

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College

Held on Wednesday 29 January 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; Jagtar Ner; Scott Roy; Tim Sweeney [Vice Chair]; Paul Taylor; Peter Thomas.

In attendance

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

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

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| 1. | <p>APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>Emma Cox was welcomed to her first Corporation meeting.</p> <p>Apologies: Members Charlotte Galway and Scott Roy, and Vice Principal Nikki Sendell.</p> <p>There were no new Declarations of Interest in today's business.</p> |
| 2. | <p>APPOINTMENT OF A NEW CORPORATION MEMBER</p> <p>The Corporation APPROVED the appointment of Richard Smith as a new Corporation Member for a 4 year term of office from 30 January 2015 and as a member of the Audit Committee subject to the usual conditions as agreed by Search and Governance Committee.</p> |
| 3. | <p>MINUTES OF THE CORPORATION MEETING HELD ON:
10 December 2014</p> <p>The Corporation APPROVED all of the following minutes as a correct record and APPROVED the public minutes for website publication:</p> <ul style="list-style-type: none"> a. 10 December Public b. 10 December Confidential <p>The minutes were signed by the Chair.</p> |
| 4. | <p>MATTERS ARISING</p> <p>The action and query sheet was reviewed, updated and noted.</p> <p>Two aspects of IT access were commented on – the wireless connection in UCY and the remote access to the dashboard and operating statement. The College was in the process of moving</p> |

to a new system in the very near future. After this had been achieved, the access should be quickly resolved.

IT staff were thanked for the significant amount of work they had undertaken during the seasonal College closure and other non-core business hours.

5. CHAIR'S MEETING INTRODUCTION AND REPORT

The Corporation **noted** the Meeting Introduction and Chair's Report including:

- the sad news of the death of Nick Moore, the Chair of the Corporation of Somerset College
- the Draft English Colleges' Governance Code consultation which would be running until early March

Member Sabbatical

The Corporation **APPROVED** the sabbatical of Corporation Member Sam Best from 06 April 2015 – 30 June 2015.

6. PRINCIPAL'S REPORT

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

- Construction Centre progress, interim student/teaching arrangements and opening ceremony plans
- Ministerial visit by Nick Boles and Marcus Fysh
- Outcomes of December 2014 target-setting
- Ongoing, new and potential partnerships with employers and other providers which sought to maintain and improve students' opportunities and experiences
- Risk areas
- Finance, growth and main projects
- Student attendance improvement actions.

Noting the information so far available, including the anticipated benefits and risks, the Corporation gave a no-commitment **APPROVAL IN PRINCIPLE to the Career College** project, subject to funding, detailed business cases and specific governance and legal information being brought to the Corporation for full approval ahead of any formal commitment. A presentation would be given at the March Strategy Day, followed by a proper paper proposal at the appropriate time.

Principal

Demographics information was requested to be brought to a future meeting to assist in the understanding of and target-setting for 16-18s.

Principal

Governors were pleased with the new column on the Operating Statement which linked it to the Risk Register.

A separate record was made of confidential minutes.

7. TEACHING AND LEARNING REPORT

The Corporation noted the Lesson Observation Report Window 2

(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 new staff observations.

A separate record was made of confidential minutes.

8. MANAGEMENT ACCOUNTS/FINANCIAL REPORT

The Corporation **noted** the latest Management Accounts which were presented for the first time by the new Vice Principal Finance and Resources. A number of changes to presentation and narrative content were anticipated in future reports.

A flexed budget would form part of the Corporation's March Strategy Day business in order that the College could achieve what it needed to in respect of the financial outcome for 2014/15.

9. STAFF SURVEY

The Corporation **noted** the outcomes of the Staff Survey, how this was being communicated back to staff and what plans were being proposed/implemented in response to the findings.

10. Other LEGAL, POLICY and REGULATORY MATTERS

a. Safeguarding

b. 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.

c. Student Matters/Learner Voice

The Student Governor was at a conference related to her College roles, so the Corporation **noted** a short Student Voice Report from the Clerk.

11. RISK MANAGEMENT and INTERNAL CONTROLS

The Corporation **noted** that the electronic Risk Management Tool had perhaps outlived its usefulness and was currently under review.

12. NEXT MEETING

The Corporation **noted** plans, including draft business, for the next ordinary Corporation meeting to be held on 18 March 2015 after the strategy day.

The main business was concluded at 6.40pm
Further limited access business concluded at 6.55pm
A separate record was made of confidential minutes.

APPROVED 18 MARCH 2015