

# MINUTES

## Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 09 December 2009 at 5pm In Hollands House Boardroom, Yeovil College

- Members:** \*Tony Allum; \*Sam Askill; \*Douglas Beazer; Jane Bell; Guy Eccles; \*Derek Esp; \*Dave Gladding; Derrick Goddard; \*James Hampton [Principal]; \*Jonathan Higman; \*Linda Jones [Chair]; \*Declan Lash; \*Jo Roundell Greene; \*Scott Roy; \*Tim Sweeney [Vice-Chair]; \*Paul Taylor; \*Peter Thomas [**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]
- In attendance up to Item 3 only:** \*Kate Hill [Faculty Director Health, Care & Teacher Training]; Shaun Hindle [Director of Employer Engagement]

*\* Indicates actual presence at this meeting*

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| <b>1.</b> | <p><b>DECLARATION OF INTERESTS</b></p> <p>None declared.</p>  |
| <b>2.</b> | <p><b>APOLOGIES AND WELCOMES</b></p> <p>Apologies for absence were received from Jane Bell, Guy Eccles, Derrick Goddard and Shaun Hindle.</p> <p>Sam Askill was welcomed to the meeting as nominated Shadow /Second Student Governor. The Corporation thanked Sam for attending and CONFIRMED his appointment as Student Governor. The Corporation was pleased to note that it now carried no vacancies.</p>  |
| <b>3.</b> | <p><b>DEVELOPING DEEPER UNDERSTANDING OF COLLEGE BUSINESS</b></p> <p>The Corporation received a presentation on improving recruitment and retention in Work Based Learning from an overall College and specific faculty perspective. This had been prepared by Shaun Hindle and Kate Hill. The College's success regarding staff/team communication and timely apprenticeship achievements (40% above the national average) were particularly noted and praised. The national context (including the challenge of the increasing targets, and the economic/employment situation) was discussed.</p> <p><i>[Kate Hill was thanked for her work in the College and for her contribution to the Corporation's understanding of this aspect of the business challenges. She then left the meeting.]</i></p> |
| <b>4.</b> | <p><b>MINUTES OF THE CORPORATION MEETING HELD ON:<br/>11 NOVEMBER 2009</b></p> <p>The Corporation AGREED the main and confidential minutes as a correct record and APPROVED the main minutes for website publication. Both sets were signed by the Corporation Chair.</p>   |

5. **MATTERS ARISING FROM THE MINUTES**

The action and query sheet was reviewed. It was noted that due items were dealt with elsewhere on today's agenda.

**An updated version of the sheet shall be distributed to Members.**

6. **PRINCIPAL'S REPORT**

The Corporation noted and reviewed the Principal's comprehensive report, focusing particularly on areas highlighted in red or amber. As usual, the Vice Principals assisted the Principal in presenting their specific areas of responsibility where highlighted in the paper. The content of the report was classed as confidential for a period of 3 years. The scope of the report in relation to Key Performance Indicators/Critical Success Factors targets and monitoring (including comparisons with data from 06/07 onwards where appropriate) was as detailed in the public minutes of 14 October 2009, with the following refinements:

- The Health and Safety Audit graph now expressed risk only as green or red (i.e. a zero tolerance approach – either something would be classed as safe or unsafe, not amber/partially safe)
- A new Deployment graph had been added to the report

In response to an Audit Committee suggestion, **it was AGREED that the IT strategy would be classed as a CSF and added to future Principal's reports.**

Principal

Updates were also received and discussed regarding:

- College restructuring
- Risk Management
- Staff Survey (during which debate, Governors suggested that in addition to the items covered this time: e.g. College communication, wide understanding of strategy/direction; training/development; next time the survey should seek greater balance by requesting additional individual self-assessment feedback – although it was acknowledged that aspects of that might overlap with appraisal and skills audit processes)
- Business Planning
- Sustainable Community Strategy
- National, Regional and Local Developments

The Corporation noted that at this stage there was no further verbal update to the Pay Award comments in the report.

On the whole, the Corporation was extremely pleased with the positive progress shown in the report's graphs and were content with the reasons given for areas currently showing as less successful. However, the Corporation was notably discontent with the ongoing pay cost levels.

