

MINUTES – Public
APPROVED



YC Corporation Meeting
Held on Thursday 18 May 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: Gill Keogh

In attendance:
Items 1-16: Emma Cox (Vice Principal Finance & Resources)
 Donna Short (Vice Principal Quality of Education)
Item 2a Alex Clancy (Assistant Principal for Employer Engagement)

BOLD indicates presence at meeting.

Foreword: - All papers provided are taken as read and are provided 7 days ahead of the meeting.

Item	Detail	Action
1	<p>MEETING PRELIMINARIES</p> <p>Apologies for absence were received from Becky Bevins, Jack Gibbs and Emma Read. The meeting remained quorate throughout. There were no declarations of interest to note.</p>	
2	<p>LEGAL, POLICY and REGULATORY MATTERS</p> <p>17:00 Alex Clancy joined the meeting.</p> <p>The Board Noted <u>The Accountability Statements</u>, which replace the existing annual, grant funding agreements and verbal commentary from the VP of EE, noting in particular: -</p> <ul style="list-style-type: none"> - The agreement sets out the overall expectation of what the College is delivering. - It sets out the number of outcomes and targets for curriculum coming over the year – reflecting how we are contributing to the local improvement plans (LSIP’s), which are being led by Employer Representative Bodies (ERBs) working with employers, providers and local stakeholders including MCAs, LEPs and other agencies. - It is updated annually, noting, the next statement will be reviewed in line with the 2024-25 College strategic plan. - The statements will be used as part of the Annual Strategic Review by the ESFA Territory Team. <p>The Board Champions in this area, Jag Ner and David Woan, had the opportunity to review the Accountability Statements in more detail, noting there is a large amount of granular detail, but is a good starting point for the first year and would recommend for the Board to approve the statements.</p> <p>Following a robust discussion and a review by the Champions, the Board unanimously Approved the Yeovil College Accountability Statements.</p> <p>The Chair thanked the AP of EE for the level of work to complete the statements and the tight timescales that he was forced to work too.</p> <p>17:35 Alex Clancy left the meeting.</p>	

3	<p>MINUTES OF THE LAST MEETING The Board unanimously Approved the strictly confidential, confidential and public minutes as true and accurate records of the meeting held on 30 March 2023. Website publication of the public minutes was unanimously Approved.</p>	
4	<p>MATTERS ARISING (MA) The Action and Query sheets were Noted and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.</p>	
5	<p>CHAIR'S REPORT The Board Noted the Chair had nothing further to comment on that wasn't already covered within the agenda.</p>	
6	<p>CLERK'S REPORT The Board Noted the verbal report from the Clerk, noting in particular:-</p> <ul style="list-style-type: none"> - Calendar dates for 2023/24 will be circulated in a new format. - There will be a monthly update on events from the Clerk. 	
7	<p>PRINCIPAL'S REPORT AND OPERATING STATEMENT The Board Noted the e-paper <u>Principal's Report</u> received, noting in particular:-</p> <ul style="list-style-type: none"> - Ofsted appeal/complaint update - Leonardo SLT - Bridport Sustainable Technology College - Great Southwest - CMT Capacity and Capability - Young Enterprise Final – Yeovil College Won! - Rolling List of Headline Risks. <p>16:52 Jag Ner joined the meeting and Item 2 was discussed.</p> <p>PRINCIPAL'S REPORT AND OPERATING STATEMENT The Board Noted the e-paper <u>Operating Statement</u>, and snapshot. Over the next few weeks SMT intend to have a more succinct set of KPIs to share with the Board, noting they are looking at how they can distil the information provided to Board to enable challenge.</p> <ul style="list-style-type: none"> - 1.1.1 - Attendance is improving. Corporation would like to see comparisons with other years. The Principal informed Board that Attendance, Retention and Learner Progress will be reported differentiating by all learners, and learners with ECHP's, giving a clear comparison for the last 3 years within sub committees. The Board would also like to see the comparisons at full meetings. - 1.1.14c – A new action – 'Ensure curriculum meets the needs of SEN learners' has been added following feedback from Ofsted. <p>17:40 A break was taken. 17:45 Meeting restarted.</p>	
8	<p>GOVERNOR UPDATES Updates were given by the Staff, Student and Independent Governors. The Staff voice meeting noted that there are numerous events organised for the new students over the coming months. Parking was noted as an issue, there has been a period without a Traffic Controller.</p>	
9	<p>TEACHING AND LEARNING (Including CQA Committee Business)</p>	

