

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 23 April 2020 at 1700 Using GoToWebinar

**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]\*

**Clerk:** Kaz Corbett\*

*\*indicates presence at meeting*

### 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Netta Meadows and Jo Howarth. The meeting remained quorate throughout. There were no **Declarations of Interest** made on this occasion.

### 2. RECORD OF DECISIONS MADE

The Board **APPROVED** the following documents as true and accurate records of recent Board activity:

- Record of decisions made following the informal meeting held on 26 March 2020
- Record of all other decisions made by email up to 22 April 2020

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

### 3. CORONA VIRUS UPDATE

The Board **noted** a paper prepared by the Principal giving an update on the following:

- Delivery of learning
- Progressions for existing students
- New student recruitment
- Staggered opening plan
- Budget
- Regulation
- IoT
- Appointment of VP C&Q

One member asked how student engagement was being validated. The Principal assured the Board that lecturers were in constant contact with their managers, and students were still subject to the same assessment deadlines and attendance as normal. Registers are still taken, and sanctions remain in place for poor attendance and/or missed deadlines.

The Board asked for assurance on student safeguarding and wellbeing. The Principal assured the Board that the most vulnerable learners were being closely supported by the student support team. MyConcern reports continue to be submitted, and it has been noted that additional learners have become 'homeless' during the lockdown period. The VP C&Q clarified that 'homeless' in this case meant 'not living at their home address', and that they were considered to have somewhere to stay. Social services are involved as necessary and

giving suitable support. The Principal added that not physically seeing students on campus made it harder to ensure their wellbeing.

One member asked whether the impact of a second bounce later in the year had been considered, and how this may affect financial planning. The Principal informed the Board that staff are currently working on ways to reduce the number of people on campus at any one time, should social distancing measures continue. This would be achieved through a mixture of blended online and on-campus learning, alongside effective timetabling.

One member asked which scenarios had been considered for 20-21. The Principal advised that the 16-18 allocation has been confirmed by the ESFA and is positive. It is reasonable to assume that HE income should not drop hugely, but apprenticeship and AEB funds are harder to predict. The Chair commented that the Board's June Strategy Day would need to focus on looking at the possible scenarios for 20-21.

**4. FINANCE UPDATE**

The Board **noted** the March 2020 Management Accounts and related financial commentary, in addition to noting a verbal update from the Vice Principal Finance and Resources. Key points are recorded separately in the confidential minutes.

**5. IOT TENDERS**

The Board **noted** a paper prepared by the VP F&R giving an overview of the progress with IT tenders. It is not possible to make a proposal for approval at this point, as further scrutiny and testing of specific equipment is required. The anticipated impact to the timeline and budget was noted. The Board **approved** the extension of the tender process, and would review the final tender evaluation at its May meeting.

**6. ANY OTHER BUSINESS**

The Board requested an update on T Levels at its next meeting.

**NEXT ORDINARY MEETING**

Thursday 14 May 2020.

***Meeting closed at 18.40***

**Principal**