

# PUBLIC MINUTES

Minutes of a meeting of the Corporation of Yeovil College  
Held on Thursday 28<sup>th</sup> January 2021 @ 4:30pm  
Via MS TEAMS

**Members:**

**Sam Best; Becky Bevins; Mark Bolton** [Principal]; **Paul Clowes; Jacque Dean** [Vice Chair]; **Ellimae Dunn** [Student FE] **Lee Harwood; Jo Howarth; Rebecca Marshall; 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 1: Rachel Gage** [Head of Human Resources]

*BOLD indicates presence at meeting.*

1.	<b>STAFF SURVEY</b> Further details on this item are recorded separately in a confidential set of minutes.  16:45 Head of HR left the meeting.
2.	<b>STUDENT SURVEY</b> Further details on this item are recorded separately in a confidential set of minutes.
3.	<b>MEETING PRELIMINARIES</b> <b>Apologies</b> for absence were received from Jag Nar. The meeting remained quorate throughout. There were no <b>Declarations of Interest</b> made on this occasion.
4.	<b>MINUTES OF THE PREVIOUS MEETINGS</b> The Board <b>Approved</b> all minutes as a correct record and <b>Approved</b> non-confidential minutes for website publication  a. 03 December 2020 (Public) b. 03 December 2020 (Confidential) c. 03 December 2020 (Strictly Confidential)  The Minutes were signed electronically by the Chair. The Public Minutes would be uploaded to the College website.
5.	<b>MATTERS ARISING</b> The Action and Query sheet was reviewed, updated and noted.
6.	<b>CHAIR'S REPORT</b> Members <b>noted</b> the Chair's report and the key outcomes of the Strategy Day. Further details on this item are recorded separately in a confidential set of minutes.

The Chair informed the Board of the resignation of Netta Meadows. Members one to one meetings will commence the first week in March by MS Teams. It was noted the VP of QofE and the Clerk's 6-month probatory periods are coming to an end. Members were asked to email the Chair with any comments or views.

7. **CLERK'S REPORT**

The Board **noted** the Clerk's Report. Members were asked by the Clerk to confirm they had read the Keeping Children Safe in Education document. Office 365 'show and tell' bespoke training will be on 4<sup>th</sup> March at 5:30 via MS Teams, members were asked to contact the Clerk if they would like to attend. It will be recorded for future use. **Action:** All independent Governors to confirm they have read the KCSIE updated document.

All

8. **PRINCIPAL'S REPORT**

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

- Ofsted monitoring visit report
- COVID update
- T-Level Plans for Ashdown
- SALIX Bid
- T Level Wave 3 Capital
- Applications Update
- Flex Budget
- FE White Paper

The Board **noted** the updated Operating Statement for 2020-21 alongside a verbal update from the Principal. SMT have reviewed the whole document in detail and despite being in lockdown, progress had been made. **Action:** Audit Committee to look at the areas still in red and give a top-level summary for the Board at the next Corporation meeting.

Principal

17:30 Isabella Stanley left the meeting.

9. **COLLEGE'S SELF ASSESSEMENT REPORT 2019-2020**

The Board had received copies of the Draft SAR ahead of today's meeting. Further to extensive conversations and the report being scrutinised at the CQA meeting, the Corporation **APPROVED** the new SAR, considering the college to be Outstanding.

10. **FINANCIAL UPDATE**

**Latest Management Accounts**

The Board **noted** the Latest Management and related financial commentary, in addition to noting a verbal update from the VP F&R. Further details on this item are recorded separately in a confidential set of minutes.

**ESFA Finance Record Return**

The Board **noted** the ESFA Finance Record Return.

**Flexed Budget 2020/21**

Further details on this item are recorded separately in a confidential set of minutes.

11. **TEACHING AND LEARNING**

The Board **noted** the minutes of the of the Curriculum, Quality & Assurance Committee's December meeting, noting the key items discussed.

- Catchup learning
- YC Edge
- HE

12. **GOVERNOR UPDATES**

**Staff Governors** gave an update, and the following highlights were noted.

- Staff felt the Covid testing centre was very organised and efficient.
- It was encouraging to note the transferable skills being used in remote learning.
- Hospitality students are keen to come back on site.
- Business support staff meeting recently held had provided positive feedback.
- Work at the CPD has included Office 365 – Gayle Pogson offered her time for Governors to go through any issues they may have with O365.
- A survey with regards to training is being given to business support staff.
- Staff have been encouraged to take time away from their desks.

