

# MINUTES

## YC Corporation Meeting

07 July 22 @ 16:30



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

**Clerk:** Gillian Keogh

**In attendance:**

**All Items:** Emma Cox (Vice Principal Finance & Resources), Donna Short (Vice Principal Quality of Education)

**Item 2:** Michelle Blundell (Children's Centre Manager)

**Item 14:** Alex Clancy (Director of EE)

**BOLD** indicates attendance

Item	Detail	Action
1	<p><b>MEETING PRELIMINARIES</b></p> <p>Apologies were received from Becky Bevins, Julian Bisset, Jack Gibbs, Rebecca Marshall and James Scott.</p> <p>The meeting remained quorate throughout. There were no declarations of interest to note.</p>	
2	<p><b>CHILDREN'S CENTRE</b></p> <p>The Board <b>Noted</b> an update from the Centre Manager, noting in particular:-</p> <ul style="list-style-type: none"> <li>- An annual anonymous parent survey notes the centre continues to maintain its excellent reputation.</li> <li>- Sports students have been involved in planning activities for the children.</li> <li>- Carpentry students have provided a new bench and shoe holder.</li> <li>- The Centre has recently gained the Communication Friendly 2-4s status from the DfE.</li> <li>- Sounds boards will be replaced in the new Academic Year.</li> </ul> <p>The Board unanimously <b>Approved</b> the <u>P47 Yeovil College Nursery Child Protection and Safeguarding Children Policy</u>.</p> <p>The Board unanimously <b>Approved</b> on the Recommendation of the Finance Committee the <u>P53 YC Nursery admission, fees and funding policy</u>.</p> <p>16:46 The Centre Manager left the meeting.</p>	
3	<p><b>MINUTES OF THE MEETING HELD ON:</b></p> <p>The Board unanimously <b>Approved</b> the public, confidential and strictly confidential minutes as true and accurate records of the meeting held on 26 May 22. Website publication of the public minutes was unanimously <b>Approved</b>.</p>	
4	<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>	
5	<b>SEARCH AND GOVERNANCE</b>	

	<p>The Board noted the earlier business from the Search and Governance Committee, <b>Noting</b> in particular: -</p> <ul style="list-style-type: none"> <li>- The resignation of Kevin Athersuch due to work commitments.</li> <li>- The DfE Governance Guide. The Clerk will advise and give guidance as and when required. The actions from the Guide will be tracked by the Clerk and the Principal, which will be reviewed by the S&amp;G Committee.</li> <li>- Lead Governors, now referred to as Champions, are required for SEND, Careers, Sustainability and Mental Health/Wellbeing. The Chair asked for volunteers – these Lead Governors are recommended as good practice from the DfE Governance Guide. Emma Read volunteered to be the careers/apprenticeship champion. The Chair asked for the Board to give these vacancies more thought over the summer break.</li> <li>- The Corporation and its Committees meeting dates 2022-23.</li> </ul> <p>The Board unanimously <b>Approved</b> on the <b>Recommendation</b> of the of the S&amp;G Committee the following;</p> <ul style="list-style-type: none"> <li>- Due to the significant expansion of the College the Board will increase to 20 from 18.</li> <li>- Jo Roundell Greene will be the Chair of Search &amp; Governance from September 2022.</li> </ul> <p>The VPF&amp;R informed the Board a review of policies and procedures had been carried out. An executive summary had been provided by the Clerk to the S&amp;G Committee with regards to including senior post holders within all staff policies and procedures.</p> <p>The Board unanimously <b>Approved</b> the <u>P05 disciplinary and Grievance Policy</u> – with delegated authority to other members of the senior management team.</p> <p>Instruments and articles changes to reflect the amendments in policies to include the Senior Post Holders were <b>Noted</b> and were unanimously <b>Approved</b> as; 15.1 'After consultation with staff, the Corporation shall make rules setting out, 15.1a grievance procedures for all staff, including senior postholders, 15.1b procedures for the suspension of all staff: including senior post holders.</p> <p>17:00 Dir of EE joined the meeting</p>	
14	<p><b>SUBCONTRACTING</b></p> <p>The Board had received an executive summary detailing the Subcontracting Overview. A subcontractor Profile for 2022-23 had also been distributed.</p> <p>The Board <b>Noted</b> and <b>Approved</b> the subcontracting proposal and arrangements for 2022/23.</p> <p>The Board <b>Reviewed</b> and unanimously <b>Approved</b> the justification of the subcontractors being high quality and low risk to public funds.</p> <p>The Board unanimously <b>Approved</b> and <b>Signed</b> where appropriate the Contract Values.</p> <p>The <b>Board</b> unanimously <b>Approved</b> the <u>P23 Subcontracting Revised Fees and Charges Policy for 2022-23.</u></p>	

