

**Minutes of a meeting of the Corporation of Yeovil College
Held on Thursday 16 June 2016 at 4.15pm (at the end of the Strategy Day)
In The Boardroom, Conference Centre, Yeovil Town Football Club**

Members (17): Sam Best*; Lee Brooks [Staff]; Ken Comber*; Jacquie Dean [Chair]*; Derek Esp*; John Evans [Principal]*; Dave Gladding*; Derrick Goddard [Staff]*; Clare Johnston [Student]*; Linda Jones*; Hayley Kitto [Student]*; Debbie Matthewson*; Jagtar Ner*; Scott Roy*; Richard Smith*; Tim Sweeney; Peter Thomas [Vice Chair]*.

In attendance (4): Jo Farrant [Clerk]*; Emma Cox [Vice Principal Finance & Resources]*; Nikki Sendell [VP Curriculum & Quality]*; Paul Bailey [Director of HE]* *(Item 2 only)*

1. MEETING PRELIMINARIES

a. **Apologies** for absence were received from Members Lee Brooks and Tim Sweeney. Apologies for lateness were received from Hayley Kitto who was expected to arrive at 4.30pm.

b. **Declarations of Interest:** none declared.

2. HIGHER EDUCATION REVIEW (HER) UPDATE

The Board noted a verbal update from Paul Bailey, the Director of HE, following the conclusion of the recent HER (16-19 May 2016) which was led by the Quality Assurance Agency (QAA). The outcome had been confirmed in a Key Findings Letter received on the 27 May. The full report is expected to be released in August, until this time, the findings of this letter remains embargoed for public release.

The context of this update is recorded separately in a confidential set of minutes.

Hayley Kitto arrived at 4.30pm.

Paul Bailey was thanked for his time and left the meeting at 4.40pm.

3. CHAIR'S REPORT

The Corporation **noted** the Chair's Report including key agenda items and outcomes from today's earlier Strategy Day that were not covered elsewhere on today's agenda. Items that were discussed during today's Strategy Day included:

- Career College Business Plan (draft)
- New Management Structure
- Accommodation Strategy
- Area Review
- Hospitality Build Business Plan
- 2016/17 Budget workshop and financial forecast 2017/18

- 3 Year Strategy Plan 2016-19

The outcomes of some of the discussions that took place on the above items are recorded in a separate set of confidential minutes.

The Board were then updated by the Principal concerning:

SFA meeting (No.7) 07 June 2016

This meeting had been attended by the Principal, Vice Principal Finance & Resources, Lead Governor Finance and the Clerk. During the meeting the SFA reviewed the April management accounts and cash flow position. The SFA reported no concerns in terms of monthly reporting and responsiveness and appreciates the openness and honesty from the management team on issues as and when they arise. The SFA wish to continue with monthly meetings due to the time of year with year-end and next year's recruitment imminent. The frequency of these meetings will be reviewed again in October. The next meeting takes place on Thursday 30 June 2016.

4. MINUTES OF CORPORATION MEETINGS

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

- a. 26 May 2016 Public
- b. 26 May 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 appropriately being tracked and carried forward.

The Chair of the YCBF informed the Board that a letter was today being posted to the Charities Commission asking for advice on how to dissolve the YCBF, an exempt charity. The Board will be updated on any developments at its next meeting.

YCBF Chair / Clerk

6. FINANCIAL UPDATE

During today's earlier Strategy session, the Board rigorously reviewed the 3 year financial forecast and I&E sheet. The context of these discussions are recorded separately in a confidential set of minutes.

Due to the short turnaround time since the last Board meeting, the May Management accounts were not available, as a result of this there had been no updates made to the operating statement or KPIs that needed to be brought to the Boards attention. A detailed review of these documents will be made by the Board at its next meeting in July.

7. PRINCIPAL'S REPORT

During today's earlier Strategy session, the Board reviewed the

draft Strategic Plan 2016-19. There was particular emphasis upon the retention and achievement targets set for 2016/17 and 2017/18. After a debate, the Board announced that it found these targets to be both aspirational and realistic and trusted SMT to make the final judgement.

The Board then **APPROVED IN PRINCIPLE** the Strategic Plan 2016-19. Final approval would be made by the Board at its next meeting on the 07 July 2016.

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

- Yeovil College presence at the recent Bath and West Show. The College had received excellent feedback on the Engineering Departments interactive stand in the 'Imagineering' tent.
- Operating Statement update

8. **NEW BUILD CONTRACTOR**

The Principal updated the Board on the latest developments in respect to the LEP HPTA Growth Deal Capital Project for an extension to the current restaurant space and an additional construction workshop in order to meet the skill development needs of the Hinkley Point project.

The project has been reviewed by the Head of Estates and Facilities who has reported that there is a potential for significant savings to be made by bringing the management of the project in house and by appointing our own site manager to oversee the project. To this effect, a cost structure is currently being pulled together. The Principal confirmed his desire to appoint the same contractors used for the build of the existing construction centre.

The Board were in agreement to these recommendations but reiterated the importance of maintaining reasonable control measures to ensure the project does not go over the approved budget allocation.

Further updates on any development will be brought to the Board in a timely manner.

Confidential minutes were recorded separately.

9. **LEGAL, POLICY AND REGULATORY MATTERS**

a. Customer Service Policy

The Board **APPROVED** the Customer Service Policy subject to some minor changes needed to reflect the changes to staffing roles as detailed on the new management structure (see confidential minute 3) which is being implemented from 01 July 2016.

b. Equality and Diversity Annual Report

The Corporation **noted** the E&D Annual Report.

c. 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 67 safeguarding incidents had been reported, an increase from the previous year but the new inclusion of work based learners could explain the reasons for this increase.

d. Lead Governors Voice: Safeguarding and Equality & Diversity

Sam Best, the Lead Governor for Safeguarding reported that the Local Safeguarding Children Board (LSCB) has recently changed the date of its audit to September (usually July). The Board will now receive the safeguarding annual report to the LSCB at its October Meeting. The Board receives this report on annual basis to enable the Governing Body to monitor compliance and safeguarding best practice.

Sam also informed the Board that she would soon be undertaking the next level of safeguarding training.

e. Student Voice

The Student Governors informed the Board that there continues to be some communication issues in respect to part-time learners being informed about general cross college updates. The Vice Principal Curriculum and Quality agreed to look at this matter further.

f. Staff Voice

The Teaching Staff Governor informed the Board that staff voice meetings continue to be well attended with good debate. Staff Association events continue to be well supported.

10.

RISK MANAGEMENT AND INTERNAL CONTROLS

- a. On this occasion there were no risks or internal control matters arising from today's business that haven't been covered elsewhere on the agenda.
- b. Based on the recommendation of the Audit Committee, the Corporation **APPROVED** the Risk Management Policy.
- c. The Corporation **noted** the draft minutes of the Audit Committee meeting of 08 June. This included:
 - IT Update
 - Health and Safety Update
 - Risk Management and Policy
 - Internal Audit Reports
 - Internal and External Audit Plans
 - Internal Audit Performance
 - Committees Confidential Annual Review
 - Committee Work Programme and Terms of Reference

11.

ANY OTHER BUSINESS

No other business noted on this occasion.

12.

NEXT ORDINARY MEETING

4.30pm on Thursday 07 July 2016

Meeting closed at 5.45pm

APPROVED 07 JULY 2016