

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College

Held on Wednesday 10 December 2014 from 4.30pm

Venue: UG10/11 (Lecture Theatre), University Centre Yeovil, 91 Preston Road, Yeovil

Members: Sam Best*; Jacquie Dean [Chair]*; Derek Esp; John Evans [Principal]*; Charlotte Galway [Student]*; Dave Gladding*; Derrick Goddard [Staff]*; Linda Jones; Jagtar Ner; Scott Roy*; Tim Sweeney [Vice Chair]; Paul Taylor; Peter Thomas*, *and after Item 2 - Lee Brooks [Staff]**

In attendance

All Items: Lily Garth [Clerk]*

Items as shown: Nikki Sendell [Vice Principal Curriculum & Quality]*

Items as shown: Paula Brown [Director: HR, Customer Services, Marketing, Communications]*

Items as shown: Janice Tipper [Head of Finance]*

Items as shown: David Goodwin-Dickens [Interim Head of Estates]*

** Indicates presence at this meeting*

The meeting was quorate throughout

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies: Derek Esp, Linda Jones, Jagtar Ner, Tim Sweeney and Paul Taylor.

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

2. BUSINESS SUPPORT STAFF GOVERNOR

Following the recent nomination and election process, the Corporation **APPROVED** the Appointment of Lee Brooks as the new Business Support Staff Governor with immediate effect for a four year term of office. Lee was welcomed to the meeting and to his new role.

3. MINUTES OF THE CORPORATION MEETING HELD ON: 15 October 2014

The Corporation **APPROVED** all of the following minutes as a correct record and **APPROVED** the public minutes for website publication:

- a. 12 November Public
- b. 12 November Confidential

The minutes were signed by the Chair.

4. MATTERS ARISING

The action and query sheet was reviewed, updated and **noted**.

Contract related to new Construction Centre Build

The Corporation noted the report from the Interim Head of Facilities and **APPROVED** the use of the Corporation Seal on the Construction Centre Build contract, authorising any two

Governors to sign on the Corporation's behalf. The Chair did not participate in this approval.

The Interim Head of Facilities left the meeting.

Yeovil College Bursary Foundation (YCBF)

The Corporation **noted** that it had not been practical to hold an Autumn term meeting of the YCBF and **accepted** this departure from the recitals. Members also **noted** the YCBF Chair's report on matters which were under consideration including possible changes to the purpose, name and future of the YCBF in its current form. The College Chair would write a letter of thanks to the Lions for its recent YCBF donation.

A separate record was made of confidential minutes.

5. CHAIR'S MEETING INTRODUCTION AND REPORT

The Corporation **noted** the Meeting Introduction and Chair's Report. This included:

- A discussion about potentially holding more Corporation meetings on Thursdays (Wednesdays) – this idea suited the majority of Members, but had some practical College implications which would be taken into account in planning the 2015/16 meeting schedule
- Emphasis/Main foci of this meeting (Self Assessment Report and End of year audit/finance approvals)
- The Corporation noted progress on the potential Career College on which a business case was awaited. It was **agreed** that the Principal would present the business case alongside a report on other top College strategic priorities at the January 2015 meeting. This discussion overlapped with points 2,3, 4 and 7 of the Principal's Report.

Principal

6. PRINCIPAL'S REPORT

The Corporation **noted** the comprehensive Principal's Report, including the Operating Statement. On this occasion there was particular emphasis upon:

- Latest Performance Management
- Construction Centre progress
- Pay Award update.

A separate record was made of confidential minutes.

7. MANAGEMENT ACCOUNTS/FINANCIAL REPORT

The Corporation **noted** the latest Management Accounts.

A separate record was made of confidential minutes.

8. AUDIT COMMITTEE BUSINESS (Including Risk Management and Internal Controls)

The Corporation **noted** the following 2013-14 Annual Reports:

- a. **Annual Report – Health & Safety**
- b. **Annual Report – Risk Management**
- c. **Annual Report – Internal Audit Service**
- d. **Annual Report – Audit Committee**, which included the following assurance statement from the Committee to the Board and Principal:

“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.”

The Corporation also **noted** the key business from the draft minutes of the last Committee meeting not covered elsewhere on today’s agenda (including risk). Discussion was consistent with the detail recorded in the Audit Committee minutes.

9. **FINANCIAL STATEMENTS PAPERWORK 2013-14**

The Corporation **noted** the Audit Findings Report (a.k.a. Management Letter) of the External Auditor Baker Tilly UK Audit LLP. This covered the Financial Statements and Regularity audits which had both resulted in clean/unqualified opinions. The Audit Committee Chair highlighted key aspects of the Committee’s discussions with the External Auditors (the detail of which is contained within the Audit Committee minutes). The Corporation’s debate was consistent with that of the Audit Committee.

The Corporation **noted** the 2013/14 External Auditor’s Findings Report (Management Letter). The Corporation **APPROVED** the 2013/14:

- 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.

10. **COLLEGE’S SELF-ASSESSMENT REPORT 2013-14**

The College Self Assessment Report (SAR) had been completed in a timely and effective manner, co-ordinated 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 and comment from the Teaching and Learning Lead Governor.

Unlike the Report and Financial Statements in Item 9 above (which the Corporation was required to approve and make public), the SAR was not intended for public consumption but rather as an internal review which provided the basis on which to maintain

strengths and improve quality. Although the SAR related to the Corporation's Quality Article Duty and to regulatory expectations, technically the College was not required to produce this report and the Corporation was not required to approve it. 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 2013-14, and **noted** an accompanying presentation. .

11. Other LEGAL, POLICY and REGULATORY MATTERS

- a. The Corporation **APPROVED** the Equality and Diversity Policy.
- b. The Corporation **APPROVED** the reappointment of Peter Thomas as an Independent Governor from 01 January 2015 for a four year term of office.
- c. The Corporation **APPROVED** the College Walks – Governor involvement/plan (with an understanding of the associated practical/diary challenges)
- d. **Safeguarding**
- e. **Equality and Diversity**
The Corporation **noted** the regular Equality and Diversity and Safeguarding reports presented by the Vice Principal Curriculum and Quality. The content of these reports would be kept within the Corporation file and be available to Governors on request.
- f. **Student Matters/Learner Voice**
The Corporation **noted** the Student Voice Report which included fundraising activities and Prevent training.

12. ANY OTHER BUSINESS

A separate record was made of confidential minutes.

13. NEXT MEETING

The Corporation **noted** plans, including draft business, for the next ordinary Corporation meeting to be held on 29 January 2015.

The meeting closed at 6.40pm.

APPROVED 29 JANUARY 2015