	<p>The Chair thanked the Dir of EE and noted that there had been considerable progress.</p> <p><b>17:12</b> The Dir of EE left the meeting.</p>	
<b>6</b>	<p><b>CHAIR'S REPORT</b></p> <p>The Chair thanked Paul Clowes for chairing the strategy meeting. Highlights from the day included:-</p> <ul style="list-style-type: none"> <li>- Focus from the DfE on Effective Governance</li> <li>- Aspirations to become Outstanding and the possible cost being incurred, this will be revisited after the next formal Ofsted inspection.</li> <li>- Combined Operation Statement – Are Corporation seeing the correct data and how can they be involved – using the 5 strategic aims in a formal way?</li> <li>- Board assurance framework.</li> <li>- A review of the Risks – CMT away day will look at the risks in more detail, Board members were encouraged to attend the CMT away day.</li> <li>- Assurance approach.</li> </ul> <p>The Actions from the strategy day will be carried forward.</p>	
<b>7</b>	<p><b>CLERK'S REPORT</b></p> <p>The Board noted the executive summaries from the clerk with verbal commentary.</p> <ul style="list-style-type: none"> <li>- External Board Review – a more detailed report will be provided in the Autumn and it is hoped to be in the 2<sup>nd</sup> year of reviews.</li> <li>- DfE Governance Guide</li> </ul>	
<b>8</b>	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Board <b>noted</b> the Principal's Report, with particular emphasis on the following:</p> <ul style="list-style-type: none"> <li>- The minutes for the first item are recorded separately in a set of Confidential minutes.</li> <li>- Prospects Approval</li> <li>- New Students Day</li> <li>- Office for National Statistics Review (ONS)</li> <li>- Annual Review and Improvement Day (RAID)</li> <li>- Head of Estates Update</li> </ul> <p><b>Action:</b> Organisation summary of the roles to be given to the Board at the October meeting.</p> <ul style="list-style-type: none"> <li>- 2021-22 Shining Stars Award</li> <li>- Higher Education Research Festival</li> <li>- Ofsted Skills EIF Roadshow</li> <li>- New Work Coming In</li> <li>- Dental Technology Launch Event</li> <li>- Financial Times - Leonardo's article</li> <li>- Rolling list of Risks.</li> </ul> <p>The Chair thanked the Principal for his report.</p>	Principal VPF&R
<b>9</b>	<p><b>FINANCIAL UPDATE</b></p> <p>The minutes for this item are recorded separately in a set of Confidential minutes.</p>	
<b>10C.</b>	<b>BUDGET AND 3 YEAR FINANCIAL PLAN 2022/23</b>	

