

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 23 March 2017 at 4pm In Room G108, Ashdown Building, Yeovil College

Members (18): 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; Richard Smith; Peter Thomas [Vice Chair]*

In attendance (3): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*; Michelle Hobson [Manager Children's Centre] (Item 3 only)*

1. MEETING PRELIMINARIES

Apologies for absence were received from Members Derrick Goddard, Scott Roy and Richard Smith. The Board accepted a request by the Clerk to depart from the meeting at 5.30pm. The Board agreed that the Chair would take notes during this period of absence.

The meeting remained quorate throughout.

Declarations of Interest: There were no Declarations of Interest in today's business.

2. COLLEGE ESTATES

In the absence of the Head of Estates, this item was presented by the Principal.

Holcote House

The Board were **supportive** of the arrangements as detailed in the paper.

Hollands House

The Board were **supportive** of the arrangements as detailed in the paper.

Confidential minutes were recorded separately.

3. CHILDREN'S CENTRE: SAFEGUARDING UPDATE

The Board received a presentation from the Manager of the Yeovil College Children's Centre in respect to the general running of the establishment but in particular to its safeguarding procedures and legislation. It became evident to the Safeguarding Lead Governor last September, whilst completing the annual audit to the Support Services Education, that the Board were not fully aware of its exact responsibilities in relation to this area of business within the College. .

During the presentation, the Board were informed of the following:

- Safeguarding roles within the Children's Centre
- Staff Training and qualifications held
- Legislations followed for example The Early Years Foundation Stage – Section 3 The Safeguarding and Welfare Requirements
- Safeguarding procedures followed
- Threshold levels of referral

As an action going forward, the Board agreed that it should receive yearly updates from the Children's Centre. This will be added to next year's work programme.

Clerk

Michelle Hobson was thanked and left the meeting at 17:00.

4. **CHAIR'S REPORT**

The Corporation **noted** the Chair's Report. This included an update on:

- Area Review (full detail recorded within the Principal's Report)
- Update on Governor Consultation Meetings (full outcomes to Search & Governance Committee in April)
- Recent internal audit of Risk Management and Corporate Governance 15-17 March 2017 (draft report to be reviewed by Search & Governance Committee in April)

5. **MINUTES OF CORPORATION MEETINGS**

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

- 26 January 2017 Public
- 26 January 2017 Confidential

Both sets of minutes were signed by the Chair.

6. **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.

7. **FINANCIAL UPDATE including management accounts**

The Board discussed and noted the related financial commentary within the February Management Accounts in addition to a verbal update from the Vice Principal Finance and Resources.

The Board reviewed and discussed the following reports:

- SOCI
- Receipts and Payments
- Daily cash fluctuations chart for February
- KPIs
- Insolvency Regime
- Lloyds Bank Term Loan Facility
- Lloyds Bank Overdraft and other facilities

Confidential minutes were recorded separately.

8. POST-16 SKILLS PLAN

The Vice Principal Curriculum and Quality updated the Board on the Post-16 Skills Plan. The Board had been provided with a detailed paper with appendices ahead of today's meeting which outlined the scope of the reform of technical education, set to be one of the most extensive changes to post-16 education.

Particular points noted included:

- Technical education will be streamlined into 15 routes, grouping occupations with shared knowledge, skills and behaviours;
- Investment in 'T-Levels' (Technical Levels) for 16-19 year olds increasing hours of learning by over 50%, from 600 hours year to over 900 hours per year;
- Maintenance loans for adults undertaking higher level technical education at level 4+

The College has started to take action to ensure it positions itself as an effective deliverer of both academic and technical education. The College recently hosted a visit by the DfE and hopes to be involved in a pilot project from September 2017.

The Board will continue to be updated as more information becomes available.

The Clerk left the meeting at 17:30. The Chair of the Corporation would take notes from this point forward.

9. TEACHING AND LEARNING

The Corporation **noted** the outcomes of the Lesson Observations (window 3) which had been completed on 03 February 2017. The report detailed grade profile, teaching and learning targets, use of ILT, re-observations and key themes.

Particular points noted whilst reviewing the report included:

- Targets for 2016/17:
 - 87% of all lessons to be graded good or better - profile for the year to date is 88%;
 - 34% of lessons to be graded as outstanding – profile for the year to date is 39%
 - Average learner score of 8.5 – profile for the year to date is 8.49.

The Board were informed that the process of the observation windows, in many areas, had outlived their usefulness particularly now the skills levels were notably higher. It is therefore likely that the process would either cease or be handled in a different way going forward.

The Board also noted the informal notes recorded as an aide memoire from the meeting of the Quality and Assurance Group who last met on the 23 February 2017. During their meeting, the group discussed matters in respect to the outcomes of Target Setting One (predicted outcomes), Underperforming Course Panel meetings and actions, Applications and the outcome of the HEFCE Annual Provider Review (APR).

Confidential minutes recorded separately.

10.

PRINCIPAL'S REPORT

The Corporation **noted** and **discussed** each subject area of the Principal's Report with particular emphasis upon:

- Area Review – Final Recommendations
- University of Somerset
- BU
- College bus route
- Growth Deal 3
- Department for Education visit
- Applications to date
- Apprenticeship recruitment evening
- KPIs

Confidential Minutes recorded separately.

There were no strategic actions to approve within the report.

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

11.

LEGAL, POLICY and REGULATORY MATTERS

Student Union Constitution

The Board **APPROVED** the updated Student Union Constitution that had last been accepted by the Board in March 2016. The FE Student Governor informed the Board what was being achieved in re-establishing the Student Union along with a brief update on upcoming events.

Safeguarding and Equality & Diversity

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

- a record 67 incidents reported year to date
- support funding had been accessed from Somerset County Council

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

Both Lead Governors for Safeguarding and Equality & Diversity provided the Board with an overview of key points from the SED meeting they had attended on the 22 February 2017. A "Happy to be you" event was planned for May.

Student Voice: No comments were noted on this occasion.

Staff Voice: No comments were noted on this occasion.

12.

RISK MANAGEMENT and INTERNAL CONTROLS

The Board **noted** key business from the draft minutes of the last Audit Committee meeting held on the 08 March 2017 not covered elsewhere on today's agenda (including risk). Additional verbal commentary was provided by the Chair of the committee.

Particular points noted were:

- An update on the Apprenticeship Reform to be presented to

the Board by the Director of Employer Engagement at its next meeting on 27 April 2017;

- The Board **supported the Committee's recommendation** that it had **no appetite at this stage** to explore setting up a wholly owned subsidiary offering an alternative to the local government pension scheme. The Committee would review this again in a year's time (or beforehand if it becomes evident that other Colleges of a similar size are taking action);
- Some amendments to the draft minutes in respect to agenda Items 10 and 11 were requested and accepted. These would be discussed with the Clerk outside of today's meeting.

Clerk

13. ANY OTHER BUSINESS

There were no other items of business on this occasion.

14. NEXT ORDINARY MEETING

Thursday 27 April 2017 at 16:30.

15. REMUNERATION COMMITTEE BUSINESS

This section of the meeting took place in a Strictly Confidential session. The Remuneration Committee minutes would remain Strictly Confidential/limited distribution.

Members **noted** the draft minutes of the Remuneration Committee which had met on the 09 February 2017. The Corporation was content with the delegated decisions of the Committee in respect of the Principal, the Vice Principals and the Clerk. No issues were raised.

APPROVED 27 APRIL 2017

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