

**Minutes of a meeting of the Corporation of Yeovil College  
Held on Thursday 26 May 2016 at 4.30pm  
In The Boardroom, SMT Suite, Yeovil College**

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

**In attendance (5):** Jo Farrant [Clerk]\*; Emma Cox [Vice Principal Finance & Resources]\*; Nikki Sendell [VP Curriculum & Quality]\*; Mark Lawrence\* (*Item 1 only*); Steve Chattell\* [Head of HR] (*Items 8f & 8g only*)

**1. APPOINTMENT OF A NEW CORPORATION MEMBER**

The Corporation **APPROVED** the appointment of Mark Lawrence as an External/Independent Corporation Member (Governor) for a 4 year term of office from 01 September 2016 subject to the usual conditions. After today's meeting, Mark will be asked to consider the title of Lead Governor for Secondary Education. Mark will be invited to attend the Corporation Strategy Day on the 16 June.

**2. MEETING PRELIMINARIES**

**a. Apologies** for absence were received from Members Sam Best, Dave Gladding, Derrick Goddard, Linda Jones, Hayley Kitto, Tim Sweeney and Paul Taylor. Apologies for leaving the meeting early were received from Member Richard Smith who would be leaving at 6.15pm.

The meeting remained quorate throughout.

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

**3. CHAIR'S REPORT**

The Corporation **noted** the Chair's Report including key agenda items and outcomes from today's earlier Search and Governance Committee meeting that were not covered elsewhere on today's agenda. The Board were informed of the following:

**a. Board and Committee Membership**

Tim Sweeney's decision to no longer serve on the Remuneration and S&G Committees. Peter Thomas, as the Corporation Vice Chair, has joined both these committees as an ex-officio trustee.

Resignation of Paul Taylor who would Chair his final Audit Committee meeting on the 08 June. Ken Comber agreed to act as the interim Chair of the Audit Committee until a new Chair is appointed. The Board **agreed** to this appointment. An external vacancy would be advertised in the Autumn term.

**b. Governor Chat outcomes**

The vast majority of actions and recommendations detailed within

the synopsis report had already been completed. The Chair reported that the annual self-assessment and skills questionnaire will remain unchanged but the process will be made easier by the Clerk pre-populating each individuals form with last year's answers.

The Chair then updated the Board on matters concerning:

**c. Informal Finance Group Meeting 28 April 2016**

The Board had been issued with a copy of the informal notes that had been taken at the meeting by the Clerk and would be kept on file as an aide memoire. The Board had already been verbally updated on the key outcomes of the finance meeting at its last Board meeting in April.

**d. SFA meeting (No.6) 12 May 2016**

The Chair reported that this meeting had been attended by the Principal, Vice Principal Finance & Resources, Chair of the Corporation, Lead Governor Finance and the Clerk. There were no significant matters that needed to be raised to the Board. During the meeting, the SFA reviewed the Operating Plan, cash flow, KPIs. The next meeting takes place on Tuesday 07 June 2016.

**4. MINUTES OF CORPORATION MEETINGS**

The Corporation **APPROVED** the following minutes as a correct record and for website publication:

**a. 28 April 2016 Public**

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.

*Confidential Minutes were recorded separately.*

**6. FINANCIAL UPDATE**

The Corporation then **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 with particular focus on any red rag rated items and developments
- April 2016 Management Accounts
- KPI's

*Confidential Minutes were recorded separately.*

**7. PRINCIPAL'S REPORT**

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

- a. Schools update
- b. Devolution update
- c. Work Based Learning (WBL) Employer Logo
- d. Somerset Principal Meeting
- e. Higher Education Review (HER) update
- f. Matrix Review

*Confidential Minutes were recorded separately.*

8.

## **LEGAL, POLICY AND REGULATORY MATTERS**

### **Based on the recommendations from the Search and Governance Committee, the Corporation APPROVED:**

- a. the re-appointment of Dave Gladding as an Independent Corporation Member (Governor) for a further 2 or 4 year term of office effective from 09 July 2016. The exact number of years will be determined by a discussion with Dave after today's meeting.
- b. the re-appointment of Paul Clowes as a Co-Opted Member of the Audit Committee for a further 4 year period effective from 01 August 2016.

### **Other Items**

- c. **Policies and Delegation**  
The Corporation **noted** the annual Policies monitoring information and **APPROVED** the delegation and associated arrangements as set out in the paper.
- d. **Sustainability Policy**  
The Corporation **APPROVED** the new Sustainability Policy and agreed to the recommendation to delegate future approvals of this policy to SMT.
- e. **Equality and Diversity Policy**  
The Corporation **APPROVED** the Equality and Diversity Policy.
- f. **Shared Parental Leave Policy & Procedure**  
The Corporation **APPROVED** the new Shared Parental Leave Policy and Procedure and **agreed** to the recommendation to delegate future approvals of this policy to SMT.
- g. **Local Government Pension Scheme Discretions Policy**  
The Corporation **APPROVED** the new LGPS Discretions Policy and **agreed** to the recommendation to delegate future approvals of this policy to SMT.
- h. **Safeguarding and Equality & Diversity**  
The Corporation **noted** a verbal update on Safeguarding and E&D presented by the Vice Principal Curriculum and Quality. Particular points noted were:
  - 55 safeguarding incidents reported.
  - Mandatory safeguarding training to be given to all staff and Governors in the very near future.

- Brexit Debate for staff and students on Friday 27 May 2016. Board members had been invited to attend.
- Introduction of new coloured lanyards (orange) to clearly identify safeguarding officials in College.

i. **Lead Governors Voice: Safeguarding and E&D**

No additional updates to be noted on this occasion.

j. **Student Voice**

No updates to be noted on this occasion.

k. **Staff Voice**

The Board were made aware of some events organised over the next term. Particular reference was made to the Reach for Rio challenge that has been well supported by staff. The challenge is exercise the 5653 miles from Yeovil College to the Olympics in Rio between the 23 May and the 21 August.

9. **RISK MANAGEMENT AND INTERNAL CONTROLS**

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.

10. **ANY OTHER BUSINESS**

No other business noted on this occasion.

11. **NEXT ORDINARY MEETING**

**Corporation Strategy Day: Thursday 16 June 2016**

Boardroom, Conference Centre, Yeovil Town Football Club  
Registration at 9.15am

Followed by an Ordinary Board Meeting at c.4.15pm (at the end of the Strategy Day).

**Meeting closed at 6.35pm**

**APPROVED 16 JUNE 2016**

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