

# PUBLIC MINUTES

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

Held on Wednesday 18 March 2015 from 3.30pm

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

**Members:** Sam Best;\* Lee Brooks [Staff]\*; Jacquie Dean [Chair]\*; Derek Esp\*; John Evans [Principal]\*; Charlotte Galway [Student]\*; Dave Gladding; Derrick Goddard [Staff]\*; Linda Jones\*; Jagtar Ner\*; Scott Roy; Richard Smith; Tim Sweeney [Vice Chair]\*; Paul Taylor\*; Peter Thomas\*. and Debbie Matthewson\* from Item 3 onwards.

### **In attendance**

**All Items:** Lily Garth [Clerk]\*; Nikki Sendell [Vice Principal Curriculum & Quality]\*; Emma Cox [Vice Principal Finance & Resources]\*; Paula Brown [Director: HR, Customer Services, Marketing, Communications]\*

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

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| 1. | <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>Apologies: Members Dave Gladding, Scott Roy and Richard Smith.</p> <p>There were no new Declarations of Interest in today's business.</p>  |
| 2. | <p><b>APPOINTMENT OF A NEW CORPORATION MEMBER</b></p> <p>The Corporation <b>APPROVED</b> the appointment of Debbie Matthewson as an External/Independent Corporation Member (Governor) for a 4 year term of office from 18 March 2015 and as a member of the Search and Governance Committee, subject to the usual conditions and S&amp;G Committee notes.</p> |
| 3. | <p><b>MINUTES OF THE CORPORATION MEETING HELD ON:<br/>29 January 2015</b></p> <p>The Corporation <b>APPROVED</b> all of minutes of the 29 January 2015 meeting as a correct record and <b>APPROVED</b> the public minutes for website publication.</p> <p>The minutes were signed by the Chair.</p>  |
| 4. | <p><b>MATTERS ARISING</b></p> <p>The action and query sheet was reviewed, updated and <b>noted</b>.</p>  |
| 5. | <p><b>CHAIR'S REPORT</b></p> <p>The Corporation <b>noted</b> the Chair's Report including key agenda items and outcomes from today's strategy event, the informal notes of which the Clerk would file separately.</p>  |

Further to the Search and Governance Committee recommendation, the Corporation **APPROVED**:

- the re-appointment of Tim Sweeney for a 4 year term of office from 01 April 2015 (and therefore the continuation of his role as Corporation Vice Chair up to 22 July 2015)
- the re-appointment of Paul Taylor for a 4 year term of office from 01 April 2015 and the continuation of his role as Audit Committee Chair for the time being.

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

*Derek Esp joined the meeting at 3.45pm*

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

- Construction Centre
- Engineering
- HEFCE
- Ofsted Inspection Framework
- Other local Colleges
- Student attendance data, including variance across areas (e.g. English and Maths), the dual aspects of target-setting and associated actions (to both improve attendance and as a welfare tool)
- Retention (and its perceived relationship with attendance).

The College was due to receive its Higher Education Review from the QAA in May 2016. The College's Head of HE would be invited to present at the June 2015 Corporation Strategy Day.

Head of HE

### **Strategic Plan update**

During strategic debate, Members referred to the small number of Strategic Plan changes set out in the Principal's presentation earlier today and confirmed Corporation agreement to those changes.

### **Career College**

The Corporation **noted** the presentation on the Career College also given during today's event, and although supportive of the explorations, Members remained clear that no formal commitment had yet been given to this project to proceed.

*A separate record was made of confidential minutes.*

## 7. **TEACHING AND LEARNING REPORT**

The Corporation discussed and **noted** the Lesson Observation Report Window 3 (2014/15), including grade profile, teaching and learning coach contact levels, performance against teaching and learning targets, use of ILT, key themes, re-observations and changes since the last report (considered at the January 2015 meeting).

## 8. **MANAGEMENT ACCOUNTS/FINANCIAL REPORT**

In the context of today's strategic discussions and flexed budget

presentation, the Corporation discussed and **noted** the draft Management Accounts which were presented by the new Vice Principal Finance and Resources.

*A separate record was made of confidential minutes.*

9. **FRAMEWORK FOR THE PAY AND CONDITIONS OF STAFF  
(Other than Senior Post Holders and the Clerk)**

Following today's presentation and the HR Director's paper (with input from the Clerk), the Corporation **APPROVED** the Framework for the Pay and Conditions of Staff (other than Senior Post Holders and the Clerk).

Discussion included:

- Pay evaluation and pay spines
- Employment contracts
- HR policies.

10. **Other LEGAL, POLICY and REGULATORY MATTERS**

a. **External Auditors**

Further to the recommendations of the Audit Committee, the Corporation:

- i. **noted** the performance of the External Auditors on the 2013-14 accounts
- ii. **noted** the annual performance indicators for External Auditors for the 2014-15 accounts
- iii. **APPROVED** the appointment of Baker Tilly as the External Auditors for the 2014-15 accounts

b. **Risk Management Policy**

Further to the recommendation of the Audit Committee, the Corporation **APPROVED** the Risk Management Policy.

c. **Yeovil College Bursary Foundation**

The Corporation **noted** and accepted:

- the intention of the YCBF change the focus of its main awards from financial hardship bursaries to achievement scholarships
- the wide-ranging nature of the YCBF's charitable objectives
- the risks and ongoing uncertainties as set out in the paper
- the YCBF actions which would remain on the Corporation A&Q sheet for the time being.

d. **Equality and Diversity, Safeguarding and Prevent**

The Corporation **noted** the regular Equality and Diversity and Safeguarding reports (plus the additional aspect of the Prevent agenda) 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. This item was cross-referenced with the E&D and Safeguarding Corporation training activity which had taken place in today's strategy day. The Corporation also **noted** that work had been authorised to repair the lift in the Learning Centre as soon as possible.

e. **Student Matters/Learner Voice**

The Student Governor gave a report on the Student Voice which the Corporation **noted**. This included the potential identification of next year's FE Student Governor.

**11. RISK MANAGEMENT and INTERNAL CONTROLS**

The Corporation **noted** the draft minutes of the Audit Committee meeting of 11 March 2015. This included:

- Health and Safety
- Finance risks
- Internal Audit Reports
- Impact of the SORP on financial position reporting
- Budget-setting preparation
- Risk Management
- Assurance Options and Internal Audit.

*A separate record was made of confidential minutes.*

**12. NEXT MEETING**

The Corporation **noted** plans, including draft business, for the next ordinary Corporation meeting to be held on 30 April 2015.

***The main business was concluded at 5.15pm***  
***Further limited access business concluded at 5.30pm***  
*A separate record was made of confidential minutes.*

**APPROVED 30 APRIL 2015**