

# PUBLIC MINUTES

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

Held on Wednesday 20 May 2015 from 4.30pm

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\*; Debbie Matthewson\*; Jagtar Ner\*; Scott Roy\*; Richard Smith; Tim Sweeney [Vice Chair]; Paul Taylor\*; Peter Thomas\*.

### **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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| <b>1.</b> | <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>Apologies: Members Derek Esp, Richard Smith and Tim Sweeney.</p> <p>Sam Best's approved sabbatical had begun.</p> <p>There were no new Declarations of Interest in today's business.</p>  |
| <b>2.</b> | <p><b>MINUTES OF THE CORPORATION MEETING HELD ON:<br/>30 April 2015</b></p> <p>The Corporation <b>APPROVED</b> all of minutes of the 30 April 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> |
| <b>3.</b> | <p><b>MATTERS ARISING</b></p> <p>The action and query sheet was reviewed and <b>noted</b>. There were no updates on this occasion.</p>  |
| <b>4.</b> | <p><b>FINANCIAL REPORT<br/>including management accounts</b></p> <p>The Corporation discussed and <b>noted</b> the financial report, which covered:</p>   |

- the latest management accounts (to 30 April 2015)
- the restructure of business support staff update
- financial planning update and related issues

Discussion was consistent with that which had taken place at the previous Corporation meeting. An informal working party of Governors would continue to meet with the Vice Principal Finance and Resources for ongoing consideration of financial matters in-between formal Corporation meeting monitoring and decision-making.

*A separate record was made of confidential minutes.*

## 5. CHAIR'S REPORT

The Corporation **noted** and accepted the Chair's Report. It was anticipated that today's meeting would be a shorter than usual because the Corporation's previous meeting had been only three weeks ago and the next meeting would take place in less than a month's time at the end of the full Corporation Strategy Day in which the full College Senior Management Team would also be involved.

## 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:

- Financial Plan (cross-referenced with Item 5)
- HEFCE
- Local sponsorship
- Local Partnerships
- Other local FE providers.

The bulk of discussion focussed upon:

- The future of Performing Arts provision, consultation on which had begun
- The future location of HE provision.

The Corporation supported the Principal's actions to date in respect of these matters. There would be further related presentations at the 16 June Strategy Day.

*A separate record was made of confidential minutes.*

## 7. Other LEGAL, POLICY and REGULATORY MATTERS

### a. Search and Governance Committee

The Corporation **APPROVED** the appointment of Lee Brooks to the S&G Committee with immediate effect

**Clerk**

**b. Linda Jones**

Further to the recommendation of the Search and Governance Committee, the Corporation **APPROVED** the reappointment of Linda Jones as an independent Corporation Member for a two year term of office from 23 July 2015

**Clerk**

**c. Chair and Vice Chair**

The Corporation **noted** and accepted the arrangements for the appointment of the Corporation Chair and Vice Chair at the June 2015 meeting

**Clerk**

**d. Policies and Delegation**

The Corporation **noted** the annual Policies monitoring information and **APPROVED** the delegation and associated arrangements as set out in the paper, including the revised approval level (Principal via SMT rather than Corporation) of the Tuition Fees Policy. In addition, it was **AGREED** that in future, at introduction or review, any SMT-level Policy or Process which involved Governors (for example in an Appeal) would be highlighted and passed by SMT to the Clerk for review of those Governor aspects before SMT approval. The Principal would highlight this to SMT for future ongoing practice.

**Principal**

**e. Customer Service Policy (Complaints Policy)**

**Subject to the renaming** of this Policy as the College Complaints Policy, the Corporation **APPROVED** this Policy

**f. Equality and Diversity Annual Report**

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

**g. Equality and Diversity Policy**

The Corporation **APPROVED** the Equality and Diversity Policy.

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

The Corporation **noted** the regular Equality and Diversity, Safeguarding and Prevent 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.

**i. Student Matters/Learner Voice**

The Student Governor gave a report on the Student Voice which the Corporation **noted**. Due to exams and other timings, this would probably be Charlotte Galway's last participation in a formal Corporation meeting. Charlotte had been an excellent Student Governor who had made consistently valuable contributions to the

Corporation's work. Members thanked Charlotte and wished her good fortune with her upcoming exams and future plans.

8. **j.**  
**RISK MANAGEMENT and INTERNAL CONTROLS**

The Corporation **AGREED** that key Risk Items had been discussed thoroughly today under the Financial Report and Principal's Report.

9. **NEXT MEETING**

The Corporation **noted** plans, including draft business, for the Strategic Day and Corporation meeting on 16 June 2015.

***The meeting closed at 6.30pm***

*A separate record was made of confidential minutes.*

**APPROVED 16 JUNE 2015**