

MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 14 October 2009 at 5pm In Hollands House Boardroom, Yeovil College

Members: *Tony Allum; *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]

** Indicates actual presence at this meeting*

1.	<p>DECLARATION OF INTERESTS</p> <p>None declared.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence were received from Derrick Goddard, Paul Taylor and Scott Roy.</p>	
3.	<p>APPOINTMENT OF STAFF GOVERNORS</p> <p>Following the recent staff elections, the Corporation APPROVED the appointment of :</p> <ul style="list-style-type: none"> ▪ Derrick Goddard as Teaching Staff Governor for the period 01 October 2009-31 December 2010 ▪ Douglas Beazer as Support Staff Governor for the period 01 October 2009-30 September 2013 	Lily
4.	<p>MINUTES OF THE CORPORATION MEETINGS HELD ON 08 JULY AND 09 SEPTEMBER 2009</p> <p>Subject to amendments on page 2 of the 08 July minutes, the Corporation AGREED both sets minutes as a correct record and APPROVED them for website publication.</p> <p>They were signed by the Corporation Chair.</p>	
5.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The action and query sheet was reviewed and noted. An updated version of the sheet shall be distributed to Members with these minutes.</p>	Lily
6.	<p><u>CHAIR'S REPORT – CORPORATION REVIEW (Including Key Search Committee Business)</u></p> <p>The Corporation received the Clerk's paper and the draft Search Committee minutes related to this item.</p>	

Self-Assessment 2008/09, Attendance Statistics 2008/9, Skills Audit 2009/10 And Training Needs 2009/10

The Corporation reviewed the outcomes of these inter-related items and **APPROVED the following actions:**

1. Amend the Corporation's current Standing Orders attendance target of 75% to 70% in accordance with the LSC's Provider Financial Assurance (PFA) guideline
2. To further strengthen the Corporation's approach to risk management, the top 10 risks on the Corporate Risk Register would be reviewed at every Corporation meeting, beginning in December 2009
3. That in addition to the current support, induction and training offered to Student Governors, an Independent Governor be selected to mentor the Student Governors. Jo Roundell Greene agreed to take on this role which she had in part been doing informally with some of the previous Student Members
4. Lily Garth to investigate options for addressing the 4 individual Governor requests for training made in this year's analysis

Lily

Paul Bowe

Lily / Jo RG

Lily

It was noted that the Corporation had received Safeguarding and Equality & Diversity Training during 2008/09. The action which Search Committee recommended regarding Community Cohesion training for Governors was not considered a training priority at this time because it was only a 'limiting grade' in the new Ofsted Schools Inspection Framework, not the FE Colleges one.

Annual Review Of Membership

Following on from the analysis and discussion of the above, the Corporation refreshed its understanding of the Corporation's current membership under the new 2009/10 structure (including dates of office) and noted the outcomes of governor preferences for involvement in 2009/10 and beyond.

The following specific **APPROVALS** were made:

- That at the end of his current term of office as an Independent Governor on 20 December 2009, Guy Eccles be appointed as a co-opted Member of the Remuneration Committee for a 4 year period
- Subject to her acceptance, Jacqui Dean be offered the role of Independent Governor for a 4 year period from 21 December 2009
- That at the end of his current term of office on 20 December 2009, Scott Roy be reappointed as Independent Governor for a further 4 year period

Lily

Lily / Linda

Lily

In addition, the following matters were considered:

- Overall Committee Membership & YCBF
- Chairs succession planning & Audit Vice Chair
- Link Governor scheme
- Equality & Diversity in relation to Governor recruitment

Subject to two minor amendments, the Corporation then **APPROVED** the current 2009/10 composition of the Corporation and its Committees

Lily

7.

PRINCIPAL'S REPORT

The Corporation noted and reviewed the Principal's comprehensive report in the new reporting style which Governors and the Senior Leadership team had worked together to develop over the last few

months. It was anticipated that the format would continue to be developed and agreed during the Autumn term. The Vice Principals and the Head of Human Resources assisted the Principal in presenting their specific areas of responsibility where highlighted in the paper.

As the report was classed as confidential for a period of 3 years, and this was its first formal usage in 2009/10, it was considered useful to specifically minute its scope in relation to Key Performance Indicators/Critical Success Factors targets and monitoring (including comparisons with data from 06/07 onwards where appropriate) on this occasion:

- 16-18 Learner Numbers
- 16-18 Work Based Learning
- 19+ Funded Numbers
- 19+ In Learning
- HE Student Numbers (excluding MOD)
- Train to Gain/Employer Responsive In Learning
- Full Cost Income
- Pay and Non-Pay Expenditure
- Total Income
- Surplus/Deficit
- Staff Turnover
- Staff Sickness
- Appraisals
- Headline Long Success Rates
- Work Based Learning Success Rates
- Retention by Age Group
- Attendance by Age Group
- Health and Safety Audits and related actions

Items noted in discussion included:

