

Record of activity of the Corporation of Yeovil College On or around Thursday 26 March 2020

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]

Clerk: Kaz Corbett

Due to the exceptional circumstances caused by the Covid-19 pandemic, it was not possible to convene a full, quorate meeting of the Corporation.
Members were asked to submit any queries / comments on all Agenda items to the Clerk.
These were raised by the Chair during a virtual meeting with the Principal, Vice Chair and Chair of Finance and Remuneration. Notes from this meeting were circulated by the Clerk. Approvals were sought by email in accordance with Instrument 13.4.

1. PRELIMINARIES

There were no **Declarations of Interest** made on this occasion.

2. CORONA VIRUS UPDATE

The Board **noted** a paper prepared by the Principal outlining the decisions made in reaction to the Covid-19 Pandemic. Due to extensive contingency planning since the end of February, management were in a strong position to act swiftly once the Government advised education establishments to close. All decisions have been made in the context of the following:

- To keep our learners and staff safe
- To enable learning to continue
- To secure our ongoing business into the medium and the long term
- To support our wider community

The College closed on Monday 23 March, and learning has moved online for all students. Staff have continued to work from home where possible, and daily management meetings continue virtually. The Chair has remained in close contact with the Principal throughout.

3. FINANCE UPDATE

The Board **noted** a paper prepared by the VP Finance and Remuneration to reflect the projected financial impact of the college closure due to Covid-19. The paper modelled three scenarios against the original forecast; worst-case (if no further income was received), mid-case (forecast without mitigating actions) and target (forecast with mitigating actions and thus new forecast).

The Chair of the Finance and Remuneration Committee held a telephone meeting with the VP F&R, and his comments were **noted** by the Board.

4. IoT UPDATE

The Board noted a paper prepared by the VP Finance and Remuneration. After over a year of close scrutiny and debate, the IoT contract is expected to be presented for signing at the beginning of April. The paper outlined the additional risks and benefits of signing in light of the current situation, and asked for Corporation approval. The Principal and Chair would write to ESFA, DFE, FE Commissioner and the IoT consortium to explicitly state that the timeline of completion for 31/3/21 could be at risk if there is continued disruption due to Covid-19. The

Board **approved** the signing of the contract. Member Netta Meadows abstained from voting. The Corporation Seal would be applied to the document by the Clerk, and the Chair and Vice Chair would sign on behalf of the Board.

5. CHAIR'S REPORT

The Board **noted** a paper from the Chair. The Board **approved** the Chair's recommendation to postpone the recruitment process for the VP Quality of Education until later in the year.

6. MINUTES OF THE LAST MEETING

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

- 23 January 2020 Public
- 23 January 2020 Confidential
- 5 December 2019 Strictly Confidential

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

7. INSTRUMENT AND ARTICLES

The Board **noted** a paper prepared by the Clerk recommending the following changes to the Board's instrument and articles:

5(1a) The Corporation may choose to appoint an additional Vice-Chair.

11(1a) In extraordinary circumstances, meetings may be held online or by telephone if necessary. Usual quoracy applies.

11(1b) Where it is not possible to call a full meeting and emergency action is required, the Chair may instead call a meeting of the "Emergency Committee", which must consist of a minimum of 3 Chairs of Committee or Lead Governors and the Chair or Vice Chair of the Corporation.

11(1c) Where it is not possible to call a meeting of the "Emergency Committee", the Chair may use "Chair's Action" as specified in the Corporation's Standing Orders.

The Board **approved** the changes.

8. LEGAL, POLICY AND REGULATORY MATTERS

The Board deferred the approval of the Business Continuity Policy, as this was currently being stress tested.

The Board **approved** the signing of the Gregory's subcontract on the recommendation of member Scott Roy, who has significant subcontracting expertise.

9. ITEMS TO NOTE

Curriculum, Quality and Assurance Committee

The Board **noted** the minutes of the Curriculum, Quality and Assurance Committee meeting on 27 February 2020.

January 2020 Management Accounts

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

Finance and Remuneration Committee

The Board noted the minutes of the Finance and Remuneration Committee meeting on 16 January 2020.

10. NEXT ORDINARY MEETING

Thursday 14 May 2020.

