

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 18 June 2020 at 1515 Using Zoom

**Members:** Sam Best\*; Mark Bolton [Principal]\*; Paul Clowes\*; Ken Comber; Jacquie Dean [Vice Chair]\*; 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\*; Issy Stanley [Student HE]; Peter Thomas [Chair]\*

**In attendance:**

**All items:** Steve Chattell [Vice Principal Curriculum & Quality]; Emma Cox [Vice Principal Finance & Resources]\*

**Item 2 only:** Paul Sealey [Director of EE]\*

**Clerk:** Kaz Corbett\*

*\*indicates presence at meeting*

### 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Issy Stanley, David Mills and Ken Comber. The meeting remained quorate throughout. There were no **Declarations of Interest** made on this occasion.

### 2. SUBCONTRACTING

Paul Sealey, Director of Employer Engagement, gave a verbal presentation to support a Paper received by the Board ahead of today's meeting detailing the College's:

- Current Subcontracting position
- Subcontracting Fees and Charges Plan for 2020-21
- Subcontracting Fees and Charges Policy for 2020-21

The Board **approved** both the Subcontracting Fees and Charges Policy 2020-21 and the Subcontracting Fees and Charges Plan 2020-21, on the recommendation of the Subcontracting Lead Governor.

*Paul was thanked for his presentation and left the meeting at 15:30.*

### 3. MINUTES

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

- Thursday 14 May Public
- Thursday 14 May Confidential
- Thursday 14 May Strictly Confidential

The Chair's digital signature was applied to the records, which would be uploaded to the College website.

### 4. MATTERS ARISING

The Action and Query sheet was reviewed, updated and noted. All queries were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.

### 5. CHAIR'S REPORT

Members **noted** the Chair's Report which included key items of business from today's earlier Strategy Day that were not covered elsewhere on today's agenda.

During the Strategy Day, Members discussed in detail matters in respect to:

- College Budget and Finance Matters
- Vision for the College
- Reopening in September
- Strategic Plan/Aims 2020-23

Key discussions and recommendations made in respect to the above are recorded separately in a confidential set of minutes.

The Chair gave an update to the Board on the current status of the Interim VP Recruitment process; 3 candidates will be interviewed by the panel tomorrow.

The Chair commented that the Principal's appraisal had been held recently and was very positive. Mark was congratulated on a fantastic start to his tenure, especially given the particularly challenging climate.

## 6. **PRINCIPAL'S REPORT**

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

- HoSWLEP Technology Grant
- Estates opportunities
- Nursery Reopening
- College Reopening Planning
- Limited Opening for Vulnerable Learners
- Staff on Furlough
- Initial ICT / IoT Tenders
- IoT Progress
- Virtual Information Evening

The Principal added his thanks to the Corporation for their guidance, support and challenge throughout this unprecedented time.

The Board **noted** the Operating Statement, which had been scrutinised in detail at the Audit Committee's last meeting.

## 7. **SOMERSET CC PARTNERSHIP SLA**

The Board were pleased to be informed that grant monies had been awarded to the Somerset CC Partnership, following an application submitted earlier in the year. The VP F&R explained the documents were under legal review currently, and would hopefully be available for signing at the Board's July meeting.

## 8. **FINANCIAL UPDATE**

Finances had been the subject of key discussions at today's strategy session as the Board had rigorously reviewed the 3 Year Financial Forecast.

The Board **noted** the April 2020 Management Accounts and related financial commentary.

## 9. **TEACHING AND LEARNING**

The Board **noted** detailed papers prepared by the VP C&Q and Principal describing the current FE and HE teaching provision and engagement throughout all teaching areas within the College.