- The possibility of additional Learning and Skills Council (LSC) funding for Colleges who recruit 10% above their planned funded numbers for 2009/10
- In year Risk Management/Factors to mitigate the potential impact of additional non-funded learners (e.g. appropriate use of larger class sizes) on finance and the quality of the student experience
- The use of an external agency's expertise (as mentioned in the 19+ Funded Numbers commentary) would be cost-effective if staff were consistently fully deployed
- The reasons for variation in 2008/09 full-cost income achievement against target were being investigated and would be reported on at the next meeting
- The first management accounts for 2009/10 would be distributed to Governors in the near future
- The pay expenditure pattern (rising significantly in June/July) was due to end-of-year staff overtime claims
- The conflicting pressures on pay awards in the Public Sector in general and FE in particular, and the Association of College's (AoC) current negotiations with the Unions
- The challenges of working with the uncertainty of FE funding commitments
- The stated current target surplus of £250k for 09/10 was before FRS17 obligations
- The staff turnover data indicated that the experience of staff during their induction period at the College had improved
- Appraisals issues related to the management restructure were discussed and accepted
- Timely achievement aims for Work Based Learning and other quality targets were ambitious

Paul Bowe

Paul Bowe

Updates were also received and discussed regarding:

- Management restructure
- Management development (which was felt to be a particular success story in the current economic climate, with 1/3 managers signed up to the formal accreditation route necessary for a masters degree)
- Risk Management (particularly the development work taking place in conjunction with the Internal Auditors)
- Business Continuity
- National, Regional and Local Developments

The overall response to the reporting style, scope and the quality of debate which it facilitated was extremely positive.

8. **LEGAL, POLICY AND REGULATORY MATTERS**

After consideration, the Corporation APPROVED the Tutorial Policy. It was noted that the evidence regarding implementation processes and checks were contained in the Tutorial Handbook.

It was noted that the Discipline and Grievance Policies were still at the consultation stage.

The Corporation received the Annual HR Report 2008/09 for information, relating much of the data back to the discussions under the Principal's Report.

Verbal reports were also noted on:

- Health and Safety (including swine flu monitoring)
- Equality and Diversity (including confirmation that a) all key action plans, statements and risk assessments were in place, b) no data suggested any (un)favourability, c) the E&D Committee was starting to expand its consideration to include class on a proportionate basis)
- Safeguarding (including the facts that a) 7 issues had so far been raised this academic year, b) the support and reporting process was highly visible)
- The Student Voice (unfortunately no Student Governors were able to attend today's meeting)

9. **RISK MANAGEMENT and INTERNAL CONTROLS (Including Key Audit Committee business)**

The Corporation received and reviewed the draft Audit Committee minutes plus appendices of 30 September 2009. The key business as detailed in those documents was noted and fully accepted.

The Corporation focussed on the Audit Committee's Risk Management discussions, noting the intention to extend the 30 November 2009 meeting to accommodate a thorough analysis of the progress which would be made by that date.

Following the example of the Audit Committee, after consideration, the Corporation APPROVED the contents of the Regularity Audit questionnaire as correct (to the best of its knowledge and belief) and AGREED that the Principal would sign the document.

After discussion, the Corporation also AGREED that the most appropriate use of the unidentified donations mentioned under Question 28 was for the benefit of students. It therefore APPROVED the donation of those sums to the Yeovil College Bursary Foundation.

**Paul Bowe /
Lily**

10.	<p>DEVELOPING DEEPER UNDERSTANDING OF COLLEGE BUSINESS (Including Governor participation/links)</p> <p>After discussion, the Corporation APPROVED the broad format and programme for governor briefing sessions for each meeting during the Academic Year 2009/10, the aim of which was to provide additional detailed input on specific areas of the college's operations, enabling a deeper contextual understanding of the organisation.</p> <p>It was noted that the programme may be subject to change in response to risk review outcomes and in relation to machinery of government changes.</p>	
11.	<p>BANK MANDATE</p> <p>The Corporation received the Vice Principal Resources' paper on this item and was content with the proposals made regarding the change of signatories listed in Appendix A. The Corporation therefore APPROVED the changes to the College bank mandate in compliance with the College's Banking Covenants.</p>	Paul Bowe
12.	<p>ANY OTHER BUSINESS</p> <p><u>Modern Languages</u> The Corporation held a lively discussion around the College's current and future curriculum strategy in respect of languages. Governor Tony Allum initiated this subsequent to a meeting with the faculty Director for Humanities and Sciences during which the matter had been raised. The Corporation embraced the idea of research into the potential demand and the investigation of HE and school links.</p> <p><u>I&A Changes</u> The Corporation noted that the Instrument and Articles were likely to change in Spring 2010 (following a consultation period in December 2009). The Clerk would keep up-to-date with this issue.</p>	SLT Lily
13.	<p>DATE OF NEXT MEETING:</p> <p>Noted as 5pm-7pm Wednesday 11 November 2009</p> <p><i>The meeting closed at 7.05pm</i></p>	

APPROVED 11 NOVEMBER 2009