

PUBLIC MINUTES



Minutes of a SPECIAL meeting of the Corporation of Yeovil College Held on Thursday 17 September 2020 at 1700 Using Zoom

Members: Sam Best*; Mark Bolton [Principal]*; Paul Clowes*; Ken Comber*; Jacquie Dean [Vice Chair]*; Lee Harwood*; Jo Howarth*; Rebecca Marshall*; Netta Meadows*; David Mills [Vice Chair]*; Paul Morey [Staff]*; Jagtar Ner*; Gayle Pogson [Staff]*; Scott Roy*; Isabella Stanley [Student HE]; Peter Thomas [Chair]*

In attendance:

All Items: Emma Cox [Vice Principal Finance & Resources]*; Joanna Frith-Williams [Vice Principal Quality of Education]*

Clerk: Kaz Corbett*; Gill Macpherson [Observer]*

**indicates presence at meeting*

1. MEETING PRELIMINARIES

Apologies for absence were received from Isabella Stanley. The meeting remained quorate throughout. There were no **Declarations of Interest** made on this occasion. The Chair welcomed Gill Macpherson, the newly appointed Clerk, to her first meeting.

2. REOPENING UPDATE

The Board **noted** a verbal update from the Principal. The following key points were noted:

- New IT devices and O365 launch successful, with induction training given to all staff
- Daily troubleshooting forum offered virtually to allow staff to access support and share best practice
- The positivity and hard work of staff and students has been key to the success
- Most students are currently on-site for approx. 50-60% of their timetabled hours
- Compliance with Covid requirements has been fantastic
- Feedback on social media has been incredibly positive
- Only 48 students have not attended College physically as yet. However this is mostly due to self-isolation, health issues or no requirement to be on site at yet
- Teaching Staff Governor reported that lecturers have identified some learners who require additional support to be competent with using O365. This will be built in to the programme
- Timetables have been built to allow flexibility between home and college learning, with the hope to increase the proportion of onsite delivery in time. Teaching can easily switch to fully online if there are any confirmed cases in a bubble or further lockdown restrictions are imposed
- Overall the Principal feels that the College has mitigated the risks as well as possible at this time
- The Board asked how the College was managing learners who had missed learning during Year 11. Pre-join learning was sent to all Year 11s in May to help build knowledge. 'Missed learning strategy' now in place, which will identify areas for improvement. Maths and English will be the key focus, all learners will be assessed and offered targeted interventions. £185k provided to the College as a 'catch-up fund'. The Chair requested an update on progress at the CQA Committee's December meeting
- The Chair congratulated the College staff for the fantastic work that has taken place to reopen the College safely

**CQA
Committee**

3. **STUDENT NUMBERS**

The Board viewed data tables for September FE enrolments to the 11th (excluding apprenticeships), alongside comparative data for previous years. Members were pleased to note current enrolments comfortably exceed Curriculum Plan. The Curriculum Areas of A Levels, Health and Social Care, and Prep for Work and Life have all seen significant growth. It was also noted that the conversion rate had increased to an impressive 87%. The College has increased its market share from all of the 4 main feeder schools, securing 30% of school leavers from the whole catchment area. This significant increase is thought to be the result of various marketing and engagement strategies.

The Board moved on to view initial HE figures, which were marginally above Curriculum Plan. One Corporation Member asked whether redundancies were expected to impact HE numbers. The Principal commented that early conversations have been reassuring, but the full impact is yet to be seen. The Principal gave a brief update on Apprenticeship starts, an area that is most likely to be impacted by Covid. The Curriculum Plan was very cautious, but current enrolment numbers look encouraging.

FINANCE UPDATE

4. The Board **noted** the July 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 in the confidential minutes.

APPOINTMENT OF VICE CHAIR CQA COMMITTEE

5. The Board **approved** a minor change to the CQA Committee ToRs, to allow a co-opted member to become a Vice Chair of the Committee.
The Board **approved** the appointment of Peter Green as Vice Chair of the CQA Committee.

PROJECT WORKING GROUP

6. The Chair has worked with the Clerk to create a new 'Project Working Group' initially comprising Netta Meadows, Paul Clowes, Scott Roy and Lee Harwood. The Group will work closely with the VP F&R to support capital projects.

ANY OTHER BUSINESS

7. The Board had received an additional paper from the VP F&R seeking approval to go to tender for the renewal of the Microsoft Licence Agreement. The Licence can be purchased with a fixed price for a 1, 2 or 3 year plan. Purchasing the 3-year plan could represent a saving of approximately £4k based on the prices of the current supplier.
The Board **approved** the tender for the Agreement.

The Chair announced that this would be Kaz Corbett's last Corporation meeting as Clerk. The Board thanked Kaz for her excellent work over the last 2 years, and wished her luck in her new career.

NEXT ORDINARY MEETING

8. Thursday 1 October 2020.

Meeting closed at 18.40