

**Minutes of a meeting of the Corporation of Yeovil College  
Held on Thursday 08 December 2016 at 4.30pm  
In the Boardroom, SMT Suite, Yeovil College**

**Members (19):** Sam Best\*; Amanda Broom\*; Ken Comber\*; Jacquie Dean [Chair]\*; Derek Esp; John Evans [Principal]\*; Dave Gladding\*; Derrick Goddard [Staff]; Maxwell James [Student]\*; Clare Johnston [Student]; Linda Jones\*; Mark Lawrence\*; Debbie Matthewson\*; Jagtar Ner\*; Paul Roy\*; Scott Roy\*; Richard Smith; Peter Thomas\* [Vice Chair]

**In attendance (4):** Jo Farrant [Clerk]\*; Emma Cox [Vice Principal Finance & Resources]\*; Nikki Sendell [VP Curriculum & Quality]; Steve Chattell [Director of Staff and Student Experience]\* [Item 3 & 4 only]; Mark Bolton [Director of Employer Engagement]\* [Item 5 only]

## 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Derek Esp, Derrick Goddard, Clare Johnston, Richard Smith and Nikki Sendell. Two Members departed before the end of the meeting, Paul Roy at 6.15pm and Jagtar Ner at 6.30pm. The meeting remained quorate throughout.

**Declarations of Interest:** Member Debbie Matthewson declared a conflict of interest in respect to agenda item 5a Yeovil District Hospital Learning Provision Sub-Contract. 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.

**Resignation:** The Board noted that Member Tim Sweeney had regrettably resigned from the Board with immediate effect. The Board acknowledged Tim's 10 years of dedicated service to the College.

**Farewell:** The Board noted that today would be Member Derek Esp's final Corporation meeting as his current term of office ends on the 31 December 2016. The Board acknowledged Derek's 17 years of dedicated service to the College.

## 2. BUSINESS SUPPORT STAFF GOVERNOR

The Board were informed that Gayle Pogson, Work Experience Co-ordinator, had been nominated for the role of Business Support Staff Governor. Three nominations in total had been received but as the only eligible nomination, Gayle would be duly elected unopposed. The Board will formally approve this appointment at its meeting on 26 January 2017. The Board wished to thank all staff who had taken the time to consider this post.

## 3. STAFF SURVEY

Steve Chattell, Director of Staff and Student Experience, presented a summary of the results from the recent Staff Survey.

The report clearly indicated significant improvements made since last year's survey and both Management and Governors reported that they were overall pleased with the outcomes recorded. Some areas of concern were still evident that require further improvements and the number of questions within the survey need further rationalisation.

Steve was invited to attend the Corporation Strategy Day on 26 January 2017 in order to present a report on the evidence of change and to look at the areas of discontent as detailed on the "Happy Chart".

Steve was congratulated by the Board for the significant turnaround of results recorded since last year's survey.

**Director of Staff and Student Experience**

**4. APPRAISAL CYCLE**

The Board considered a proposal made by Steve Chattell, Director of Staff and Student Experience in respect to the appraisal process. After consideration of both options, the Board **APPROVED** the proposal to move the full appraisal window to November and the mid-year review to June/July of each year. This will allow managers to grade performance with a full and objective understanding of the previous year's performance data and will ensure that all staff follow their Departmental Operating Plan.

**Steve Chattell left the meeting at 5.05pm.  
Mark Bolton joined the meeting at 5.05pm**

**5. SUBCONTRACTING**

In accordance to 16.7 of the Financial Regulations, any quotations or contracts over £100,000 + VAT must have the consent of the full Corporation.

The Board **considered** and **APPROVED**:

- a. Learning Provision Sub-Contract between Yeovil College and Yeovil District Hospital NHS Foundation Trust;
- b. revised Subcontracted and Partnership Fees & Charges 2016-17 and Sub-Contracting Procedures Manual 2016-17;
- c. an order in relation to the Hinkley C project (roof and wall cladding to carpentry workshop). The Board noted that the project remains in budget.

**Mark Bolton left the meeting at 5.10pm.**

**6. MINUTES OF CORPORATION MEETINGS**

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

- 10 November 2016 Public
- 10 November 2016 Confidential

The 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. The Board agreed that the historical action in relation to the YCBF should be removed from the sheet with immediate effect as necessary advice has been obtained from the Charities Commission and auditors. The Clerk is taking necessary action to transfer the funds to the College and close the account. A meeting will be arranged for the Trustees to agree who should continue to administer the funds to ensure the continuation of financial support to students.

**8. CHAIR'S REPORT**

The Corporation **noted** the Chair's Report. This included an update on the advertisement for a Chair (Desig) to the Corporation. The Board were informed that one applicant had expressed an interest and would meet with the Chair, Vice Chair and Principal in the new year. The advert would run again in early in the new year with a deadline of the 31 January. Further updates will be made at the January Board meeting.

**9. PRINCIPAL'S REPORT**

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

- Student Success
- Update on BAE/UAE proposal
- Update on Area Review
- HEFCE
- BU
- Leonardo Helicopter presentation

There were no strategic actions to approve within the report.

