

PUBLIC MINUTES

Minutes for a meeting of the Corporation
 Held on Thursday 8th July 2021 @ 16:30
 Via MS Teams

Members: Kevin Athersuch: **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]; Jag Ner; Gayle Pogson [Staff]; Jo Roundell Greene; Scott Roy; James Scott;** Paul Thomas(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]
 Emma Read

Item 3: Paul Sealey (Director of Employer Engagement and Curriculum)

Item 4: Matt Hann (Director of Curriculum c/o Quality Assurance)

Item 5: Michelle Blundell (Children’s Centre Manager)

Bold indicates presence at meeting.

Item	Detail	
1.	<p>MEETING PRELIMINARIES</p> <p>There were Apologies for absence received from Paul Clowes, Jo Howarth and Paul Thomas.</p> <p>The meeting remained quorate throughout. There were no Declarations of Interest made on this occasion.</p>	
2.	<p>NEW CORPORATION MEMBER</p> <p>On the recommendation of the Search and Governance Committee, the Board unanimously approved the application from Emma Read as an external/independent member of the board and she will join the Audit Committee.</p>	
4.	<p>STAFF SURVEY.</p> <p>A report was given to the Board which explored the low staff survey score for Sport, which was carried out in November 2020. It was noted only 5 out of a possible 14 members of staff completed the survey. The Board was asked to acknowledge since March 21 the team had been without a full-time permanent CAM in attendance. The Director of CQA is currently acting as manager, interviews for the CAM position are currently taking place. The Chair noted it was helpful having the survey and thanked the Dir CQA. Action: The Board would like a further update at the December meeting.</p> <p>16:46 Matt Hann left the meeting.</p>	Dir CQA
3.	<p>SUBCONTRACTING</p> <p>An update had been given to the Corporation ahead of this meeting and the board noted verbal commentary from Paul Sealey, Director of EE.</p> <p>The Board unanimously Approved the Revised Fees and Charges Policy for 2021-22.</p>	

	<p>Paul Sealey wanted to update the Board with regards to the Partnership Contracts Manager, Charlotte Redfern-Ward. Paul reported that Charlottes effective management ensures there are no significant issues and he wanted to publicly thank her. The Chair noted it was good news. 16:56 Paul Sealey left the meeting.</p>	
4.	Item was discussed prior to item 3.	
5.	<p>CHILDREN'S CENTRE The Board Noted a presentation from the Children's Centre Manager and the parent satisfaction research results. The Chair noted the enthusiasm of the Manger, and it was very inspiring. The Governors congratulated her and her team.</p> <p>The Board unanimously Approved the P53 YC Nursery admission, fees and funding policy. The Centre Manager was encouraged by the Board to think how the policy could be presented to the parents as they felt it was over complicated and it could be simplified. The payment structure could be clearer. Chair encouraged the Manager to take the comments on board. 17:15 Michelle Blundell left the meeting.</p>	
6.	<p>MINUTES OF THE MEETING HELD ON: The Committee unanimously Approved the minutes of 17 June 20 May 2021 (Public, Confidential and Strictly Confidential) as a correct and accurate record and Approved the publication of non-confidential minutes onto the Yeovil College website.</p>	
7.	<p>MATTERS ARISING (MA) The Action and Query sheets were Noted and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.</p>	
8.	<p>SEARCH AND GOVERNANCE The Chair of the Search and Governance Committee shared the headlines from the earlier meeting. The Board unanimously Approved, on the recommendation of the Search and Governance Committee, the following;</p> <ol style="list-style-type: none"> a. The appointment of Sam Best as Vice Chair of the Corporation and Lead Governor of Safeguarding b. Ellimae Dunn a member of the CQA committee c. Rebecca Marshall to become Lead Governor for Equality and Diversity and extend her term for a further 4 years. d. David Mills extension of his term by 4 years. e. Paul Thomas a member of the CQA committee f. Jag Ner to return off sabbatical in September 21 and join the Audit Committee as Vice Chair. 	
9.	<p>CHAIR'S REPORT The Board noted the verbal report from the Chair. Emphasis was given to the current Vice Chair, Jacque Dean, leaving the Board at the end of July.</p>	
10.	<p>CLERK'S REPORT The Board noted the Clerks report.</p>	
11.	<p>PRINCIPAL'S REPORT The Board noted the Principal's report, topics covered as following.</p> <ul style="list-style-type: none"> - Confidential item - Ed Tech Partnership - Review and Improve Day (RAID) - Cllr Evie Potts-Jones, Mayor visit 	

