

MINUTES – Public

APPROVED

YC Corporation Meeting Held on Thursday 15 June 2023

Members: Peter Thomas (Chair); **Sam Best (Vice Chair); Becky Bevins;** Julian Bisset (Staff Teaching); **Mark Bolton (Principal), 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:

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

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>The Corporation unanimously Agreed for Sam Best to Chair the meeting in the absence of Peter Thomas.</p> <p>Apologies for absence were received from Lee Harwood, Peter Thomas and David Woan. The meeting remained quorate throughout.</p> <p>There were no declarations of interest to note.</p>	
2	<p>MINUTES OF THE LAST MEETING</p> <p>The Board unanimously Approved the strictly confidential, confidential and public minutes as true and accurate records of the meeting held on 18 May 2023. Website publication of the public minutes was unanimously Approved. The meeting remained quorate throughout.</p>	
3	<p>MATTERS ARISING (MA)</p> <p>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>	
4	<p>CHAIR'S REPORT</p> <p>The Board Noted the Chair's report from the <u>strategy meeting</u>, held on the 14 June 2023. The informal notes were Noted and the following Recommendations were unanimously Approved.</p> <ul style="list-style-type: none"> - A proposal to recruit a co-opted Governor with high needs specialist knowledge will be taken to the Search and Governance meeting on 06 July 2023 - A series of workshops to work through the 5 Year Board Strategy, between September to December, will be held. Members were asked to volunteer via the Clerk, noting David Woan had volunteered at the Strategy meeting. 	

	<ul style="list-style-type: none"> - A risk working group will be created, risks are embedded but we need to start evidencing, where does risk sit within the sub committees? Audit Committee, although not responsible for all the risks, will be responsible for scrutinising how the other committees are mitigating the risks. We should be able to articulate an approach at Board level how we are getting broad assurance and progressing with our strategic aims. Paul Clowes will chair the working group and will outline a way forward. 	
5	<p>CLERK'S REPORT</p> <p>The Board Noted the verbal report from the Clerk, noting in particular:-</p> <ul style="list-style-type: none"> - Creative Festival at Sparkford 20-21st is being held at Sparkford Manor. - There have been no recent Clerk network meetings since the last Corporation meeting. 	
6	<p>PRINCIPAL'S REPORT AND OPERATING STATEMENT</p> <p>The Board Noted the e-paper <u>Principal's Report</u> received, noting in particular:-</p> <ul style="list-style-type: none"> - CQA Evolution - QBI Week Professional Development – Governors are welcome to attend the SEN specific training, Clare Kew, SENco, will run a session for the Board and the Clerk will make the necessary arrangements. - Places at the Table - Ofsted Report Published – The Board unanimously Agreed to suspend any further action. - Open University (OU) Validation - High Needs Mini Ofsted - Item 7 – Further details on this item are recorded separately in a confidential set of minutes. <p>The rolling list of risks were presented and discussed.</p> <p>The Board Noted the e-paper <u>Operating Statement</u>. Although not many changes following the last Corporation meeting. A more detailed report regarding attendance will be given at the July Board meeting, noting that this year attendance tracks slightly lower than last year. Trend analysis has taken place, for example, students who enrolled did not actually start but are counted as non-attendance, other colleges mark attendance differently to the College. The Corporation would like to see benchmarks across the sector, if available.</p> <p><u>Childrens Centre</u> Further details on this item are recorded separately in a confidential set of minutes.</p> <p><u>Local Skills Improvement Fund</u> – Entering into a collaboration with the Wider Southwest LEP colleges; Strode, Bridgewater & Taunton, Petroc, Exeter, South Devon, Plymouth and Bicton. The College have signed a renewal of this agreement; it is expected that we should participate. As soon as the financial implications, in terms of a project value is clear, the Principal will report back to the Corporation before signing a further commitment to participate in an amount of project work that will exceed his signing authority. The Board unanimously APPROVED the signing of this commitment.</p>	
7	<p>GOVERNOR UPDATES</p> <p>Updates were given by the Staff, Student and Independent Governors. Careers Champion, Emma Read. She meets regularly with Gayle Pogson. There hasn't been any dwelling on the recent inspection. The team are working hard on</p>	

