

## MINUTES – Public APPROVED

### The Yeovil College Corporation Meeting

Held on Thursday 26 January 2023 at 16:30

**Members:** Peter Thomas (Chair); Sam Best (Vice Chair); Becky Bevins; Julian Bisset (Staff Teaching); Mark Bolton (Principal); Louis Browne (Student FE), Paul Clowes; Jack Gibbs (Student HE); Wendy Grey; 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:**  
**Items 1-15:** Emma Cox (Vice Principal Finance & Resources), Donna Short (Vice Principal Quality of Education)

*BOLD indicates attendance*

Item	Detail	Action
1	<p><b>MEETING PRELIMINARIES</b></p> <p><b>Apologies</b> for absence were received from Paul Clowes, Jack Gibbs, Lee Harwood and Jo Howarth. The meeting remained quorate throughout. There were no <b>Declarations of Interest</b> made on this occasion.</p>	
2	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The Board unanimously <b>Approved</b> the confidential and public minutes as true and accurate records of the meeting held on 08 December 2022. 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. The action regarding Safeguarding will be brought to the March Corporation meeting.</p>	
4	<p><b>CHAIR'S REPORT</b></p> <p>The Board <b>Noted</b> the Chairs verbal report from the strategy day and the informal notes taken by the Clerk.</p> <p>Members considered the Operating Statement and the distribution of the strategic aims across the committees and how best to report to the Corporation. It was agreed staffing should be a high priority and a working group should be created to scope what needs to be done, looking at different solutions and reporting back at the June Strategy meeting. Working group members will be Sam Best, Becky Bevins (Chair), Gayle Pogson, Jo Roundell Greene, Principal (Joint Chair) and Senior Management.</p> <p>Significant time was spent discussing the SAR 2021-22 and the Board felt confident to approve following reassurance from the Management Team and they felt that they had had enough information to form a fair judgement.</p> <p>The Strategic Plan 2023-28 was discussed at length and various statements discussed with regards to the Mission Statement.</p>	

	<p>The next strategy meeting topics will be; Audit Introductions and Risks, People Strategy/Working Party Report, Budget 2023/24, Ofsted - how to achieve Outstanding and Staff &amp;or Student Survey.</p> <p>A very productive and well attended meeting.</p>	
5	<p><b>CLERK'S REPORT</b> The Board <b>Noted</b> the verbal report from the Clerk, noting in particular:</p> <ul style="list-style-type: none"> <li>- She attended an AoC Governance Professionals Conference which included an Ofsted update by Paul Joyce HMI and the ONS reclassification – what are the implications for the Governance Professional.</li> <li>- New members will receive the finance department training recording. Another session with the VP of Finance will be organised as it proved very popular.</li> </ul>	
6	<p><b>PRINCIPAL'S REPORT AND OPERATING STATEMENT</b> The Board <b>Noted</b> the Principal's e-paper report and particular emphasis was shown on the following:</p> <ul style="list-style-type: none"> <li>- Maths and English Resit Results</li> <li>- Principal's Group Tutorial</li> <li>- The Big Build and CEV (T-Level Wave 4)</li> <li>- Ofsted Preparation</li> <li>- AoC Day of Action</li> <li>- Conversations with local peers</li> <li>- The rolling list of headline risks</li> </ul> <p>The Board <b>noted</b> the <u>Operating Statement</u> snapshot. Each of the strategic aims was discussed. <b>Action:</b> The Board would like to have a report on exit interviews presented at the June Strategy meeting, albeit it was noted by the Board that most interviews were positive.</p>	Principal
7	<p><b>STRATEGIC PLAN 2023-28</b> Following a robust discussion at the Strategy meeting, held on 25 January 23, discussing how risks are conveyed to Corporation. The risks are divided into 5 strategic aims. The Members agreed to form a working party to look at strategic aim 5 as currently the other aims are overseen in other committees.</p> <p>17:40 – Emma Read joined the meeting.</p> <p>The Board unanimously <b>Approved</b> the Strategic Plan 2023-2028. <b>Action:</b> The Principal was asked to forward the Vision Statement when complete.</p> <p>Members and invited attendees agreed to have the meeting recorded due to technical issues with IT equipment.</p>	Principal
8	<p><b>TEACHING AND LEARNING</b> The Board <b>Noted</b> that there were no current considerations of the CQA Committee - next meeting 16 March 23</p>	
9	<p><b>SAR (Self-Assessment Report)</b> The VPQofE gave the Board a presentation which highlighted the points that make the College an overall Good. Peter Green had reviewed the SAR and had given some useful feedback which had been actioned in the SAR provided to members.</p>	

