

MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Friday 15 January 2010 at 3.30pm In UF10, UCY, Preston Road

- Members:** *Tony Allum; Sam Askill; Douglas Beazer; Jane Bell; *Jacquie Dean; *Derek Esp; *Dave Gladding; *Derrick Goddard; *James Hampton [Principal] from Item 2 onwards; 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 Bove [Vice Principal Resources] from Item 2 onwards; Paula Brown [Head of HR]; *Lily Garth [Clerk]; *Jayne Lewis [Vice Principal Participation, Development & UCY] from Item 2 onwards; *Cliff Shaw [Vice Principal Learning & Quality] from Item 2 onwards; *Janice Tipper [Head of Finance] from Item 2 onwards.

** Indicates actual presence at this meeting*

1. NON-EXECUTIVE GOVERNORS' SESSION

The Corporation discussed the following items:

- Corporation development progress since June 2009
- The format, content and outcomes of today's strategic activities
- The recent LSIS/AoC Governance Review
- The Department of Business Innovation and Skills' (BIS) recent letter regarding the changes to the Instrument and Articles (I&A)

In respect of the awayday, the Corporation agreed that the day had generally been useful in respect of anticipated high-quality outcomes, and more particularly by further deepening the Governors' understanding of (and cross-checking/monitoring of) College business by interacting with managers.

Within a discussion which focussed on key Corporation financial responsibilities, and as part of its ongoing self-assessment of its own effectiveness within its new 2009/10 structure and approach, the Corporation AGREED:

- The Terms of Reference of the Audit Committee needed to be revisited (it was noted that this could be combined with the scheduled Spring 2010 update of the Standing Orders)
- The External Auditors shall be required to attend the annual Corporation meeting at which the Financial Statements shall be considered and approved.

After careful consideration of the Clerk's paper (which was praised for its succinctness and clarity), the Corporation AGREED that it had no formal comment to make at this time in respect of the LSIS/AoC Governance review and the BIS proposals regarding the I&A. It was noted that the Chair, Principal and Clerk would be attending consultation events in respect of these matters.

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

Clerk

**Clerk / VP
Resources**

2. DECLARATION OF INTERESTS

SLT (Including the Principal) joined the meeting at 4pm

None declared.

3. APOLOGIES AND WELCOMES

Apologies for absence were received from Douglas Beazer, Jane Bell, Jonathan Higman and Paul Taylor.

Jacque Dean was welcomed to her first Corporation meeting as a full Governor.

**4. MINUTES OF THE CORPORATION MEETING HELD ON:
09 DECEMBER 2009**

Subject to small amendments under Item 9 (SAR) of the main minutes, and 6C of the confidential minutes, 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. The strictly confidential minutes would be dealt with later in the meeting.

5. MATTERS ARISING FROM THE MINUTES

The action and query sheet was reviewed. It was noted that due items would be dealt with 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 refinements listed in the 09 December 2009 minutes.

The Corporation noted that the College had formally signed up to the Sustainable Community Strategy developed by South Somerset Together.

The lengthiest and most in-depth discussion in this section of the meeting focussed on College finances. It was AGREED that the Principal would share the Tenon report (as soon as practicable after it was completed, and before the next Corporation meeting) with the Chair and Vice-Chair to try to clarify any corrective actions which might be necessary.

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

Pay Award

The Corporation noted the result of the UCU national ballot – i.e. rejecting strike action in response to the AoC current recommended pay award.

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

Adult Learner Responsive (ALR) Funding

Because of its potential significance, the Corporation revisited this item (previously debated by the Audit Committee on 30 November 2009 and by the Corporation on 09 December 2009) which the Principal had

**Principal /
Chair &
Vice-Chair**

specifically highlighted in his report and which had been classed as a primary risk on the new 'heat map'. The Corporation AGREED that the decision whether or not to re-base the ALR allocation (and at what level it might be re-based) was a management (not a Corporation) decision.

Risk Management

The heat-map was praised for its usefulness. The 3 identified primary risks had been discussed in detail during today's meeting. It was AGREED that:

- The heat-map and list of primary risks would continue to be presented in this format at each Corporation meeting
- The Audit Committee would continue to further interrogate both risks and the developing risk-management process and report issues/recommend actions to Corporation

The Corporation was clear that it wished to take appropriate responsibility for risk, and that it did not wish to reduce its overall effectiveness by unnecessarily duplicating the Audit Committee's work.

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

7. QUALITY IMPROVEMENT PLAN (QIP)

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)
- relationship to the Self-Assessment Report (SAR) which had been approved at the 09 December 2009 meeting
- the fact that each faculty had its own QIP which fed into/sat beneath this plan

The Corporation then APPROVED the QIP.

8. Other LEGAL, POLICY AND REGULATORY MATTERS

On this occasion there were no matters additional to the Principal's report to receive in respect of Equality and Diversity, Safeguarding and HR. It was noted that:

- Property and Facilities matters had been dealt with during the first part of today's awayday
- Following their presence and detailed report at December's meeting, neither Student Governor had been able to attend today's meeting

Health and Safety

An internal audit on H&S had been carried out this week. The initial feedback regarding the College's H&S systems was extremely positive. It was anticipated that any resultant recommendations would only echo items which the College had itself already identified.

9. RISK MANAGEMENT and INTERNAL CONTROLS

As requested by the Audit Committee on 30 November 2009, the Corporation was given an interim report on the College-wide Disaster Recovery Planning (and related IT controls). Governors were reminded that the background to this was a request the College had made to the Internal Auditors for a 'consultancy-style' review. The audit/review had identified what the College already knew (i.e. that the Disaster Recovery

Plan required revising and updating). The Head of Communications was now updating the detailed action plan to feed across all areas of the College, and there would be a particular focus on IT-security.

It was AGREED that the Disaster Recovery Plan would be presented at the 31 March 2010 Corporation meeting (as it would not be quite ready for the March Audit meeting, and both SLT and Governors did not wish to delay its presentation until the Summer Audit Committee).

VP Resources

10. ANY OTHER BUSINESS

Two Audit items were noted and accepted:

- The College's Internal Auditors (RSM Bentley Jennison) and External Auditors (Tenon) had merged as of 01 January 2010. As it is a regulatory requirement to have different Internal and External Auditors, the Corporation would have to consider a tender/appointment process for at least one of these services in the near future. This would be initially considered at the March 2010 Audit Committee.
- The Internal Auditors are carrying out a Spring 2010 thematic governance/strategic performance review across all of their FE clients. Part of this review includes attendance by an internal auditor at a Corporation meeting – in Yeovil's case, this would be on 03 March 2010.

Audit Committee

11. DATE OF NEXT MEETING:

Noted as **5pm-7pm 03 March 2010** at Yeovil College.

This section of the meeting closed at 5.30pm

A Strictly Confidential session followed (from which staff governors, student governors and staff attendees were excluded) – however, the draft minutes of this session were not considered strictly confidential or confidential.

12. STRICTLY CONFIDENTIAL MINUTES OF THE MEETING HELD ON: 09 DECEMBER 2009

These were approved as a strictly confidential correct record and were signed by the Corporation Chair. The follow-up actions were being arranged, with the aim of holding the first meeting on these matters in February 2010.

It was noted that the Clerk would be leaving Kingston Maurward College on 22 January 2010 and be beginning her new role at Southampton City College on 01 February 2010.

The meeting fully closed at 5.40pm

APPROVED 03 MARCH 2010