

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 27 April 2017 at 4.30pm In the SMT Suite Boardroom, 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]\*;

### 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Members Amanda Broom, Clare Johnston, Paul Roy and Richard Smith. 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:** Member Debbie Matthewson declared an interest in respect to agenda item 3a, a mid-year review of subcontractors, which included details on her employer, Yeovil District Hospital. In accordance with 10.1 of the Instrument and Articles, Debbie did not take part in any consideration of this item.

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

### 2. APPRENTICESHIP REFORM

The Board **noted** an update from the Director of Employer Engagement in respect to the implementation of the apprenticeship reform and the impact this will have upon funding, frameworks and assessments.

Particular reference was made to the following points during the update:

- The College had been successful in its application to the Register of Apprenticeship Training Providers (RoATP) and is approved to deliver apprenticeships under the reformed system from 1<sup>st</sup> May 2017;
- Funding allocations for non-levy contracted employers has been delayed from 1<sup>st</sup> May to Dec 2017;
- The developed Added Value Strategy is gaining traction in the market with the College offering full contract management which appears to be a different approach to what other providers are offering;
- Agreements and Memorandums of Understanding have been exchanged with 10 new levy employer business partners within the past few months, some local and some

- regional, across a range of difference sectors;
- Complexities around the new funding methodology could require a greater capacity needed with the College's Finance, MIS and Employer Engagement departments;
- Complexities remain around the Frameworks and new Standards to use from the 1<sup>st</sup> May;
- Complexities continue around the End Point Assessments, operating such centres will require a great deal more resource and at this point working in collaboration with other colleges is the most likely option.

Further updates on the reform will be discussed at the 15 June Corporation Strategy Day.

**Director of EE**

### 3. **SUB-CONTRACTING**

#### **Mid-year Review**

The Board **noted** an update from the Director of Employer Engagement in respect to subcontractor arrangements and levels of assurance following a mid-year review of each individual subcontractor. The summary informed Governors of the current contract allocation against the original contract amount, an update on learners and quality assurance/performance. The Board were content that appropriate due diligence and management processes were in place to maintain compliance with SFA regulations.

The Board will be presented with the 2017/18 Subcontracting Strategy at its meeting on 15 June.

**Director of EE**

#### **Increase to contract allocation – Integer Training Limited**

The Board **approved** an increase to the maximum contract value of £126,625 to Integer Training Limited for Classroom Learning (Adult Education Budget). An "Addendum to Contract" would be signed by the Chair on behalf of Yeovil College.

*Mark Bolton was thanked and left the meeting at 17:05.*

### 4. **LEVEL 3 TASK AND FINISH GROUP OUTCOMES**

The Board **noted** a presentation from the Interim Head of Marketing and the Director of School Partnerships and Innovation in respect to the findings and recommendations from the A-Level (and Level 3) Task and Finish Group.

The Board were reminded that during the January 2017 Corporation Strategy Day, the Principal led a session on SWOT and one of the areas of threat recognised by Board Members and SMT was the limited provision of Level 3 and A-Level courses. To this end, an A-Level and Level 3 Task and Finish Group was immediately set up consisting of a diverse selection of people from both within the College and external to the College to focus on ways to grow and expand the provision at Yeovil College. A total of 6 recommendations were listed in a report by order of priority and risk and were detailed in the paper provided.

One recommendation that sought approval by the Corporation was to differentiate the A-Level/Level 3 provision from the current Yeovil College branding strategy and support a naming convention it in its entirety to the Kingston Sixth Form Centre.

After discussion and debate, and in order to draw a conclusion to the proposed recommendations, the Chair asked Members to show their approval by a show of hands. **A clear expression of support was made.** A couple of Members voiced their concerns that changing the name alone would not be enough, more fundamental changes would need to be made in addition to this, including the expansion of the current offer of A-Level and Level 3 courses, maintaining 100% pass rate and the enhancement of value added. The Board were informed that the college were working closely with local schools to see what subjects were being selected by students as part of their options in order to ascertain what subjects will be in demand. As a result of these findings, the College would now be offering Spanish courses from September 2017.

The Board were informed that £10,000 had been included in the 2017/18 budget to cover the costs of an A-Level open day, new prospectus and advertising/marketing.

*Katherine Bolton and Steve Battersby were thanked and left the meeting at 17:45*

## 5. CHAIR'S REPORT

The Corporation noted business from today's earlier Search and Governance Committee Meeting.

The Board **approved** the following recommendations:

- An extension to the end date of the current Chair of the Corporation Terms of Office from 22/07/2017 to **31/07/2018**;
- The reappointment of Sam Best as an Independent Governor for a further 4 year period from 17/07/2017. Sam would continue in her role as Safeguarding Lead Governor;
- The appointment of Paul Roy as the Finance Lead Governor from 04 May 2017 onwards (following Richard Smith's resignation – details below);
- The addition of formal Quality and Assurance Group Meetings to the yearly meetings schedule from 2017/18 onwards. A minimum of two meeting to be held a year (September and February). Peter Thomas, the Lead Governor for Quality and Assurance will Chair these meetings.

