

## MINUTES – Public APPROVED

### YC Corporation Meeting Held on Thursday 30 March 2023

**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:**  
**Item 4 and 9:** Alex Clancy (AP Employer Engagement)  
**All Items:** Emma Cox (Vice Principal Finance & Resources)  
 Donna Short (VP Quality of Education)  
 Alex Clancy (VP Employer and Engagement)

*BOLD indicates presence at the meeting.*

*Foreword: - Executive Summaries are received a week before the meeting and are taken as read.*

Item	Detail	Action
1	<b>MEETING PRELIMINARIES</b> <b>Apologies</b> for absence were received from Becky Bevins, Paul Clowes, Jo Roundell Greene, Wendy Grey and James Scott. The meeting remained quorate throughout.	
2	<b>MINUTES OF THE LAST MEETING</b> The Board unanimously <b>Approved</b> the strictly confidential, confidential and public minutes as true and accurate records of the meeting held on 26 January 2023. Website publication of the public minutes was unanimously <b>Approved</b> .	
3	<b>MATTERS ARISING (MA)</b> 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.  <u>Gabs in Timetable</u> – The VPQofE has met with the FE Student Governor regarding the 90-minute gap, due to staffing and rooming. This has been noted for the next timetabling scheduling taking place in April.	
4	<b>OFSTED VISIT 2023</b> Further details on this item are recorded separately in a confidential set of minutes.	
5	<b>CHAIR'S REPORT</b> The Board <b>Noted</b> the Chairs verbal report, noting in particular the feedback from the Governor annual 121 meetings, which will be distributed by the Clerk following this meeting, with key highlights as listed;- - Champions – The Clerk and Principal will provide assistance to ensure the meetings between the College lead and Champion are productive.	

	<ul style="list-style-type: none"> <li>- Hybrid meetings, although an advantage for attendance figures, there can be social disadvantages. Therefore, there will be a strategy meeting termly, and an extra Governor's dinner.</li> <li>- The Clerk will set a programme of events for members to attend on campus.</li> <li>- A 5-year vision for the Board will be discussed at the strategy day.</li> </ul> <p>The Chair informed the Board and attendees of the passing of Tony Allum who had been a Chair of the Corporation. He had made a significant contribution to the development of the College. The Principal will consider a way to pay an appropriate tribute. The New Build may have a permanent memorial to deceased Fellows in recognition of their commitment.</p>	
6	<p><b>CLERK'S REPORT</b></p> <p>The Board <b>Noted</b> the verbal report from the Clerk, noting in particular:-</p> <ul style="list-style-type: none"> <li>- Attendance at the recent AOC Clerk/Governance Professional network meetings discussing; FE Governance Professional Qualifications, Approaches to; experiences of Board Reviews, to the Student Governor role and how best to hear the student voice.</li> <li>- Attended a free ETF (Education and Training Foundation) minute taking masterclass course.</li> </ul>	
7	<p><b>PRINCIPAL'S REPORT AND OPERATING STATEMENT</b></p> <p>The Board <b>Noted</b> the e-paper <u>Principal's Report</u> received from the Principal, noting in particular:-</p> <ul style="list-style-type: none"> <li>- Ofsted Inspection</li> <li>- GCSE English and Maths Mock Exams (A summary of pass rates will be discussed at the CQA Committee meeting.)</li> <li>- Fareham College Visit</li> <li>- National Apprenticeship Week (6-12 February 2023)</li> <li>- AOC Day of Action</li> <li>- NEETHood Workshop</li> <li>- Science, Technology, Engineering, and Mathematic (STEM) Events</li> <li>- Dragon's Den Young Enterprise Event</li> <li>- High Scoring Risks on the Register as of March 2023.</li> </ul> <p>The Board <b>Noted</b> an executive summary regarding the <u>Operating Statement</u>, noting in particular:-</p> <ul style="list-style-type: none"> <li>- The Ops statement will be monitored through sub committees. <b>ACTION:</b> An extra column to be added noting the date the risk was brought to a committee's attention.</li> <li>- 1.1.1c CQA – 10% of observation action plans have a follow up. <b>ACTION:</b> The CQA committee to discuss.</li> </ul> <p>17:45 Break 17:55 The meeting restarted</p>	Principal  CQA Chair
8	<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>- The HE Student Voice has recently lacked attendance; this is hoped to improve now that a new student officer has been hired.</li> <li>- Staff felt supported during the Ofsted inspection.</li> </ul>	
9	<p><b>SUBCONTRACTING</b></p> <p>This item was discussed after item 4.</p>	

