

PUBLIC MINUTES



**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 13 October 2016 at 4.30pm
In The Boardroom, SMT Suite, Yeovil College**

Members (17): Sam Best*; 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]*; Amanda Broom* [Item 2 onwards]

In attendance (3): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*

1. MEETING PRELIMINARIES

- **Apologies** for absence were received from Members Derek Esp, Clare Johnston, Jagtar Ner and Richard Smith.
- **Declarations of Interest:** none declared.
- **Welcome:** Mark Lawrence was welcomed to his first Board meeting as an independent Governor.

2. APPOINTMENT OF A NEW CORPORATION MEMBER

The Corporation **APPROVED** the appointment of Amanda Broom as an External/Independent Corporation Member (Governor) for a 4 year term of office from 13 October 2016 and as the Lead Governor for both Local Government (with immediate effect) and Equality and Diversity from 01 January 2017. Amanda was welcomed to her first Board meeting.

3. CHAIR'S REPORT

The Corporation **noted** the Chair's Report. Particular points noted included:

Business from today's earlier Search and Governance Committee Meeting -

- Recommendation to the Board to approve the appointment of Paul Roy as an independent Governor (from 10 November) and Chair of the Audit Committee (from 08 March 2017 onwards).
- The Board **agreed to support** the recommendation to appoint Ken Comber (current Audit Committee Chair) as Vice Chair to the Audit Committee from 08 March 2017 (dependent upon the approval of Paul Roy's application).
- The resignation of Lee Brooks as Business Support Staff Governor. The Clerk would initiate the recruitment of a new Staff Governor with immediate effect.
- Governors Skills and Knowledge Audit - immediately after the completion of the area review process, the Search and

Corporation

Clerk

**S&G
Committee**

Governance Committee will rigorously review any knowledge/skills gaps identified from the audit and offer ad-hoc training for all Governors.

- The Chair and Clerk to review and reinstate the induction process for new governors.

Chair & Clerk

The Corporation then **APPROVED**:

- The appointment of Jagtar Ner as a Member of the Search & Governance Committee with immediate effect
- The appointment of Debbie Matthewson as HE Lead Governor from 01 January 2017
- The appointment of Amanda Broom as HE Lead Governor for both Local Government (immediate effect) and Equality & Diversity from 01 January 2017.
- The advert for the role of Chair to the Corporation (Desig) to join the Board from January 2017 with the objective of taking over the role fully in the Autumn. The advert should go to press by the end of October/early November.

4. **MINUTES OF CORPORATION MEETINGS**

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

- 07 July 2016 Public
- 07 July 2016 Confidential

The minutes were signed by the Chair.

5. **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.

Confidential minutes were recorded separately.

6. **LEARNER OUTCOMES 2015-16**

The Board **noted** both the Position Statement in respect to Outcomes for Learners (prepared for Ofsted inspection) and the informal notes taken at the Quality and Assurance Group meeting held on the 12 September 2016, particular points noted included:

- Outcomes for 16-18 learners demonstrate improvements at all levels over a three year trend;
- Adult learners have demonstrated a consistently improving pattern over the last three years in all but two areas;
- Overall outcomes (including English and Maths) for 16-18 improved to 80.5% (2015-16) from 78.9% in 2014/15. Adult overall outcomes at 79.9% against a national rate of 80.9%;
- Recognition by Ofsted of an excellent Maths and English culture;
- AS success rates improved by 5.1% from 2014/15 (direct result of the improvement strategy) and achievement rates improved significantly (A2 100% achievement and AS 90% achievement).

Confidential minutes recorded separately.

7. FINANCIAL UPDATE

The Board **noted** the July Management Accounts, 3 year plan and were informed of the discussions that took place at the recent meeting of the Informal Finance Group (held on 03 October 2016). The Board were informed that the group satisfied themselves that the information underlying the accounts was soundly based and that the judgements applied by management to areas of uncertainty were fully explained and justified. The Informal Finance Group supported the management view that the current committed overdraft should be retained despite the cost to ensure that the cashflow was fully underpinned over the next year.

The Operating Statement was also reviewed. In future, this item would be considered as part of the Principal's Report.

8. INSURANCE PREMIUMS

The Board reviewed the Insurance Renewal schedule for 2016/17 in detail and agreed the various changes in coverage and costs resulting from a recent valuation of the estate requested by the insurance company.

The Informal Finance Group will meet again in late November to further discuss building insurance cover following the housing of the helicopter in the Leonardo building and the quote for terrorism cover.

**Informal
Finance
Group**

9. PRINCIPAL'S REPORT

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

- Enrolment updates
- Leonardo Helicopter
- Somerset Business Awards Finalist
- AoC Apprentice of the Year
- Director of HE and International
- Area Review Update
- Ofsted

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

10. NEW BUILD

The Board noted a Project Management Report which had been prepared by the Vice Principal Finance and Resources. Main points noted included:

- Planning approval granted for all 3 schemes (construction, restaurant extension and carpark) on 04 July 2016;
- Building regulations obtained on 01 September 2016;
- F10 Statutory Notice of Commencement of Works issued on 10 October 2016;

The Board were reassured that the approved budget is still very much manageable, even with unexpected costs associated with tree removal.