	The minutes for this item are recorded separately in a set of Confidential minutes.	
11	<p><b>TEACHING AND LEARNING</b>  <b>(including Curriculum, Quality and Assurance Committee Business)</b></p> <p>The Corporation <b>noted</b> the Business of the Curriculum, Quality and Assurance Committee meeting held on 19 May 2022, noting in particular:</p> <ul style="list-style-type: none"> <li>- HE, Safeguarding, Wellbeing Updates were given</li> <li>- Maths and English curriculum will be revisited in September.</li> <li>- Strategic Aim 1 was discussed in detail.</li> <li>- Observation Windows – including apprenticeships.</li> <li>- Projected outcomes are in line with previous years.</li> <li>- Curriculum planning</li> <li>- Summary of the timetables.</li> </ul> <p>The Principal gave a verbal update of the <u>Applications for September 2022</u>. The College is tracking higher than the previous year figure of 585 Y11 conversions, currently at 721 of accepted offers. At a minimum, the college will see an increase of 130 students.  18:39 Jo Howarth joined the meeting.</p>	
12	<p><b>INFRASTRUCTURE COMMITTEE</b></p> <p>In the absence of the Infrastructure Committee Chair the Corporation <b>Noted</b> a verbal update from the VPF&amp;R on the business of the meeting held on 04 July 2022.</p> <ul style="list-style-type: none"> <li>- The Big Build Update</li> <li>- Project Management Framework Audit</li> </ul> <p><u>OfS Capital Bid</u> – On the <b>Recommendation</b> of the Infrastructure Committee the Corporation unanimously <b>Approved</b> the OfS Capital Bid and unanimously <b>Approved</b> delegation to the Infrastructure Committee to monitor this project if the College is successful with the bid.</p> <p><u>T Level Wave 4 Construction Centre Procurement Approach</u> - On the <b>Recommendation</b> of the Infrastructure Committee the Board unanimously <b>Approved</b> the elimination process between the 2 builders on the direct award framework for the T Level Wave 4 Construction Centre and unanimously <b>Approved</b> delegation approval to the Infrastructure Committee to monitor this approach.</p>	
13	<p><b>GOVERNOR UPDATES</b></p> <p>Updates were received from the Staff, Student and Independent Governors, noting in particular:</p> <ul style="list-style-type: none"> <li>- End of Term Friday 7 July 22 and a staff party will be held in the evening.</li> <li>- Nothing of note from the Staff Voice meeting.</li> </ul>	
15	<p><b>LEGAL, POLICY and REGULATORY MATTERS –</b></p> <p>The Corporation unanimously <b>Approved</b> the Corporation’s annual review of confidential material 2021/22.</p> <p>The Corporation unanimously <b>Approved</b> the Corporation and its Committees Work Programme and Terms of Reference for 2022/23.</p>	

	<p>The Corporation unanimously <b>Approved</b> the Code of Professional Standards / Business Code of Conduct as presented by the Principal.</p> <p>The Corporation unanimously <b>Approved</b> the following policies:</p> <ul style="list-style-type: none"> <li>- P54 Admissions Policy</li> <li>- P66 HE Student Transfer Policy</li> <li>- P23 Subcontracting Revised Fees and Charges Policy for 2022-23</li> <li>- P27 Data Protection Policy</li> <li>- P45 Fees Policy (FE)</li> </ul> <p>The Corporation unanimously <b>Approved</b> the following policies with delegated powers to the SMT:</p> <ul style="list-style-type: none"> <li>- P70 Sexual Misconduct and Harassment Policy</li> <li>- P74 HE Assessment, Extensions and Extenuating Circumstances Policy</li> <li>- P75 HE Supporting Disabled Students Policy</li> <li>- Allegations against Adults Policy</li> </ul> <p>The Corporation <b>Noted</b> the use of the <u>Corporation Seal 2021/22</u>.</p> <p>A <u>HE update</u> was given by the Principal, noting in particular:</p> <ul style="list-style-type: none"> <li>- The OfS consultation</li> <li>- Change of Ministers in due to the recent Government resignations.</li> </ul> <p><u>Safeguarding Update</u> – there was nothing to note.</p> <p>There was no Whistleblowing / Fraud/ Health and Safety RIDDORS - any instances to report. VPF&amp;R are currently starting an investigation into a potential fraud.</p> <p>The Corporation <b>noted</b> the <u>Scheme of Delegation – Policies and Procedures</u></p>	
16	<p><b>RISK MANAGEMENT AND INTERNAL CONTROLS (including Audit Committee business)</b></p> <p>The Corporation <b>Noted</b> the tabled summary of the Business from the Audit Committee meeting held on 22 June 2022.</p> <p>The Corporation unanimously <b>Approved</b>, on the <b>Recommendation</b> of the Audit Committee, the following:</p> <ul style="list-style-type: none"> <li>- 2022/23 Insurance Renewal.</li> <li>- P22 Risk Management Policy</li> <li>- The Internal Audit Plan for 2022/23</li> <li>- The External Audit Plan for the 2022/23 Accounts</li> </ul> <p>There were no risk or internal control matters arising from the meeting to note.</p>	
17	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business to note.</p>	

	<b>NEXT ORDINARY MEETING</b> Thursday 13 October 2022 @ 4:30pm 19:00 Non independent members of the Board left the meeting.	
<b>18C</b>	<b>NON-CONSOLIDATED PAYMENT</b> The minutes for this item are recorded separately in a set of Confidential minutes.  The meeting closed at 19:06.	