

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 12 November 2014 from 4.30pm In Kingston Boardroom, SMT Suite, Yeovil College

Members (13): 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*.

In attendance (4): Lily Garth [Clerk]*
Nikki Sendell [VP Curriculum & Quality]*
Paula Brown [Director: HR, Customer Services, Marketing, Communications]*
Janice Tipper [Head of Finance]*
Craig Cullen [Head of IT] – Item 5a only*

** Indicates presence at this meeting
The meeting was quorate throughout*

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies: Paul Taylor would be arriving slightly late and Tim Sweeney would be leaving at 6.30pm.

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

2. 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. 15 October 2014 Public
- b. 15 October 2014 Confidential
- c. 15 October 2014 Confidential Limited Distribution

The minutes were signed by the Chair.

3. MATTERS ARISING

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

4. CHAIR'S MEETING INTRODUCTION AND REPORT

The Corporation **noted** the Meeting Introduction and Chair's Report. This included a short briefing on the 21 October 2014 AoCSW Governance Summit at Dillington House which several Governors and the Clerk had attended. A follow-up governance meeting aimed at those attendees (but to which all Governors would be invited) would be arranged as soon as practical. This would expand to cover the FE Commissioner's letters and findings (his annual report was expected later in November).

The Corporation **AGREED** that a small number of Governors from

Norton Radstock College could attend a future Corporation and/or Committee meeting as part of sharing good practice.

Paul Taylor joined the meeting.

Search and Governance Committee Business

The Chair and Clerk informed the Corporation of the business of today's S&G 3pm meeting. Corporation Self-Assessment was discussed. The Clerk would distribute her S&G presentation (based upon Governor Conversation Outcomes) and condense the feedback for insertion into the relevant sections of the overall College SAR which the Principal and Vice Principal Curriculum and Quality would bring to the December Corporation meeting.

Governor recruitment was looking more positive than previously with three potential applicants in the pipeline.

College Learning Walks were briefly discussed. The Principal and Clerk would prepare the arrangements for the Corporation.

Principal &
Clerk

A number of Membership recommendations had been made which would be brought in a timely manner to future Corporation meetings.

Clerk

S&G Minutes would be made available to all Governors in due course.

5. PRINCIPAL'S REPORT

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

IT Update [Craig Cullen, Head of IT presented this item]

- a. 2014/15 Learner recruitment update
- b. Teaching and Learning Update – Window 1 report
- c. Building Update
- d. 2014/15 Budget Update and management accounts
- e. Bournemouth University Update
- f. Matrix and North Dorset Centre update
- g. Career College
- h. Property Strategy
- i. October 20th Open Evening
- j. The Park School
- k. General verbal updates
- l. KPIs – Web link
- m. Operating Statement

Confidential minutes were recorded separately.

6. Other LEGAL, POLICY and REGULATORY MATTERS

Additional Item – External Audit Engagement Letter

The Corporation **agreed** that the late receipt of an updated External Audit Engagement Letter would be accepted and signed subject to the Audit Committee Chair confirming outside of the meeting that he was content with the new wording. The Head of Finance and Clerk believed that the updates were standard and non-contentious.

AC Chair

Additional Item Requiring Use of the Corporation Seal

On 27 February 2014, as the result of a tender process, the Corporation approved the College's new cleaning contract. This contract marked a change from in-house cleaning provision to an outsourced service. The contract regarding pension arrangements for the affected staff required use of the Corporation Seal. Assurance on the contract was requested ahead of sealing. The Corporation **agreed** that the matter would be passed to HR to take any relevant advice and then brought back to the next Corporation meeting.

Principal / HR

The HR Director left the meeting.

6a Writing off of a bad debt

The Corporation **APPROVED** the writing off of a bad debt as explained in the Head of Finance's paper. The amount was already included within the College's provision for bad debt in the 2013/14 financial statements.

The Head of Finance left the meeting.

6b Draft Members Report/Operating and Financial Report

Members welcomed the opportunity to consider their input to this report ahead of December's formal approval. Although aspects of the structure and wording were obligatory under the regulatory system, several Members felt that the overall shape and emphasis of the reporting would benefit from revision. The Chair of the Audit Committee would assist the Principal with this revision. The Chair of the Corporation would consider writing an accompanying frontispiece/statement.

Tim Sweeney left the meeting.

6c Health and Safety Strategic Update/Milestones

This H&S paper had been requested by the Audit and Risk Committee to demonstrate that timely and proportionate work was underway in response to Internal Audit findings reported to the Committee at its 01 October meeting. The paper would be considered in detail by the Committee at its November meeting. The Corporation was content with the response, progress and monitoring arrangements at this stage.

6d Complaints Annual Report

The Corporation **noted** the Complaints Annual Report.

6e Student Matters

The Corporation **noted** the Student Voice Report including progress on Student Governor recruitment and the Student Union's charity work for Children in Need. The Corporation recorded its thanks to Charlotte Galway for the high level of attendance and participation she was demonstrating during her term of office – this was particularly noted today as part of Self-

Assessment preparations for the SAR and Operating and Financial Report (OFR).

6f Safeguarding, 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.

6g Business Support Staff Governor

Two nominations had been received for the role of Business Support Staff Governor from a senior ICT Engineer and the Head of HR. The election would take place before the next Corporation meeting.

Clerk

7. 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.

8. ANY OTHER BUSINESS

Noted as none.

9. NEXT MEETING

The Corporation **noted** plans, including draft business, for the next ordinary Corporation meeting to be held on Wednesday 10 December 2014.

At the Corporation's request, the Vice Principal Quality and Curriculum and the Staff and Student Members left the meeting.

10. LIMITED DISTRIBUTION ITEMS

The discussion of these two items took place in confidential session but their outcomes were considered public.

10a Principal's Probation Outcome

[John Evans withdrew for this item]

The Corporation **APPROVED** the positive outcome of the completed probation period of the Principal, John Evans, formally confirming his permanence in the role.

10b Matters Arising on Limited Distribution minutes

There were no comments on Matters Arising in respect of the limited distribution minutes from 15 October 2014.

The meeting closed at 6.50pm.

A separate record was made of confidential minutes.

APPROVED 10 DECEMBER 2014