The Board would receive further updates at its next meeting.

11. AREA REVIEW

The Board **noted** the informal notes from the Area Review Group Meeting held on the 12 September that had been prepared to keep on file as an aide memoire.

Formal notification for wave 5 which includes Somerset, Devon, Cornwall and the Isle of Sicily was received on the 20 September. Management have just over a week to prepare the data returns which need to be returned by Friday 21 October. The Area Review Group will arrange to meet soon after this date to review the data submitted.

Informal Area Review Group

12. LEGAL, POLICY AND REGULATORY MATTERS

Health and Safety Policy

The Board **APPROVED** the Health and Safety Policy. The Chair and Principal signed the General Statement for upload onto the Portal.

Legionella Policy (new)

The Board **APPROVED** the new Legionella Policy and agreed to the recommendation to delegate future approvals of this policy to SMT.

Treasury Management Report

The Corporation **noted** the Treasury Management Report which detailed treasury activities undertaken during 2015/16 as prescribed in the Financial Regulations. No additional comments were made. The Board noted the current overdraft facility in place which remains committed until March 2017.

Customer Service Policy (update)

The Board **APPROVED** the updates to the Customer Service Policy. The Policy had been reviewed and approved back in June 2016 but the document had omitted details regarding the process for dealing with an escalation of a complaint (details of which were contained within the Complaints Procedure). These details have been added back into the Policy and will be published on the website. The Board also agreed to the recommendation to delegate future approvals of this policy to SMT.

Prevent Risk Assessment and Action Plan

The Board **noted** the Prevent Duty Risk Assessment and Action Plan for 2016/17. The Board agreed that it should monitor this report on a quarterly basis and will be added to the business cycle to review again in January 2017.

Governors Annual Safeguarding Audit

The Board were informed that the Annual Safeguarding Audit was due for submission to the Support Services Education by 11 November 2016. Due to technical problems accessing the online audit, the Head of Student Support had been unable to prepare the audit papers for consideration and approval. This will instead be brought to the Board at its next meeting on 10 November.

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 12 incidents (3 serious) had

occurred already this year. Staff who had been involved in dealing with these incidences were praised for their professionalism and on occasion, going above and beyond their call of duty to ensure the safety and welfare of our learners.

Lead Governors Voice: Safeguarding and Equality & Diversity

No additional comments were noted on this occasion.

Student Voice

No student representation on this occasion.

Staff Voice

The Teaching Staff Governor announced that staff had felt confident going into the Ofsted inspection.

13.

RISK MANAGEMENT AND INTERNAL CONTROLS

Regularity Audit

Following the recommendation of the Audit Committee, the Board **APPROVED** the completed Regularity Self- assessment Questionnaire and noted that the related evidence would be made available to the auditors. The RSAQ was signed by the Principal and Chair.

Internal Audit Engagement Letter

Following the recommendation of the Audit Committee, the Board **APPROVED** the Engagement Letter issued by Mazars LLP. The Chair of the Corporation signed the Specific Service Agreement indicating the Board's acceptance of Mazars LLP Engagement Pack and Terms & Conditions of Business.

External Audit Engagement Letter

Following the recommendation of the Audit Committee, the Board **APPROVED** the Engagement Letter issued by Mazars LLP. The Chair of the Corporation signed the Specific Service Agreement indicating the Board's acceptance of Mazars LLP Engagement Pack and Terms & Conditions of Business for the audit of the College's annual financial statements for the year ended 31 July 2016 and a limited assurance engagement on regularity.

Internal Audit Annual Report

Mazars LLP presented this report which summarised the internal audit work during 2015-16, gave its annual opinion, benchmarking information and an assessment of the performance of Internal Audit. Seven Internal Audit visits took place during the year, covering: Subcontracting; Assurance Mapping; Learner Support Funds; Core Financials; KPIs, Learner Numbers and an overall recommendations follow-up.

The overall assurance opinion of the Internal Audit Service for 2015-16 was:

"On the basis of our audit work, we consider that the Yeovil College governance, risk management and internal control arrangements are generally adequate and effective to manage achievement of the College's objectives. Certain weaknesses and exceptions were highlighted by our audit work, but none were considered fundamental. This and all other matters have been discussed with management, to whom we have made a number of

recommendations. All of these have been, or are in the process of being addressed, as detailed in our individual reports.”

Health and Safety Annual Report 2015/16

The Corporation **noted** the Annual Health and Safety Report. The progress made over the year by the Head of Facilities and Estates in addressing the historical issues was commended.

14. ANY OTHER BUSINESS

No other business noted on this occasion.

15. NEXT ORDINARY MEETING

4.30pm on Thursday 10 November 2016. Advance apologies were received from Jacquie Dean (Chair) and Scott Roy. In the Chair’s absence, this meeting will be chaired by Peter Thomas (Vice Chair of the Corporation).

Meeting closed at 6.20pm

APPROVED 10 NOVEMBER 2016

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