

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 15 October 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]*; Kate Hill [Director of Teaching, Learning and Quality] – *E&D Training only**

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

Today's meeting started with a well-attended Governor training session on Equality and Diversity led by the Director of Teaching, Learning and Quality, Kate Hill.

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| 1. | <p>APOLOGIES AND DECLARATIONS OF INTEREST</p> <ul style="list-style-type: none"> a. Apologies were received from Members Sam Best, Derek Esp and Tim Sweeney. b. There were no new Declarations of Interest in today's business. c. The Corporation APPROVED the appointment of Jo Farrant as the Interim Clerk to the Corporation. Jo was welcomed to her first meeting. |
| 2. | <p>MINUTES OF THE CORPORATION MEETINGS</p> <p>The Corporation APPROVED the following minutes as correct records and APPROVED the public minutes for website publication:</p> <ul style="list-style-type: none"> a. 15 July 2015 Public b. 15 July 2014 Confidential c. 24 July 2015 Public d. 24 July 2015 Confidential e. 17 September 2014 Special Confidential <p>The minutes were signed by the Chair.</p> |
| 3. | <p>MATTERS ARISING</p> <p>The action and query sheet was reviewed and the following noted:</p> <ul style="list-style-type: none"> • The Chair of the Yeovil College Bursary Foundation (YCBF) gave a brief update on its current situation. Please see Item 8g. • A financial model for the new build of the Career College is |

Principal

being compiled and a business case will be available for the Corporation meeting in December

- A presentation from the Head of Marketing will be dropped as an action. The Corporation is content that the College's material on Area Reviews covers this item in sufficient detail
- Community/awareness meetings have been actioned. A Breakfast Briefing has been set for 03 November
- Due to time constraints, an additional strategy half-day will not be scheduled. The next full strategy will take place on 28 January 2016
- The Principal requested a template from the Clerk in respect of converting the FE Commissioner's March 2015 letter into a RAG rated table.

**Principal &
Interim Clerk**

4. **LEARNER NUMBERS AND OUTCOMES REPORT**

The Corporation **noted** and discussed in detail the Learner Outcomes Report. A similar report had been reviewed by the informal Finance Group on 17 September.

The VP C&Q is keeping a month-by-month action plan which will track value-added and numbers on every course. A feedback report will be brought to future Corporation meetings as a standing agenda item.

VP C&Q

Confidential minutes were recorded separately.

5. **FINANCIAL REPORT Including Recovery Plan**

The Corporation discussed in detail and **noted** the financial report which covered:

- the latest financial position
- KPI's
- Operating Statement including the actions from the Recovery Plan which would include updated comments each month

Ahead of the final financial statements sign off in December, an informal working party of Governors would meet with the Vice Principal Finance and Resources for ongoing consideration of financial matters.

Confidential minutes were recorded separately.

6. **PRINCIPAL'S REPORT**

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

- a. the successful move of Higher Education from the UCY to the main site. This has received positive feedback
- b. the staff views' survey that will go live in at the beginning of November
- c. the Career College which is now operating in the Ashdown Building. A business plan for the associated new build and management team will be brought to Corporation in

Principal

- December
- d. the LEP HPTA Growth Deal Bid and the formal request made to the LEP to reduce the College's match from 50% to 20%. Further negotiations for financial support and sponsorship are ongoing
 - e. the CMT awaydays that Governors have been invited to attend on Thursday 19 Nov (pm) and Friday 20 Nov (am)
 - f. the final project figures for the Construction Skills Centre build (in accordance with our Financial Regulations and Regularity Audit, a report must be made to the Corporation concerning capital projects on any expenditure in excess of £100k).

7. AREA REVIEW UPDATE

The Corporation **noted** the update report on Area Reviews which are likely to involve Yeovil College towards the later part of next year.

The Corporation discussed the options as detailed in the paper and referred to the points raised at the informal meeting held on 17 September.

The Corporation was content with the Principal continuing to have confidential informal discussions with other FE institutions for exploration purposes only.

8. LEGAL, POLICY AND REGULATORY MATTERS

- a. **Subcontracting and Supplier Fees & Charges Policy**
The Corporation **APPROVED** the Subcontracting and Supplier Fees & Charges Policy. Members asked if it were a legal requirement for subcontracting information to be placed on the website (due to its sensitive nature and potential use by other competitors).