	<p>The Board Noted the <u>Minutes of the CQA Committee meeting - 27 April 2023</u>. A proposal was made to rework the Business Plan ensuring it is easier to enable a more succinct way for Governors to monitor progress, with an action for the Committee members to review the plan before the next meeting in June. Significant progress was made with regards to reporting and challenging risks.</p> <p>The Board Noted the <u>The Ofsted – Progress against the action plan</u> executive summary. The impact of implementing these actions along with the other actions already being embedded because of 2022/23 self-assessment will see a rapid improvement in the quality of provision for high needs learners. Having high ambition for all our learners across all areas and provision types will ensue high level outcomes and improved reputation.</p> <p>Linda Bourne, an HMI, who is a high needs specialist, will be assisting the College. She will be coming to the College in June to do a 1-day deep dive into Prep for Work and Life, and another day to work with staff to build their confidence and resilience.</p> <p>The Ofsted statement “Leaders do not have ambition for learners with special educational needs” remains red. Future work entails a Q&A where the ambition of every single foundation learner will be articulated – future scrutiny of this action will be given at either the CQA or Corporation meeting, giving confidence that the appropriate response is being made to the statement. Students with SEN for this Autumn start will meet before starting their course with Clare Kew (Senco). She will record their aspirations and build individual plans; a careers advisor will also attend these meetings.</p> <p>Prep for Adults are running a time for tea session once a week. Jo Howarth will attend the next session, Jo Roundell Greene would like the dates. ACTION: Gayle Pogson will provide a careers progression chart for distribution to Board, giving a better understanding of what progression they are referring too. ACTION: Clerk to make the necessary arrangements for Governors to attend the ‘time for tea’.</p> <p>The Board Noted the <u>Update on the My Concern Notes – Closing off Concerns</u> executive summary and tabled presentation. 101 concerns are currently open and 1,049 have been closed. A review of the annual report will be made available at the next Corporation meeting. This will enable the Board to challenge the mix & balance and how long a concern has been opened, with a note on when they were last scrutinised. Taking reports off MyConcern can prove challenging – IT are currently working on improving the reporting.</p> <p>ACTION: A recent update as per the MyConcern dashboard will be sent to Sam Best. ACTION: MyConcern - At the next meeting the members would like to see a run rate, for example, number by month for the last 2 years.</p>	<p>Gayle Pogson Clerk</p> <p>VPQofE VPQofE</p>
10	<p>PEOPLE WORKING GROUP</p> <p>The Board Noted the notes taken from the working group meeting held on 18 April and 11 May 2023 Brainstorm. A people strategy update will be discussed in more detail at the Strategy meeting, scheduled for 14 June 23.</p>	
11	<p>AUDIT COMMITTEE BUSINESS</p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	

12	<p>FINANCIAL UPDATE (Including Finance Committee Business) Further details on this item are recorded separately in a confidential set of minutes.</p>	
13	<p>INFRASTRUCTURE COMMITTEE Further details on this item are recorded separately in a confidential set of minutes.</p>	
14	<p>LEGAL, POLICY and REGULATORY MATTERS The Board Noted a verbal <u>HE Update</u> from the Principal. As part of the pilot funded by the OfS, the Open University was given funds to develop degrees on the condition that one of the programs must be up and running by September 2023. Dental Tec level 4 and 5 is progressing well. The first OU validation event is in the next few weeks. The student retention is very good.</p> <p>Chair thanked the Principal for his update.</p> <p>The <u>Safeguarding and EDI Champion's</u> had no updates to give. Although it was noted Michelle Joy, Head of Student experience, is leaving. The Principal informed the Board that the College has submitted a full action plan and achievements against targets to the Investors in Diversity award and we should hear back from the National Centre for Diversity.</p> <p>There were no incidents of <u>Whistleblowing, H&S or fraud</u> to note since the last meeting.</p> <p><u>Accountability Statements</u>, presented and discussed earlier on the agenda at item 02.</p> <p>The Board unanimously Approved the <u>R70 Freedom of Information Procedure</u> – delegated future approval to SMT was unanimously Approved.</p>	
15	<p>RISK MANAGEMENT and INTERNAL CONTROLS (Including Audit Committee business) Audit meeting 15 March 23 – Chair's Update was discussed earlier in the meeting at item 11.</p> <p>There were no risk and internal control matters to Note from the meetings business or covered elsewhere on the agenda.</p>	
16	<p>ANY OTHER BUSINESS There was no other business to Note.</p>	
	<p>NEXT ORDINARY MEETING Strategy Meeting Wed 14 June 2023 @ 9am – 1pm Corporation Meeting Thurs 15 June 2023 @ 4:30pm</p> <p>The Chair thanked the members and invited attendees.</p>	
	<p>18:43 Non independent members and invited attendees were asked to withdraw from the meeting, apart from the Principal and Clerk.</p>	
17SC	<p>CLOSED SESSION Further details on this item are recorded separately in a strictly confidential set of minutes.</p>	
	<p>18:48 The meeting closed.</p>	