*[The confidential minutes on this item were recorded separately.]*

**ALR Funding**

Following on from the Audit Committee's work of 30 November 2009, the Corporation opened a debate on the significance of the recent Adult Learner Responsive (ALR) funding changes (as detailed in the Principal's Report 4.2 viii and in the Tenon Management Report page 3, 2.6, Item 8 on today's agenda). Governor and Management concerns around the high financial risks of misjudging delivery by as little as 1% were strongly expressed at this time and would be revisited later in the meeting.

### **Management Accounts 2009/10 (& Financial Statements 2008/09)**

The discussion on ALR funding spilled into the detailed consideration of how such an item should be accounted for in the current year – and in terms of the statements for the previous year which were due to be approved later in the meeting (Item 8). It was noted that a comment had been made in the 2008/09 statements, and that it was believed that the most recent 2009/10 management accounts had been produced on the basis of a worst case scenario.

### **Property Strategy**

*[Confidential minutes on this item were recorded separately].*

The Corporation also received an updated on-screen presentation of the new Property Strategy illustrating the revised re-development of the campus given the financial and time constraints subsequent to the LSC ending of the capital funding in 2008/09. Both Student Governors gave a positive response to the plans, particularly on the grouping of curriculum activities, the hub concept and the manageable “bite-size” phasing of the project which would help facilitate the maintenance of a quality learner environment whilst each section of the work took place.

The Corporation was pleased to have a clear masterplan/blueprint which would provide a consistent vision/direction/sense of purpose over the coming years of development. Electronic and/or paper copies of the full presentation were available to Governors on request via the Clerk or Principal’s PA. Attention was drawn to the estimated phasing/costs breakdown on page 45. The estimated total of £35million (to be spread over 5-15 years depending on fund availability) was noted and accepted in principle.

### **Awayday**

The following items were **AGREED as part of the 15 January 2010 awayday agenda/planning items:**

- Property Strategy further update (including the 2 confidential issues) with Senior College Management Team (SCMT)
- Business Planning with SCMT
- College-Wide Disaster Recovery Planning (including related IT controls) with SCMT
- Risk Management Update with SCMT
- Non-executive/independent Corporation opportunity
- LSIS Governance Review (with or without SLT)
- Quality Improvement Plan with SLT (for formal approval) with particular emphasis on the Leadership and Management section (Critical Q5 in the SAR)
- Staff costs/Tenon/deployment update with SLT

The AoC summary of Conservative, Labour and Liberal Democrats’ FE policies was noted.

7.

### **AUDIT COMMITTEE BUSINESS**

After consideration, the Corporation followed the Audit Committee’s recommendation and APPROVED:

- Annual Report of the Internal Audit Service 2008/09
- Financial Management Control Evaluation 2008/09

The Corporation (including the Principal as Chief Accounting Officer) then RECEIVED the Annual Report of the Audit Committee 2008/09 which had been prepared by Lily Garth and which was presented by Paul Taylor (Chair of the Audit Committee).

Issues around the differences in the Asset Register (used for depreciation/calculation purposes) and the register of IT equipment

SLT

SLT

VP Resources  
Chair/Clerk  
Clerk

VP L&Q

VP Resources

(used to track the physical presence of IT items which may have been fully written down but which are still in use in the College) were noted.

The Corporation also received and noted the draft minutes of the Audit Committee held on 30 November 2009.

## 8. FINANCIAL STATEMENTS PAPERWORK

### ALR Funding

The Corporation returned to its discussion (begun during the consideration of the Principal's Report, Item 6) surrounding the recent changes to 2.6 Adult Learner Responsive Funding and the potential impact of this on future years. The Principal, Vice Principal Resources and Head of Finance revisited and expanded upon how the College was responding to these changes, and the upcoming meetings with the LSC.

