

# MINUTES

## Minutes of a meeting of the Corporation of Yeovil College Held on Monday 14 July 2010 at 5pm In The Boardroom, Yeovil College

**Members:** \*Tony Allum; Douglas Beazer; Jane Bell; \*Jacquie Dean; Derek Esp;  
\*Dave Gladding; Derrick Goddard; \*James Hampton [Principal]; \*Jonathan  
Higman; \*Linda Jones [Chair]; 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*

The formal agenda was preceded by a presentation to Anthony (Tony) Allum, a College Fellow, long-serving Governor and former Chairman of the Corporation. It was with sadness that the Corporation accepted Tony's decision not to stand for a further term as Governor. Tony was given a painting created by a student, and thanked by the Principal and current Chair for his work and support of the College.

<b>1.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>None declared.</p>
<b>2.</b>	<p><b>APOLOGIES</b></p> <p>Received from Douglas Beazer, Derek Esp and Jo Roundell Greene.</p>
<b>3.</b>	<p><b>MINUTES OF THE CORPORATION MEETING HELD ON: 28 June 2010</b></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>
<b>4.</b>	<p><b>MATTERS ARISING FROM THE MINUTES</b></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 would be distributed to Members.</p>
<b>5.</b>	<p><b>CHAIR'S REPORT</b></p> <p>The Corporation noted that brief Chair's Report which contained an outline of the items covered at today's Search Committee meeting, specifically:</p> <ul style="list-style-type: none"> <li>▪ Membership Review and related actions</li> <li>▪ Self-assessment, attendance, training and skills</li> <li>▪ Register of Interests, eligibility and insurance</li> </ul>
<b>6.</b>	<p><b>PRINCIPAL'S REPORT</b></p> <p>Noting that there had been no significant changes in monitoring Key Performance Indicators since the 28 June meeting, the Corporation focussed on the Key Strategic and Policy Initiatives and Horizon Scan</p>

sections of the Principal's Report.

The Corporation then APPROVED the DELEGATION of Property Strategy/Capital Expenditure decisions in-between Corporation meetings (related to the project scheme of £1.5 million, with a possible contribution of £1.225 million) which would maintain cash and borrowings at an acceptable level) *jointly* to the Corporation Chair and Vice Chair in conjunction with the Audit Committee Chair's monitoring. (This had originally been affirmed during 28 June discussions.) No financial decision would be made under such a delegation which would contravene the Corporation's non-delegable Article responsibilities or the College's Financial Regulations.

7. **STRATEGIC PLAN 2010-13**

In the context of 28 June Awayday presentation and discussions, and the amendments specified in 4.1.ii of the Principal's Report, the Corporation APPROVED the Strategic Plan for 2010-13 (other than the financial aspects dealt with in Item 8 below).

8. **BUDGET WORKSHOP & 3 YEAR FINANCIAL FORECAST**

Following a presentation (available via the Clerk) on College finances, focussing on solvency and the ratios/indicators which were used to grade Financial Health in the FE sector, the VP Resources and Head of Finance then presented the full budget for 2010-11 and 3-year financial forecast. Differences in figures/assumptions since the budget workshop held at the Governors' Awayday on 28 June were highlighted.

The Corporation APPROVED the Budget for 2010/11 (noting that the only outstanding point was the financial health score which would be added by the VP Resources prior to submission to the SFA).

9. **Other LEGAL, POLICY and REGULATORY MATTERS**

The following matters were discussed and noted/approved as specified/appropriate:

- a. NOTED: **Equality and Diversity** (E&D) report from VP Learning and Quality (particularly focussing on gender equality actions and the sharing of best practice following a visit from South Birmingham College who had received an Outstanding grade for E&D in 2010)
- b. NOTED: the draft **Annual Report on Safeguarding** (APPROVED: the delegation of final approval of this Report to the Learner Protection Governor)
- c. NOTED: **Quality Improvement Plan** (QIP) update (Full copies of which could be obtained via the Clerk)
- d. APPROVED: the Corporation's Annual **Insurance** Arrangements
- e. NOTED: the Corporation's **Treasury Management** Arrangements
- f. APPROVED: the **confidential status** of the Corporation items listed in the 2009/10 review
- g. NOTED: that there was no use of the **Corporation Seal** during the 2009/10 academic year
- h. APPROVED: the **Work Programmes and Key Corporation Documents for 2010/11** (with the removal of specifying how many

Corporation/Co-Opted Committee members contribute to quorums across all the Terms of Reference)

- i. APPROVED: the updated **Policy Review** (noting that the Financial Regulations aspects of Redundancy still come to the Corporation for approval)

#### **Appointment of the Corporation Chair and Vice Chair**

Following the Clerk's confirmation that one nomination (agreed, proposed and seconded) had been received for each of the roles by the closing date for nominations, the Corporation APPROVED:

- The appointment of Linda Jones as Chair of the Corporation for the period 23 July 2010 - 22 July 2013
- The appointment of Tim Sweeney as Vice-Chair of the Corporation for the period 23 July 2010 - 22 July 2013

It was noted that all Instrument Clause 6 requirements had been adhered to in respect of these appointments.

10.

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

- a. NOTED: **Audit Committee Business** as detailed in the tabled draft minutes and reported on by the Committee Chair.
- b. APPROVED: The **(re)appointment of RSM Tenon as External Auditors (2009/10 accounts)** along with the firm's related planning memorandum
- c. APPROVED: The **Risk Management Policy** (subject to the format definition changes requested by the Audit Committee)
- d. APPROVED: The following in respect of the **Appointment of Internal Auditors (2010/11 year)**:
  - a. The VP Resources and Head of Finance provide both shortlisted firms with the College Risk Register and arrange to meet with each of them (specifically with the Auditors' staff who would generally be carrying out the bulk of the work in College) to discuss their proposals for a risk-based approach to planning the College's audits for 2010/11.
  - b. On the basis of the (a) meetings, the VP Resources and Head of Finance report to the Principal and to the Chair of the Audit Committee.
  - c. The Chair of the Audit Committee is given delegated authority to recommend the appointment of the preferred audit provider.
  - d. The Chair of the Corporation is given delegated authority to approve the appointment\* of the recommended audit provider.
  - e. The delegations in (d) and (e) are given with the safeguards that the Audit and/or Corporation Chair may consult with other Members informally or by calling Special Meeting(s) if either of them have any uncertainty about the recommendation or approval.

*[\*the appointment as stated in the tender is to be for a period of 3 years – subject to performance-related annual reappointment, and extendable by a further 2 x 1 year periods by arrangement between the College and the Service Provider – commencing on 01 August 2010 for 2010/11 financial year].*

11.

#### **ANY OTHER BUSINESS**

Noted as none.

12.

**DATE OF NEXT MEETING:**

This was noted as **5pm on Wednesday 13 October 2010** at Yeovil College. (**Preceded by a 4.30pm session for non-executive Governors** to discuss the self-assessment, Corporation contribution and performance measurement – to be led by the Corporation Chair and Vice Chair and by the Audit Committee Chair)

13.

*The meeting closed at 7pm*

**APPROVED 13 OCTOBER 2010**