for the catering contract
- Support from South Somerset District Council
- Stanchester Academy
- Post-16 Skills Plan
- Shining Stars Awards
- Finance for FE Leaders Programme
- KPIs

There were no strategic actions to approve within the report.

In addition, the Board also **noted** the Operating Statement.

10. LEGAL, POLICY and REGULATORY MATTERS

Safeguarding and Equality & Diversity (SED)

The Board were updated on Safeguarding and E&D matters. The SED group had met the previous evening with the majority of time allotted to discussing E&D matters, in particular Transgender. Training on this complex area will be offered to lead tutors. The Corporation's Lead Governor for Safeguarding would also be offered training.

It was brought to the Members attention that to date, 83 safeguarding incidents had been reported with an unprecedented level of complexity.

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

The Board were informed that the College is ahead in terms of updating its policies to meet correct legislations. Terminology in respect to a person's ethnicity needs to be reflected in College policies to state "Person of Colour".

The Safeguarding Lead Governor announced that she had recently met with the College Counsellor (volunteer role) to better understand the service provided to staff and students. The Lead Governor would report her findings to the Board in the Autumn term.

Student Voice

The FE Student Governor wished to echo the point made above in respect to Transgender and how it had been a topic of discussion at a recent student voice meeting. There had been a very positive reaction by students who wished to support a cross college event to raise awareness.

Corporation

Lead Gov.
SG

Staff Voice

The Business Support Governor informed Members that staff voice meetings had taken place earlier that week. It was reported that staff felt well informed on College business and developments and that they were looking forward to the end of year celebrations. Staff were reminded about the service provided by the College Chaplin (on campus two days a week) and encouraged to use the staff portal for updates and keeping abreast of cross college announcements.

11. RISK MANAGEMENT AND INTERNAL CONTROLS

- a. On this occasion there were no risks or internal control matters arising from today's business that haven't been covered elsewhere on the agenda.
- b. Based on the recommendation of the Audit Committee, the Corporation **APPROVED** the Risk Management Policy.
- c. The Board will note business from the 07 June 2017 Audit Committee meeting at its next meeting. Due to time constraints, the Clerk had been unable to finalise the minutes in readiness for noting at today's meeting.

Clerk

12. ANY OTHER BUSINESS

No other business on this occasion.

13. NEXT ORDINARY MEETING

16:30 Thursday 06 July 2017.

Meeting closed at 16:10

APPROVED 06 JULY 2017

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