

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College

Held on Thursday 30 April 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*

1. **APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies: Members Derek Esp and Paul Taylor.

Sam Best's approved sabbatical had begun.

There were no new Declarations of Interest in today's business.

2. **MINUTES OF THE CORPORATION MEETING HELD ON: 18 March 2015**

The Corporation **APPROVED** all of minutes of the 18 March 2015 meeting as a correct record and **APPROVED** the public minutes for website publication.

The minutes were signed by the Chair.

3. **MATTERS ARISING**

The action and query sheet was reviewed, updated and **noted**.

The YCBF Chair would take forward the YCBF actions.

4. **FINANCIAL REPORT including management accounts**

The Corporation discussed and **noted** the financial report, which covered:

- the latest management accounts (to 31 March 2015)
- the restructure of business support staff – including the timetable for voluntary and
- the College’s recent meeting with the Skills Funding Agency (SFA) which was also referenced in the Principal’s Report
- Sub-Contracting
- Scheme of Delegated authority.

A separate record was made of confidential minutes.

5. **TEACHING AND LEARNING REPORT**

The Corporation discussed and **noted** the Teaching and Learning Report. Points highlighted were:

- observations, re-observations and Continuous Professional Development
- Information Learning Technology
- Prevent Duty and Training (and the different sector perspectives of HE and FE in the context of Freedom of Speech and other statutory education obligations)
- Attendance and retention data, correlation, withdrawal reasons, areas for concern and progress in respect of improvement actions
- Scale and perspective of data
- English and Maths matters.

A separate record was made of confidential minutes.

6. **CHAIR’S REPORT**

The Corporation **noted** and accepted the Chair’s Report. Recommended approvals from today’s Search and Governance Committee would be carried through to appropriate future Corporation meetings. The list of ‘relevant staff’ on the Register of Interests would be updated in the Summer to reflect the change of role title/responsibility when the current HR Director leaves the College at the end of June. The S&G minutes would be made available to all Governors in due course.

7. **PRINCIPAL’S REPORT**

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

- SFA
- HEFCE
- Performing Arts
- College HE

- Career College

A separate record was made of confidential minutes.

8. Other LEGAL, POLICY and REGULATORY MATTERS

a. Fees Policy

The Corporation **APPROVED** the Fees Policy and asked the Clerk to propose the delegation of this item during the May meeting's annual College Policies monitoring and delegation item.

Clerk

b. Remaining 2014/15 meetings

The Corporation **AGREED**:

- the budget would be presented through a workshop during the **16 June** strategy day followed by approval at the Corporation meeting that afternoon with delegation of any subsequent minor changes and the final wording of the Financial Forecast to the Corporation Chair (who would consult other Governors for additional expertise and/or call an additional special Corporation meeting if required)
- there would not be a Corporation meeting on **30 June**
- the **15 July** Corporation meeting date would be used for significant governance discussions, including consideration of adoption of the new Governance Code and the most up to date regulatory and inspectorate related information.

c. 2015/16 meetings

The Corporation **APPROVED** the 2015/16 meeting dates as set out in the paper.

d. Members' Interests

The Corporation **noted** and accepted:

- the specific example of the Principal's potential trusteeship of the Yeovil Town Community Sports Trust, which they would leave to his judgement in terms of appropriate time management and handling of any potential conflicts of interests
- the wider reminder and latest guidance on Interests (the presentation which the Clerk had give to the S&G Committee would be made available to all Members)
- as suggested by the S&G Committee, the Clerk and Chair would follow-up with individual Members and College Staff appropriate registering and monitoring of matters which fell below Corporation decision-making level and provide periodic summary assurance reporting.

e. 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.

f. 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.

9. RISK MANAGEMENT and INTERNAL CONTROLS

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

10. NEXT MEETING

The Corporation **noted** plans, including draft business, for the next ordinary Corporation meeting to be held on 20 May 2015.

The main business was concluded at 7pm

Further limited access business concluded at 7.10pm

A separate record was made of confidential minutes.

APPROVED 20 MAY 2015