

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 24 March 2016 at 4.30pm
In Room G108, Ashdown Building, Yeovil College**

Members (18): Sam Best*; Lee Brooks [Staff]*; Ken Comber; Jacquie Dean [Chair]*; Clare Doran [Student]; Derek Esp; John Evans [Principal]*; Dave Gladding*; Derrick Goddard [Staff]*; Linda Jones*; Hayley Kitto [Student]; Debbie Matthewson*; Jagtar Ner*; Scott Roy*; Richard Smith*; Tim Sweeney*; Paul Taylor; Peter Thomas [Vice Chair]*.

In attendance (4): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*; Shaun France [CAM Prep for Life and Work] (*Item 2 only*)*

1. MEETING PRELIMINARIES

a. **Apologies** for absence were received from Members Ken Comber, Clare Doran, Derek Esp, Hayley Kitto and Paul Taylor. Apologies for leaving the meeting early were received from Member Richard Smith who would be leaving at 6pm.

The meeting remained quorate throughout.

b. **Declarations of Interest:** none declared.

2. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) UPDATE

The Board received an update of Special Education Needs and Disabilities (SEND) from Shaun France, the Curriculum Area Manager for Prep for Life and Work. The update provided the Board with some key facts on the 0-25 Special Education Needs and Disability Reforms. The Board was pleased to note that currently 67% of Yeovil College students with SEN were in paid employment from last year's cohort. Governors were also informed about the Supported Internship Programme (Project Search) at Yeovil Hospital whereby students are given the opportunity to develop their work skills in placements within the hospital. This scheme has led to the majority of interns finding paid work since the beginning of the programme in 2013/14. Governors were invited to download <https://www.youtube.com/watch?v=HsVI928KR3Y> which was created by the Yeovil College Project Search Students.

Governors were also invited to download the SEND Code of Practice www.gov.uk/government/publications/send-guide-for-further-education-providers.

The content of the presentation slides would be kept within the Corporation file and would be available to Governors on request.

Shaun was thanked for his time and left the meeting at 5.05pm.

3. HEFCE UPDATE

The Chair notified the Board that a letter addressed to the Principal had been received from Bournemouth University in relation to the HEFCE matter.

Discussions on this matter were recorded separately in a confidential marked set of minutes.

4. MINUTES OF CORPORATION MEETINGS

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

- a. 28 January 2016 Public
- b. 28 January 2016 Confidential
- c. 11 February 2016 Special Confidential*

*Member Jagtar Ner confirmed his attendance at the 11 February 2016 Special Meeting however the minutes did not reflect this. The minutes would be amended accordingly.

The minutes were signed by the Chair.

5. MATTERS ARISING

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

6. CHAIR'S REPORT

The Chair updated the Board on matters concerning:

- **SFA meeting (No.4) on 24 February 2016**
The Chair said that the Principal (and the Clerk) had reported a positive meeting. Regrettably, the Chair and Finance Governors were not available to attend. During the meeting, the SFA reviewed the updated recovery plan, 2016/17 operating statement, KPIs and milestones, monthly progression reports, bank position and cash flow. The next meeting takes place on Tuesday 12 April 2016.
- **Lloyds Bank meeting on 11 March 2016**
Discussions relating to this matter were recorded separately in a confidential marked set of minutes.
- **Area Review Process**
Discussions relating to this matter were recorded separately in a confidential marked set of minutes.

The Chair then updated the Board on items of business from today's earlier Search and Governance Committee meeting. The Board were informed that a member of the Committee had raised concerns in respect to the College's reputation. Details of this discussion were noted by the Board and would be recorded within the Search and Governance Committee minutes which are available to the Board upon request to the Clerk. A number of

Membership recommendations had been made which would be brought in a timely manner to future Corporation meetings.

In addition, the Chair also wished to note the following to the Board:

- Current HE Lead Governor would be ending their term of office in December of this year. The Chair invited Members to consider taking on this role, shadowing from September.
- Prospective new Board member from Bucklers Mead Academy – introductory meeting taking place with Chair and Clerk on Tuesday 12 April.
- Member Peter Thomas was thanked for attending AoC Principals' and Chairs' Regional Meeting
- Chair's attendance at a small roundtable gathering facilitated by the AoC to explore the similarities and differences between colleges and NHS trust governance.

7. FINANCIAL UPDATE

The Corporation **noted** the following financial reports which were presented by the Principal and Vice Principal Finance and Resources:

- Operating Statement including the actions from the Recovery Plan. Main foci was directed at red rag rated actions and developments
- February 2016 Management Accounts
- KPI's

Some Members queried the number of variances and negative reserves as detailed on the income and expenditure sheet. It was agreed that an Informal Finance Group meeting would be called ahead of the next Corporation meeting to address these concerns.

