

# PUBLIC MINUTES



## Minutes of a meeting of the Corporation of Yeovil College Held on Thursday 03 December at 16:30 Boardroom + Zoom

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

**Clerk:** Gill Macpherson\*

**In attendance:**

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

**Item 3:** Paul Sealey\* [Director of Employer Engagement and Curriculum]

*\*indicates presence at meeting*

### 1. MEETING PRELIMINARIES

**Apologies** for absence were received from Netta Meadows (arriving late and leaving at 18:20) and Isabella Stanley. The meeting remained quorate throughout. There were no **Declarations of Interest** made on this occasion.

### 2. APPOINTMENT OF NEW CORPORATION MEMBERS

The Board **noted** the resignation of the Chair of Audit Committee, Ken Comber. The Chair thanked Ken for his service noting he was a brilliant chair of audit. Independent thinking and total thorough. The Corporation always had total confidence in Ken and appreciated everything he has done.

On the recommendation of the S&G Committee, the Board **Approved** the appointments of;

- a. **Jo Roundell Greene** as an Independent Governor
- b. **Becky Bevins** as an Independent Governor
- c. **Paul Clowes** as Audit Committee Chair
- d. The appointment of an Audit Committee Vice Chair will be discussed at the next meeting.

The **Board** welcomed the new FE Governor, **Ellimae Dunn**.

### 3. SUBCONTRACTING

The Director of EEC gave an overview of his paper. There had been a minor change to the document approved by Corporation in June 2020. The change to the policy will make it clear that some of the budget is against AEB subcontracting, being used locally via The Skills Network, a National Company with a good reputation. It also now clarifies all the management fees are related costs.

The committee questioned the final paragraph guidance notes – p179 – what is the paragraph achieving? It was agreed Scott Roy and Paul Sealey to discuss after the meeting. The Corporation **Approved** the P23 2020-2021 Fees and Charges Policy, to AEB, subject to Scott Roy being comfortable with the final paragraph after his discussions off line with Paul Sealey.

16:50 Paul Sealey left the meeting

*It is noted subsequently; Scott Roy and Paul Sealey agreed the wording for the paragraph in question and the policy was signed and uploaded.*

#### 4. MINUTES OF THE PREVIOUS MEETINGS

The Board **Approved** all minutes as a correct record and **Approved** non-confidential minutes for website publication

- a. 8<sup>th</sup> October, 2020 – Public
- b. 8<sup>th</sup> October, 2020 – Confidential
- c. Special meeting 12<sup>th</sup> November, 2020 – Confidential

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

#### 5. MATTERS ARISING

The Action and Query sheet was reviewed, updated and noted.

#### 6. CHAIR'S REPORT

Members **noted** the Chair's report which today included updates on:

##### **Strategy Draft Agenda.**

It will need to be held virtually. The proposed outline is the previously circulated draft. There will be two topics in the morning, Vision/College of the Future and Buildings/Estates with the proposed developments, plus breaks. The strategy day will finish in the morning and the Corporation meeting will be at the standard time, 5pm, preceded by the other items normally in the day, staff/student survey and budget, at 4:30pm. The first session will have discussion groups after presentations, the second session will not be breakout sessions, the Architects will also be attending to take the Board through progress.

Wednesday 27<sup>th</sup> January, AOC are holding virtual a governance conference. **Action:** Clerk to circulate to all members.

CLERK

#### 7. CLERK'S REPORT

The Board **noted** the Clerk's Report.

#### 8. PRINCIPAL'S REPORT

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

- T Level Capital Funding currently confidential
- Covid Update
- Procurement Officer Resignation
- Climate Action Road Map for Further Education
- Campus Redevelopment
- CMT away days
- Student numbers.
- Yeovil College Student Award Winners
- On demand Open House Month
- Virtual engagement with schools
- Somerset Careers Fair
- Spending review announcements
- Multi Academy Trust
- Ofsted monitoring visit, highly positive interim feedback has been received.

The Chair noted, what was particularly pleasing, regarding the Ofsted comments, were the Corporation throughout this period has felt that the Management were doing everything they could to cope with the Covid crisis. It is reassuring that their positive view is reflected in the Ofsted comments.

The Board then **noted** the updated Operating Statement for 2020-21 alongside a verbal update from the Principal. A significant review had taken place in the last month. The Corporation showed concern at the level of risks related to Covid and noted that it needs to

be monitored. **Action:** The Principal was asked to give an update at the next meeting on the objectives that might be impacted by the continuing effects of Covid, current and possible.

PRINCIPAL

## 9. COMMITTEE STRUCTURE

The Project Working Group needs to be formalised, now referred to as the Infrastructure Committee. The Terms of Reference had been circulated to the Board before the meeting. The Board **APPROVED** the:

- a. Delegated powers and Terms of Reference of the Infrastructure Committee
- b. Members of the Infrastructure Committee (Paul Clowes, Ellimae Dun as an observer, Lee Harwood, Netta Meadows, David Mills, Gayle Pogson Staff and Scott Roy). It was noted any member can join the committee.
- c. Chair will be David Mills and Vice Chair will be Netta Meadows.

The first meeting is expected to be early to mid-January 2021.

## 10. COLLEGE'S SELF-ASSESSMENT REPORT 2019-2020

The Board **Noted** a summary paper from the VP Q&E.

The College has completed a self-critical and thorough self-assessment process and is proposing that the Governing Body validate the Outstanding Grade. The paper was a summary of the whole college SAR which has been validated by staff as Outstanding and will go to CQA Committee for scrutiny by corporation members. It will then return to the full Board in January 2021 for formal validation of the grade.