Post meeting note: An SFA Update statement confirms:

Funding Rules: Subcontractor Funding, Supply Chain Fees and Charges

Action

All colleges and other training organisations that subcontract must publish the actual funding paid and retained for each of their subcontractors in the funding years 2013 to 2014 and 2014 to 2015.

*We expect you to publish this to your website by **23 November**. You must include the relevant weblink on the 2015 to 2016 subcontractor declaration form, which you will receive shortly.*

You will also need to publish your current supply chain fees and charges policy.

- b. **Health & Safety Policy**
The Corporation **APPROVED** the Health & Safety Policy.
- c. **Treasury Management Report**
The Corporation **noted** the Treasury Management Report. The question was asked whether this report needs to be

**Audit
Committee
Chair**

brought to Corporation on an annual basis as it has remained unchanged for quite sometime now.

d. YCBF Chair

The Corporation **APPROVED** the reappointment of Scott Roy as the Chair of the YCBF from 01 October 2015 up until 20 December 2016 (which matches the end date of his current term of office as an independent Governor).

e. Lead Safeguarding Governor

The Corporation **APPROVED** the appointment of Sam Best as the Lead Safeguarding Governor.

f. Lead Equality and Diversity Governor

The Corporation **APPROVED** the appointment of Debbie Matthewson as the Lead Equality and Diversity Governor.

g. YCBF Update

Confidential minutes were recorded separately.

h. 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.

Richard Smith left the meeting at 7pm

9.

RISK MANAGEMENT AND INTERNAL CONTROLS

a. Regularity Audit

Following the recommendation of the Audit Committee, the Corporation **APPROVED** the completed 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.

b. 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 2015-16. Based on the recommendation of the Audit Committee, the plan would include Prevent as part of the Safeguarding audit and Assurance Mapping would be moved to later in the year.

c. Teachers' Pension Audit

The Corporation **APPROVED** the Teachers' Pension Audit Engagement Letter. This would be signed by the Chair.

d. Other Audit Committee Business

The Corporation noted the other business of the Audit Committee of 30 September 2015, as recorded in detail in its distributed draft minutes. Items highlighted included:

- External Audit
- Subcontracting Audit
- Financial Regulations
- Committee Self-Assessment
- Draft Members' Report

- Risk Management Update
- Audit Assurance/Tender consideration

e. **Other Risk Management and Internal Controls**

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

10. **ANY OTHER BUSINESS**

Bank Mandate

The Corporation was asked to approve a change to the Bank Mandate to allow for two different levels of "sign off" options. This was queried by some Members but after clarification from the VP F&R, the Corporation **APPROVED** the Bank Mandate. This was signed by the Chair and Vice Chair of the Corporation.

There were no other items of business.

The Corporation **AGREED** to a change to the order of business as recommended by the Chair.

11. **FUTURE MEETINGS**
(Ag.12)

The Corporation **noted** plans for the next ordinary Corporation meeting to be held at **4.30pm on Thursday 12 November 2015**. The Vice Chair will chair this meeting

The Corporation **AGREED**:

- to reschedule the Search & Governance Committee Meeting from 12 November 2015 to **3pm on Thursday 10 December 2015**.
- to reschedule the Corporation Meeting from 17 March 2016 to **4.30pm on Thursday 24 March 2016** (*to align with management accounts availability*)
- to reschedule the Corporation Meeting from 19 May 2016 to **4.30pm on Thursday 26 May 2016** (*to align with management accounts availability*)

Staff (other than the Principal and Clerk) were asked to withdraw from the next item and left the meeting at 7.10pm.

12. **LIMITED DISTRIBUTED ITEMS**
(Ag. 11)

a. **Vice Principal Finance and Resources**

The Corporation noted the Principal's 10 Month Probation Review paper on the progress of the Vice Principal Finance and Resources. Following the Principal's recommendation, the Corporation **AGREED** the probation period for the VP F&R had been successfully completed and **CONFIRMED** Emma Cox permanently in this post.

Clerk was asked to withdraw from this next item and left at 7.15pm.

b. Clerk to the Corporation

The Corporation were happy with the Interim Clerk arrangements and **accepted** the Chair's recommendation for the development of the post.

Meeting closed at 7.30pm

APPROVED 12 NOVEMBER 2015

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