## **MINUTES - Public**

## **The Corporation**



Held on Thursday 13 October 2022 @ 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: Alex Clancy (AP EE)

Item 3: Michelle Joy (Head of Student Experience)

**BOLD** indicates presence at meeting

Item	Detail	Action
1	MEETING PRELIMINARIES  Apologies were received from Jo Howarth and Emma Read The meeting remained quorate throughout. There were no declarations of interest to note.	
2	SUBCONTRACTING PARTNER UPDATE  The Board Noted an update from the VP of EE and tabled presentation detailing the subcontracting themes for October 2022 and Success Rates.  Following publication of the Audit Report, revisions have been made to the earlier approved policy. The Board unanimously Approved the P23 Subcontracting Fees and Charges Policy.  It was noted by Corporation the quality and clarity of the Executive Summary and Update - Subcontracting October 2022 - was of strength. The Chair asked the APEE to thank Charlotte Redfearn-Ward for her report, her continued hard work and attention to detail with our subcontracted provision.  17:10 Rebecca Marshall joined the meeting.	
3	SAFEGUARDING – KCSI and Prevent The Board received and Noted an executive summary update from the Head of Student Experience.  ACTION: The Board would like to see 'Concern' comparisons/benchmarks with other colleges, including feeder schools.  The Chair thanked the Head of Student Experience for her report and on doing an excellent job in supporting our students.  ACTION: It was noted some further thought was required as to the level of detail being discussed at the Corporation meeting. Management to discuss with the Head of Student Experience.  16:57 Becky Bevins joined the meeting.	VPQofE VPQofE
4	MINUTES OF THE MEETING HELD ON:	



	The Board unanimously <b>Approved</b> the public, confidential and strictly confidential minutes as true and accurate records of the meeting held on 07 July 2022. Website publication of the public minutes was unanimously <b>Approved</b> .	
5	MATTERS ARISING (MA) 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.	
6	SEARCH AND GOVERNANCE The Board noted the earlier business from the Search and Governance Committee.  The Board unanimously Approved on the Recommendation of the S&G Committee the following;	
	<ul> <li>a. Application from Wendy Grey (S&amp;G and Infrastructure Committee).</li> <li>b. Application from Ken Comber (Audit Committee co-opted Member).</li> <li>c. Training and Development Action Plan.</li> <li>d. Peter Thomas term of office extension by 2 years until October 2024.</li> </ul>	
7	CHAIR'S REPORT  The minutes for this item are recorded separately in a set of Confidential minutes.	
8	CLERK'S REPORT The Board Noted the verbal update from the Clerk, noting in particular:- The Board Review will be scheduled for the spring term 2023/24 following approval of the provider at the next Corporation meeting.	
9	PRINCIPAL'S REPORT  The Board Noted the Principal's Report, with particular emphasis on the following:  - Enrolments/start of year update – market share - Industrial Action - Head of Estates - Big Build – The Chair thanked Paul Clowes for attending the scoping meetings Skills Development Fund 2 and Skills Bootcamps - Passing of a Yeovil College HE Learner – a letter of condolence will be sent to her husband from the Board T-Level Wave 4 Bid	
	Combined Operations Statement snapshot was tabled, noting how items are rag rated needs to be adjusted. This item will be discussed at the strategy day in January 2023, to consider how the Corporation and its committees can best scrutinise the risks.	
	The minutes for rest of this item are recorded separately in a set of Confidential minutes.  18:21 Jag Ner left the meeting	
10	FINANCIAL UPDATE	



	The minutes for this item are recorded separately in a set of Confidential minutes.	
	minutes.	
11	TEACHING AND LEARNING	
• •	(including Curriculum, Quality and Assurance Committee Business)	
	The Board <b>Noted</b> the Business from the Curriculum, Quality and Assurance	
	Committee meeting held on 21 September 2022.	
	- HE Retention in year for 21-22 currently at 91% stronger than in previous years.	
	- HE Student Survey (NSS) overall student satisfaction of 87.5% is an improvement from 2021.	
	- HE has outperformed our target and exceeded our 5-year benchmark with the OFS.	
	- All teaching staff are on an appropriate level and will have completed self-assessment by the October half term.	
	- High achievement rates recorded in Construction, Hair, Beauty and	
	Hospitality.  New starts are now back to pre-Covid levels.	
	- An increase in the use of food banks has been noted.	
	The Board <b>discussed</b> the following Escalated Risk Items from the CQA meeting.	
	- At year end attendance of 83%, which requires improvement.	
	- English and maths outcomes require improvement.	
	<ul> <li>Market share has improved.</li> <li>Motor vehicle and Hair &amp; Beauty has seen decreased numbers.</li> </ul>	
	- Results have not reflected the actions taken to improve them.	
	- English results were in line with national averages.	
	The Chair thanked the VP QofE for her summary and tabled presentations.	
12	GOVERNOR UPDATES	
	There were no updates to note at this time.	
40	19:00 Paul Clowes left the meeting.	
13	LEGAL, POLICY and REGULATORY MATTERS	
	The Board unanimously <b>Approved</b> the New P73 – Examinations Assessment	
	and Invigilation Policy and Procedure (an amalgamation of policies P51, P52,	
	R18) and delegated authority.	
	A HE update was given by the Principal.	
	- NSS data is explementary.	
	- TEFF – teaching standard for HE. The best we can hope for is Bronze	
	as TEFF uses 8 years of data. The Head of HE would recommend	
	opting out until we have 7 years of strong data (2026), which was agreed by the Board.	
	Safeguarding Update – there was nothing to note.	
	Equality and Diversity Update – there was nothing to note.	



	There were no Whistleblowing / Fraud/ Health and Safety RIDDORS instances to report.	
14	RISK MANAGEMENT AND INTERNAL CONTROLS (including Audit Committee business) The minutes for this item are recorded separately in a set of Confidential minutes.	
15	ANY OTHER BUSINESS There was no other business to note. The Chair thanked the members and invited attendees for their attendance.	
	NEXT ORDINARY MEETING	
	Thursday 08 December 2022 @ 4:30pm	
	The meeting closed at 19:07	