After consideration, and on the appropriate recommendation by the Audit Committee, the Corporation APPROVED the following:

- Financial Statements
- Operating and Financial Review
- Statement of Corporate Governance and Internal Control
- Statement of Responsibilities
- Management Report and Annexes
- Letter of Representation (regarding financial statements and regularity)

*[There was a short refreshment break at this point (6.35pm) in the meeting. The meeting resumed at 6.45pm.]*

## 9. SELF-ASSESSMENT REPORT 2008/09 (SAR)

Cliff Shaw took the SLT lead in presenting this report to Corporation. This item, (relating to the Corporation's Article Quality Strategy duty and regulatory – LSC and Ofsted – requirements) was considered in the light of:

- last year's inspection outcomes
- progress, achievements and areas for improvement
- relationship to the College Strategic Plan (mainly Quality KPIs)

Points noted in discussion included:

- After the SAR had been printed, the LSC issued revised National Rates/Benchmarks (most of which were lower than those used in the original SAR so showed an improved College position)
- The SAR structure used was based on the Common Inspection Framework (CIF) in place during 2008/09 to reflect the self-assessment environment for that year and to facilitate easier comparability with the 2008 inspection outcomes
- The College's good practice regarding Safeguarding and Equality and Diversity had been highlighted throughout the SAR because of the emphasis (and 'limiting' grades) Ofsted were now placing on these matters
- The surprising outcome of girls underachieving in some areas was already being investigated and would be followed-up in the Quality Improvement Plan
- The phrase 'too much satisfactory teaching' (eg p9) was again criticised – and should be amended to 'not enough teaching which exceeds the satisfactory standard'

Governors interrogated the overall effectiveness grades in relation to the wider grading outcomes. Then, the Corporation APPROVED the SAR for 2008/09 ahead of its uploading to the LSC portal. Finally, the

Corporation thanked SLT and College Staff as a whole for contributing to this good report – special mention was made of Stan Bishop and Derrick Goddard's work in Quality and Improvement, and of Lily Garth's input in respect of Governance aspects of the Leadership and Management section.

*[Derek Esp left the meeting at this point. Quoracy was maintained.]*

10.

### **Other LEGAL, POLICY AND REGULATORY MATTERS**

After consideration, the Corporation APPROVED the following policies:

- E&D Policy (Single Policy)
- Single Equality Scheme (Report and Action Plan)
- Recruitment Policy
- Discipline Policy

During a wider Equality and Diversity discussion, the Corporation praised the usefulness of the diagram (10e) – which Angela Coward had created and which Cliff Shaw presented – illustrating the Corporation's E&D approval/policy responsibilities – i.e. how things sit beneath and feed into the over-arching single equality duty.

It was noted that the Grievance Policy was still at the consultation stage.

Verbal reports were also received on:

- Health & Safety (noting that there were no current significant issues)
- Safeguarding (noting that there were no current significant issues)
- HR/Payroll (noting that a) a visit to another College had been arranged for 20 January 2010 to see a potential system in use, b) the procurement officer had begun draft work on the tender process, c) no Corporation cost approval was required at the present time)

#### **The Learner Voice**

Declan Lash and Sam Ashhill jointly presented a verbal report on the recent activities of the Student Union. This included:

- a restructure in the light of membership changes
- positive news on the SU's financial situation
- a trip to Cribbs Causeway
- the likely positive resolution of issues around SU events at a local nightclub – which would result in greater student safety and SU financial benefits

11.

### **RISK MANAGEMENT and INTERNAL CONTROLS**

The Principal and VP Resources gave an on-screen presentation and demonstration of the new risk management software, explaining its approach to definition, categorisation and prioritisation.

The Corporation praised the approach and usefulness of the tool. **It was AGREED that:**

- Audit Committee would look at the top 10 (approximately) strategic/corporate risks on the register at each of its meetings
- SLT would highlight at each Corporation meeting and each Audit Committee meeting any significant new issues or change in status (negatively) of any risk
- The heat-map page would form part of the regular Principal's report
- The confidential property issue must be added to the Register

**SLT/ Audit**

**SLT /  
Corporation**

**Principal**

**VP Resources**

- The ALR funding issue must be added to the Register

VP Resources

**12. ANY OTHER BUSINESS (MAIN MEETING)**

Noted as none.

**13. DATE OF NEXT MEETING:**

Noted as **3.30pm-5.30pm Friday 15 January 2010 at the end of the strategic awayday**

*This section of the meeting closed at 7.35pm*

*Minutes of the Strictly Confidential meeting which followed were recorded separately.*

**APPROVED 15 JANUARY 2010**