	<ul style="list-style-type: none"> - A meeting held with Headteacher from Kings Arthur's School - Assembly at Bucklers Mead Academy - other appoints at other schools in early September. - In Person new Students' Day(s) <p>17:28 Ellimae Dunn left the meeting.</p> <p>The Operating Statement was noted by the Board. It was noted, although red, items are more likely to become Amber, they remain red due to the level of uncertainty. The VPQofE informed Board, with regards to apprenticeships outcomes, although a bounce back predicted, it is unclear if this will happen. Functional skills outcomes are not available. She felt it was better to be cautious than optimistic.</p> <p>The Strategic Plan was noted by the Board. Action: The matrix of tables in appendix's will be updated in the next couple of months after outcomes information received, it will be ready for the October Corporation meeting. It is planned to have the finalised document ready for March / April next year. It is hoped to have a strategic plan that states high level objectives rather than the current document. It will also be discussed at the January Strategy Day.</p>	Principal
12.C	<p>FINANCIAL UPDATE</p> <p>The Board noted the May Management Accounts and highlights from the VP F&R. The key points are recorded separately in the confidential minutes.</p>	
13.C	<p>BUDGET AND 3 YEAR FINANCIAL PLAN</p> <p>The Board noted the 2021/22 College Budget and 3 Year Financial Plan from the VP F&R. The key points are recorded separately in the confidential minutes.</p>	
14.C	<p>PROCUREMENT</p> <p>The key points are recorded separately in the confidential minutes.</p> <p>18:10 Jag Ner left the meeting.</p>	
15.	<p>TEACHING AND LEARNING (including Curriculum, Quality and Assurance Committee Business)</p> <p>The Board noted the report received on Target Grades – Summary and Predictions. The Board acknowledged how hard the teachers and lecturers had worked on the assessments.</p> <p>18:30 James Scott left the meeting.</p>	
16.	<p>GOVERNOR UPDATES</p> <p>The Board noted updates from the Staff Governors noting the end of year Staff BBQ. Paul Morey informed the Board the hospitality learners had received achievement certificates. Ellimae Dunn informed the Board that the new students day went well. All health and social care/early years students are excited for the renovated Ashdown building. The last student voice meeting had hardly any complaints or queries. The Student Union (SU's) first project should be installed over the summer ready for September. The SU have created a well-being account on Instagram to support students at YC with their well-being. Unloc are looking for 6 student governors to join a new student Governor steering group, which she has applied for. The individuals chosen will be helping to shape the national student Governor programme for next year, 22/23.</p>	
17.C	<p>INFRASTRUCTURE COMMITTEE</p> <p>The Board noted the Minutes of the Infrastructure Committee meeting of 1st July, 2021. The key points are recorded separately in the confidential minutes.</p>	
18.	<p>LEGAL, POLICY and REGULATORY MATTERS</p> <p>The Board noted an update on HE from the principal.</p>	

	<p>There were no Whistleblowing / Fraud / Health & Safety incidents to report.</p> <p>The Board noted the use of the Corporation Seal 2020/21</p> <p>Scheme of Delegation will be brought forward to the October meeting.</p> <p>The Board noted the Corporation's annual review of confidential material 2020/2021</p> <p>The Board unanimously Approved the Chair of the Corporation to have delegated powers of approval for Business Cycles and Terms of Reference for 2021/22.</p>	
19.	<p>RISK MANAGEMENT AND INTERNAL CONTROLS (including Audit Committee business)</p> <p>On the recommendation of the Audit Committee the 2021/22 Insurance Annual Renewal was unanimously Approved. The VPF&R informed the Board that the policy had increased by 6%, although still a competitive rate, the increase is due to our increased turnover. Some colleges are now uninsurable due to cyber security issues. An item to remain on the Corporation agenda.</p>	
20.C	<p>ANY OTHER BUSINESS</p> <p>The key points are recorded separately in the confidential minutes.</p>	
	<p>NEXT ORDINARY MEETING</p> <p>Thursday 7th October, 21 @ 4:30pm</p>	
	<p>The Chair thanked Corporation members and noted that the College is in a good position.</p> <p>The meeting closed at 19:00.</p>	