

**Minutes of a meeting of the Corporation of Yeovil College  
Held on Thursday 10 November 2016 at 4.30pm  
In Room G108, Ashdown Building, Yeovil College**

**Members (19):** Sam Best\*; Amanda Broom\*; Ken Comber; Jacquie Dean [Chair]; Derek Esp\*; John Evans [Principal]\*; Dave Gladding\*; Derrick Goddard [Staff]; Clare Johnston [Student]\*; Linda Jones\*; Mark Lawrence\*; Debbie Matthewson\*; Jagtar Ner\*; Scott Roy; Richard Smith\*; Tim Sweeney; Peter Thomas\* [Vice Chair]\*; Paul Roy\* [Item 2 onwards]; Maxwell James\* [Student] [Item 3 onwards]

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

**1. MEETING PRELIMINARIES**

- In the absence of Jacquie Dean, today's meeting was chaired by the Corporation's Vice Chair Peter Thomas.
- **Apologies** for absence were received from Members Ken Comber, Jacquie Dean, Derrick Goddard; Scott Roy and Tim Sweeney.
- **Declarations of Interest:** none declared.

**2. APPOINTMENT OF A NEW CORPORATION MEMBER**

The Corporation **APPROVED** the appointment of Paul Roy as a new Corporation Member for a 4 year term of office from 10 November 2016 and as a member of the Audit Committee (subject to the usual conditions).

In addition, the Corporation also **APPROVED** the appointment of Paul Roy as Chair of the Audit Committee from 08 March 2017. This appointment will be reaffirmed again nearer the time.

Paul was welcomed to the meeting

**3. APPOINTMENT OF A NEW FE STUDENT GOVERNOR**

The Board **APPROVED** the appointment of Maxwell James as FE Student Corporation Member with immediate effect up to 31 July 2018 (subject to the usual conditions).

Maxwell was welcomed to the meeting.

**4. APPRENTICESHIP REFORM**

The Board received an update on the Apprenticeship Reform from the Director of Employer Engagement. During the update the Board were informed about:

- The main elements of the reform, otherwise known as the 5 pillars. This includes employer led Trailblazers, new short

and concise standards replacing complex frameworks in April 2017, all apprenticeships to have end point assessments to ensure that all apprentices are fully competent by the end of their apprenticeship, apprenticeships to last at least 12 months and greater funding control for employers.

- Methods for paying the levy for both levy and non-paying levy employers. Co-investment ratio of 9:1 (90% Government / 10% employer contribution. There will be no waived co-investment for employers with >50 employees.
- 15 new funding bands ranging from £1,500 - £27,000 depending on level and type of apprenticeship.

The Board felt well informed of the complexities and associated risks to the College.

The Director of Employer Engagement would be invited to attend the Corporation's Strategy Day in January 2017 with a significant amount of time allocated on the agenda to address the strategy on how the College drives this reform forward.

**Director of  
Employer  
Engagement**

Mark was thanked for this time and left the meeting at 5.45pm.

## 5. **MINUTES OF CORPORATION MEETINGS**

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

- 13 October 2016 Public
- 13 October 2016 Confidential

The minutes were signed by the Vice Chair (*acting as Chair*).

## 6. **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.

## 7. **CHAIR'S REPORT**

The Corporation **noted** the Chair's Report including key items of business covered elsewhere on today's agenda.

## 8. **FINANCIAL UPDATE**

The Board **noted** the September 2016 Management Accounts which had been prepared comparing actuals with the budget for 2016/17 (approved in July 2016). The Board noted that there are no significant variances to budget at this stage for both Pay and Non Pay costs. Significant income variances against the budget were explained in respect to HE

The Board were satisfied that the College is maintaining a healthy cash balance position in line with the budgeted year end position. The Vice Principal Finance and Resources was commended for this achievement despite ongoing historical challenges as explained in a confidential set of minutes.

*Confidential minutes were recorded separately.*

## 9. PRINCIPAL'S REPORT

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

- Enrolment update
- Somerset Business Awards
- Ofsted update
- Dutch link
- The Park School
- UAE Proposal
- Gryphon School
- Matrix Accreditation
- SFA Employer Satisfaction Survey 2015/16
- Area Review Update
- HEFCE

On this occasion, there were no strategic actions to approve within the report.

*Confidential minutes were recorded separately.*

Derek Esp left the meeting.

## 10. TEACHING AND LEARNING REPORT

The Corporation **noted** the Window 1 Lesson Observation Report that had been prepared by the Head of Quality Assurance, Teaching, Learning and Assessment and presented at the meeting by the Vice Principal Curriculum and Quality. The report detailed Teaching and Learning Targets for 2016/17, Use of ILT and Key Themes (which closely correlate with the soon to be published Ofsted Report).

