

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 12 November 2015 from 4.30pm In Kingston Boardroom, SMT Suite, Yeovil College

Members (14): Sam Best; Lee Brooks [Staff]*; Jacquie Dean [Chair]; Derek Esp*; John Evans [Principal]*; Dave Gladding*; Derrick Goddard [Staff]*; Linda Jones*; Debbie Matthewson; Jagtar Ner*; Scott Roy*; Richard Smith*; Tim Sweeney; Paul Taylor*; Peter Thomas [Vice Chair]*.

In attendance (4): Jo Farrant [Corporation Administrator & Interim Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*

1. APOLOGIES AND DECLARATIONS OF INTEREST

- a. Apologies were received from Members Sam Best, Jacquie Dean, Debbie Matthewson and Tim Sweeney.

In the Chair's absence, the Vice Chair of the Corporation, Peter Thomas conducted the meeting.

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

2. MINUTES OF THE CORPORATION MEETINGS

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

- a. 15 October 2015 Public
b. 15 October 2015 Confidential

The minutes were signed by the Vice Chair.

3. MATTERS ARISING

The action and query sheet was reviewed and the following noted:

- The Vice Principal Finance and Resources continues to seek legal advice in respect of the Yeovil College Bursary Foundation (YCBF). The Board reiterated that it wishes for this action to be completed by Christmas.
- The Business Case for the Career College is on track to be completed in time for the Board to consider at its December meeting
- The RAG rated table in respect of the FE Commissioner's letter will be updated and added as an item for review and discussion at the Corporation Strategy Day in January 2016
- The Audit Committee will next meet on the 25 November 2015 and will discuss the need to continue reporting an annual Treasury Management Report to the Corporation.
- The Interim A-Level CAM will be invited to attend the

Corporation meeting in March 2016, by then the mock examinations will have taken place and the CAM will be in a better position to reasonably predict learner outcomes. The Lead Governor for Teaching and Learning will report on the updated action plan at the December meeting.

4. **PRINCIPAL'S REPORT**

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

- the College's engagement with Pat Denham OBE to support and mentor both the Vice Principal Curriculum and Quality and the Curriculum Directors on improving learner outcomes and advising throughout the self-assessment process.
- the relaunch of the College's dashboard showing attendance for English and Maths across all curriculum areas.
- LEP HPTA bid negotiations with a latest offer of 75% / 25%. The LEP Board are currently debating over the proposal. A further update will be reported at the December meeting.

Confidential minutes were recorded separately

5. **CURRICULUM AND QUALITY UPDATE**

The Corporation **noted** a verbal update from the Vice Principal Curriculum & Quality on the following curriculum areas, the main points noted were:

A-Level

- A-Level Interim Curriculum Manager and Lead Managers for Levels AS & A2 were now in post.
- Vice Principal Curriculum & Quality now directly line manages the Director of Teaching and Learning & Quality.
- Link with Exeter College to run a CPD Programme has started in order to develop support for predicted D/E grades.

Maths and English

- A significant increase in the numbers taking maths and English courses, in particular GCSEs, in order to obtain a grade C or above
- Success rates sit above the national average but these are currently very low.
- The CMT Awaydays in November will ask Managers and Governors to suggest what the College can do to create an English and Maths Culture within College.

6. **TEACHING AND LEARNING REPORT**

The Corporation **noted** the Lesson Observation Report Window 1 (2015/16), including grade profile, teaching and learning coach contact levels, use of ILT, key themes and re-observations.

A separate record was made of confidential minutes.

7. FINANCIAL UPDATE

The Corporation discussed in detail and **noted** the following financial reports:

- Operating Statement including the actions from the Recovery Plan. Particular reference was made to:
 - 3.1 Staff Utilisation. The Board were reassured that this action is under constant review and that currently, staff utilisation sits at just over the target of 95%
- the latest financial position
- KPI's

8. LEGAL, POLICY AND REGULATORY MATTERS

a. Data Protection Policy

The Corporation **APPROVED** the Data Protection Policy. This would continue to be a Corporation-level approval.

b. Complaint's Annual Report

The Corporation **noted** the Complaints Annual report which demonstrated the ongoing effectiveness of the Customer Service Policy and Procedure.

c. Corporations Self-Assessment Report

The Corporation was informed of the arrangements in respect of the Governor "chats" process and how/by whom these discussions would be conducted.

d. Safeguarding and Equality & Diversity Report

The Corporation **noted** the verbal Safeguarding and E&D report presented by the Vice Principal Curriculum and Quality. The content of this report would be kept within the Corporation file and be available to Governors on request.

e. YCBF Update

On this occasion, there were no updates to report.

9. ANY OTHER BUSINESS

Confidential minutes recorded separately

10. FUTURE MEETINGS

The Corporation **noted** plans for the next ordinary Corporation meeting to be held at **4.30pm on Thursday 10 December 2015.**

Meeting closed at 6.30pm

APPROVED 10 DECEMBER 2015

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