

# PUBLIC MINUTES – approved

## Meeting of the YC Corporation

Held Thursday 25 January 2024

**Members:** Peter Thomas (Chair); Sam Best (Vice Chair); **Becky Bevins**; Julian Bisset (Staff Teaching); **Mark Bolton (Principal)**; John Clark; Paul Clowes; **Sydney Edwards (Student FE)**; Jack Gibbs (Student HE); **Wendy Grey**; Lee Harwood; Jo Howarth; **Rebecca Marshall**; **Jag Ner**; **Gayle Pogson (Staff Business)**; Emma Read; Louise Reah; Jo Roundell Greene; **Scott Roy**; James Scott; David Woan

**Clerk:** Gillian Keogh

**In attendance:** Emma Cox (Vice Principal Infrastructure and Projects), James Pill-Waring (Vice Principal of Finances and Corporate Services), Donna Short (Vice Principal Quality of Education)

**Items 1 – 12**

**BOLD** indicates presence at the meeting.

Papers are received 7 days ahead of the meeting and are taken as read.

Item	Detail	ACTION
1	<p><b>MEETING PRELIMINARIES</b></p> <p>Apologies were received from Sam Best and Jack Gibbs. The meeting remained quorate throughout.</p> <p>There were no declarations of interest to note.</p> <p>The Board welcomed the new FE Governor, Sydney Edwards.</p>	
2	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The Board unanimously <b>Approved</b> the public, confidential and strictly confidential as true and accurate records of the meeting held on 07 December 2023. A member had noted that there was a difference in attendance numbers reported. Clerk confirmed that the figures are different due to the reporting dates and will be corrected before publication. Website publication of the public minutes was unanimously <b>Approved</b>.</p>	
3	<p><b>MATTERS ARISING (MA)</b></p> <p>The Action and Query sheets were <b>Noted</b> and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.</p>	
4	<p><b>CHAIR'S REPORT</b></p> <p>The Board <b>Noted</b> the Chair's comments regarding the Strategy meeting held on the 24 January 2024. Sections on risk and the longer-term strategy of the College created interesting discussions and action points. The informal notes will be distributed to members by the Clerk.</p> <p>At the strategy meeting a prestatation was given by Scott Austin, VP Curriculum, to inform members that the College has now received a FREDIE accreditation (Fairness, Respect, Equality, Diversity, Inclusion and Engagement). The College is 43<sup>rd</sup> out of a 4-figure sum of employers, the exact figure was not known.</p>	
5	<p><b>CLERK'S REPORT</b></p> <p>The Clerk asked for members to RSVP for the dinner on 26 February 2024.</p>	

	<p>Following the now mostly hybrid meetings, the Clerk put a proposal to members to record all meetings, as an aid for minute taking. The Board unanimously <b>Approved</b> a proposal to record all YC Corporation meetings, with the exception of the Remuneration Committee and remuneration items.</p>	
<p><b>6</b></p>	<p><b>PRINCIPAL'S REPORT AND OPERATING STATEMENT</b></p> <p>The Board <b>Noted</b> the <u>Principal's report</u>, with particular emphasis on the following;</p> <ul style="list-style-type: none"> <li>- GCSE Maths and English November Re-sits.</li> <li>- Ofsted Conference regarding High Needs. Louise Reah, the Board High Needs Champion attended with management.</li> <li>- Attendance</li> <li>- Leonardo Medium Helicopter Bid.</li> <li>- Business West invited Yeovil College to an event to hear the new year speech by Keir Starmer.</li> <li>- Gas mains works disruption.</li> <li>- Digital Somerset Event</li> </ul> <p>The Chair thanked the Principal for his positive reports.</p> <p><i>The minutes for further points in this item are recorded separately in a set of Confidential minutes.</i></p>	
<p><b>7</b></p>	<p><b>TEACHING AND LEARNING</b></p> <p>The Board <b>Noted</b> an update for the QIP (Quality Improvement Plan) with verbal commentary from the VPQofE.</p> <p><u>QIP Action 2</u> – 'Red rated' - Attendance has dropped below 85% to 84.3% and therefore has been escalated to the Board. The EHCP learner attendance was 85.1%. The figures have been negatively impacted by the recent bad weather. Management have been working on a disaster recovery plan to ensure that learners can still study, albeit it from home. Students with a school meals plan were also catered for. Members were shown a chart detailing the attendance by CAM areas, noting that Prep for life and Hair &amp; Beauty was tracking higher. Business and Health need to improve. Members were given assurance that the targeted approach to attendance should see a positive impact on the figures soon.</p> <p><u>QIP Action 8</u> - 'Amber rated' - Improve the quality of education, learner progress and achievement in a small number of study programmes, foundation programmes and apprenticeships. This is an amber item due to having actions in place but currently the completed actions are not showing an impact.</p> <p><b>Action:</b> Julian Bisset would like to see the apprenticeship data – the VPQofE will send him the data.</p> <p>The VPQofE is taking the following actions in relation to the QIP Action 8.</p> <ul style="list-style-type: none"> <li>- Under performing course panel reviews</li> <li>- Internal monitoring visits, including deep dives</li> <li>- Lesson observations and walk throughs</li> <li>- Target setting meetings</li> <li>- QIP reviews</li> <li>- Targeted CPD</li> <li>- Pro monitor reviews</li> </ul> <p>The Board <b>Noted</b> the <u>Complains Annual Report</u> executive summary, noting the volume of complaints, the ratio between not upheld and upheld and the number</p>	<p>VPQofE</p>

