

# Minutes – Public

## Approved.



A Meeting of the YC Corporation  
Held on Thursday 06 July 2023 @ 16:30

**Members:** Peter Thomas (Chair); Sam Best (Vice Chair); **Becky Bevins; Julian Bisset (Staff Teaching); Mark Bolton (Principal);** Vacancy (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:**  
**All items:** Emma Cox (Vice Principal Finance & Resources)  
 Donna Short (Vice Principal Quality of Education)  
**Item 2** Alex Clancy (AP for Employer Engagement)

**Bold** indicates presence at the meeting.

*Foreword: - All papers are made available 1 week before the meeting and are taken as read.*

Item	Detail	Action
1	<p><b>MEETING PRELIMINARIES</b>            Apologies were received from Sam Best and Wendy Grey.</p> <p>The meeting remained quorate throughout. There were no declarations of interest to note.</p>	
2	<p><b>SUBCONTRACTING</b>            Details on this item are recorded separately in a strictly confidential set of minutes.</p> <p>The Board <b>Noted</b> the Main Subcontracting Themes as of July 2023.</p> <p>The Board <b>Reviewed</b> the Subcontracting Business Case for 2023-24</p> <p>The Board unanimously <b>Approved</b> and the Corporation Chair to <b>Sign</b> the proposed Subcontractor and Values for 2023-24, having judged them to be of High Quality and Low Risk.</p> <p>The Board unanimously <b>Approved</b> the Subcontracting Fees &amp; Charges Policy for 2023-24, noting that the policy has had no significant changes.</p> <p>The Chair thanked the AP EE and the Subcontracting Champion.            16:54 Alex left the meeting.</p>	
3	<p><b>MINUTES</b>            The Board unanimously <b>Approved</b> the public, confidential and strictly confidential minutes as true and accurate records of the meeting held on 15 June 2023 and 26 June 2023. Website publication of the public minutes was unanimously <b>Approved</b>.</p>	
4	<p><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.</p>	
5	<p><b>SEARCH AND GOVERNANCE</b></p>	

	<p>The Board noted the earlier business from the Search and Governance Committee, <b>Noting</b> in particular: -</p> <ul style="list-style-type: none"> <li>- The Board skills audit will be revamped, it will be more succinct and aligned with the Board development schedule.</li> <li>- The Vice Chair, Sam Best, is taking a sabbatical between May 2024 – October 2024.</li> <li>- Board overall attendance was considered, both included and excluding strategy day.</li> <li>- 2 High Needs specialists CVs’ had been discussed and reviewed.</li> </ul> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the S&amp;G Committee, the following:</p> <ol style="list-style-type: none"> <li>a. Corporation meeting dates 2023-24</li> <li>b. Corporation and its Committee Composition</li> <li>c. Term of Office/Succession Planning</li> <li>d. Instrument and Articles Updates</li> <li>e. An application from John Clark as independent member and a member of the Finance and Infrastructure Committees.</li> </ol> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the S&amp;G Committee, the delegated authority for the Search and Governance Committee to take forward and complete the recruitment of the HN experts, noting they will be full members of the Board for the duration of the Big Build (est 2023-2028). It is expected recruitment will be in September.</p>	
6	<p><b>CHAIR’S REPORT</b> Further details on this item are recorded separately in a strictly confidential set of minutes.</p>	
7	<p><b>CLERK’S REPORT</b> The Board <b>Noted</b> the verbal report from the Clerk. She requested members summer availability for the extra ordinary meeting scheduled for August. The external board review, scheduled for Jan-May 2024, expectations will be emailed to members.</p>	
8	<p><b>PRINCIPAL’S REPORT</b> The Board <b>noted</b> the Principal’s Report, with particular emphasis on the following:</p> <ul style="list-style-type: none"> <li>- First Leonardo’s Skills Summit 26.6.23</li> <li>- Curriculum Efficiency and Financial Sustainability Report – Follow up visit 19.6.23.</li> <li>- High Needs Visit – Activate Learning Reading.</li> <li>- Review and Improvement Day 28.6.23.</li> <li>- 26 June 24– Review and Improvement Day 28.6.23, members are invited to attend.</li> <li>- New Student’s Day / Progress Day</li> <li>- Creative Industries Creative Festival at Sparkford Hall Report.</li> <li>- Progress has been made with the review by SMT of the risk register.</li> </ul>	
9	<p><b>CHILDREN’S CENTRE</b> The Board <b>Noted</b> an update from the Centre Manager, with verbal commentary from the Principal, noting in particular:-</p> <ul style="list-style-type: none"> <li>- Following an Ofsted inspection, the centre has been judged as Outstanding.</li> <li>- Demand for the centre has increased.</li> <li>- The accommodation needs to be commercially viable and potential building projects are being explored.</li> </ul>	

