

PUBLIC MINUTES



Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 08 June 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];

** Indicates actual presence at this meeting*

1.	APOLOGIES and DECLARATIONS OF INTEREST Apologies for absence were noted from Jacquie Dean and Carol Haydon. No interests were declared.	
2.	STATUTORY EQUALITY TRAINING Angela Coward, Head of Learner Support Services, led a Statutory training session in Equality. This acted as a refresher item for long-standing Governors and as an induction item for more-recently appointed Governors. The slides would be forwarded to Members for future reference.	HLSS / Clerk
3.	MINUTES OF THE CORPORATION MEETING HELD ON: 04 May 2011 The Corporation AGREED the minutes as a correct record and APPROVED the public elements for website publication. They were signed by the Chair.	
4.	MATTERS ARISING FROM THE MINUTES The action and query sheet was reviewed and noted .	
5.	CHAIR'S REPORT Search Committee business (including the draft minutes of the meeting held earlier this afternoon) was noted . On the basis of Search Committee recommendations, the following items were APPROVED : a. The reappointment of Paul Clowes as a Co-Opted Audit Committee Member from 01 August 2011 for a 2 year period b. Abolishing the link governor scheme	

- c. Initiating a programme of formal visits to curriculum areas in the College for Governors to meet with students and staff (before Corporation meetings where possible).

Clerk and
VP L&Q

6.

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).

Particular foci today were:

- The Property Strategy (several Governors had taken the opportunity to visit the new Renaissance catering outlet prior to today's meeting);
- An update on the Wessex Federation and other potential strategic partnerships and collaboration; [*Confidential minutes on this item were recorded separately.*]
- Government Funding Settlements and College Finances 2011/12 – this included noting an increase in the Additional Learner Support funding allocation due to the strong arguments presented to the YPLA by the VP Resources, one of the positive impacts of which was a reduction in required redundancies;
- A discussion on restructuring, voluntary redundancies and general staff morale, with input from both Staff Governors and from the Head of HR.;
- Praise was given to the Principal in respect of his speech to all staff in May, which the Chair and Clerk had attended;
- Preparation for the next strategic plan (which Governors would participate in);
- Government response to the Wolf Report (the Principal had detailed Wolf recommendations in his Reports at earlier Corporation meetings this year);
- Local Developments including the changes to the Yeovil Federation and progress of local schools towards academy status;
- Full cost income;
- National success rate averages for 2009-10 had now been published, and were lower than anticipated – which therefore had a positive effect on the College's position nationally (in the top 25% by some measurements);
- The next staff turnover chart would show 2 lines (one for true, underlying turnover – and the other for actual turnover including redundancies);
- No queries were raised during the meeting in respect of the management accounts (which are always distributed to Governors each month as soon as they are finalised, regardless of the timing of Corporation meetings). It was noted that the system allowing Governors to raise management account matters with VP Resources outside of meetings was working well.

*Tim Sweeney left the meeting at 6.10pm and returned at 6.14pm.
Douglas Beazer left the meeting at 6.27pm and returned at 6.30pm.*

7.

RISK MANAGEMENT AND INTERNAL CONTROLS

Audit Committee business (including the draft minutes of the meeting held on 25 May 2011) was **noted**. Attention was particularly drawn to the comments regarding the recent Internal Audit reports and the Risk Management monitoring/development.

8.

Other LEGAL, POLICY and REGULATORY MATTERS

Approvals

a. The Corporation **noted** the Audit Committee's positive opinion of RSM Tenon's work in respect of the 2009-10 accounts and **APPROVED** the continuation/re-appointment of RSM Tenon as the External Auditors for 2010-11 accounts.

b. The Corporation **noted** the Audit Committee's positive opinion of Mazars's work in respect of 2010-11 and **APPROVED** the continuation/re-appointment of Mazars as the Internal Auditors for 2011-12.

Equality and Diversity and Safeguarding

The Corporation **noted**:

- That all staff were being placed through appropriate statutory Equality training
- There were no new Safeguarding cases to report
- The Annual Safeguarding report would be presented at the July Corporation meeting

Student Report – the Learner Experience

The Corporation again **noted** the ongoing efforts of the Clerk, the VP 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**.

SPH/Clerk HR policies

Progress was noted and would be tracked via A&Q.

Clerk &
Head of HR

9.

ANY OTHER BUSINESS

The Corporation noted the reasons why the Student Enrolment Day had moved from 30 June to 29 June, and took into account the decisions made under confidential minutes (section 6) today and subsequent timing/availability of key strategic information. It then **APPROVED** the changes to the Awayday arrangements – meaning that the Corporation would now meet at 3pm.

10.

DATE OF NEXT MEETING:

Noted as **3pm on Wednesday 29 June 2011**.

The meeting closed at 6.45pm

APPROVED 29 JUNE 2011