

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 09 May 2019 at 16:30
In Room A110/A111, First Floor Kingston Yeovil College**

Members: Sam Best*; Mike Brinson*; Ken Comber*; Jacquie Dean [Chair]*; John Evans [Principal]*; Lee Harwood*; Jessica Hughes [Student FE]*; Mark Lawrence; Rebecca Marshall; Netta Meadows*; David Mills; Paul Morey [Staff]*; Jagtar Ner*; Gayle Pogson [Staff]*; Scott Roy*; Peter Thomas [Vice Chair]*

In attendance:

All Items: Mark Bolton [Vice Principal Curriculum & Quality]*; Emma Cox [Vice Principal Finance & Resources]*

Item 2 only: Michelle Blundell [Children's Centre Manager]*

Item 3 only: Rose Cooper [HE Manager]*

Clerk: Kaz Corbett*

**indicates presence at meeting*

1. MEETING PRELIMINARIES

Apologies for absence were received from Mark Lawrence, Rebecca Marshall and David Mills.

The meeting remained quorate throughout.

Declarations of Interest: None declared on this occasion.

2. HE UPDATE

The Board had invited Rose Cooper, HE Manager, to today's meeting to present an update on HE provision at the College.

Particular points noted during the update included:

- 17 Courses are currently running at the University Centre, in partnership with 5 HE providers
- 173 current students, with 145 of those in their 'first year'. HE study does not have the same linear timelines as FE, so not all of these students enrolled in 18/19
- 30 full time and 10 part time applications received for 19/20 to date
- Recruitment for 18/19 was slightly better than 17/18, but is part of a downwards trend
- Achieving OfS registration was difficult; maintaining it will continue to be just as challenging

The Board asked for a summary of the Centre's key goals. Rose explained that ensuring the right courses are offered for the local market is key to growing the provision. The VP C&Q added that Childhood Studies/ Early Years is the most successful area, because it matches the needs of the local market and is effectively timetabled for students in employment. Strong relationships with local Early Years providers ensures that the College is their first choice. The new Social Work degree, launching in September, is hoped to replicate this success.

The Principal reminded the Board that since the removal of the Student Number Control, smaller University Centres have struggled with a consistent decline in numbers. Remaining competitive is a challenge, especially with some Universities making unconditional offers for places.

The Board expressed its belief in the importance of continuing to provide a route into HE for members of the local community, especially those who are unable to attend a mainstream University.

The Board thanked Rose for the update.

Jagtar Ner arrived at 16.45.

Rose Cooper left the meeting at 17:00.

3. CHILDREN'S CENTRE UPDATE

The Board noted a verbal update from Michelle Blundell, Children's Centre Manager alongside an on-screen presentation. Particular points noted during the presentation included:

- The Centre is part of the 'SoundWaves' action research project, and has hosted CPD events for local providers at the College
- The Centre has set up a lending library, which is well used
- Staff have become involved with promoting Yeovil College at Careers Fairs
- Centre contributed £68.5k in 2017/18, which represents 16.5% of the College's total income. Current figures for 18/19 are comparable
- The remainder of the year presents a challenging forecast, due to 3 staff currently being on maternity leave out of 18 staff (4 full time, 14 part time). The Centre also has its own bank of supply staff
- The Centre was last inspected by Ofsted in December 2017 (Good with Outstanding features); next inspection due September 2019. The team have worked hard to address all recommendations made in the last report
- 4 staff are trained in 'working together to safeguard children', supporting Michelle as the Centre's DSL. They work closely with the College's DSL to share good practice
- Increasing the capacity of the baby room would generate more income for the Centre. This has been planned for in the Accommodation strategy

The Board **approved** the Children's Centre Admissions, Fees and Funding Policy, on the recommendation of the Finance and Remuneration Committee.

The Board thanked Michelle for her informative presentation.

Michelle Blundell left the meeting at 17.25

4. MINUTES OF THE LAST MEETING

The Board **APPROVED** the following minutes as true and accurate records of the meeting held on:

- 21 March 2019 Public
- 21 March 2019 Confidential

The minutes were signed by the Chair.

5. MATTERS ARISING

The Action and Query sheet was reviewed, updated and noted. With regard to the action recorded at the Board's last meeting concerning protective clothing for CSOs, the Principal informed the Board that Stab Vests had been purchased and were available for use.

6. CHAIR'S REPORT

The Board **noted** the Chair's Report which included headline updates on:

Breakfast Briefing

The Chair announced that the Breakfast Briefing held at the end of Spring Term had been a success, and was well received by those that attended. She extended her thanks to everyone that had been involved, and hoped to arrange another event in the future.

IoT Success

The Board noted the College's success as part of SWIFT's IoT bid.

Change of Q&A Committee to C,Q&A

The Chair informed the Board that a minor change was sought to the title of the Quality and Assurance Committee, to reflect the need for Curriculum to remain a responsibility of the Board. The proposed change to Curriculum, Quality and Assurance was **supported unanimously by the Board**.