### **Student Governor**

FE Student gave a verbal update, noting the following:

- A recent student union vote had taken place for 8 positions, of which 5 were filled. Ellimae Dunn is now the Chair of the Student Union. 3 roles remain open. The Union is currently working on how to encourage students to turn their cameras on during lessons.
- Students are finding the dedicated review times very helpful, especially when they are struggling with online lessons and coursework.

The Board noted it was encouraging that the positive message given by Management was reflected in student opinions.

### **Independent Governors**

Further details on this item are recorded separately in a confidential set of minutes.

The Board **noted** a verbal update from the Lead Governor for Subcontracting with the following highlights:

- The increase in contract value with the skills network has increased from 60K to 120K.
- Covid is a risk at the current time, however, although there are challenges doing assessments, the sub-contractors are in the main retaining the number of apprentices that were signed up some time ago.

A formal update will be given at the next Corporation meeting.

## **13. INFRASTRUCTURE COMMITTEE**

The first formal Committee meeting will be held on 1<sup>st</sup> February 2021 and all Governors are invited to attend, albeit not formally on the Committee.

## **14. LEGAL, POLICY and REGULATORY MATTERS**

### **HE Update**

The Board **noted** an update on HE from the Principal, which had been circulated prior to the meeting. The following was highlighted:

- Student morale is good and learner feedback is positive.
- Office for Students (OfS) concluded a 10-month audit of YCUC data.
- Learning is progressing and students are being supported.
- HESA (Higher Education Statistics Agency) return has been completed. Robustness, and reliability of data around HE students has been signed off.
- Discussions have been had with HEI partners, Gloucestershire, about potential programmes for September 21 and 22.
- NHS colleagues and the education partnership across Somerset are optimistic that at some point in the future we will have nursing being delivered from Yeovil College.

The Board noted it was very positive and good news all round.

### **Whistleblowing, H&S and Fraud**

There were no incidents to report on this occasion.

## **P63 Blended & Remote Learning Policy**

	<p>The Board <b>noted</b> the amended policy and <b>APPROVED</b>. It was agreed future updates are delegated to SMT. <b>Action:</b> The Board would like occasional updates on how online learning is progressing at the CQA Committee meeting.</p>	VPQofE
<p>15.</p>	<p><b>RISK MANAGEMENT AND INTERNAL CONTROLS</b>  There were no risk management reports to note at this meeting, but it was noted the following reports will be reviewed at the next Audit meeting, Health and Safety, Remote Working Processing and Mental and Well Being Review. Feedback will be given at the next Corporation meeting. Sam Best would like to attend the Audit meeting, 17<sup>th</sup> March, for the mental health review. <b>Action:</b> Clerk to include Sam Best on the invitation.</p>	Clerk
<p>16.</p>	<p><b>ANY OTHER BUSINESS</b>  The Board noted a verbal update on Safeguarding by the VP QofE and the following was highlighted;</p> <ul style="list-style-type: none"> <li>- Staff Guarding Group first meeting of the year looking at Staff Training. All are now fully trained on mandatory training.</li> <li>- New reports on My Concern data compares data from 1 year to the previous. Due to Covid the data will now be compared over 3 years.</li> <li>- Key actions for this year are from Audit, although most have been achieved.</li> <li>- Other targets being looked at, from a strategic aspect, are Domestic Violence, Mental Health for students and staff and County Lines.</li> <li>- Toot toot app (self-referral app) data is feed into my concern reports.</li> </ul> <p>Overview charts are available regarding School Leavers and feeder schools. <b>Action:</b> The Board would like the brief overview charts to be seen at the next CQA meeting and to include West Dorset.</p> <p>The Board thanked all staff for the data and information, which was exceptional. The messages have been very positive.</p> <p><b>NEXT ORDINARY MEETING</b>  Thursday 25<sup>th</sup> March @ 4:30pm.</p> <p>Main Meeting closed at 18:50</p> <p>All invited attendees, Staff Governors and Clerk were asked to withdraw except for the Principal.</p>	Principal
<p>17.</p>	<p>Minutes of Item 17 is recorded in a separate set of strictly confidential minutes. The <b>RECOMMENDATIONS</b> of the Remuneration Committee were <b>APPROVED</b>.</p>	