	The Chair congratulated the Centre Manager on another good year and a fantastic report.	
10	<b>FINANCIAL UPDATE</b> The minutes for this item are recorded separately in a set of Confidential minutes.	
11	<b>BUDGET AND 3 YEAR FINANCIAL PLAN 2023/24</b> The minutes for this item are recorded separately in a set of Confidential minutes. 17:37 A break was taken. 17:45 The meeting restarted.	
12	<b>TEACHING AND LEARNING (including Curriculum, Quality and Assurance Committee Business)</b> The Board <b>Noted</b> the Minutes of the CQA meeting held on 07 June 2023.  The Board <b>Noted</b> the Progress Against the Ofsted Action Plan, noting in particular;- <ul style="list-style-type: none"> <li>- There will now be a 2-week induction plan for High Needs learners. The intent has been redefined.</li> <li>- Base line assessments have been built in the Pro Monitor system to track progress from the learners first assessment.</li> <li>- CPD sessions will be increased to give staff a full understanding of the EIF – all business and support staff have completed the first sessions.</li> <li>- Lynda Bourne, Ofsted Inspector with High Needs expertise, will be revisiting the college at the end of July and August to ensure that the College is ready for September.</li> <li>- The College needs to be able to articulate the achievements we have made with HN learners.</li> <li>- The Action Plan will be sent to members periodically and feedback from members would be well received by the VPQofE.</li> </ul> The Chair thanked the VPQofE for her summary and verbal commentary, noting that they were very encouraging.  The Board <b>Noted</b> the Applications Update September 2023. The College is currently in the process of receiving applications of the next academic year. A change to the lzone team structure, the approach taken with new applications and the application process being changed has noted an increase in completed applications for the next academic year. Health Care and Construction are seeing the biggest increase in applications.	
13	<b>INFRASTRUCTURE COMMITTEE</b> The minutes for this item are recorded separately in a set of Confidential minutes.	
14	<b>GOVERNOR UPDATES</b> Updates were received from the Staff, Student and Independent Governors, noting in particular:- <ul style="list-style-type: none"> <li>- The recent CPD training was well received, and staff now felt really empowered.</li> </ul>	

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**LEGAL, POLICY and REGULATORY MATTERS –**

The Board unanimously **Approved** the Corporation's annual review of confidential material 2022/23.

The Board unanimously **Approved** the Corporation and its Committees Work Programme and Terms of Reference for 2023/24.

The Board unanimously **Approved** the YC Student Union Constitution changes, noting the only change being the job description of the president taking out the automatic right of becoming a FE student governor.

The Board unanimously **Approved** the following:

- P66 HE Student Transfer Policy
- P47 Nursery Child Protection and Safeguarding Children Policy
- P45 Fees Policy (FE)
- Scheme of Delegation – Policies and Procedures

The P54 Admissions Policy was deferred due to the OU (Open University) mandatory requirements and is expected to be approved at the summer extra ordinary meeting.

The Board unanimously **Approved** on the **Recommendation** of the Audit Committee, the following policies.

- P22 Risk Management Policy and Procedure
- P24 Health and Safety Policy
- S1 Financial Regulations

The Board unanimously **Approved** on the **Recommendation** of the Finance Committee, the P53 YC Nursery admission, fees, and funding policy.

The Board unanimously **Approved**, on the **Recommendation** of the Finance Committee R19 Financial Procedures with delegated approval powers to SMT.

The Board unanimously **Approved** the P81 Research Ethic (Higher Education and Staff Development) policy with delegated approval powers to the SMT.

The Board unanimously **Approved** the P82 HE withdrawal and temporary suspension of studies policy with delegated approval powers to the SMT.

The Board **Noted** the Use of the Corporation Seal 2022/23.

The Board **Noted** a verbal HE Update from the Principal. The team are working towards meeting all the requirements for the OU. Social work, Year 1, course has had no uptake.

The Board **Noted** the Safeguarding Annual update executive summary.

The Safeguarding and EDI Champion's had no updates to give.

There were no incidents of Whistleblowing or fraud to note since the last meeting.

16	<p><b>RISK MANAGEMENT AND INTERNAL CONTROLS (Including Audit Committee business)</b></p> <p>The Board <b>noted</b> the Business from the Audit Committee meeting held on 21 June 2023, noting:-</p> <ul style="list-style-type: none"> <li>- An update from the AP EE was given to the Committee.</li> <li>- A presentation by the Head of HE regarding the OFS.</li> <li>- Discussion and review of the Risk Register process, noting thresholds for sign off have been changed.</li> </ul> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the Audit Committee, the 2023/24 Insurance Renewal Quote. The main changes were regarding Cyber (£9k of Cyber cover, 14.10% increase). The quote has increased by 4.7% which is mainly due to growth rather than a rate increases. Another quote will be given over the summer pending the college building valuation. The Board unanimously <b>Approved</b> delegated authority to SMT to approve an update price following completion of a valuation exercise.</p> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the Audit Committee, the Internal Audit Plan for 2023/24.</p> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the Audit Committee, the External Audit Plan for the 2023/24 Accounts.</p> <p>The Board unanimously <b>Approved</b>, on the <b>Recommendation</b> of the Audit Committee, the External Audit Engagement Letter issued by Mazars LLP. The Chair of the Corporation would sign the Agreement indicating the Board's acceptance of Mazars LLP Engagement Pack and Terms &amp; Conditions of Business for the audit of the College's annual financial statements for the year ending 31 July 2023.</p> <p>There were no risk and internal control matters arising from today's business.</p>	
17	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business to note at this time.</p> <p>The Chair noted there was a lot of positive outcomes for the year and thanked all members for their time and effort that they had given.</p>	
	<p><b>NEXT ORDINARY MEETING</b></p> <p>Thursday 12 October 2023 @ 4:30pm</p> <p>The meeting closed 19:00.</p>	