	<p>Andrew Fitt, retired OFSTED HMI, who led the College OFSTED pilot last May, reviewed the SAR and is comfortable with the grades proposed, noting statements within the SAR were evidenced.</p> <p>During the Strategy meeting the consensus was to grade as Good, noting most provision types were all graded as 2 apart from High Needs, which was proposed as a grade 3, due to the new structure for SEN not being in place long enough to show measurable progress.</p> <p>The Board unanimously <b>Approved</b> the SAR.</p> <p>The Chair congratulated the VPQofE on her report.</p>	
<p><b>10</b></p>	<p><b>SUBCONTRACTING</b></p> <p>The Board had received prior to the meeting an executive summary and e-paper and <b>Noted</b> the Mid Year Review with verbal commentary given by the Principal, noting:</p> <ul style="list-style-type: none"> <li>- The new subcontracting quality assurance and improvement handbook processes are now fully implemented.</li> <li>- Yeovil District Hospital on programme learners (L5) are working to complete existing programmes</li> <li>- Gregory Distribution have been implementing actions from the Process Mapping exercises completed Summer 2022. Withdrawals in-year have been reducing</li> <li>- University of Plymouth continue to deliver to L6 Aerospace Engineering Apprentices for the degree top up element of their programme.</li> <li>- As of 2022-23, the requirements for the external assurance of Subcontracting have changed significantly.</li> </ul> <p>The Subcontracting Champion was comfortable with the report noting there was some reduction in value and may be of risk, although we have a good relationship with businesses. <b>ACTION:</b> The members would like to avoid the use of acronyms on future reports.</p>	<p>Principal</p>
<p><b>11</b></p>	<p><b>FINANCIAL UPDATE</b> <b>Including Finance Committee Business</b></p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	
<p><b>12</b></p>	<p><b>INFRASTRUCTURE COMMITTEE</b></p> <p>The Board <b>Noted</b> a Big Build Update, noting in particular:-</p> <ul style="list-style-type: none"> <li>- The Head of Infrastructure and VPF&amp;R are completing a project manager's progress report.</li> <li>- The Auditors have agreed for the College to charge revenue costs for time of those members of staff spending 80% or more of their time working on the project.</li> </ul> <p>The Board <b>Noted</b> the minutes from the Infrastructure meeting held on 16 January 23.</p> <p>The Board <b>Noted</b> the Email <b>Approval</b> on the <b>Recommendation</b> of the Infrastructure and Finance Committees for the <u>T- Level Wave 4 Capital Grant Resubmission</u>.</p> <p>The Board unanimously <b>Approved</b> on the <b>Recommendation</b> of the Infrastructure Committee the T-Level Wave 4 Capital Works appointment of BAM as the contractor.</p>	

	The Infrastructure Chair informed Board that the focus of the Committee is on the Big Build, and they have an oversight responsibility on all the capital and procurement schemes. By the March Corporation meeting a comprehensive report from the Committee will be available to Board.	
<b>13</b>	<p><b>GOVERNOR UPDATES</b></p> <p>Updates were given by the Staff, Student and Independent Governors, noting in particular;</p> <ul style="list-style-type: none"> <li>- Recent CPD (Career Personal Development) training looked at policies and procedures.</li> <li>- The new smoking shelter location was well received.</li> </ul> <p><b>ACTION:</b> Gaps in timetables were noted and the VPQofE will discuss with the FE Student Governor.</p>	VPQofE
<b>14</b>	<p><b>LEGAL, POLICY and REGULATORY MATTERS</b></p> <p>The Board <b>noted</b> a verbal <u>HE update</u> from the Principal, noting in particular: -</p> <ul style="list-style-type: none"> <li>- A successful partnership with the Open University. They visited the College in early January. The ambition is to develop a level 6 dental technology program. The Open University are willing to support the College financially and have accelerated the development for September 2023.</li> <li>- UCAS deadline was this week, and the College will continue to recruit through to the Summer – expected to peak in the Summer.</li> <li>- A notable increase has been seen in the number of learners coming from the College FE programs to our own HE programs.</li> </ul> <p>The Board <b>noted</b> there were no updates from the EDI Champion, the next EDI meeting is in March.</p> <p>Safeguarding Champion has had a meeting with the Head of Student Experience to discuss the Safeguarding Audit. There is 1 item outstanding, the list of first aiders is not up to date. Head of Student Experience is actioning a new list.</p> <p>There were no incidents of <u>health &amp; safety, whistleblowing or fraud</u>.</p>	
<b>15</b>	<p><b>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</b></p> <p>The Corporation <b>Noted</b> that there were no current considerations of the Audit Committee - next meeting 15 March 23.</p> <p>There were no risks or internal control matters arising from the meeting to note.</p> <p>18:30 Non-Independent Members of the Board, Clerk and Principal left the meeting.</p>	
<b>16</b>	<p><b>REMUNERATION</b></p> <p>Further details on this item are recorded separately in a strictly confidential set of minutes.</p>	
	<p><b>NEXT ORDINARY MEETING</b></p> <p>Thursday 30 March 23 @ 4:30pm.</p>	
	<p><b>18:53 The meeting closed</b></p>	