

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 28 April 2016 at 3.45pm (at the end of the Strategy Session)
In The Boardroom, SMT Suite, 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 (5): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*; Paul Bailey [Director of HE] (*Item 2 only*)*; Mark Bolton [Director of Employer Engagement] (*Item 3 only*)*

1. MEETING PRELIMINARIES

a. **Apologies** for absence were received from Members Sam Best, Lee Brooks, Clare Doran (now Johnston); Linda Jones, Hayley Kitto, Richard Smith and Tim Sweeney. Apologies for leaving the meeting early were received from Member Jagtar Ner who would be leaving at 5.30pm.

The meeting remained quorate throughout.

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

2. HE UPDATE

In advance of today's meeting, the Board had received a report from the Director of HE, Paul Bailey, which provided an overview of current matters relative to the College's HE offer, including:

- Current application profile
- New partnerships and curriculum developments
- Office for Fair Access (OFFA)
- Strategies moving forward:
 - Higher and Degree Apprenticeships
 - College to consider attaining Degree Awarding Powers (DAP)

The main topic of discussion was based on the Higher Education Review (HER) which would take place over 3 days starting on Tuesday 17 May 2016 led by the Quality Assurance Agency (QAA). The purpose of this review is to evaluate the College's practice in managing HE, maintaining academic quality and standards and enhancing learning opportunities, strategic aims and objectives. Teaching and learning would not be reviewed during the visit. The Board's HE Lead Governor, Derek Esp would meet with the QAA reviewers on the first day of the review. The College would not know its outcome until 2 weeks post conclusion.

Paul would be invited to the Corporation meeting on 16 June to update the Board on the outcomes of the HER. Paul was

thanked for his time today and he, his team and the HE Lead Governor were wished the very best of luck in the upcoming review.

The Board agreed that they should receive an HE Update from Paul Bailey twice a year. This would be added to the Corporation's work programme for next year.

Paul left the meeting at 4.10pm.

3. **APPRENTICESHIP REFORM**

In advance of today's meeting, the Board had received a report from the Director of Employer Engagement, Mark Bolton, which provided information on the Apprenticeship Reform and the activity being undertaken by the College to manage and mitigate any risk that the reform poses to the institution, its customers and stakeholders.

In addition to this report, Mark had prepared some additional powerpoint slides that were viewed upon screen and which would be circulated to all Board Members after today's meeting.

The significant points noted during Mark's presentation were:

- Employer levy aimed to be introduced from April 2017 which will affect all businesses with a payroll over £3,000,000 having to pay a 0.5% levy tax
- Implementation of new funding methodology in full by 1st August 2017
- Publicly funded organisations to employ 2.3% of annual headcount as apprenticeships to be introduced from 1st August 2017
- The College has representatives participating in 4 Trailblazers and are regularly attending provider briefings by the SFA, AoC and awarding organisations in order to maintain up to date information

Mark Bolton would provide further updates to the Board in a timely manner as and when appropriate and would be invited to attend a Corporation meeting in the Autumn term (earlier if required). The next time the Board meet with Mark, they would like to see a report on the number of small to medium sized businesses in the area and what percentage of those the College supply to.

Mark was thanked for his time and left the meeting at 4.45pm.

4. **CHAIR'S REPORT**

The Corporation **noted** the Chair's Report including key agenda items and outcomes from today's Informal Finance Group Meeting (detailed in agenda item 7) and the additional Strategy Session which had been called to review the 3 Year Strategy Plan. Formal approval of the plan would be made by the Board at the Strategy Day in June.

The Chair then updated the Board on matters concerning:

SFA meeting (No.5) on 12 April 2016

The Chair reported that this meeting had been attended by the

**Director of
Employer
Engagement**

Principal, Vice Principal Finance & Resources, Chair of the Corporation and Clerk and was once again a very positive meeting. During the meeting, the SFA reviewed the February 2016 Management Accounts and flexed budget along with the cash flow, bank position and 16/17 EFA and SFA allocations. The next meeting takes place on Thursday 12 May 2016.

