

MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 12 May 2010 at 5pm In Hollands House Boardroom, Mudford Road Campus

Members: *Tony Allum; Sam Askill; *Douglas Beazer; Jane Bell; *Jacquie Dean; 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]; *Janice Tipper [Head of Finance]

* Indicates actual presence at this meeting

1.	<p>DECLARATION OF INTERESTS</p> <p>None declared (other than in re-appointment approvals).</p>
2.	<p>APOLOGIES AND WELCOMES</p> <p>Apologies for absence were received from Derek Esp and Jonathan Higman.</p>
3.	<p>DEVELOPING DEEPER UNDERSTANDING OF COLLEGE BUSINESS</p> <p>As part of this year's ongoing development programme, the Corporation received presentations on <i>Progressing to and delivering a high quality HE experience (from FE to Access to HE)</i>, presented by:</p> <ul style="list-style-type: none"> ▪ the Head of HE Richard Foyle ▪ the Faculty Director (Art, Media & Publishing) Lloyd Richards <p><i>[Lloyd and Richard were thanked for their work. They then left the meeting.]</i></p>
4.	<p>MINUTES OF THE CORPORATION MEETING HELD ON: 31 March 2010</p> <p>The Corporation AGREED the minutes as a correct record and APPROVED them for website publication. They were signed by the Corporation Chair.</p>
5.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The action and query sheet was reviewed. It was noted that due items would be dealt with on today's agenda.</p> <p>An updated version of the sheet shall be distributed to Members.</p>
6.	<p>CHAIR'S REPORT</p> <p>The Chair updated the Corporation on several items, including the sub-regional meeting held on 11 May at Kingston Maurward College which the Chair had attended in order to raise and maintain the profile of the College's strategic importance to educational delivery with Dorset</p>

County Council and to further positive relationships with other local Colleges.

Search Committee Business – 31 March 2010 – follow-up

The Corporation received an update on Search Committee action follow-ups since the last meeting. **The following recommendations were**

APPROVED:

1. Scott Roy as Remuneration Committee Chair from 01 August 2010
2. Dave Gladding as a Remuneration Committee member with immediate effect
3. Jacquie Dean as a Search Committee member with immediate effect

7.

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 Head of HR and the Head of Finance also added clarification in respect of their areas of expertise.

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 minutes of subsequent meetings.

Some concerns were expressed in respect of retention and attendance in some age groups. These would be discussed more fully at the June and July meetings in relation to current year monitoring and future target-setting.

Business Planning

The draft executive summary for the strategic plan was highlighted.

Financial Management Control Evaluation

The Corporation was pleased to note that the College had now been graded as 'Good' by the regulator in respect of the FMCE for 2008/09. This was an improvement on the 2007/08 grading.

Management Accounts

Clarification was given to queries raised about page 6, paragraph 10 of the accounts – Variances in respect of expenditure on Non-Pay. YCT was noted as employer engagement. The reasons for risk management software and benchmarking costs were revisited and accepted.

National Developments

The 06 May General Election Hung Parliament outcome was discussed. It was noted that David Laws had been re-elected as Yeovil's MP.

Pay Reduction Programme 2010/11

This paper was considered in-depth from a business-critical perspective. Progress was noted, and the detail was closely examined. The Corporation then APPROVED the specified additional payment in respect of each Voluntary Redundancy within the current programme as set out in paragraph 5.4 (in accord with Financial Regulation 17.8). All amounts paid will be declared in due course in the Financial Statements.

8. Other LEGAL, POLICY and REGULATORY MATTERS

The Corporation considered and APPROVED the following items:

- The revised Health and Safety Policy (subject to correction of the minor typos in respect of the Occupational Health and Safety Adviser)
- The New Equality and Diversity Strand Policies*: Sexual Orientation Policy, Gender Identity Policy, Gender Equality Policy, Religion and Belief Policy, Disability Equality Policy

*In addition to approving these 5 Policies, the Corporation also formally delegated future approval and monitoring arrangements of all E&D 'strand' policies and related reports to SLT. From now on Corporation would directly approve only the overarching Single Equality Duty.

The Corporation noted reports/updates in respect of :

- a. Equality and Diversity (no new matters to record other than the new policies approved above)
- b. Safeguarding (protocol and protection issues around social networking were being furthered and a new student newsletter was in development)
- c. The Student Voice (steps were being taken to raise student health awareness in general and in relation to sexual health – this was partly funded by a recent successful project bid led by the Head of Learner Support Services)

9. RISK MANAGEMENT and INTERNAL CONTROLS

There had not been an Audit Committee meeting since the last Corporation meeting, so there were no additional risk management matters to note (other than those already covered in the comprehensive Principal's Report at Item 7 above)

External Audit Tender Process

It was noted that this process was being planned and implemented appropriately by Audit Committee members, the Clerk, the VP Resources and the Procurement Officer. A further update would be given on 28 June, and the Selection Panel/Audit Committee would send its recommendation to the July Corporation meeting for approval.

10. ANY OTHER BUSINESS

Financial Regulations

The Corporation reviewed and APPROVED the amendments to the Financial Regulations set out in the VP Resources additional paper allowing a separate procurement process for Building, Electrical or Mechanical works to be specified in the Financial Procedures (remembering that approval of the FPs are delegated to SLT).

YCBF - Fashion/Art Show Event

The Chair of the Bursary Foundation reminded fellow Governors about the 18 June fashion/art show event (including VIP treatment) which serves the dual purpose of showcasing student achievement and of acting as a fundraiser to support future bursary awards.

11. DATE OF NEXT MEETING:

Noted as **3.00pm-5.00pm 28 June 2010 at UCY** (and will focus on budget-setting, forming the end session of the Corporation's Summer Strategy Day).

12. *The meeting closed at 7.00pm*

APPROVED 28 JUNE 2010