	<p>The Board <b>Reviewed</b> and <b>Noted</b> the Subcontracting Partner Update March 2023 executive summary making governors aware of the current subcontracting partnerships with specific reference to the Register of Apprenticeship Training Providers (RoAPT), contractual arrangements, funding, budgetary implications and quality assurance.</p>	
<b>10</b>	<p><b>PEOPLE WORKING GROUP</b> The Board <b>Noted</b> the notes taken from the working group meeting held on 20 February 23. The next meeting will be held on 18 April 2023 reporting back to the strategy meeting in June.</p>	
<b>11</b>	<p><b>SEARCH AND GOVERNANCE</b> The Board Noted the update from the Chair.</p> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the Search and Governance Committee, the following extension of the terms of office, membership changes and meetings:-</p> <ul style="list-style-type: none"> <li>- Paul Clowes - 4 years ending October 2027</li> <li>- Jack Gibbs - 2 years ending December 2025</li> <li>- Peter Green - 4 years ending June 2027</li> <li>- Jo Howarth - 4 years ending June 2027</li> <li>- Scott Roy - 1 year ending July 2024</li> <li>- Jag Ner will now be the Meeting Local Skills Need Champion and will no longer be the Audit Committee Vice Chair.</li> <li>- 2 Co-opted Governors to be recruited for the duration of the Big Build.</li> <li>- Governor dinners will be termly.</li> <li>- In the past strategy meetings were 2.5 days. Strategy mornings will now be termly.</li> </ul>	
<b>12</b>	<p><b>FINANCIAL UPDATE</b> <b>Including Finance Committee Business</b> Further details on this item are recorded separately in a confidential set of minutes.</p>	
<b>13</b>	<p><b>INFRASTRUCTURE COMMITTEE</b> Further details on this item are recorded separately in a confidential set of minutes.</p>	
<b>14</b>	<p><b>LEGAL, POLICY and REGULATORY MATTERS</b> The Board <b>Noted</b> the Governors <u>Annual Safeguarding Audit 2022-23</u>, which was submitted online to the Support Services Education.</p> <p>The Board <b>Noted</b> a verbal HE Update from the Principal, noting in particular:-</p> <ul style="list-style-type: none"> <li>- The Quality Assurance Agency (QAA) have been de-registered by the Office for Students as the Designated Quality Body for England. Currently the OfS are performing the quality functions (including things like inspections of providers) on an interim basis, until a new Designated Quality Body are appointed.</li> <li>- Sexual misconduct is to be regulated in the HE sectors.</li> <li>- Our formal academic partnership with the University of Plymouth has now ended.</li> <li>- The College has been selected as one of two first-wave providers to be supported to develop new validated provision alongside the Open University as a new HE partner.</li> <li>- We have been successful in our application to get our FdA Childhood Studies, Care and Education course approved as a Higher Technical Qualification (HTQ).</li> <li>- Retention remains in line with the strong performance we've seen in previous years, and we have recently had confirmation from the OfS that our 21/22 retention and completion data is above our forecast HESES levels.</li> </ul>	

	<p>- Outreach delivery with Level 3 learners sits above targeted levels. The Chair thanked the Principal for his update.</p> <p>The <u>Safeguarding and EDI Champion's</u> had no updates to give.</p> <p><u>My Concern Notes – Closing Off Concerns.</u> Item was deferred to the next CQA Committee meeting.</p> <p>The Board unanimously <b>Approved</b> the <u>P48 Equality and Diversity Policy</u>.</p> <p>The Board unanimously <b>Approved</b> the <u>NEW P19 Whistleblowing Procedure and Policy</u>.</p> <p>There were no incidents of <u>Whistleblowing, H&amp;S or fraud</u> to note since the last meeting.</p>	
15	<p><b>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</b></p> <p>The Board <b>Noted</b> the e-paper summary from the VPF&amp;R from the meeting held on 15 March 2023. <b>Action:</b> The Corporation Chair would like the Audit Chair to give a de brief from the Audit Committee meeting held on the 15 March 23 at the next Corporation meeting.</p> <p>There were no risk and internal control matters to <b>Note</b> from the meetings business or covered elsewhere on the agenda.</p>	Audit Chair
16	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business to note.</p>	
	<p><b>NEXT ORDINARY MEETING</b></p> <p>Thursday 18 May 2023 @ 4:30pm.</p>	
	<p>The meeting closed at 19:01</p>	