Chair / Clerk

8. PRINCIPAL'S REPORT

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

- Holyrood Academy, Chard
- Hinkley Building Projects
- North Dorset Skills Centre
- New bus service
- EFA allocation
- HEFCE/BU update
- Target Setting
- KPIs and Operating Statement update

In addition to the Principal's written report, the Principal also informed the Board of some verbal updates concerning Ofsted and some staffing matters. Discussions relating to these matters were recorded separately in a confidential marked set of minutes.

The Principal also mentioned the changes going forward in respect of the Apprenticeship Levy, being introduced in April 2017. The Director of Employer Engagement would be invited to attend the next meeting of the Corporation to present the

Clerk

opportunities and threats that the levy proposes.

Richard Smith left the meeting at 6.05pm

9. CAREER COLLEGE BUILDING UPDATE

The Board noted a brief update from the Principal and Vice Principal Finance & Resources on the developments to date. The following points were noted:

- The release of Growth Deal 3 expected imminently.
- The local LEP had asked for additional information to back up the bid proposal.
- A development group has been established which includes Member Debbie Matthewson.

The Board asked to receive a copy of the draft milestones.

A further update is expected at next month's Board meeting.

10. TEACHING AND LEARNING REPORT

The Board **noted** the Lesson Observation Report Window 3 (2015/16), including grade profile, teaching and learning targets, use of ILT, key themes and re-observations.

The data in respect to year to date grade profile was discussed and the following noted:

- 86% graded good or better (2015/16 target of 82%) with 31% graded as outstanding (2015/16 target 33%).
- Average learner score 8.4 (2015/16 target 8.5)

The Vice Principal Curriculum and Quality informed the Board that 25 learning walks had been completed by members of SMT to ascertain the quality of teaching and learning with an additional focus placed on punctuality, target setting and maths & English. The VP C&Q announced that the evaluation of the grade profile supported the process and grades awarded within this window.

The Board were informed that Window 4 (07 March 2016 to 18 March 2016) had been completed, the outcomes of which would be reviewed at next month's Board meeting.

The Lead Governor Teaching and Learning had no comments to add on this occasion.

11. LEGAL, POLICY AND REGULATORY MATTERS

a. Student Union Constitution

The Corporation **APPROVED** the Student Union Constitution. Changes to reflect actual proceedings would be made to the wording of Article 4.6 and to the job description at point 5.1ix. The length of this document was questioned and the Principal confirmed that this was under review, the outcome of which would be reported to the Board at a later date.

b. 2016/17 Meeting Dates

The Corporation **APPROVED** the 2016/17 meeting dates as set out in the Clerk's paper.

**Principal / VP
F&R**

VP C&Q

Principal

c. Safeguarding and E&D

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

- An increase in Safeguarding incidents reported – the VP C&Q did not express any immediate concerns at this increase as it is likely to be the direct result of easier reporting mechanisms
- Prevent Training – Yeovil College ahead of other institutions
- Sickness cover arrangements for Head of Student Experience
- Additional input/updates from Safeguarding and E&D Lead Governors at future Board meetings.

d. Student Voice

There was no student representation at today's meeting.

e. Staff Voice

The Business Support Staff Governor wished to report:

- Staff lounge now open
- Staff Association events continue to be a success
- Staff remote access to emails and documents from home. Principal and Staff Governor to discuss further outside of this meeting.

The Teaching Staff Governor wished to report:

- Attendance at Staff Voice meeting – introduced as a Governor and not in a managerial role.
- Communication scored 7-8, very positive.

RISK MANAGEMENT AND INTERNAL CONTROLS**a. Whistleblowing Policy and Procedure**

Based on the recommendation of the Audit Committee, the Board **APPROVED** the updated Whistleblowing Policy and Procedure.

b. Sentencing Council Guideline

The Board **noted** the Clerk's paper which detailed the potential increased liability the organisation could face following the enforcement of The Sentencing Council Guideline for Health & Safety, Corporate Manslaughter and Food Safety & Hygiene offences" which came into effect on the 01 February 2016.

c. Liability and Corporation Members

The Board **noted** the Clerk's paper which informed Governors about their position and risks in relation to personal liability and the Corporation.

d. Other Audit Committee Business

The Corporation noted the other business of the Audit Committee of 09 March 2016, as recorded in detail in its distributed draft minutes. Items highlighted included:

- IT Presentation
- Risk Management
- SORP

- Budget Setting preparations
- Health & Safety update
- Audit and Assurance Tender update

13. ANY OTHER BUSINESS

Noted as none.

14. FUTURE MEETINGS

The next Ordinary Meeting of the Corporation meeting to be held on **Thursday 28 April 2016 at 4.30pm*** in Room G108, First Floor, Ashdown Building, Yeovil College.

***Post meeting note:** A Strategy Session will start at 1.30pm to review the 3 Year Strategy Plan. The full Board meeting will commence immediately after at c. 3.30pm.

Meeting closed at 7.10pm

APPROVED 28 APRIL 2016

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