

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 23 January 2020 at 1500 At Yeovil Town Football Club

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:
Items 1-15: Steve Chattell [Vice Principal Curriculum & Quality]*; Emma Cox [Vice Principal Finance & Resources]*

Item 2 only: Paul Sealey [Director of Employer Engagement]*

Clerk: Kaz Corbett*

**indicates presence at meeting*

1. MEETING PRELIMINARIES

Apologies for absence were received from Paul Morey, Ken Comber, Issy Stanley, Lee Harwood, Sam Leigh, Netta Meadows, Jess Hughes and Jo Howarth. Jagtar Ner had advised he would need to leave early. The meeting remained quorate throughout. There were no **Declarations of Interest** made on this occasion.

2. SUBCONTRACTING UPDATE

Paul Sealey, Director of Employer Engagement was welcomed to the meeting. The Board **noted** a presentation on the current subcontract position at the college, including an update on each of the partners. Governors asked if healthy relationships were held with the partners, and were reassured that relationships are strong and positive. The Partnership Contracts Manager is integral to this. Quality assurance processes are being applied to subcontracting in the same way as all other provision, in line with Ofsted requirements. The Board will receive a report detailing all completed lesson observations at its July meeting. It was suggested that Governors could be invited to observe Apprenticeship delivery as part of their learner walks, with feedback going to the CQA Committee.

The Board moved on to discuss the new Leonardo contract. Paul explained that the roles have now switched, with Yeovil College becoming the main provider and Leonardo the Subcontractor. The Director of EE would usually sign all subcontracts, but due to its value this agreement requires Board approval. It was noted that the Framework Services Agreement used will now replace the Employer Services Contract used for all Subcontracts going forward. The Board **Approved** the Leonardo Framework Services Agreement, which would be signed by the Chair.

3. MINUTES OF THE LAST MEETING

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

- 5 December 2019 Public
- 5 December 2019 Confidential
- 5 December 2019 Strictly Confidential

The Minutes were signed by the Chair. The Public Minutes 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:

- Conditions Report and Priorities
- Staff Survey and Outcomes
- ICT Strategy
- Flex Budget and 4 Year Financial Plan

Key discussions and recommendations made in respect to the above are recorded separately in a confidential set of minutes. Members also received Annual Safeguarding Refresher training.

6. COLLEGE SELF ASSESSMENT REPORT

The Board had received copies of the Draft SAR ahead of today's meeting. The Principal informed the Board that final editing was still taking place, but this would not change the overall essence of the document. The Corporation **Approved in principle** the new SAR, and would review the final edit by email ahead of submission in February.

Jagtar Ner left at 15.45.

7. PRINCIPAL'S REPORT

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

- End of First Term and Professional Development
- Target Setting 1
- Flex Budget
- Travel to Learn
- Staff Survey
- SAR
- Maths and English resit data

The Board noted the Operating statement. The Principal highlighted that the document had been thoroughly reviewed and now aligns with SMT priorities. Specific scrutiny was given to the only item RAG rated red, Item 3.7.1. It was suggested that this item should be downgraded to Amber and would fit better with Strategic Aim 4.

8. FINANCIAL UPDATE

November Management Accounts

The Board **noted** the November 2019 Management Accounts and related financial commentary, in addition to noting a verbal update from the Vice Principal Finance and Resources.

3 Year Financial Plan

Finances had been the subject of key discussions at today's strategy session, as detailed in the Confidential Minutes. The Board **APPROVED** the College's 3 year financial plan, including the 4 year budget for submission to the ESFA by February 2020.

Bank Covenants

The VP F&R informed the Board that following further discussions with the Bank it was clear that the Covenants would need to be reset. An indicative deal has been offered by the Bank Manager, but is not guaranteed. The Finance and Remuneration Committee has monitored

the situation closely. The Board **approved** the resetting of the Covenants on the recommendation of the Committee.