In addition, the Board also noted the Operating Statement and received a verbal update on Teaching and Learning. The Board were informed that the issues with disparity between single and joint observations would be addressed through moderation and training prior to window 3.

**10. COLLEGE'S SELF-ASSESSMENT REPORT 2015-16**

The Corporation noted the College's Self-Assessment Report (SAR) which had been completed by the Principal and Vice Principal Curriculum and Quality with contributions from all areas of the College, including the Clerk's summary of the Corporation's self-assessment work.

Unlike the Financial Statements in Item 11 below (which the Corporation are required to approve and make public), the SAR is an internal review which provides the basis on which to maintain strengths and improve quality. The SAR would be uploaded to a secure web gateway where it could be viewed only by regulatory bodies.

The Corporation **APPROVED** the College's Self-Assessment Report for 2015-16.

**11. FINANCIAL STATEMENTS PAPERWORK 2015-16**

The Corporation **noted** the Audit Completion Report (Management Letter) which covered both the Financial Statements and Regularity Assurance. Subject to the satisfactory conclusion of remaining audit work, Mazars LLP anticipate issuing an unqualified opinion without modification.

The Corporation **APPROVED** the 2015/16:

- Financial Statements
- Operating and Financial Review
- Statement of Corporate Governance and Internal Control
- Statement of Responsibilities
- Statement on the College's Regularity, Propriety and Compliance with Funding body terms and conditions of funding
- Letters of Representation

**12. FINANCIAL Update including management accounts**

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

Discussion and debate primarily focussed on:

- 2016/17 income budget
- Income, Pay and Non-Pay assumptions
- Income variances against original budget

*A separate record was made of confidential minutes.*

**13. AUDIT COMMITTEE BUSINESS (including Risk Management and Internal Controls)**

The Corporation **noted** the following 2015/16 Annual Reports:

- a. **Annual Report – Risk Management**
- b. **Annual Report – Audit Committee**, which included the following assurance statement from the Committee to the Corporation, to the Principal (as Accounting Officer) and to the Skills Funding Agency:

*“Having regard to the reports of the Internal Audit Service and the Financial Statements/Regularity auditors and on the basis of the work of the Committee during the year, it is our conclusion that the College has an adequate and effective framework for governance, risk management and control to ensure that the Corporation has fulfilled its statutory responsibility for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets, and to manage the achievement of its objectives”.*

In addition, the Corporation also **noted**:

- c. key business from the draft minutes of the last Committee meeting (23 November 2016) not covered elsewhere on today's agenda (including risk).

**14. LEGAL, POLICY and REGULATORY MATTERS**

- a. The Corporation **APPROVED** the re-appointment of Scott Roy as an Independent Corporation Member (Governor) for a further 2 year period from 21 December 2016.
- b. The Corporation **APPROVED** the data that was submitted to the Support Services Education on 11 November 2016 in respect to the Governors/Directors Annual Safeguarding Audit. The Corporation noted that the majority of provision had been graded “Standards met” and those that are in “in progress” or have “some action required” are being addressed appropriately.
- c. The Corporation **APPROVED** the mid-term updates to the Safeguarding Policy to reflect the recent Safeguarding Audit (item 14b). The policy was signed by the Chair.
- d. The Corporation **noted** a verbal update on Safeguarding and E&D matters presented by the Safeguarding Lead Governors. Amanda Broom would attend the next SED meeting on the 11 January as the official E&D Lead Governor.
- e. **Lead Governors Voice: Safeguarding and Equality & Diversity** No additional comments were noted on this occasion.
- f. **Student Voice** Matters were raised in respect to refurbishment needed to the toilet facilities in the Ashdown Building. Maxwell and the Principal would arrange to meet outside of today’s meeting to discuss further.
- g. **Staff Voice** Staff Governor not present on this occasion.

**15. NEW BUILD UPDATE**

The Board **noted** a financial summary report (costs and funding) in respect to the Hinkley C Project for the extensions to both the carpentry workshop and Davinci Restaurant. All costs to date remain within budget. Further updates will continue to be made by the Vice Principal Finance and resources at each Board meeting.

**16. AREA REVIEW**

The Board **noted** a verbal update from the Principal on the Area Review process, particular points noted included:

- Site visit had taken place on 28 November 2016;
- JARDU Steering Group Meeting 2 had taken place on 07 December 2016 and was attended by the Principal and Member Debbie Matthewson;
- An Options’ Proposal/Assessment including latest financial information to be submitted to the JARDU by 31 January 2017 in order to test our stand-alone preference;
- Original schedule of 5 Steering Group Meetings have been reduced to just 3, the final one being held on 01 March 2017.

**17. ANY OTHER BUSINESS**

There were no other items of business on this occasion.

**18. NEXT ORDINARY MEETING**

Thursday 26 January 2017 at the end of the Corporation's Strategy Day.

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**19. CONFIDENTIAL ITEM**

The Clerk, Staff Governors and Student Governors withdrew from the meeting for the consideration of a confidential item.

*The outcomes of this discussion were recorded in a strictly confidential set of minutes.*

***The meeting closed at 6.45pm***

**APPROVED 26 JANUARY 2017**

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