

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 11 July 2019 at 16:30 In Boardroom, SMT Suite, Yeovil College

**Members:** Sam Best\*; Mike Brinson; Ken Comber; Jacquie Dean [Chair]\*; John Evans [Principal]\*; Lee Harwood\*; Jo Howarth\*; Jessica Hughes [Student FE]\*; Sam Leigh\*; Rebecca Marshall\*; Netta Meadows; David Mills\*; Paul Morey [Staff]\*; Jagtar Ner\*; Gayle Pogson [Staff]\*; Scott Roy\*; Peter Thomas [Vice Chair]\*

**In attendance:**

**All Items:** Mark Bolton [Vice Principal Curriculum & Quality]\*; Emma Cox [Vice Principal Finance & Resources]\*

**Clerk:** Kaz Corbett\*

*\*indicates presence at meeting*

### 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Mike Brinson, Netta Meadows and Ken Comber. Jagtar Ner had advised the Clerk that he hoped to join the meeting after 1730. The Chair welcomed Jo Howarth to her first Board meeting. The meeting remained quorate throughout.

**Declarations of Interest:** None declared on this occasion.

### 2. MINUTES OF THE LAST MEETING

The Board **APPROVED** the following minutes as true and accurate records of the meeting held on:

- 13 June 2019 Public
- 13 June 2019 Confidential

The minutes were signed by the Chair. The Public Minutes would be uploaded to the College website.

### 3. MATTERS ARISING

The Action and Query sheet was reviewed, updated and noted. The VP Curriculum & Quality was asked for an update on an item from the 11 October 2018 meeting, regarding a possible questionnaire on resources for HE Students. The VP Curriculum & Quality informed the Board that this had been asked as part of the HE Student Survey. Issues raised had been the reliability of Moodle and WiFi problems, both of which should be addressed when the IT improvements are made this year. The Board felt it may be useful for students to be advised of the planned improvements and related timescales.

### 4. CHAIR'S REPORT

Members **noted** the Chair's Report which today included updates on:

#### **Arrangements for a new Principal**

The Chair informed the Board that following formal receipt of the Principal's resignation, the recruitment process for his replacement is underway. An initial meeting has been held with the Director of HR to outline the process. The finalised job advert is due to be released in the next week, and a provisional interview date set for 30<sup>th</sup> August. The Board will be kept updated throughout the process, and members will be asked to join the panel in due course. The Board delegated authority to the Chair and Vice-Chair to oversee the initial arrangements.

### **Stanchester School**

The Chair announced that it had become apparent that Stanchester School were in the process of joining the Bridgwater College MAT. The implications for the College are not known as yet; the situation will continue to be monitored as it develops.

### **Wiltshire College visit**

The Chair informed the Board that she had visited Wiltshire College with the Principal, and had been inspired by the Campus and work completed. Unfortunately the VP Finance & Resources, who was due to attend, had faced transport issues on the day so would look to rescheduling a visit for herself.

### **Search and Governance Committee**

Following today's earlier meeting of the Committee, the Board was asked to approve the following membership extensions:

- Peter Thomas to December 2020
- Scott Roy to December 2020

The Chair announced that Peter Thomas will formally assume the role of Chair of the Corporation in October, and will therefore chair the first meeting of 2019/20.

The Board was pleased to note that the induction process for new members has now been formalised; the Clerk will ensure all new appointments have the benefit of this.

### **Shining Stars**

The Chair congratulated Staff and Students involved with the Shining Stars ceremony for another fantastic event.

### **Special Corporation Meeting**

The Chair announced that the Special Meeting planned for Monday 15<sup>th</sup> July was now postponed. The Clerk would advise Members of the new arrangements as soon as possible.

### **AoC SW Principals and Chairs Meeting**

The Chair informed the Board that she had attended an AoC meeting for Chairs and Principals in June. The meeting had a strong financial emphasis, with additional focus on T Levels and EIF changes.

5.

### **FINANCIAL UPDATE**

The Board **noted** the May 2019 Management Accounts and related financial commentary in addition to noting a verbal update from the Vice Principal Finance and Resources. The Board was informed that performance remains in line with the flexed budget, with the end of year deficit remaining on track as previously reported with no significant variances. Final figures will depend on which year the premises spend is costed to.

6.

### **BUDGET AND 3 YEAR FINANCIAL FORECAST**

The Board had considered this item in the context of the discussions had at the recent Strategy Day, and had agreed in principle to the approach that had been taken to prepare the 2019/20 budget (plus 2 years) as detailed in the 13 June minutes.

Ahead of today's meeting, the Board had been provided with a budget pack that provided detailed information on:

- Financial Objectives
- 2018-19 Outturn against original budget
- Statement of Comprehensive Income 2019-20
- Balance Sheet 2019-20
- Cashflow 2019-20
- 31 July 2020 Ratios
- Covenants
- Contribution by Curriculum Areas
- 3 Year Plan

- Financial Health Scoring
- Assumptions
- Sensitivity Analysis and Key Risks

The Board **APPROVED** the College's 3 year financial plan, including the 2019/20 budget for submission to the ESFA by 31 July 2019.

Confidential Minutes are recorded separately.

*Jagtar Ner arrived at 17.45*

## 7. **BUILDINGS UPDATE**

The Board noted a Buildings Update from the VP Finance & Resources. There are a considerable amount of works planned in for the summer break, with the team currently working on cabling upgrades in preparation for the new Wireless network. Significantly, the long awaited demolition of Hollands House will take place and additional car parking built in its place. This is hoped to cost approximately £78k, however the final figure will depend on the asbestos disposal costs.