Key points for FE included:

- Attendance is being measured by virtual engagement, with approximately 80% of learners showing some level of engagement, and most students highly engaged. The Chair commented that this level of engagement was satisfactory at this point, but higher levels of engagement would be expected in September
- Provision for 4 high needs learners currently on site
- Ofqual consultation is ongoing, however achievement appears largely on track. There will be no performance table for 2019/20

- Final course reviews are currently taking place, and will offer a more data-driven look at achievement
- The Board requested quantitative data for review at its next meeting

VP C&Q

Key points for HE included:

- 10 withdrawals since March, 7 of these learners intend to return in September
- Mostly students are describing a good experience, but would prefer to be on site
- Ongoing issues with satisfaction of delivery within Business area
- Validating universities have been really strong in adapting to Covid-19, however Pearson have not made any adjustments

10. **IoT UPDATE**

The Board **noted** the approval of the IT Tender by email, and a verbal update on the current IoT position. The VP F&R informed the Board that the Buildings tender would be due for approval shortly, likely at the beginning of July. The Clerk would investigate setting up a project committee for a select group of Governors, chaired by the IoT Lead Governor, to allow sufficient scrutiny before recommendations are made to the Board. The Chair added that there had been some dissatisfaction with recent documentation provided by Tenet, which would be followed up by the Principal.

Clerk

Principal

11. **T LEVEL APPLICATION**

The Board received a comprehensive presentation earlier in the day describing the redevelopment planned for the College if awarded T Level Capital, to support the detailed papers provided ahead of today's meeting. The Board **approved** the College's T Level Capital Bid application.

12. **RISK MANAGEMENT AND INTERNAL CONTROLS**

In the absence of the Audit Chair, Committee member Paul Clowes gave an update to the Board. Following a tender process and presentations to a panel, the Committee recommended the appointment of RSM as Internal Auditors for the next 3 years. They are marginally the most expensive, however scored higher on qualitative elements. The Board **approved** this appointment.

The Board **noted** the minutes of the Audit Committee's meeting on 10 June 2020, including:

- Internal Audits 2019-20
- External Audit Plan 2020-21
- OfS Compliance
- Internal Audit Performance
- Committee Confidential Annual Review
- Committee WP and ToRs
- Single Points of Failure

Paul highlighted the need to get the additional internet line in place to secure the College's IT provision going forward. There were no other risk management items to note.

13. **LEGAL, POLICY AND REGULATORY MATTERS**

**Safeguarding and Equality & Diversity**

The Board were informed that the Safeguarding Lead Gov had recently met with the VP C&Q and DSL to discuss the safeguarding processes in place during the Campus closure. The Safeguarding Lead Governor was impressed with the high standard of support being maintained. Vulnerable learners are receiving weekly phone calls, counselling is being provided virtually, and safeguarding meetings continue as usual.

The Principal added that the College has been awarded £10k to allow continued support of vulnerable learners over the summer. Additional funding is being pursued for learners that

may benefit from some face to face learning over the summer, to avoid any increase in NEETs.

### **HE Update**

The Principal informed the Board that there have been 120 HE applications received to date, compared to 84 applications by this point in 2019, which is promising news for September.

### **Student Voice**

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

- The FE Student Governor asked if the College would be running a new students' day for 2020 starters. The Principal responded that a virtual event would be hosted, but engagement with Year 11 leavers is restricted before August 1<sup>st</sup>. The Head of Student Experience is investigating alternative ways to engage with new starters, and would approach the FE Student Gov for input
- The FE Student Governor added her thanks to College staff for their continued support throughout the lockdown

### **Staff Voice**

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

- Staff responded positively to the recent staff consultation meetings regarding the reopening of the College. Staff felt valued and listened to
- Overall Staff are happy and coping well, but are keen to get back into the workplace
- The teaching Staff Governor commented on how exciting it was to be part of the new vision, which was a huge step towards a new way of teaching

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

There were no incidents to report on this occasion.

#### **15. ANY OTHER BUSINESS**

There were no other items to note on this occasion.

### **NEXT ORDINARY MEETING**

Thursday 9 July 2020, additional meeting in September.

***Meeting closed at 16.35***