	<p>of complaints in particular areas. Verbal commentary was given by the VPQofE, noting in particular.</p> <ul style="list-style-type: none"> <li>- A decrease in the number of complaints received this year.</li> <li>- A slight increase in response times</li> <li>- 73% were partially or fully upheld.</li> </ul> <p>The VPofE is taking the following actions;</p> <ul style="list-style-type: none"> <li>- A specific invigilation training for all staff</li> <li>- Disciplinary policy update</li> <li>- Enhancement of internal monitoring processes</li> </ul> <p>The members <b>Noted</b> that the complaints were listed in order of college reputation, rather than the quality of the complaint. The VPQofE will review this issue for the next report. Members asked that the 'Red' rated complaints, if they continue to be red, then they should be escalated to the Curriculum, Quality and Assurance Committee.</p>	
8	<p><b>FINANCIAL UPDATE</b>  <b>Including Finance Committee Business</b>  <i>The minutes for this item are recorded separately in a set of Confidential minutes.</i></p>	
9	<p><b>INFRASTRUCTURE COMMITTEE</b>  <i>The minutes for this item are recorded separately in a set of Confidential minutes.</i></p>	
10	<p><b>GOVERNOR UPDATES</b>  Deferred to the next meeting.</p>	
11	<p><b>LEGAL, POLICY and REGULATORY MATTERS</b></p> <p><u>P30 Quality Assurance Policy and Procedure</u> was unanimously <b>Approved</b> by the Board.</p> <p><u>OfS update</u> was deferred to the next meeting.</p> <p><u>The Champion updates</u> were deferred to the next meeting.</p> <p>The Clerk and VPF&amp;CS confirmed there was no <u>Whistleblowing, Health and Safety, and RIDDORS</u> instances to report.</p> <p>An incident of <u>Fraud</u> was <b>Noted</b>. Theft of a low value item from storage. A pending investigation is scheduled for the following week. The Audit Committee Chair and the Internal Auditors have been informed and the police are investigating.</p> <p>An anonymous complaint has been received by the DofE regarding content of a tutorial, treatment of staff and highlighting the relationships of members of staff. The complaint was over 3 months old. Management have met with the DofE and it was agreed that the complaint had no substance. The College will provide written assurance to the DofE that the College has policies and procedures in place to avoid conflict of interest. Full detail of the complaint will be sent to the clerk.</p>	

12	<p><b>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</b> There were no risks or internal control matters arising from today's business or not covered elsewhere on the agenda to Note.</p>	
	<p><b>18:48</b> Non-Independent Members of the Board and the Principal left the meeting.</p>	
13	<p><b>REMUNERATION COMMITTEE</b> <i>The minutes for this item are recorded separately in a set of Strictly Confidential minutes.</i></p>	
14	<p><b>ANY OTHER BUSINESS</b> There was no other business to note.</p>	
	<p><b>NEXT ORDINARY MEETING</b> Thursday 28 March 2024 @ 4:30pm.</p>	
	<p><b>19:58 The meeting closed.</b></p>	