5. **MINUTES OF CORPORATION MEETINGS**

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

- a. 24 March 2016 Public
- b. 24 March 2016 Confidential

The minutes were signed by the Chair.

6. **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.

Particular reference was made to the outstanding action concerning the winding up of the YCBF. The Chair requested that this action be addressed with immediate action.

Clerk

7. **FINANCIAL UPDATE**

The Board had been informed during the Chair's Report (agenda item 3) that an Informal Finance Group Meeting had taken place earlier this afternoon in order to address the queries which had been raised by a number of Board Members at the Corporation Meeting on 24 March during their rigorous review of the February 2016 Management Accounts and Flexed Budget 2015-16.

Informal notes were taken at this meeting and would be kept on file as an aide memoire. The following points were mentioned as the main outcomes of today's finance meeting:

- a greater need for the Corporation to have assurance on the **full year** forecast of the profit line (surplus/deficit) and net cash flow with clear details on the factors/assumptions which drive the expected year end surplus up or down either way
- The Board should review a set of key assumptions along with a clearly written report on Risk and Opportunities for the 2016/17 phased budget. These reports would be prepared by the Vice Principal F&R and brought to the Board for debate
- A further Finance Group Meeting would be arranged to focus primarily on the apprenticeship budget and the income and expenditure balance sheet line by line

VP F&R

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
- March 2016 Management Accounts
- KPI's

During the review of the KPIs, Members expressed their reliance of the data contained within the report but felt that it was too busy and that the Board would benefit from a summary sheet simply explaining the key facts that should be brought to their attention. The VP Finance and Resources would act upon this request.

VP F&R

8. PRINCIPAL'S REPORT

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

- 16-19 Study Programmes
- Leonardo (Finmeccanica) helicopter
- Area Review Update
- Screwfix Sponsorship
- Truro College Visit
- Marketing – Think Differently
- Career College Update
- KPIs and Operating Statement Update

Member Jagtar Ner left the meeting at 5.30pm

9. TEACHING AND LEARNING REPORT

The Board **noted** the Lesson Observation Report Window 4 (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 33% graded as outstanding (2015/16 target 33%).
- Average learner score 8.4 (2015/16 target 8.5)
- Profile for lessons graded with a single observer as good or better is 100% (33% higher than joint observations at 67%)
- Currently 41 staff members working with teaching and learning coaches
- Action plans are prepared to support lecturers graded a 3 or 4

At its next meeting in June, the Board would receive a fully detailed report summarising the outcomes of all four observation windows.

10. LEGAL, POLICY AND REGULATORY MATTERS

a. 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:

- 62 safeguarding incidents reported

- Head of Student Experience being phased back into role gradually

b. Lead Governors Voice: Safeguarding and E&D

The Safeguarding Lead Governor, Sam Best, was absent from today's meeting.

In addition to the verbal update reported by the VP C&Q, the E&D Lead Governor, Debbie Matthewson, wished to add the following points:

- E&D training is of a very good standard
- Employers well supported concerning Prevent training/matters
- Improvements have been made with regards to the processes for supporting young adults

c. Student Voice

There was no student representation at today's meeting. The Board **accepted** a request made by the VP C&Q to receive video updates from the two Student Governor's if they are unable to attend a meeting, particularly around the time of exams.

d. Staff Voice

The only matter that was brought to the Board's attention was that staff felt communication across College had been significantly improved.

**11. RISK MANAGEMENT AND INTERNAL CONTROLS
Including Audit Committee Business**

Based on the recommendation of the Audit Committee following a Special Meeting earlier this afternoon, the Corporation **APPROVED** the appointment of Mazars for both internal and external audit service provider for a 3 year term from the start of the new academic year (subject to an annual performance review by the Audit Committee on behalf of the Corporation).

12. ANY OTHER BUSINESS

Members were reminded of the next **Strategy Day on Thursday 16 June 2016** (venue to be confirmed). An agenda would be circulated in due course.

13. NEXT ORDINARY MEETING

4.30pm on Thursday 26 May 2016.

Meeting closed at 6.15pm

APPROVED 26 MAY 2016

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