Social Media Update

The Chair was pleased to announce that the College had achieved top position on the Edurank ratings. The Marketing team were congratulated for this remarkable achievement.

FE Commissioner's Letter

The Board noted a letter sent to all Chairs and Principals from the FE Commissioner.

7. PRINCIPAL'S REPORT

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

- IoT Success
- New Director of Curriculum Role
- The potential of future Capital Grants for FE Colleges
- 2019-2022 Strategic Aims
- Slight Management Structure Change
- '*Pleased to meet you*' Sessions
- New proposed focus in Teaching, Learning and Assessment
- In Year Progress: KPIs and Operating Statement update

One member asked whether the Board would receive adequate time to thoroughly examine the detail of the IoT project. The Chair assured the Board that Scott Roy was working closely with the Senior Team as the Board's representative, and once final terms and conditions are available the Board will likely hold a Special Meeting for final discussions before any approval is made.

The Board then noted the updated Operating Statement for 2018/19. Particular attention was given to items that had been RAG rated amber, there were no red rated items to note.

8. TEACHING AND LEARNING

The Board noted a tabled Paper from the VP C&Q detailing a summary of the Teaching, Learning and Assessment learning walks carried out during Window 4, alongside a brief verbal commentary.

9. FINANCIAL UPDATE

The Board **noted** the March 2019 Management Accounts and related financial commentary in addition to noting a verbal update from the Vice Principal Finance and Resources. Full details of these discussions are recorded separately in a confidential set of minutes.

10. ESTATES UPDATE

The VP F&R informed the Board that initial surveys of potential work to be completed with IoT funding have been carried out by Estates. The team have also considered the priorities if the College does not proceed with the IoT.

Further points on this item are detailed in a separate set of Confidential Minutes.

11. LEGAL, POLICY and REGULATORY MATTERS

Equality and Diversity Policy

The Board **APPROVED** the updated Policy with recommendation from the Equality and Diversity Lead Governor.

Admissions Policy

The Board **APPROVED** the updated Admissions Policy.

Policy Approvals and Delegation arrangements

The Corporation **noted** the annual policies monitoring information and **APPROVED** the delegation and associated arrangements as set out in the paper. Any outstanding items will be followed up by the VP F&R.

VP F&R

Safeguarding and Equality & Diversity (SED)

The Board **noted** a verbal update on Safeguarding and Equality & Diversity from the Lead Governor Safeguarding. Particular points noted included:

- 476 Concerns have been registered on MyConcern up to 24 April
- Further training and Safeguarding Updates are to be added to Moodle. The Chair highlighted that all Governors had access to Moodle, and asked the Clerk to ensure new Governors had been issued with a login and access instructions
- College DSL to meet with a local school's DSL to improve understanding and utilisation of MyConcern. Lead Gov continues to be concerned by the extra workload it is currently generating.
- An additional package has been purchased to ensure Moodle is accessible for all users
- The Gender Pay Gap Report states that female employees at the College are earning 20% less than men, however this does not account for factors such as part time vs full time contracts. The Director of Curriculum & HR has adjusted the figures to account for these factors; the Board would like to see this paper, alongside benchmarking information

Clerk

Director of Curriculum and HR

The VP C&Q added that support was ongoing for all students and staff affected by the tragic loss of one of the College's students.

Student Voice

The Student Governor had no points to raise on this occasion. The VP C&Q reported that Student Voice meetings have been well attended of late. The Student Governor added that Students felt they were listened to; the recent removal of the Smoking Shelter had occurred due to issues raised at Student Voice.

Staff Voice

The following points were raised by the Staff Governors in attendance at today's meeting:

- Both Staff Governors will be attending Staff Voice meetings as a representative of the Board to ensure communication goes both to and from the Board
- Teaching Governor highlighted that the College is now entering the difficult period of the year for exams, course completion and progression.

Whistleblowing, H&S and Fraud

There were no incidents to report on this occasion. The VP F&R informed the Board that there has been a renewed focus on Health and Safety within the College, alongside the new process which has been introduced. An internal audit on Healthy and Safety has also taken place; the report and its recommendations will be reviewed at the next meeting of the Audit Committee.

12. RISK MANAGEMENT AND INTERNAL CONTROLS

There were no risk management items to report.

13. ANY OTHER BUSINESS

The Board noted the difficulties faced by Yeovil Town FC, and acknowledged the potential risk to the College.

The Chair updated the Board on matters relating to future Leonardo contracts, as discussed by the Finance and Remuneration Committee.

14. NEXT ORDINARY MEETING

Thursday 13 June at the end of Strategy Day.

15. PAY REVIEW

This section of the meeting took place in a Strictly Confidential session. Minutes of the Remuneration items discussed at the Finance and Remuneration Committee's meeting would remain Strictly Confidential/limited distribution.

Members **noted** a verbal update from the Chair of the Corporation regarding Remuneration business discussed at the Finance and Remuneration Committee's meeting on the 2 May 2019. The Corporation supported the recommendations of the Committee with regards to Pay Reviews.

Meeting closed at 1900.