	<p>focusing on High Needs learners, who all meet with a SENco Careers expert. Progression meetings are held regularly. Governors and the Clerk met with the Prep for Adulthood students for 'time for tea'. Jo Roundell Greene commented that the students were delightful and interesting. A future Careers Festival will be held with guest speakers detailing their career journey. The chair thanked the Champion for her update.</p> <p>Staff Voice meeting has been held – SEN training has been given and feedback was very positive, a realistic view of being autistic was given to staff. GCSEs are currently being taken and it was noted there are 10% of students with EAA's (Exam Access Arrangements) - more staff will have invigilator training within the CPD training.</p> <p>HE student voice has been very positive and room reallocations had been well communicated.</p>	
8	<p>TEACHING AND LEARNING (Including CQA Committee Business)</p> <p>The Board Noted the Summary of the CQA Committee meeting – 07 June 2023.</p> <ul style="list-style-type: none"> - HE Access and Participation was reviewed. - Post inspection action plan was reviewed. - Lynda Bourne – an Ofsted Inspector, a high needs expert, along with Andy Fitt, Ofsted Inspector, conducted a mini-Ofsted inspection. The summary was shared at the Strategy Day. - There has been minimal publicity regarding the inspection. All stakeholders have been carefully managed and support has been good. - Using a risk matrix approach to identify learner likelihood to have a concern was discussed – noting types of concerns are of a similar number to 2021/22, but of a different nature. - The Principal shared a proposal for a simplified approach to the Business Plan for 2023/24, which will help the committee focus on key KPIs and use a risk-based approach to reviewing performance. <p>17:20 Jag Ner joined the meeting.</p> <p>The Board Noted the <u>The Ofsted – Progress against the action plan</u> executive summary. Further details on this item are recorded separately in a confidential set of minutes.</p> <p>The Board Noted the <u>My Concern Report executive summary</u>.</p> <ul style="list-style-type: none"> - Open concerns are closely monitored by SMT and the Head of Student Experience. - Currently 44 are open. - Spikes coincide with school holidays. The November spike is probably due to the students being more familiar with lecturers and are likely to feel more able to share concerns. - VPQofE is working with IT to manage the reporting from the system. Currently only fixed reports are available. Jag Ner recommended going back to the developer asking if an Excel report could be pulled off, allowing manipulating of data. Data cleansing may also help. <p>The Chair thanked the VPQofE for her reports. 17:40 Break 17:45 Meeting Continued</p>	

9	<p>PEOPLE WORKING GROUP</p> <p>The Board received a verbal report from the Chair of the People Working Group. The group has met three times. A demonstration of a strategy tool was provided. The Head of HR has been working with this tool with the Chair and they will continue to work together. The Board will be shown metrics and the HR journey. The Board noted how positive the Head of HR was at the strategy day discussing the people strategy. SMT noted it is a useful tool and intend to use the tool for all departments.</p>	
10	<p>FINANCIAL UPDATE (Including Finance Committee Business)</p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	
11	<p>INFRASTRUCTURE COMMITTEE</p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	
12	<p>CEV - (Construction and Electric Vehicle Centre)</p> <p>Further details on this item are recorded separately in a confidential set of minutes.</p>	
13	<p>LEGAL, POLICY and REGULATORY MATTERS</p> <p>The Board Noted a verbal <u>HE Update</u> from the Principal. Our validated academic partnership with the University of Plymouth has now formally closed, following 5 years of no validated course development or delivery. This partnership has closed on friendly terms with no ill-will between either party - the areas in which we wish to develop HE simply do not align to the University of Plymouth's course portfolio or strategic direction. This does not affect the Engineering top-up degree our apprentices undertaking a partnership with the University of Plymouth, which sits outside of the validated academic partnership's terms. Our emerging work with the Open University, alongside our robust ongoing relationship with the University of Gloucestershire, ensures that the closure of the Plymouth partnership does not present a risk to the security of our HE – we are not solely dependent on one university partner for our HE provision.</p> <p>The Quality Assurance Agency have now been officially de-designated as the Office for Students' Designated Quality Body. The OfS are currently undertaking quality functions in-house, although this is still on an interim basis for now.</p> <p>The Office for Students have been undertaking a significant consultation on how they regulate sexual misconduct and harassment in the sector. Not an issue for the College, the challenge is the new rules and regulations may have an impact to ensure compliance regarding family relationships. Hopefully it will be a series of recommendations and a register rather than a ban.</p> <p>Due to the Open University mandatory policy changes, there will be 2 new policies regarding safeguarding and data protection that need to be re-written which can go through the normal SMT procedures, but they will not be ready for Corporation in July and will therefore be added to the extra ordinary meeting being held in August, the Board unanimously Agreed. Board members asked for the policies to be approved be provided with track changes.</p> <p>A further 12 policies will be affected, which wouldn't normally be updated. SMT are having a special meeting to approve these.</p>	

	<p>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>There were no incidents of <u>Whistleblowing or fraud</u> to note since the last meeting.</p> <p>A Riddor – in the engineering workshop incident was noted. A student walked behind a machine. The student went to A&E, had stitches and was signed off for a week. The piece of machinery has been blocked off and will be re positioned.</p> <p>The Code of Professional Standards has been deferred to June 2024, as it is a biannual approval.</p> <p>The P27 Data Protection Policy and Procedure has been deferred until the extraordinary meeting, date to be confirmed.</p>	
14	<p>RISK MANAGEMENT and INTERNAL CONTROLS (including Audit Committee business)</p> <p>There were no risk and internal control matters to Note from the meetings business or covered elsewhere on the agenda. The next Audit meeting will be focusing on the Internal Audit Plan.</p>	
15	<p>ANY OTHER BUSINESS</p> <p>There was no other business to Note.</p>	
	<p>NEXT MEETING</p> <p>Extraordinary Closed Meeting 26 June 2023 @ 5pm Corporation Meeting Thurs 06 July 2023 @ 4:30pm</p>	
	<p>18:56 The meeting closed.</p>	