The SARS document pulls together Covid related issues and what is normal performance issues.

## 11. TEACHING AND LEARNING

The Board **noted** 2019/20 Outcomes and Headlines summary with particular points noted included;

- Overall achievement for 16-18 has gone up by 1.3% which is very pleasing considering the Covid year.
- Another set of Outstanding outcomes have been returned. Retention and pass rates are very high. Pass rates remain very high at levels 2, 3 and 4. However, pass rates have dropped at entry level and level 1 due largely to Functional English and Maths where tests were planned for the end of the academic year in Preparation for Life and Work. The assessment plan has been changed as a result and Functional Skills Teaching and assessment is taking place earlier in the year.
- Adult retention has remained high, pass rates have dropped during the lockdown period. However, adults have been offered to retake their assessments in 2021, the Board will see those achievement in 2021 data.
- Grade and self-assessment processes have identified a small number of courses which are under review.
- High need learners remain a priority.
- Outcomes for Apprenticeships remains a key priority. Performance has been impacted by the pandemic in 2019/20, especially for 16-18-year-old apprentices who also are the largest cohort of apprentices at level 2. Some apprentices from previous years who had been expected to re-engage and complete in 2019/20, have not

The Board credited the staff for maintaining the standards of results under the circumstances and noted that it was a significant achievement.

The Board thanked the VP Q&E for her thoroughness.

The Board **noted** an Observation window 1 feedback for information. Highlights were noted;

- We are continuing with the 5 observation windows, in the timescales. There was anxiety being observed remotely. Staff were reassured that it was still the supportive and developmental process.
- Curriculum area managers do the Observations, supported by Head of Learning Improvement.
- Details on the 2<sup>nd</sup> Observation window closed on 4<sup>th</sup> December will be given at the next Corporation meeting, 28<sup>th</sup> January, 2021.
- Staff development for all teachers 'Teaching takeaways' are mandatory for all teachers. Some sessions repeated twice a week. Focused, top tips, to support the teachers in the pedagogy. Key themes are; Blended Learning, English and Maths

development and Making Better than Expected Progress. They start on time, finish on time and have a duration of 25 minutes, they also build on the CPD training that they have had. All sessions are virtual and recorded.

**12. FINANCIAL UPDATE**

**13. FINANCIAL STATEMENTS PAPERWORK 2019-2020**

**Including Finance and Remuneration Committee Business**

The Board **noted** the October 2020 Management Accounts and related financial commentary, in addition to noting a verbal update from the Vice Principal Finance and Resources. Further details on this item are recorded separately in a confidential set of minutes.

**14. GOVERNOR UPDATES**

It was noted that this item should include all Governors, not just HE, FE and Staff.

The Staff Governors commented on how helpful the CPD takeaways have been and they are very efficient, they are part of their weekly timetable. A Voice meeting took place at the start of November, everybody had an opportunity to talk about issues, they were happy to represent their department and it felt very positive. Positive feedback had been received from 365 training, noting that support is always available, there are 365 drop in's every Monday.

Staff Christmas activities are in place; Santa Paws, Christmas bingo, Christmas quiz Christmas Jumper and the Window Wonderland.

The staff are receiving support from HR, weekly emails offering support. Staff will be encouraged to switch off over the Christmas break.

Due to the cancellation of the Christmas Dinner, it was suggested to have an Easter Feast, if Covid restrictions permit.

The Principal asked the Board to agree to the College closing a day early. There is no teaching or cost impact. Teaching normally ceases on the 11<sup>th</sup>. It was noted that all formal business meetings had been cancelled in the week before Christmas. This will enable the teaching and business staff to catch up.

It was proposed to agree to the closure date and the Board agreed.

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

**Student Union Financial Arrangements**

The Board **APPROVED** the Student Union Financial Arrangements (including accounts).

**Health and Safety Policy**

The Board **APPROVED** the updated Health and Safety Policy.

**Complaints Annual Report 2018/19**

The Board **noted** the Complaints Annual Report for 2019/2020.

**Safeguarding and Equality and Diversity Update**

The Board **noted** a verbal update on Safeguarding and Equality & Diversity Particular.

**Safeguarding Refresher Training**

The Board **noted** a verbal update on Refresher Training. All staff have completed the training with the exception of staff on maternity leave or long-term sick. The deadline will be met.

**Whistleblowing, H&S and Fraud**

There were no incidents to report on this occasion.

**16. RISK MANAGEMENT AND INTERNAL CONTROLS**

The Audit Committee Chair informed the board that the reports had been reviewed and have had some minor changes after the meeting.

The Board **noted** the following 2019/2020 Annual Reports:

- Risk Management
- Annual Audit Committee Report

The Board **APPROVED the** Audit Committee Self-Assessment and Assessment of Internal Controls 2019-2020

**17. ANY OTHER BUSINESS**

There was no other business to discuss.

The Chair thanked everybody including the Corporation for their efforts this year and it had helped to monitor and drive the College forward in the right ways.

The main meeting ended and attendees, other than the Principal, Vice Principal Finance and Resources and Clerk, asked to withdraw.

An additional set of Strictly Confidential minutes in respect of agenda item 19 were recorded separately.

**NEXT ORDINARY MEETING**

Thursday 28<sup>th</sup> January 2021 at 5pm, preceded by a meeting at 4:30pm to discuss the Staff/Student Survey and the Budget.

***Main Meeting closed at 18:50***