

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 26 January 2017 at 3.30pm (at the end of the Strategy Day) In Room A309/10, Kingston 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\*; Paul Roy\*; Scott Roy\*; Richard Smith\*; Peter Thomas [Vice Chair]\*; Gayle Pogson [Staff]\* *from item 2 onwards*

**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 Amanda Broom and Clare Johnston. The meeting remained quorate throughout.

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

### 2. BUSINESS SUPPORT STAFF GOVERNOR

Following the standard nomination process carried out in December 2016, the Corporation **APPROVED** the appointment of Gayle Pogson as the new Business Support Staff Governor with immediate effect for a four year term of office. Gayle was welcomed to the meeting.

### 3. CHAIR'S REPORT

The Corporation noted the Chair's Report including key agenda items from today's earlier strategy event, the informal notes of which the Clerk would file separately.

During the Strategy Day, the Board discussed and debated, at great lengths, matters in respect to:

- Outcomes of the Staff Survey - review of "happy chart"
- Financial position and 3 year plan
- Estate buildings
- Demographics and increasing our marketing share
- Strengths, Weaknesses, Opportunities and Threats (SWOT)

All key discussions and recommendations to the Board from today's strategy event in relation to the above have been recorded separately in a confidential set of minutes.

#### **Governor Chats**

The Board **APPROVED** a recommendation supported by the Chair and Vice Chair of the Corporation to change the current format of how the Governor Chats are conducted. Usually carried out on a

one to one basis, the meetings will now be done via three small group discussions led by the Chair, Vice Chair and Board Member Debbie Matthewson. Individual meetings can be arranged for newly appointed members or for any Governor who wishes to express any matters that they would not feel comfortable addressing in a group discussion. The Clerk will contact all members outside of today's meeting with dates for group discussions.

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

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

- 08 December 2016 Public
- 08 December 2016 Confidential
- 08 December 2016 Strictly Confidential – limited distribution

All three 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.

#### 6. **FINANCIAL Update including management accounts**

Finance had been the subject of key sessions during today's strategy event. The Board rigorously reviewed the following reports:

- December Management Accounts
- 3 Year Financial Plan
- KPIs
- Informal notes from the Finance Group Meeting held on the 13 January 2017

All key discussions relating to this item have been recorded separately in a confidential set of minutes.

#### 7. **PRINCIPAL'S REPORT**

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

- Ofsted
- University of Somerset
- Teachers into Industry
- BU
- Night School
- KPIs

*Confidential minutes were recorded separately*

There were no strategic actions to approve within the report.

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

## 8. TEACHING AND LEARNING

### Window 2

The Corporation **noted** the outcomes of the Lesson Observations (window 2) which had been completed on 03 December 2016. 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 38%
  - Average learner score of 8.5 – profile for the year to date is 8.48.
- Moderating exercises with assessors prior to the completion of window 3 to ensure teaching grades reflect in class performance

Window 3 noted as w/c 23 January to 03 February 2017. The Board will receive the outcomes of this window at its meeting on 23 March 2017.

### Target Setting 1

The Board received an update from the Vice Principal Curriculum and Quality in respect to the outcomes of the Target Setting meetings that took place with curriculum managers in December 2016.

The Board noted the predicted success, retention and achievement rates for 16-18 and 19+ (excluding English and Maths) and 16-18 and 19+ (including English and Maths).

## 9. LEGAL, POLICY and REGULATORY MATTERS

- a. The Corporation **noted** a verbal update on Safeguarding and E&D matters presented by the Vice Principal Curriculum and Quality. The Board were informed of the number of incidents that have occurred to date since the start of the academic year and were also made aware that the severity of incidents has significantly increased. E-tutorials are available for students on sexual health awareness, eating disorders and financial health. The Board were informed that 500 students recently attended a Health and Wellbeing event held in College and that the College will host a SEND Careers Fayre in March.
- b. **Lead Governors Voice: Safeguarding and Equality & Diversity**  
Sam Best, Safeguarding Lead Governor, informed the Board of the following:
  - College received 98% pass rate on its annual Safeguarding Audit which was submitted to the Support Services Education on 11 November 2016;
  - Substantial Assurance provided by Mazars LLP (Internal Auditors) following an audit of the College's arrangements for Safeguarding and Prevent;
  - Clarity still needs to be sought on the Board's

- responsibility in respect to Safeguarding (Early Years Foundation) at the College's Children Centre;
- Sam continues to meet with the Head of Student Experience, Michelle Dennett, after each SED meeting;
- Sam conducted her own audit trail on three separate cases and confirmed that all processes/actions had been met.

**c. Student Voice:** No comments were noted on this occasion.

**d. Staff Voice:** It was noted that colleagues at recent staff voice meetings have commented that the College should be shouting out more about its recent successes. Management confirmed that this is part of the new marketing strategy going forward.

**10. NEW BUILD UPDATE**

The Board **noted** an update from the Vice Principal Finance and Resources in respect to the Hinkley C Project for the extensions to both the carpentry workshop and Davinci Restaurant and were informed of the reasons behind some of the recent delays. A financial summary report (costs and funding) had been included within the Management Accounts. The project remains on budget.

**11. AREA REVIEW**

The Board **noted** a verbal update from the Principal in respect to the ongoing area review process. In addition, the Board also **noted** the minutes taken at the Informal Area Review Group Meeting which was held with some members of the Board on the 13 January 2017. The Board were reminded that SMT were required to submit an options assessment summary and financial plan by the 31<sup>st</sup> January to the JARDU confirming the Corporation's recommendation to remain stand alone.

The final JARDU Steering Group Meeting is scheduled for 01 March 2017. The Board will be informed of the outcomes of this meeting when it next meets on 23 March.

**12. ANY OTHER BUSINESS**

There were no other items of business on this occasion.

**13. NEXT ORDINARY MEETING**

Thursday 23 March 2017 at 16:30.

**APPROVED 23 MARCH 2017**

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