

PUBLIC MINUTES



Minutes for a meeting of the Corporation Held on Thursday 8 October 2020 at 1630 Boardroom and 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]*

[Quorum: 7]

In attendance:

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

Item 2 only: Paul Sealey [Director of EE]* Donna Short [Director of Curriculum]*

Clerk: Gill Macpherson [Clerk to the Corporation]*

**indicates presence at meeting*

1. MEETING PRELIMINARIES

Apologies for absence were received from Ken Comber, Netta Meadows and Jagtar Ner. The meeting remained quorate throughout. There were no **Declarations of Interest** made on this occasion.

2. SUBCONTRACTING UPDATE

The Board were given an update by Paul Sealey, Director of EE. Subcontracting Apprentices already on programme during 2019/20 have continued their delivery and programme, some remotely, throughout lockdown. There have been almost no withdrawals or breaks in Learning due to coronavirus. The majority of Subcontracted Apprentices, who were due to complete and sit their End Point Assessments, have done so, if slightly delayed, and have achieved either within the planned year or will have in the first part of the new academic year. This has included successful transition to remote EPA for Healthcare and Driving Goods Vehicles. Achievement rates for those with Apprentices due to complete have been high. Planned recruitment in the last part of the year was profiled to be low so limited impact due to Covid-19. Subcontractor MCVs for the 2020/21 year are lower than previous due to reduced carry-in numbers (due to lower recruitment due to Covid-19) and more reserved profiles for the new year. There are no contracts over £100,000 for Corporation to sign. Quality assurance remains a high priority but observation of delivery has been almost impossible. A request has been made to College Quality team to discuss remote QA and how to ensure Subcontracted Apprentices continue to receive high quality delivery – an update to be provided at mid-year review. Subcontracting have passed the Audit with Mazers with no recommendations, just a few minors with working practice.

The Board **noted** subcontracting report and noted the updates, The Board **Approved** the additional utilisation of Adult Education Budget (AEB) Subcontractors during the 2020-21 academic year.

16:49 Paul Sealey left the meeting.

3. MINUTES OF THE LAST MEETING

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

- 09 July 2020 (Public)

It was proposed by the Chair to approve the Public set of minutes as there had been no confidential matters. All agreed.

- 17 September 2020 SPECIAL (Public)
- 17 September 2020 SPECIAL (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.

5. SAFEGUARDING

The **Board** noted the intent, implementation and impact of the Covid restrictions measures taken by the college. The **Board** congratulated the Team on an excellent report and for their hard work.

6. CHAIR'S REPORT

Members **noted** the Chair's report which today included updates on:
Ken Comber resignation due to charity commitments, his last Corporation meeting will be in December.

7. PRINCIPAL'S REPORT

Members **noted** the Principals report and particular emphasis was shown on the following;

- Student Recruitment
- Kingston Roof repairs
- Management Capacity and Development.
- Radish (Catering Contract)
- Virtual Open Event

The **Board** then **noted** the updated Operating Statement for 2020/21.

8. SEARCH AND GOVERNANCE

The Chair of the Search and Governance Committee shared the headlines from the Committee's earlier meeting:

- The Committee is actively seeking a FE Student
- The Committee noted the current vacancies and are pursuing a further 2 new governors.
- Board and Committee Memberships
- Terms of Office and recommended reappointments
- 2020/2021 Attendance

A proposal of Jo Howard to be the HE Lead Governor was **APPROVED** by the **Board**.

A proposal of Paul Clowes to be Chair of the Audit Committee meeting was **APPROVED** by the **Board**.

The **Board** **APPROVED** the extension of Term of Office for;

- Gayle Pogson until the end of the academic year 20/2021
- Jacquie Dean until the end of the academic year 20/2021
- Scott Roy until the end of March 2021
- Peter Thomas to remain Chair for a further 2 years

The Chair and Principal will discuss the committee structure and bring proposals to the next meeting. A Committee member skills audit will be completed.

9. **TEACHING AND LEARNING**

The Board **noted** a Teaching and Learning update from the Chair of the Curriculum, Quality & Assurance Committee and VP Q&E. Particular points noted included:

- Good news on enrolments, they are very positive.
- Outcomes were generally in line with expectations.
- VP Q&E informed the committee that a 'Covid' drop down had been added to the 'My Concern' so the College can identify if somebody is absent due to Covid. 21 students are self-isolating, 8 have Covid symptoms and 1 student has had a positive test.
- Review of student learning experience during lockdown and the lessons learnt.

10. **FINANCIAL UPDATE**

The Board **noted** the business from the F&R Committee Meeting on 1st October 2020, including latest actuals v budget learner numbers, in addition a verbal update from the Vice Principal Finance and Resources. Further details on this item are recorded separately in a confidential set of minutes.

