

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College

Held on Wednesday 16 June 2015 from 2.55pm

Venue: UG10/11 (Lecture Theatre), University Centre Yeovil, 91 Preston Road, Yeovil

**Members:** Sam Best; Lee Brooks [Staff]\* (up to 5pm); Jacquie Dean [Chair]\*; Derek Esp\*; John Evans [Principal]\*; Charlotte Galway [Student]; Dave Gladding\*; Derrick Goddard [Staff]\*; Linda Jones\*; Debbie Matthewson\*; Jagtar Ner\*; Scott Roy\*; Richard Smith\*; Tim Sweeney [Vice Chair]; Paul Taylor\*; Peter Thomas\*.

### **In attendance**

Lily Garth [Clerk]\*;  
Nikki Sendell [Vice Principal Curriculum & Quality]\*  
Emma Cox [Vice Principal Finance & Resources]\*  
Paula Brown [Director: HR, Customer Services, Marketing, Communications]\*  
Lynn Forrester-Walker (from 3.10pm onwards)\*

***\* Indicates presence at this meeting.***

***The meeting was quorate throughout***

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|-----------|---|
| <b>1.</b> | <b>CHAIR'S INTRODUCTION, APOLOGIES AND DECLARATIONS OF INTEREST</b><br><br>Apologies: Student Member Charlotte Galway who was currently taking exams.<br><br>Sam Best's approved sabbatical continued.<br><br>There were no new Declarations of Interest in today's business.<br><br>The Corporation recorded its thanks and best wishes to Paula Brown who was leaving the College at the end of June to take up another job elsewhere. A short presentation took place. |
| <b>2.</b> | <b>MINUTES OF THE CORPORATION MEETING HELD ON: 20 May 2015</b><br><br>The Corporation <b>approved</b> all of minutes of the 20 May 2015 meeting as a correct record and <b>approved</b> the public minutes for website publication.<br><br>The minutes were signed by the Chair.  |
| <b>3.</b> | <b>MATTERS ARISING</b><br><br>The action and query sheet was reviewed and <b>noted</b> .  |

A YCBF meeting would be scheduled as soon as possible. There were no other updates on this occasion.

#### 4. **CHAIR AND VICE CHAIR APPOINTMENTS**

The Corporation **approved** the re-appointment of Jacquie Dean as its Chair from 23 July 2015 for a further two-year term of office.

The Corporation **approved** the appointment of Peter Thomas as its Vice Chair from 23 July 2015 for a two-year term of office.

Succession-planning was discussed in respect of these chairing roles and also in respect of the chairing of the Audit Committee which was anticipated to change at the end of the Autumn 2015 term.

#### 5. **TEACHING AND LEARNING REPORT**

The Corporation reviewed, **noted** and accepted the Lesson Observation Report and Positional Paper on Success rates.

#### 6. **PRINCIPAL'S REPORT**

The Corporation **noted** the comprehensive Principal's Report, including the Operating Statement and strategic items.

On this occasion there was particular emphasis upon:

- SFA Financial Plan (cross-referenced with Item 10)
- Performing Arts and Music (and Holcote House)
- University Centre Yeovil and Higher Education provision and location
- Local Enterprise Partnership
- North Dorset Further Education
- Opening of the new Training Kitchen
- Dashboard
- Strategic day agenda and informal notes.

#### 7. **LEGAL, POLICY and REGULATORY MATTERS**

##### **a. Business Cycles and Terms of Reference**

The Corporation **approved** the Business Cycles and Terms of Reference for itself and its Committees for 2015/16

##### **b. Safeguarding Policy**

The Corporation **approved** the Safeguarding Policy which had been updated to reflect the new Prevent Duty. In discussion, points were highlighted about today's Governors' Prevent training. *A separate record was made of confidential minutes.*

**c. Safeguarding Annual Report**

The Corporation **noted** the Annual Report on Safeguarding and authorised the signing off of the final report

**d. Insurance Arrangements**

The Corporation's **noted** the preparation in respect of the College's Annual Insurance Arrangements which would be brought to the 24 July meeting. *A separate record was made of confidential minutes.*

**e. Use of the Corporation Seal**

The Corporation **noted** the use of the Corporation Seal in 2014/15 which had been solely in accord with authorisations specified in Corporation meetings during the year.

**f. Confidential Material Annual Review**

The Corporation carried out its Annual Review of Confidential Material in accord with the Instrument of Government, balancing Freedom of Information and Data Protection responsibilities. With no amendment to the Clerk's paper, the Corporation **approved** which material is currently: for inspection (public); and for exclusion from inspection (confidential). The Corporation further **agreed** that the material which it currently classes as confidential is consistent with relevant legislation and the Governance Code.

**g. Yeovil College Bursary Foundation**

The Corporation **noted** the YCBF verbal update in respect of planned awards' changes, meeting planning and insurance.

**8. RISK MANAGEMENT and INTERNAL CONTROLS**

**8a Appointment of Internal Auditors for 2015-16**

The Corporation:

- **noted** the Audit Committee's assessment of the performance of the Corporation's Internal Auditors (Mazars LLP) in respect of their work in 2014-15 against previously agreed indicators;
- **noted** the indicators set for 2015-16;
- **approved** the re-appointment/continuance of Mazars LLP as the Internal Auditors for 2015-16 on the basis of the detail set out within the Audit Committee minutes.

**7b Other Audit Committee Business**

The Corporation noted the other business of the Audit

Committee meeting held on 03 June 2015. The Committee minutes would be available to all Corporation members in due course.

**9. BUDGET 2015-16 and FINANCIAL FORECAST**

The Corporation discussed and **approved in principle** the 2015-16 Budget and the Financial Forecast (current year plus 2) with **delegation** of the final version to the Chair of the Corporation and Principal ahead of submission on 31 July 2015. If possible, it was the intention to hold an additional finance-focussed Corporation meeting in late July to give consideration and approval to the final versions, but the delegation was granted to the Chair and Principal in case a July Corporation proved technically impractical.

*A separate record was made of confidential minutes.*

**10. FINANCIAL PLAN**

The Corporation discussed and **approved in principle** the Financial Recovery Plan with **delegation** of the final version to the Chair of the Corporation and Principal ahead of submission on 31 July 2015. If possible, it was the intention to hold an additional finance-focussed Corporation meeting in late July to give consideration and approval to the final versions, but the delegation was granted to the Chair and Principal in case a July Corporation proved technically impractical.

**11. ANY OTHER BUSINESS**

**Noted** as none.

**12. NEXT MEETINGS**

**Noted** as 15 July (Governance focus) and 24 July (Finance focus) 2015.

***The meeting closed at 5.30pm***

*A separate record was made of confidential minutes.*

**APPROVED 15 JULY 2015**