

PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 10 December 2015 from 4.30pm In Room G108, Ashdown Building, Yeovil College

Members (14): Sam Best; Lee Brooks [Staff]*; Jacquie Dean [Chair]*; Derek Esp (*until 5.15pm*)*; John Evans [Principal]*; Dave Gladding*; Derrick Goddard [Staff]*; Linda Jones*; Debbie Matthewson; Jagtar Ner*; Scott Roy*; Richard Smith*; Tim Sweeney; Paul Taylor*; Peter Thomas [Vice Chair]*.

In attendance (4): Jo Farrant [Corporation Administrator & Interim Clerk]*; Emma Cox [Vice Principal Finance & Resources] (*from 5.30pm*)*; Nikki Sendell [VP Curriculum & Quality]*

1. APOLOGIES AND DECLARATIONS OF INTEREST

- a. Apologies for absence were received from Members Sam Best, Debbie Matthewson and Tim Sweeney.

Apologies for lateness were received from Emma Cox who was expected to arrive at 5.30pm.

Derek Esp confirmed that he would need to leave early at 5.15pm.

The meeting remained quorate throughout.

- b. There were no new Declarations of Interest in today's business.
- c. The Chair updated the Corporation on the outcomes of a recent meeting with the SFA in respect to the College's finances. This was the first of several meetings that will take place with the SFA. The Chair has called for an informal finance meeting to take place on Tuesday 15 December 2015 at 10am with selected members of the Board in attendance (particularly Audit Committee Members). This meeting has been called in order to discuss some concerns and observations following that meeting. The Strategy Day in January 2016 has been set aside for full debate on finances and area reviews.

2. STAFF SURVEY

Steve Chattell, Head of HR, presented a summary of the results from the recent Staff Survey. The College surveyed 336 members of staff of which 254 replied, representing a return rate of 76%, an improvement from last year's return of just 57%.

The figures shown in the report referred to the percentages of staff who either strongly agreed (green), agreed (yellow) or disagreed (red).

The report clearly indicated that there had been some significant improvements made since the last survey particularly in terms of

staff feeling 'fairly rewarded' and their 'views on work matters considered.'

However, there were some areas of concern that need further improvements. The Head of HR was asked to report back to the Corporation in January on the actions taken to improve these areas of concern.

Confidential Minutes were recorded separately.

Governors were invited to attend the monthly Staff Voice meetings. The Interim Clerk will email the dates to all members.

Steve Chattell was thanked for his presentation and left the meeting at 5.10pm.

3. MINUTES OF THE CORPORATION MEETING HELD ON 12 NOVEMBER 2015

Member Richard Smith informed the Interim Clerk that he was in attendance at this meeting however he was not listed under the members list at the start of the minutes. This was the result of an admin error and would be corrected after the meeting.

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

- a. 12 November 2015 Public
- b. 12 November 2015 Confidential

The minutes were signed by the Chair.

4. MATTERS ARISING

The action and query sheet was reviewed and the following **noted**:

- A populated table from the FE Commissioner's letter including RAG rating had been included in this month's Principal's Report. This will be further discussed at the Strategy Day in January.
- Interim A-Level CAM to attend meeting before March 2016.

Derek Esp left the meeting at 5.15pm

5. PRINCIPAL'S REPORT

The Corporation **noted** the Principal's comprehensive report. On this occasion there was particular emphasis upon:

- The new College website – some members reported that some of the links do not work
- College success stories - the Corporation was informed that the member of staff nominated for the Western Gazette Prize Award did in fact go on to win the Education Hero Award.

Head of HR

Interim Clerk

Principal

Interim Clerk

- CSR Outcomes (from AoC update)
- Stakeholders meetings update
- FE Commissioner's Health Check Grid
- CMT Annual Conference

The Principal updated the Corporation on a recent development with the Yeovil Town Community Sports Trust (YTCST). Three offices within Hollands House will be rented by the YTCST on a one year lease agreement in the first instance. It is hoped that by encouraging more people to visit and experience the College's excellent facilities, it will increase and strengthen the College's position within the community.

Confidential Minutes were recorded separately.

Emma Cox joined the meeting at 5.30pm.

6. FINANCIAL UPDATE

The Corporation discussed in detail and **noted** the following financial reports:

- Operating Statement including the actions from the Recovery Plan (this report will accompany the College's SAR when it is uploaded onto the Gateway)
- the latest financial position
- KPI's

The Corporation had a robust debate on the data presented to them within the Management Accounts.

Confidential Minutes were recorded separately.

7. FINANCIAL STATEMENTS PAPERWORK 2014-15

The Corporation **noted** the 2014-15 Audit Findings Report of the External Auditor RSM Audit UK LLP. This covered the Financial Statements and Regularity Assurance.