The Board **noted** the following:

- The resignation of Richard Smith from the Board (Richard will Chair the Finance Group Meeting on 04 May 2017);
- The Terms of Office end date for Derrick Goddard, Staff Governor Teaching, as 21/05/2017. Derrick did not wish to stand for election for a further term. Derrick was thanked for his service to the Corporation. The Clerk would start the nomination process;
- The Terms of Office end date for Linda Jones as 22/07/2017. Linda did not wish to be considered for a further term;
- The outcomes of the Governor Consultation Meetings. Members were reminded that they should send details to the Clerk on matters they would like to see discussed at the Corporation Strategy Day in June. The Chair and Principal will consider these items when preparing the agenda.

## 6. MINUTES OF CORPORATION MEETINGS

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

- 23 March 2017 Public
- 23 March 2017 Confidential

Both sets of minutes were signed by the Chair.

## 7. 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.

At this point of the meeting, the Principal updated the Board on latest developments in respect to **Holcote House** (which remains on the market) and **Hollands House** (de-cant from the building and put further plans on hold for the short term in order to concentrate on the two new build projects).

## 8. FINANCIAL UPDATE including management accounts

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

*Confidential minutes were recorded separately.*

## 9. TEACHING AND LEARNING

In the absence of the Vice Principal Curriculum and Quality, this report was presented by Derrick Goddard, Head of Quality Assurance.

The Board **noted** the Lesson Observation Report Window 4, 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:

- 88% lessons graded good or better (target of 87%)
- 36% lessons graded outstanding (target of 34%)
- 8.57 average learner score (target of 8.5)
- Currently 47 staff members working with teaching and learning coaches, 7 of which require high support/very frequent contact.

At this point of the meeting, the Board noted a tabled paper detailing external applications for 2017/18 as at 25 April 2017 compared to the same time last year. The report showed a positive picture, with 255 more applications than this time last year. A significant increase in A-Level applications was very encouraging.

*Confidential minutes were recorded separately.*

## 10. PRINCIPAL'S REPORT

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

- Bus routes
- Institutes of Technology
- Education and Skills Funding Agency merger (now ESFA)
- Buildings update
- Post 16 Skills Plan
- KPIs and Operating Statement which reports good progress across the majority of areas with retention continuing to be higher than the same time last year. The report does however identify a very small negative variance in retention of level 2 courses (both 16-18 and 19+). CAMs have been tasked with following up on this.
- Night School – numbers have tripled since the first round of programmes

*Confidential minutes were recorded separately.*

There were no strategic actions to approve within the report.

In addition, the Board also **noted** the Operating Statement, particularly noting the red rag rated actions. The Vice Principal Curriculum and Quality will update the Board, at its next meeting, on developments in respect to A Level master classes for gifted students.

VP C&Q

## 11. LEGAL, POLICY and REGULATORY MATTERS

### **Retention of Records Policy**

The Board **APPROVED** the new Retention of Records Policy and agreed to the recommendation to delegate future approvals of this policy to SMT.

### **Controlled Assessments Policy**

The Board **APPROVED** the new Controlled Assessments Policy and agreed to the recommendation to delegate future approvals of this policy to SMT.

### **Policies and Delegation**

The Corporation **noted** the annual policies monitoring information and **APPROVED** the delegation and associated arrangements as set out in the paper.

### **2017/18 Corporation and Committee Meeting Dates**

The Corporation **APPROVED** the 2017/18 meeting dates as set out in the Clerk's paper noting that the November 2017 Board meeting would be chaired by the Vice Chair, Peter Thomas.

### **Safeguarding and Equality & Diversity**

The Board **noted** a verbal update on Safeguarding and E&D matters presented by the Safeguarding Lead Governor. The following updates were noted:

- 67 incidents reported year to date;
- Safeguarding matter raised by the Children's Centre, not of a serious nature. Safeguarding Lead Governor had made a visit to centre;

- Schools have reported a considerable amount (105) of “at risk” learners transitioning to further education from September, the amount coming to Yeovil College is currently unknown;
- No longer a need for Local Safeguarding Boards, however Somerset are continuing to operate;
- New IT software has been installed following an incident where a student was able to download information on weapons;
- Prevent Action Plan now in place detailing procedures to follow in the rare event of a firearms or weapon attack. Police advice has been taken and the College has adopted the Run, Hide, Tell approach. Posters will be placed around College;
- Audit trail conducted by the Safeguarding Lead Governor on a couple of cases to check that procedures and processes are in place and fully embedded. There was nothing to report and all cases had been appropriately managed.

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

No additional comments were added to those already recorded above.

**Student Voice**

The Board were informed of the following:

- Student Union has been worked hard to establish charity links. Students will be taking part in the forthcoming Colour Run;
- The FE Student Governor expressed some concern about how the new prevent procedure, Run, Hide and Tell would be communicated to all students across campus as relying on posters may not be enough. Assurance was given that additional lines of communication would also be used such as Moodle and tutorials.

**Staff Voice**

The Board were informed that the Business Staff Governor had attended a recent staff voice meeting to update attendees on matters that had been discussed by the Board at recent Corporation meetings.

12.

**ANY OTHER BUSINESS**

**Yeovil College 130 Years Celebration**

Governors were reminded of the event taking place on Friday 07 July 2017 to celebrate 130 years of Yeovil College serving the local community. Interest to attend must be registered by 5pm on Thursday 04 May 2017.

13.

**NEXT ORDINARY MEETING**

Thursday 25 May 2017 at 16:30.

*Meeting closed at 19:00*

**APPROVED 25 MAY 2017**