Particular points noted included:

- Profile for both window 1 and the year to date is 89% of lessons graded good or better (2016/17 target of 87%), 40% graded as outstanding (2016/17 target of 34%) and average learner score of 8.25 (2016/17 target of 8.5);
- Concerns expressed by the Quality Team in respect to the inflation of grades awarded particularly when observations are conducted alone. The profile for lessons graded with single observer is recorded as 12% higher than joint observations. A period of moderation and training will take place prior to the next window;
- Window 2 – between 21 November and 02 December 2016.

## 11. LEGAL, POLICY AND REGULATORY MATTERS

### **Complaints Annual Report**

The Corporation **noted** the Complaints Annual Report presented by the Vice Principal Curriculum and Quality. The report clearly showed that the complaints received during the year were spread over a number of different areas and were not subject to any one particular area which is very encouraging.

### **Student Union Accounts**

The Corporation **APPROVED** the Student Union Accounts which covered the period from September 2014 to August 2016. These accounts had been audited and validated by the Head of Finance.

### **Governors Annual Safeguarding Audit**

The Board were informed that the Annual Safeguarding Audit was due for submission to the Support Services Education by the 11 November 2016. Due to technical problems accessing the new online audit, the Head of Student Support had been unable to prepare a report in time for consideration by the Board at today's meeting. The Board were informed that the Safeguarding Lead Governor had met with the Head of Student Services immediately before today's meeting in order to start the online audit. The Board will be asked to review the data that was submitted as part of the online audit at its meeting on 08 December 2016. The Board were reassured that the online audit would be submitted by close of business the following day.

The Safeguarding Lead Governor informed the Board that whilst preparing the Safeguarding Audit, one of the questions asked was to detail the Board's responsibility in respect to Safeguarding Early Years Foundation at the College's Children Centre. In the past, two separate audits have always been submitted, one for the College and the other for the Children's Centre. Further clarification is needed on this particular subject and would be brought back for further update at the meeting on 08 December 2016.

**VP C&Q /  
Lead  
Governor  
Safeguarding  
/ Clerk**

### **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 19 incidents had occurred already this academic year, some requiring the involvement of external agencies. The Board were informed that some of these incidents were very complex cases and that the College has engaged with an external consultant to offer some free advice.

### **Lead Governors Voice: Safeguarding and Equality & Diversity**

No additional comments were noted on this occasion.

### **Student Voice**

The FE Student Governor informed the Board that a number of comments had been made about car parking issues on site. This is an ongoing issue that the management team are fully aware of and are looking into further.

### **Staff Voice**

Staff Governor not present on this occasion.

12.

### **NEW BUILD UPDATE**

The Board **noted** an update on the Hinkley C Build presented by the Vice Principal Finance and Resources. Particular points noted within the report included the appointment of sub-contractors (ongoing with contracts due to be signed within the next couple of weeks); Planning Authority; Building Control; Project Risks (as detailed within the Risk Register) and Finances and Procurement.

Planned completion dates were confirmed as:  
Davinci Restaurant extension: end of January 2017  
Construction: end of March 2017

The Board will receive further updates at its meeting on 08 December 2016.

**13. AREA REVIEW**

The Principal tabled a paper which detailed the stages of the Area Review Process. The Principal and Vice Chair of the Corporation had attended the first Steering Group (SG) Meeting the day before.

Dates of further SG Meetings (and there specific focus) were confirmed as:

- **SG 2** – 07 December 2016 – summary of college site visits (Yeovil College 28 November 2016) and presentations from colleges on their curriculum and response to the needs identified by LEPs
- **SG 3** – 31 January 2017 - colleges to submit preferred option for assessment prior to SG4
- **SG 4** – 01 March 2017 – options assessed against criteria
- **SG 5** – 22 March 2017 – College Corporations agree recommendations

The Board were informed that a special meeting of the Corporation will need to be called at a suitable date between SG 4 (01 March) and 5 (22 March) in order for the Board to either accept or decline the options recommended by the review. The Clerk would contact necessary Board members outside of today's meeting to agree a convenient date.

Clerk

The Board will receive further updates at its next meeting on the 08 December 2016.

**14. RISK MANAGEMENT AND INTERNAL CONTROLS**

The Corporation **agreed** that Risk Management and Internal Controls had been sufficiently included in the consideration of other agenda items at today's meeting.

**15. ANY OTHER BUSINESS**

No other business noted on this occasion.

**16. NEXT ORDINARY MEETING**

4.30pm on Thursday 08 December 2016.

**Meeting closed at 7.05pm**

**APPROVED 08 DECEMBER 2016**

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