

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 04 May 2011 at 5pm In The Boardroom, Hollands House, Yeovil College

Members: Cathy Bakewell; *Douglas Beazer; Will Bevan; *Jacquie Dean; *Derek Esp; *Dave Gladding; *Carol Haydon; *James Hampton [Principal]; *Jonathan Higman; *Linda Jones [Chair]; Jo Roundell Greene; *Scott Roy; *Tim Sweeney [Vice-Chair]; *Paul Taylor; *Peter Thomas; *Rob Wood; 1 student governor vacancy remaining. **[Quorum = 7]**

In attendance: *Paul Bowe [Vice Principal Resources]; *Paula Brown [Head of HR]; *Lily Garth [Clerk]; *Jayne Lewis [Vice Principal Participation, Development & UCY]; *Cliff Shaw [Vice Principal Learning & Quality]; Janice Tipper [Head of Finance]

** Indicates actual presence at this meeting*

1. APOLOGIES and DECLARATIONS OF INTEREST

Apologies for absence were **noted** from Jo Roundell Greene, Cathy Bakewell and Janice Tipper. Apologies for lateness were **noted** from Jayne Lewis.

No interests were declared.

2. MINUTES OF THE CORPORATION MEETING HELD ON: 30 March 2011

The Corporation **AGREED** the minutes as a correct record and **APPROVED** the public elements for website publication. They were signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES

The action and query sheet was reviewed and **noted**.

4. CHAIR'S REPORT

On this occasion, there were no items to note.

Jayne Lewis joined the meeting at 5.30pm.

5. PRINCIPAL'S REPORT

The Corporation received and **noted** the Principal's usual comprehensive Report, covering all relevant Key Performance Indicators (KPIs) along with International, National, Regional, Local and College-specific items (including Health and Safety and Risk Management).

It was **AGREED** that future electronic distribution would be in PDF format.

Clerk

Particular foci today were:

- 4.1.1 Renaissance refurbishment and 'the Mall' project were working close to budget;
- 4.1.2 Update on the Wessex Federation and other potential strategic partnerships or collaboration; [*Confidential minutes on this item were recorded separately.*]
- International Development income;
- Funding allocations 2011-2012 with first draft of the budget which the Corporation would consider fully at its June awayday;
- The Principal's planned speech to staff on 11 May;
- National concerns about HE loans (with estimations that 80% of women and 70% of men would never pay off those loans) and the potential Government intention to cap numbers to try to control Government debt;
- The power of HE partners over most of their FE partners;
- Academy status applications of local schools;
- Specific good news on 19+ work based learning and HE part-time monitoring;
- Surplus/deficit and accounting policy treatment issues including bank covenants/loan agreements and options which would be discussed with the external auditors.

Derek Esp left the meeting at 6.15pm and returned at 6.20pm.

Cliff Shaw left the meeting at 6.18pm and returned at 6.23pm.

Scott Roy left the meeting at 6.37pm.

Douglas Beazer left the meeting at 6.37pm and returned at 6.39pm.

6. Other LEGAL, POLICY and REGULATORY MATTERS

Approvals

The Corporation received the Clerk's papers on item 6a and 6b, and **APPROVED** the following:

- The Policy Approval and Delegation arrangements as set out in the paper;
- The Corporation and Committee dates for 2011-2012.

Equality and Diversity and Safeguarding

The Corporation **noted**:

- That there was no update on E&D since the last meeting;
- There was a new Safeguarding site on Moodle;
- Over 100 staff (including the Principal and Clerk) had successfully completed the Level 2 Safeguarding award.

Student Report – the Learner Experience

The Corporation again **noted** the ongoing efforts of the Clerk, the Vice Principal Learning and Quality and the Learner Support Team to recruit the Second Student Governor. The confidential reasons for the absence of the current Student Governor were **noted**.

7. RISK MANAGEMENT AND INTERNAL CONTROLS

No risk matters additional to those discussed under the Principal's Report were raised.

8. INFORMATION TECHNOLOGY FOR GOVERNORS

The Principal gave an on-screen demonstration of updates to the new Staff Intranet/Portal to which Governors had access, including the organisation chart links. Further improvements to the College's Information Systems and resources would continue to be reported on as appropriate, with an eye to potential future e-governance development.

9. ANY OTHER BUSINESS

Jacquie Dean offered her apologies for the next Corporation meeting (08 June 2011).

10. DATE OF NEXT MEETING:

Noted as **5pm on Wednesday 08 June 2011.**

The meeting closed at 7.00pm



APPROVED 08 JUNE 2011