

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 07 July 2016 at 4.30pm
In The Boardroom, SMT Suite, Yeovil College**

Members (17): 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*; Peter Thomas [Vice Chair]*.

In attendance (4): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*; Mark Bolton [Director of Employer Engagement]* *(Item 2 only)*

Preceding today's meeting, the Vice Principal Curriculum and Quality facilitated a safeguarding refresher training session for Board members. Refresher training is mandatory for all staff (including Governors) every three years and forms part of the annual report and audit required by the Somerset Safeguarding Children Board. The Board last received training in March 2013. An additional training session would take place early in the new academic year for those Governors who were not able to attend today's session.

1. MEETING PRELIMINARIES

- a. **Apologies** for absence were received from Members Derek Esp, Linda Jones and Scott Roy. Apologies for lateness were noted from Richard Smith who arrived at 4.45pm. Apologies for withdrawing from the meeting early were received from Hayley Kitto who departed at 6pm.
- b. **Declarations of Interest:** none declared.

**2 and
11c**

SUB-CONTRACTING ARRANGEMENTS FOR 2016/17

The Board **noted** the schedule of current contracts and partnership fees presented by the Director of Employer Engagement.

During the review of this item, a Conflict of Interest was declared by Member Debbie Matthewson in respect to the College's partnership arrangements with her employer Yeovil District Hospital. There were no discussions or decisions made relating to this particular interest that warranted a need for Debbie to withdraw.

A change to the order of business was recommended at this stage to allow the Board to review the Sub Contracting Supply Chain Fees and Charges Policy whilst having the Director of Employer Engagement in attendance.

The Board noted that two versions of this policy had been submitted for formal approval. An update to the 2015-16 policy had been made following due-diligence checks by the SFA which

required some small amendments to be made to the policy that the Board originally approved in July 2015.

The Board then **APPROVED**:

- 11c(i) Sub Contracting Supply Chain Fees and Charges Policy 2015-16
- 11c(ii) Sub Contracting Supply Chain Fees and Charges Policy 2016-17

Richard Smith joined the meeting at 4.40pm.

Mark Bolton was thanked for his time and left the meeting at 4.50pm

3. **CHAIR'S REPORT**

The Corporation **noted** the Chair's Report which included an update on:

SFA meeting (No.8) 30 June 2016

This meeting had been attended by the Principal, Vice Principal Finance & Resources and the Chair of the Corporation. During the meeting the SFA reviewed the draft financial plan, May Management Accounts and KPIs. This was once again a very positive meeting with no matters of concern to bring to the Board's attention. The next meeting takes place on Thursday 25 August 2016.

4. **MINUTES OF CORPORATION MEETINGS**

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

- a. 16 June 2016 Public
- b. 16 June 2016 Confidential

The 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. **PRINCIPAL'S REPORT**

The Board **noted** the Principal's comprehensive report with particular emphasis upon:

- Colfox Model
- AoC Principals' and Chairs' Meeting with additional commentary from the Corporation Vice Chair who had attended this meeting in the Chair's absence
- Regional Schools Commissioner Meeting
- Somerset Skills and Employability Board
- Area Review
- SFA Employer Satisfaction Survey 2015-16
- Operating Statement

7. **STRATEGIC PLAN 2016-17**

The Board **APPROVED** the College's Strategic Plan for 2016-19 which was discussed in detail at the Corporation Strategy Day on 16 June.

8. **FINANCIAL UPDATE**

The Corporation **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. This report showed excellent progress across the majority of areas with the majority of targets completed. The Board noted that of the 54 individual actions, 48 had been achieved, 5 partially and only 1 remained as red. Those outstanding actions would be carried over to next year's operating statement.
- May Management Accounts
- KPI's. The Board noted the simplified format showing top level detail only.

9. **BUDGET AND 3 YEAR FINANCIAL FORECAST**

The following items and reports were noted during discussion:

- Financial objectives
- Impact of the SORP (FRS102)
- 2015-16 outturn against the original budget
- Balance Sheet 2016/17
- Cashflow 2016/17
- Bank covenants
- Financial Health Scoring
- Assumptions

Separate confidential minutes were recorded.

Before making a formal approval, the Board referred to the checklist that had been provided by the SFA and EFA for colleges to use when completing their financial plan. The Board had all received a copy of the funding bodies Financial Planning Handbook prior to today's meeting. The Head of Finance had cross referenced the checklist against the college's financial plan. The Board briefly discussed the points that had been marked with a 'no' under section 4 of the checklist (key assumptions) but unanimously agreed that sufficient commentary had been provided and that the checklist should be changed to say "yes".