ESF SS NEETS Project

The Board **noted** a Paper prepared by the VP F&R at the request of the Finance and Remuneration Committee, detailing a bid for match funding by the ESF SS NEETS Project. The Paper outlined the current structure of the South Somerset 14-19 Partnership and the College's role as administrator of salaries for its employees.

The Chair stated that he required absolute assurance that the application will not result in any financial implications for the College. The VP F&R agreed that a more formal contract would be reassuring, and ideally this would involve the Partnership forming its own legal entity. In the meantime, the Council's letter should indemnify the College from any clawback. The Board discussed the other issue raised by the Paper, regarding the employment status of the employees receiving salaries via the College payroll. The VP C&Q advised that the employees would not have a legal reason to support a claim to be Yeovil College employees. One Governor offered reassurance that this structure was common practice within the charitable sector, and was not concerning.

One Governor asked for assurance that the Director of Children's Services had sufficient authority to sign the indemnity letter.

The VP V&R assured the Board that this approval only concerned the letter to progress the bid, and a clear contract would be required before entering into any agreements.

The Board **approved** the signing of the letter as recommended by the College's solicitors.

9.

TEACHING AND LEARNING

The Board **noted** the minutes of the Curriculum, Quality & Assurance Committee's December meeting. The VP C&Q updated the Board on the current forecast for 2019/20 outcomes.

10.

GOVERNOR UPDATES

Staff Voice

Key points raised by the Staff Governors:

- Recent CPD Training from Mind well received
- Staff Wellbeing will have a monthly theme
- Staff have been asked to share their talents to run enrichment activities for learners
- Results of the Staff Survey being discussed within departments
- Some concerns raised about students' mobile phone use and addiction
- All departments working on tidying IT areas

Student Voice

There were no students in attendance at today's meeting.

11.

IOT UPDATE

The Board discussed IoT matters at today's Strategy Day.

12.

LEGAL, POLICY and REGULATORY MATTERS

Safeguarding and Equality and Diversity Update

The Board **noted** a verbal update on Safeguarding and Equality & Diversity from the Lead Governor. Particular points noted included:

- Sniffer dogs continue to visit the site randomly. Any discoveries made have been dealt with appropriately
- MyConcern reports will be available from next month, an update will be brought to the Board's next meeting
- 800 concerns logged since September
- Lead Gov Safeguarding has requested the figure for retention rates for transition students, which was impressively high at 94% last year
- £13m received by NHS Somerset to transform 18+ mental health services. £3m will be distributed to the voluntary sector for delivery. The Principal would write to SomPar to congratulate

**Lead Gov
Safeguarding**

Principal

- Equality & Diversity Committee highlighted that Brexit may impact students and staff
- Moodle now has software which will indicate how accessible uploaded documents are

Governors asked if Safeguarding had sufficient investment. The Principal assured the Board that the College is confident in its safeguarding provision, and will complete its annual Safeguarding Audit with the Council shortly. A multi-agency campus risk assessment is also planned to identify any risks.

HE Update

There were no items to note on this occasion.

Whistleblowing, H&S and Fraud

There were no incidents to report on this occasion.

13. RISK MANAGEMENT AND INTERNAL CONTROLS

Health and Safety Annual Report

The Chair asked the Audit Committee to review this report, which was not ready in time for the Committee's last meeting. The Board will note any feedback at its next meeting.

14. ANY OTHER BUSINESS

A Board member queried anti-trespassing signage around the College's boundary which was ambiguous. The Principal assured the Board that members of the Public were still able to use the public footpath. The intention of the signage is to safeguard students and staff, by deterring unauthorised users from entering College property. The Facilities team will review the clarity of all boundary signposting.

15. NEXT ORDINARY MEETING

Thursday 26 March 2020 at the end of the Strategy Day.

Main Meeting closed at 17.15

Attendees (other than the Clerk), Staff Governors and Student Governors were asked to withdraw. An additional set of limited distribution minutes in respect to agenda item 16 were recorded separately.