

# PUBLIC MINUTES

## Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 15 October 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]\*

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

<b>1.</b>	<p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>Apologies were received from Derek Esp.</p> <p>There were no Declarations of Interest in today's business.</p>
<b>2.</b>	<p><b>MINUTES OF THE CORPORATION MEETINGS HELD ON: 16 July and 24 September 2014</b></p> <p>The Corporation <b>APPROVED</b> all of the following minutes as a correct record and <b>APPROVED</b> the public minutes for website publication:</p> <ul style="list-style-type: none"> <li>a. 16 July 2014 Ordinary Public</li> <li>b. 16 July 2014 Ordinary Confidential</li> <li>c. 16 July 2014 Special Confidential Limited Distribution</li> <li>d. 24 September 2014 Special Public</li> <li>e. 24 September 2014 Special Confidential</li> </ul> <p>The minutes were signed by the Chair.</p>
<b>3.</b>	<p><b>MATTERS ARISING</b></p> <p>The action and query sheet was reviewed, updated and <b>noted</b>.</p> <p>The Bank's letter regarding covenants was also <b>noted</b>.</p>
<b>4.</b>	<p><b>CHAIR'S MEETING INTRODUCTION AND REPORT</b></p> <p>The Corporation <b>noted</b> the Meeting Introduction and Chair's Report. This included an upcoming Governance Summit (21 October) which the Chair, several other Governors and the Clerk would be attending.</p> <p>Reference was made to the recent statement by Vince Cable about how the Liberal Democrats had 'saved' FE – Link: <a href="http://www.bbc.co.uk/news/uk-politics-29496475">http://www.bbc.co.uk/news/uk-politics-29496475</a></p>

The Corporation **noted** the likely rescheduling of the next annual July budget approval meeting which would be considered after the new Vice Principal Finance and Resources joined the College. To accommodate revised SMT arrangements, subject to sufficient data being provided and to Corporation availability, the date would probably be brought forward.

## 5. **PRINCIPAL'S REPORT**

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

- a. 2013/14 Learner Outcomes update
- b. 2014/15 Learner recruitment update
- c. Teaching and Learning Update
- d. Building Update
- e. 2013/14 & 2014/15 Budget Update and Managing Accounts
- f. Staffing Update
- g. Career College / Edge bid
- h. Ofsted Inspector Training
- i. October 20th Open Evening
- j. Telephone System
- k. Higher Education Review
- l. KPIs
- m. Operating Statement

The Principal tabled an additional paper on course title/league table breakdowns for 2013/14 College long qualification success rates. This showed: starts, actual success against Spring target-setting and % differences. It highlighted variations in how adept the College had been at target-setting across the listed areas. The lessons which were being learned from this, including the actions to improve, were noted.

Changes in student experience beyond learner outcomes (e.g. enrichment, environment, student support etc) in relation to external government policy and positive College initiatives were discussed.

Electronic versions of the tabled papers would be made available to Governors on request via the Clerk and Administrator.

The Corporation **APPROVED** the use of the Corporation Seal in respect of the North Dorset Skills Centre contract which would create a small cost saving over the period of the new contract.

A Staff Survey was planned for November 2014.

## 6. **YEOVIL COLLEGE FINANCIAL PLAN 2014 – 2016**

The Corporation **noted** the SFA's comments on the Yeovil College Financial Plan 2014 to 2016. This reflected the Corporation's financial self-assessment and agreed expectations as discussed at previous meetings .

The Corporation **AGREED** a change in the order of business.

7.  
(Ag8)

## **RISK MANAGEMENT AND INTERNAL CONTROLS**

### **7a (8a) Regularity Audit**

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

### **7b (8b) Internal Audit Strategy and Visit Plan**

Following the recommendation of the Audit Committee, the Corporation **APPROVED** the Internal Audit Strategy including the visit plan for 2014-15. This plan incorporated the changes requested by the Audit Committee at its 01 October meeting.

### **7c (8c) Other Audit Committee Business**

The Corporation noted the other business of the Audit Committee of 01 October, as recorded in detail in its distributed draft minutes. Items highlighted included:

- Health and Safety Internal Audit outcomes and related matters
- Financial Regulations update
- Committee Self-Assessment
- Members' Report
- Assurance mapping
- Audit Assurance/Tender consideration
- Importance of attendance and maintaining quoracy.

### **7d (8d) Other Risk Management and Internal Controls**

The Corporation **AGREED** that risk management and internal controls had been adequately covered in today's meeting.

*Paul Taylor left the meeting at 6.10pm.*

8.  
(Ag 7)

## **Other LEGAL, POLICY and REGULATORY MATTERS**

### **8a (7a) Instrument and Articles delegation changes**

The Corporation **APPROVED** the Instrument and Articles changes delegation changes as set out in the Clerk's paper with the following clarifications:

- Article 3(2) functions a-d could still only be delegated to a Senior Post Holder (i.e. one of the Vice Principals)
- Article 3 (2) function e could be delegated to a Vice Principal or to the Director of HR
- Article 3 (2) function f could be delegated to any member of the Senior Management Team (i.e. the Principal was free to determine who as he already had authority to determine the SMT membership)
- In the Corporation's opinion these technical changes were not in reality or perception likely to affect staff or students, therefore no consultation was required and the changes could be implemented immediately.

**8b (7b) Student Matters**

The Corporation **noted** the Student Voice Report including Freshers Fair and the start of the Student Union's work for 2014/15 (recruitment, appointing officers etc). The Student Governor would liaise with the VP C&Q and Clerk to seek a shadow Student Governor for 2014/15 to take over the role from Charlotte when she completes her current studies at the College in July 2015.

**8c (7c) 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.

**8d (7d) Business Support Staff Governor**

The Clerk would initiate the recruitment of the new Business Support Staff Governor in the very near future, with the aim of appointment by December 2014. Further to the Search and Governance Committee's discussion in July 2014, the Corporation was content that the current arrangements remained appropriate for this appointment.

Clerk

**9. ANY OTHER BUSINESS**

Members requested a future update on EDF progress (as reported at the last Strategy day).

The Corporation **AGREED** to a confidential additional item.

**10. DATES**

The Corporation **noted** plans for the next ordinary Corporation meeting to be held on Wednesday 12 November 2014

*The meeting closed at 7.15pm.*

*A separate record was made of confidential minutes.*

**APPROVED 12 NOVEMBER 2014**