The Board then **APPROVED** the submission of the Budget and Financial Forecast with any minor final adjustments/wording delegated to the Principal and Vice Principal Finance and Resources in consultation with the Chair. Final submission would be made to the SFA by 31 July 2016.

10. **TEACHING AND LEARNING REPORT**

The Board **noted** the full Lesson Observation Report for 2015-16 including grade profile, curriculum area analysis, teaching and

learning targets, use of ILT, key themes and re-observations. The main points noted were:

- 86% of lessons graded good or better (exceeding target of 82%).
- Level 2 observation grades noticeably lower than other levels and may need to be a focus for CPD in the new academic year.
- Assessors were observed using the same criteria of which 92% were graded good or better.
- 33% of teaching staff grading as outstanding

The proposed observation windows for 2016/17 were noted as:

- Window 1 w/c 03 October – 14 October 2016
- Window 2 w/c 21 November – 02 December 2016
- Window 3 w/c 23 January – 03 February 2017
- Window 4 w/c 13 March – 25 March 2017

Hayley Kitto left the meeting at 6pm. This would be Hayley's last Corporation meeting as FE Student Governor. Thanks were recorded in respect of her contribution to the work of the Corporation. A short presentation took place.

11.

LEGAL, POLICY AND REGULATORY MATTERS

a. Attendance Policy

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

b. Malpractice and Maladministration Policy

The Board **APPROVED** the Malpractice and Maladministration Policy noting just one change to be made to the contact name under "The Reporting of Malpractice" section on page 4. The Board agreed to the recommendation to delegate future approvals of this policy to SMT.

c. Sub-Contracting Supply Chain Fees and Charges Policy

Minuted under Item 2.

d. Business Cycles and Terms of Reference 2016/17

The Board **APPROVED** the Business Cycles and Terms of Reference for itself and its Committees for 2016/17.

e. Corporation Seal

The Board **noted** that the Corporation Seal had not be used during 2015/16

f. Confidential Material Annual Review

The Board carried out its Annual Review of Confidential Material in accord with the Instrument of Government, balancing Freedom of Information and Data Protection responsibilities. With no amendment to the Clerk's paper, the Corporation **AGREED** that the material it currently holds as confidential is consistent with relevant legislation and with the Governance Code. An up to date list of all confidential material will be maintained by the Clerk and available to Members upon request.

g. Annual Insurance Arrangements

The Board **noted** the preparation in respect of the College's Annual Insurance Arrangements as set out in the paper provided by the Vice Principal Finance and Resources. As there were still some quotes to obtain, the Board **agreed** to delegate final approval to the Vice Principal Finance and Resources, Chair and Lead Governor Finance.

h. Safeguarding Policy

The Board **APPROVED** the Safeguarding Policy. The Safeguarding Lead Governor pointed out that the Local Safeguarding Children Board (LSCB) should now be referred to as the Somerset Safeguarding Children Board (SSCB) within the Policy.

i. Annual Safeguarding Report

The Board **noted** the Annual (internal) Report on Safeguarding.

j. Safeguarding and Equality & Diversity

The Board **noted** a verbal update on Safeguarding and E&D presented by the Vice Principal Curriculum and Quality. In particular, the Board noted that 68 safeguarding incidents had been reported over the course of the year.

k. Lead Governors Voice: Safeguarding and Equality & Diversity

No comments were noted on this occasion.

l. Student Voice

No comments were noted on this occasion.

m. Staff Voice

The Staff Governors informed the Board on developments made since the last meeting in respect to the Reach for Rio Competition organised by the Staff Association. The challenge being to exercise the 5653 miles from Yeovil College to the Olympics in Rio, all in the name of getting active and having fun. Staff have already clocked up well over 8000 miles. The Board was also informed about the Battle of the Sponge Bake Off where winners would be announced at the end of year staff event on 12 July. It was agreed that both events should be reported on in the local newspaper.

The Board was also shown the new Staff Forum on the college's portal page which had been generated following suggestions made at staff voice meetings.

12. 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.

13. ANY OTHER BUSINESS

No other business noted on this occasion.

14. NEXT ORDINARY MEETING

4.30pm on Thursday 13 October 2016.



Meeting closed at 6.20pm



APPROVED 13 OCTOBER 2016