## 8. **TEACHING AND LEARNING**

The Board **noted** a Teaching and Learning update from the Chair of the Curriculum, Quality & Assurance Committee, alongside the minutes of the Committee's June meeting. Particular points noted included:

- A new system for Target setting has been implemented; the Committee will monitor its accuracy
- A lesson observation system will be reinstated, with more regular reports to the Committee
- HE will be scrutinised in more detail going forward

The VP Curriculum & Quality informed the Board that 2019/20 applications were looking very encouraging.

## 9. **STRATEGIC AIMS 2019-2022**

The Board had considered the draft Strategic Aims in detail at its June Strategy Day, and Members had been invited to forward any further comment to the Principal before today's meeting. The Principal thanked Sam Leigh for meeting with him to discuss the Strategic Aims from a commercial perspective. Following this meeting the Head of Marketing has been tasked with producing a smaller brochure for external distribution. The more extensive Strategic Plan will continue to be issued to all Staff for internal use.

The Board **approved** the Strategic Aims 2019-22.

## 10. **PRINCIPAL'S REPORT**

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

- T Level Update
- Staffing Update
- Apprenticeship target setting
- Preparing Staff for EIF
- Year 10 and Year 8 Taster Days
- In Year Progress: KPIs and Operating Statement Update

The Board then noted the updated Operating Statement for 2018/19.

## 11. **LEGAL, POLICY and REGULATORY MATTERS** **Annual Review of Confidential Material 2018/19**

The Corporation carried out its annual review of Confidential Material. With no amendment to the Clerk's paper, the Corporation noted and **APPROVED** which material is currently for inspection (public) and for exclusion from inspection (confidential). It was noted that there

had been no requests for public inspection of the Board's or its Committees' papers during the period of review.

### **Meeting dates 2019/20**

The Board **Approved** its meeting dates for 2019/20. The Clerk was asked to create a similar document for College events.

Clerk

### **Terms of Reference and Work Programmes 2019/20**

The Board **APPROVED** the Terms of Reference and Business Cycles for the Corporation and its Committees for 2019/20 as set out in the Clerk's paper.

### **Safeguarding Policy**

The Board **Approved** the updated Safeguarding Policy, which contained minor updates relating to changes in documents and legislations underpinning the policy.

### **Data Protection Policy**

The Board **Approved** the updated Data Protection Policy. The VP Finance & Resources informed the Board that this policy had been overhauled last year to reflect the introduction of GDPR. This update contained only minor changes due to recommendations made by the Internal Auditors, including the addition of the use of CCTV protocol.

### **Policy Approvals and Delegation arrangements**

The Corporation **noted** the updated annual policies monitoring information, following work undertaken by the VP Finance & Resources to remove outdated items and chase outstanding updates. The Board were asked to consider whether they wanted to continue to oversee Procedures, or whether these could be removed from the document. The Clerk will consult with other Governance professionals and advise the Board on this matter at its next meeting.

Clerk

### **Corporation Seal 2018/19**

The Board noted the report which detailed use of the Corporation Seal during 2018/19.

### **Annual Safeguarding Report – Internal report to Governors**

The Board **noted** the Safeguarding Annual Report for the period 01 August 2018 to 31 July 2019 alongside a verbal update from the Safeguarding Lead Governor. Highlights included:

- 557 referrals have been made throughout the year (some students are attached to multiple referrals)
- 6 students receiving additional support were recognised at the Shining Stars awards
- MyConcern still needs to be fully understood to allow the College to receive more useful reports
- The impact of the tragic loss of a student to suicide continues to be felt
- The number of Safeguarding officers across College is low, a paid officer may be considered in the future
- High instances of users failing to attend counselling appointments
- College chaplain has now sadly left the college to take on his own parish, and it is unknown if he will be replaced

### **Equality and Diversity Annual Report**

The Board **noted** the Equality and Diversity Annual Report which detailed progress made during the past year, and contained data tables scrutinising learner performance in relation to protected characteristics. Some protected characteristics were excluded from the report (Maternity/pregnancy, gender re-assignment, sexual orientation, marriage and religious belief). One Member asked why these were not included, as they were equally important to analyse. The VP Curriculum & Quality would investigate.

VP C&Q

## **HE Update**

The VP Curriculum and Quality informed the Board that following the departure of the HE Manager last month, interviews for a replacement will take place next week. Potential 2019/20 student engagement looks promising.

## **Student Voice**

The Student Governor commented that Student Voice has been well attended throughout the year and has led to positive improvements within the College.

## **Staff Voice**

The following points were raised by the Staff Governors in attendance at today's meeting:

- There was a noticeable excitement around campus with staff looking forward to implementing change, especially with the new EIF coming in September
- Staff were disappointed to hear that the Principal was moving on to a new opportunity
- The 'Star of the month' process has been reviewed to allow for digital nominations, as currently few nominations are made due to the process

## **12. Whistleblowing, H&S and Fraud**

There were no incidents to report on this occasion.

## **13. CONTRACT APPROVAL**

The VP Finance & Resources informed the Board that this Contract had not surpassed the £100k threshold as anticipated, and therefore did not require Board approval.

## **14. RISK MANAGEMENT AND INTERNAL CONTROLS**

The Board **noted** the headlines from the minutes of the Audit Committee's 12 June meeting, presented by the VP Finance & Resources.

## **Insurance Renewal Quote**

The Board **noted** the Insurance Premiums and Cover arrangements for 2019/20.

## **15. ANY OTHER BUSINESS**

There were no other items of business to note on this occasion.

## **NEXT ORDINARY MEETING**

Thursday 10 October 2019.

***Meeting closed at 1840.***