

MINUTES – Public
Yeovil College Corporation Meeting
12 October 2023



APPROVED

Members: Peter Thomas (Chair); Sam Best (Vice Chair); Becky Bevins; Julian Bisset (Staff Teaching); Mark Bolton (Principal); John Clark; Paul Clowes; Vacancy (Student FE); Jack Gibbs (Student HE); Lee Harwood; Jo Howarth; Rebecca Marshall; Jag Ner; Gayle Pogson (Staff Business); Emma Read; Louise Reah; Jo Roundell Greene; Scott Roy; James Scott; David Woan

Clerk: Gillian Keogh

In attendance: Emma Cox (Vice Principal Finance & Resources), Donna Short (Vice Principal Quality of Education)

All Items: Alex Clancy (Assistant Principal of Employer Engagement)

BOLD indicates presence at meeting. Papers are received 7 days ahead of the meeting and are taken as read.

Item	Detail	Action
1	MEETING PRELIMINARIES Apologies were received from Julian Bisset, Paul Clowes, Jack Gibbs, Lee Harwood, Rebecca Marshall, and Jo Roundell Greene. The meeting remained quorate throughout. There were no declarations of interest to note.	
2	SUBCONTRACTING PARTNER UPDATE <i>The minutes for this item are recorded separately in a set of Confidential minutes.</i>	
3	MINUTES OF THE MEETING HELD ON: The Board unanimously Approved the public, confidential and strictly confidential minutes as true and accurate records of the meeting held on 06 July 2023. Website publication of the public minutes was unanimously Approved .	
4	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.	
5	SEARCH AND GOVERNANCE The Board noted the earlier business from the Search and Governance Committee, Noting in particular: - <ul style="list-style-type: none"> - Board Review – we will try and gain as much as we can from it. Starting in January 2024. - The Chair asked for members to join the Committee as it is 2 members' light. - Succession Planning. - Email approval by the Committee, with delegated powers, the appointment of a High Needs specialists, Louise Reah. The Board unanimously Approved , on the Recommendation of the S&G Committee, the following: <ul style="list-style-type: none"> - Instrument and Articles Updates 	
6	CHAIR'S REPORT The Board Noted a verbal report from the Chair, noting the next Governors dinner date will be 01 November 2023	

7	<p>CLERK'S REPORT The Clerk asked for members to confirm that they have watched the Safeguarding training and have read the KCSIE (Keeping Children Safe in Education).</p>	
8	<p>PRINCIPAL'S REPORT The Board Noted the <u>Principal's report</u>, with particular emphasis on the following;</p> <ul style="list-style-type: none"> - JNC Negotiation and Pay Offer - High Needs Parents Meeting - AOC Southwest Principals meeting Wednesday 20 September 2023 - Enrolments - Attendance - Local Skills Improvement Fund - Freshers Fair – Future Fest - August Westland Apprentice and Student Association (AWASA) annual dinner and awards evening. - Careers Fair at Westland Entertainment Venue. - Risks <p>The Board Noted the use of Chair's delegated powers to sign the <u>LSIF Application</u>. It was a first signature to a bid which was being submitted by BTC (Bridgwater and Taunton College), the College commitment at that point was to be part of the Devon and Somerset college consortium bid. If the College is successful, it would have £530k over 2 years to utilise on high priority projects and the College would need to sign a contract or agreement owning the funding and the outcomes, which will come to full Board for approval. A tight turnaround request due to the debate for said monies was only agreed a few days before a signature was required.</p>	
9	<p>FINANCIAL UPDATE <i>The minutes for this item are recorded separately in a set of Confidential minutes.</i></p>	
10	<p>TEACHING AND LEARNING (including Curriculum, Quality and Assurance Committee Business) The Board Noted the Business of the Curriculum, Quality and Assurance Committee meeting held on 20 September 2023, noting in particular;</p> <ul style="list-style-type: none"> - Observations Plans for 2023/24 - online reporting of observations has been launched. - College progress against the QIP (Quality Improvement Plan). - High Needs QIP Update - Themes – all weaknesses identified by Ofsted are actions within our College QIP for 2023/24. - Themes that carried over are attendance and outcomes for a small minority of programmes. - Committee Risks – noting a rise across college with SEMH rise in need across all provision and in stuff due to external forces and pace of change. Members were expecting failure to achieve Ofsted rating of good to be a high risk. The VPQofE informed Board that it is due a review and will go higher on the risk register. - Safeguarding and Wellbeing, EDI. - Governor Dashboard in development. - CPD planned for Term 1. - Enrolments Update – 1,595 as of 27 September 2023 (16-18). 	

	<p>The Chair thanked the VPQofE for her comprehensive report.</p>	
<p>11</p>	<p>INFRASTRUCTURE COMMITTEE Following the issue of a Letter of Intent to BAM on the 21st June 2023 to commence with the construction stage of the project. The Board were asked to Approve the CEV-BAM Contract by email due to time constraints ensuring the contract could start works in July. The Board, via email, Approved signing the contract by the Chair.</p> <p>The Board unanimously Approved delegated Approval to the infrastructure Committee for procurement activities, over £120k, planned for 2023-24.</p>	
<p>12</p>	<p>GOVERNOR UPDATES The Board Noted updates from the staff, student and independent governors, noting in particular;- First staff voice for business support meeting was held and every department was represented. The pay award was announced and well received. Every month there will be an all staff meeting briefing from senior management.</p>	
<p>13</p>	<p>LEGAL, POLICY and REGULATORY MATTERS Following the Open University update requirements, The Board Noted the following Policies were Approved by Email. The members noted that a very thorough exercise had been undertaken.</p> <ul style="list-style-type: none"> a. Assessment and APL-RPL Procedure V2 b. Sexual Misconduct & Harassment Policy V2 c. Fitness to Practice Policy V1 d. Safeguarding & Prevent Policy e. Subcontracting Fees and Charges Policy v3.1 <p>The Board Noted a <u>HE Update</u> from the Principal. A reportable event was Noted because of paying an invoice late. OFS have confirmed that there will be no further action.</p> <p>The Board Noted a <u>Safeguarding Update</u> from the Champion, Sam Best. She has met with Tina Callow, the new Head of Student Experience, and regular meetings are planned to do an audit on Concern. She will assist Tina Callow with the safeguarding audit.</p> <p>The Board Noted an Equality and Diversity Update. The College is working towards investors in Diversity accreditation for 18 months. Embedded FREDDIE into everyday practice. Investors in Diversity Survey went live 09 October 2023.</p> <p>The Board Noted a High Needs Update from the Champion, Louise Reah. She was impressed with the team and their drive and vision.</p>	

	<p>There was no Whistleblowing / Fraud/ Health and Safety RIDDORS instances to report.</p> <p>The Board unanimously Approved, with delegated authority to SMT, Special Education Needs and Disabilities (SEND) policy. Action: VPQofE to confirm if the Nursery has a SEND policy.</p>	
14	<p>RISK MANAGEMENT AND INTERNAL CONTROLS (including Audit Committee business) <i>The minutes for this item are recorded separately in a set of Confidential minutes.</i></p>	
15	<p>ANY OTHER BUSINESS There was no other business to note.</p>	
	<p>NEXT ORDINARY MEETING Thursday 07 December 2023 @ 4:30pm</p>	
	<p>The meeting closed at 19:05.</p>	