The Corporation **APPROVED** the 2014-15:

- Financial Statements
- Operating and Financial Review
- Statement of Corporate Governance and Internal Control
- Statement of Responsibilities
- Statement on the College's Regularity, Propriety and Compliance with Funding body terms and conditions of funding
- Letters of Representation
- Reconciliation of Management Accounts
- RSM Letter of Engagement for Regularity Audit

8. AUDIT COMMITTEE BUSINESS (Including Risk Management and Internal Controls)

The Corporation **noted** the following 2014-15 Annual Reports:

- Annual Report – Internal Audit**
- Annual Report – Risk Management**
- Annual Report – Audit Committee**, which included the

following assurance statement from the Committee to the Board and Principal:

“Having regard to the reports of the Internal Audit Service and the Financial Statements/Regularity auditors and on the basis of the work of the Committee during the year, it is our conclusion that the College has an adequate and effective framework for governance, risk management and control to ensure that the Corporation has fulfilled its statutory responsibility for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets, and to manage the achievement of its objectives”.

d. **Health & Safety** – The Corporation noted that this report was not recommended by the Audit Committee as it failed to state what had happened in 2014-15 and the priorities for 2015-16. The Annual Report would be updated outside of meetings, electronically circulated to Audit Committee members and brought to Corporation in January 2016. The Corporation were reassured by the confirmation that the College had engaged support from the Yeovil District Hospital Health and Safety Officer who will assist with the implementations of the recommendations.

e. The Corporation also **noted** the key business from the draft minutes of the last Committee meeting not covered elsewhere on today’s agenda (including risk). Discussion was consistent with the detail recorded in the Audit Committee minutes.

VP F&R

9. **COLLEGE’S SELF-ASSESSMENT REPORT 2014-15**

The Corporation noted the draft Self-Assessment Report (SAR) which had been completed by the Principal and Vice Principal Curriculum and Quality with contributions from all areas of the College. including the Clerk’s summary of the Corporation’s self-assessment work and comment from the Teaching and Learning Lead Governor.

It was reiterated from last year that the SAR was not intended for public viewing but rather as an internal review which provided the basis on which to maintain strengths and improve quality. The College was not required to produce this report and the Corporation was not required to approve it. The SAR would be uploaded to a secure web gateway where it could be viewed only by regulatory bodies.

The Corporation **APPROVED** the College’s Self-Assessment Report for 2014-15.

10. **TEACHING AND LEARNING REPORT**

The Vice Principal Curriculum and Quality reported that the overall profile for good or better for Observation Window 2 was 91%. There will be an additional walk through in January 2016 to check that these grades are correct.

LEGAL, POLICY AND REGULATORY MATTERS**Based on the recommendations from the Search and Governance Committee, the Corporation APPROVED:**

- a. the appointment of Hayley Kitto as FE Student Governor from 01 January 2016 up until 01 July 2016. Hayley had been identified using the usual nomination process through the Student Union.
- b. **Other membership APPROVALS:**
 - the appointment of Ken Comber as an Independent Corporation Member (Governor) for a 4 year term of office effective from 01 January 2016 to 31 December 2019.
 - the re-appointment of Ken Comber as a Co-Opted Member of the Audit Committee for a 2 year period from 12 October 2015 (*full Committee Member from 01 January 2016*).
 - the extension of Derek Esp's **final term of office** as an independent Governor from 22 May 2016 to 31 December 2016 in order to ensure the Corporation has HE expertise during the area review process.
 - the appointment of Scott Roy as an Audit Committee Member (immediate effect).

- **Member Sabbatical**

The Corporation **APPROVED** the sabbatical of Corporation Members Dave Gladding and Linda Jones from 01 January 2016 to 22 March 2016.

- c. **Quality Assurance & Improvement Policy**

The Corporation **APPROVED** the Quality Assurance & Improvement Policy.

- d. **Safeguarding and Equality & Diversity Report**

The Corporation **noted** the verbal Safeguarding and E&D report presented by the Vice Principal Curriculum and Quality. The content of this report would be kept within the Corporation file and be available to Governors on request.

- e. **YCBF Update**

The Chair of the YCBF informed the Corporation that the Trustees had met before today's meeting to discuss the future viability of the foundation. After lengthy consideration and reference to legal advice sought by the Vice Principal Finance & Resources with Eversheds, it was **unanimously resolved** to wind up the Foundation and to transfer all the remaining assets to Yeovil College. The Trustees all agreed to continue in an unofficial capacity to oversee this transition. The remaining assets that will be transferred to the College will continue to be

**YCBF Chair /
Interim Clerk**

used for the benefit of students. This is consistent with the charity objectives of the YCBF and the intention behind its original establishment.

12. ANY OTHER BUSINESS

Noted as none

13. FUTURE MEETINGS

The Corporation **noted** the next ordinary Corporation meeting to be held on **Thursday 28 January 2016** after the strategy day.

Meeting closed at 7.15pm

APPROVED 28 JANUARY 2016

.....