

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 25 May 2017 at 4.30pm
In Room G108, Ashdown Building, Yeovil College**

Members (16): Sam Best*; Amanda Broom*; Ken Comber; Jacquie Dean [Chair]*; John Evans [Principal]*; Dave Gladding*; 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]; Derrick Goddard [Staff]* *Item 2 onward*; Steve Chattell [Director of Staff and Student Experience]* *Items 3 & 4 only*

1. MEETING PRELIMINARIES

Apologies for absence were received from Members Ken Comber and Scott Roy. The Vice Principal Curriculum and Quality had also given apologies.

Member Sam Best joined the meeting at 16:45.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. TEACHING STAFF GOVERNOR – EXTENSION TO TERMS OF OFFICE

The Board **APPROVED** a recommendation from the Search and Governance Committee to extend the end date of the current Teaching Staff Governor by a further 2 months to ensure continuity for the remainder of this academic year. Derrick Goddard would continue to serve as the Corporation's Teaching Staff Governor until the 31 July 2017.

The Clerk informed the Board that the nomination process for a new Teaching Staff Governor (from September 2017 onwards) had already begun which an expression of interest already received from one member of staff. The timetable for the election process was reviewed and the deadline for nominations noted as midday on Monday 12 June 2017. If two or more candidates stand, voting by ballot box will take place on Monday 26 and Tuesday 27 June. The Board will formally approve the chosen candidate at its meeting on Thursday 06 July 2017.

3. STAFF ABSENCE: LONG TERM SICKNESS

Confidential minutes were recorded separately.

At its meeting on 27 April, the Board, as part of its regular review of KPIs, wanted to better understand why, since November 2016, staff sickness had been showing a trend of around 4.5% against a target of only 3% and requested a report for presentation at today's meeting from the Director of Staff and Student Experience.

4. **GENDER PAY GAP**
Confidential minutes were recorded separately.

The Board **noted** a report that had been prepared by the Director of Staff and Student Experience. Yeovil College is required by law to publish an annual gender pay gap report. The differences between gender pay gap and equal pay were explained to the Board.

A table showing pay quartiles by gender was referred to and had been calculated using standard methodologies used in the Equality Act 2010 (Gender Pay Gap information) Regulations 2017.

Yeovil College is confident that the gender pay gap, in any area, does not stem from paying women and men differently for the same or equivalent work, it is simply the direct result of the roles in which women and men work within the organisation.

Steve Chattell was thanked and left the meeting at 17:10

5. **FINANCIAL UPDATE**
Confidential minutes were recorded separately.

The Board discussed and **noted** the following reports:

- Informal notes taken at the Finance Group Meeting held on 04 May 2017
- March Management Accounts 2017
- KPIs

6. **COLLEGE ESTATES**
Confidential minutes were recorded separately.

The Principal verbally updated the Board on latest developments in respect to:

- New Build projects – Davinci Restaurant and Construction Centre
- North Dorset Technical College
- Holcote House
- Hollands House
- Seaton Mews Motor Vehicle Centre

7. **TEACHING AND LEARNING**

In the absence of the Vice Principal Curriculum and Quality, the Principal provided an update on:

Performance headlines

The Board were updated on the latest target setting data which included information on the variances in some curriculum areas. It was noted that there had been a cautious rather than optimistic approach taken in predictions this year. The Quality and Assurance Group would meet in September to discuss success rates and achievements.

Safeguarding and Equality & Diversity (SED)

The Board were updated on Safeguarding and E&D matters. It was brought to the Members attention that to date, 76 safeguarding incidents had been reported.

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

Confidential minutes were recorded separately.

Student Voice

The following points were raised:

- the Chair of the Corporation had attended the Student Voice meeting on 18 May and was very well received. All Governors were encouraged to attend forthcoming meetings
- Discussion had taken place regarding printing costs/charges
- Student radio – probably not being pursued at the moment as associated costs are impractical
- Organisation of some exams in HE should have been managed better, in terms of room locations/times. The principal apologised and explained the exceptional circumstances.

Staff Voice

Staff Governors wished to express that there had been a real sense of working together across all areas of College these past few weeks during the exams period. Staff had gone above and beyond their call of duty even collecting students from home to ensure they met the exam deadline.

8.

PRINCIPAL'S REPORT

The Corporation **noted** a verbal update from the Principal on the following subjects:

- Pre-16 Sponsorship
- BTEC Level 3 Performing Arts
- HE Graduation preparations
- Somerset County Council - Somerset Growth Plan 2017-2020

In addition, the Board also **noted** the Operating Statement, particularly noting the two red rag rated actions. The Board were encouraged to note that the majority of key actions/developments had been green rag rated.

9.

CHAIR'S REPORT

The Corporation noted business from today's earlier Search and Governance Committee Meeting, this included:

- a reminder to all Governors to send requests, if any, to the Clerk for items of business that they would like considered for inclusion on the strategy day agenda
- Self-Assessment arrangements – the skills audit would no longer be part of the annual collective self-assessment process. This form would just be completed by new members on application, but governors should ensure they advised the Clerk of any additions to their skills.

10.

MINUTES OF CORPORATION MEETINGS

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

- 27 April 2017 Public

- 27 April 2017 Confidential

Both sets of minutes were signed by the Chair.

11. 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.

12. LEGAL, POLICY and REGULATORY MATTERS

Based on the recommendation of the Search and Governance Committee, the Corporation APPROVED:

- an extension to the end date of the current Vice Chair of the Corporation Terms of Office from 22/07/2017 to **31/12/2018**
- the re-appointment of Sam Best as an Independent Corporation Member (Governor) for a further 4 year term of office

Equality and Diversity Policy

The Board **APPROVED** the revised Equality and Diversity Policy which had been updated to reflect changes to job roles and responsibilities. The policy was signed by the Chair.

Equality and Diversity Annual Report

The Board **noted** the Equality and Diversity Annual Report that had been prepared by Steve Battersby, Director of School Partnerships & Innovation and Michelle Dennett, Head of Student Experience.

13. ANY OTHER BUSINESS

Prior to today's meeting, there was a request made by the Vice Principal Finance and Resources for an item of AOB to be included on the agenda. This request was approved by both the Chair and the Clerk.

Supplemental Agreement – Somerset County Council and Yeovil College

The Board **agreed** the Supplemental Agreement in respect to a variation to the "Original Agreement" between YC and SCC regarding the Hinkley/growth deal funding project. This was to formally acknowledge the Longstop Practical Completion Date of 28 February 2018. The agreement was signed by the Chair.

14. NEXT ORDINARY MEETING

Thursday 15 June 2017 at the end of Strategy Day.

Meeting closed at 19:00

APPROVED 15 JUNE 2017

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