Treasury Management Report

The Board **noted** the Treasury Management Report which detailed treasury activities undertaken during 2019/2020 as prescribed in the Financial Regulations.

Bank Covenants

A verbal **update** was given by the VP F&R on the Bank Loan Covenant. It will be necessary to hold a special meeting by the Corporation as the contract needs to be signed by the 30th November.

The Board **noted** The Regularity self-assessment questionnaire (2019-2020) and it was **signed** by the Chair.

The Chair of the F&R Committee noted that the quality of the accounts continued to be outstanding.

11. **PROJECT WORKING GROUP**

The **Board** discussed the appointment of professional consultants, in relation to the replacement of the Kingston Building. It was noted; the bid for the T Levels needs to be ready for delivery in September next year. The tender process will start early in November. It will only be open to Grade 1 and 2 colleges, not grade 3 or 4.

12. **MS LICENSE**

The **Board** evaluated and **APPROVED** the MS License agreement, a 3-year contract, a £22k saving. This was scrutinised by members of the PWG prior to the meeting. Further details on this item are recorded separately in a confidential set of minutes.

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

The Board **approved** the Code of Professional Standards.

The Board **noted** an update on Safeguarding and Equality & Diversity.

Sam Best and Jo Frith-Williams are meeting shortly to go through terms of reference for the steering and quality and diversity group. It was noted safeguarding staff do have supervision, it was introduced last year. Concern was shown on the coming recession and how it will impact the students and their families. Free school meals are still being provided in monetary form. There is no feasible alternative and the College would like to be in a position to give the money directly to the students. Currently no reports have been received

with regards to students not having lunch. This will be monitored closely. School meals may be extended over the holiday periods.

The Board **noted** the HE updates. It was agreed for the new HE Lead Governor to have a meeting with Sian Deasy, Head of HE.

The Board **noted** that there were no incidents of whistleblowing, H&S or fraud since the last meeting.

14. RISK MANAGEMENT AND INTERNAL CONTROLS

External Audit Engagement Letter

Following the recommendation of the Audit Committee, the Board **APPROVED** the Engagement Letter issued by Mazars LLP. The Chair of the Corporation would sign the Specific Service Agreement indicating the Board's acceptance of Mazars LLP Engagement Pack and Terms & Conditions of Business for the audit of the College's annual financial statements for the year ended 31 July 2020 and a limited assurance engagement on regularity.

Regularity Audit Questionnaire

Following the recommendation of the Audit Committee, the Board **APPROVED** the completed Regularity Self-Assessment Questionnaire (RSAQ) and noted that the related evidence would be made available to the auditors. The RSAQ would be signed by the Principal and Chair.

Internal Audit Plan 2020/21

Following the recommendation of the Audit committee, The Board **APPROVED** the Internal Audit Plan with the data amendments to be confirmed by the VP F&R.

Audit Committee Minutes 23 September 2020

The Board **noted** the draft minutes of the Committee's last meeting. Note was given to the detailed Covid action plan being used by the College and that the business plan is continually being reviewed.

There were no risk or internal control matters to note.

15. LEP DIGITAL ACCELERATOR

The **Board** noted the following points;

- The outputs in the contract are the consolidated outputs of all the colleges, not just those of Yeovil College. The mandatory outputs sit with Devon County Council (DCC), so they will be able to spread out the outputs across all partners. There are two colleges that have sites that have extremely low download speeds and so DCC will use their increases to show they have met the increase in download speed across partners. It is not a requirement for Yeovil College to meet the download speed for this bid, however, the installation of a second internet line will increase the speed from 1Gb to 2Gb.
- The outputs expected of Yeovil College are to offer 50 additional training places (no specific level/age/income stream) between 2019-20 and 2021-22 (will be achieved from 16-18 increased numbers alone) , 2 jobs will be created (Learning & Business systems developer and additional 3rd line support in IT Services).

The Board **APPROVED** the contract and an electronic signature of the Chair will be applied.

18:50 Jacquie Dean left the meeting.

16. IoT Build Contract

At present, DR Jones are appointed under a Letter of Intent, which was adopted for expediency whilst waiting for the formal contracts to be prepared. Kemp from Kendall

Kingscott (KKS), our designers and contract administrators, had put together an overview of the contract paperwork as it was extensive.

The board **APPROVED** the Build Contract. The Chair will sign and the Clerk will apply the College seal.

17. ANY OTHER BUSINESS

There were no other items of business to note on this occasion.

SPECIAL MEETING

Thursday 12th November, 2020 @ 4:30pm

NEXT ORDINARY MEETING

Thursday 3 December 2020 @ 4:30pm.

Meeting closed at 1900.