

MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 15 December 2010 at 5pm In Room UF19 at University Centre Yeovil

Members: *Cathy Bakewell; Douglas Beazer; *Will Bevan; *Jacquie Dean; Derek Esp; *Dave Gladding; *Carol Haydon; *James Hampton [Principal]; Jonathan Higman; *Linda Jones [Chair]; *Jo Roundell Greene; *Scott Roy; Tim Sweeney [Vice-Chair]; *Paul Taylor; *Peter Thomas; *Rob Wood; 1 student governor vacancy remaining. **[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. APOLOGIES AND WELCOMES

Apologies for absence were received from Douglas Beazer, Derek Esp, Jonathan Higman and Tim Sweeney.

New Governor Cathy Bakewell was welcomed to her first Corporation meeting. Rob Wood was also welcomed to his first meeting, and his appointment as Teaching Staff Governor for a 4 year period was APPROVED.

2. DECLARATION OF INTERESTS

Carol Haydon declared an interest in e-Paper 6 confidential paragraph 4.1.7.

3. MINUTES OF THE CORPORATION MEETING HELD ON: 24 November 2010

The Corporation AGREED the minutes as a correct record and APPROVED them for website publication. They were signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES

The action and query sheet was reviewed. An update on the change of Payroll system was noted. It was hoped that a final verbal report on this would be given at the January meeting.

5. CHAIR'S REPORT

Members noted:

- The success of the recent Awards ceremony
- Thanks to the students and staff for last week's Governors' Dinner in the College's DaVinci Restaurant

6.

PRINCIPAL'S REPORT

The Corporation received the Principal's usual comprehensive report, covering all relevant Key Performance Indicators along with International, National, Regional, Local and College-specific items. Health and Safety and Risk Management updates were noted.

Particular foci in today's discussion were:

- Property Strategy: renewal grant and new catering arrangements (including contracts and costs)
- Partnerships and collaboration developments (including the 22 January 2011 Yeovil Town Football Club home game against Rochdale - where students would be providing pre-match and half-time entertainment – which Governors were encouraged to attend)

International Developments (4.1.4)

Following a discussion around how future strategic departures/proposals should be brought to the Corporation, Governors Scott Roy and Paul Taylor offered to create and agree a draft template for Corporation consideration.

Governors

Pay Award

After considering the proposals in 4.1.5, the Corporation APPROVED a 0% increase in pay for all staff other than:

- Staff on FTE salaries of £21,000 or less (who would each receive a flat increase of £250 p.a.)
- Senior Post Holders and the Clerk (who as usual would be considered separately by the Remuneration Committee).

SLT

7.

AUDIT COMMITTEE BUSINESS

The Corporation APPROVED the Annual Report of the Internal Auditors for 2009-10, noting the Audit Committee's comments regarding the anticipated differences between the draft and final version.

The Corporation then received the Annual Report of the Audit Committee 2009-10 which included all items required by the Audit Code of Practice and which had been agreed by the Committee on 29 November.

The draft Minutes of the 29 November 2010 Audit Committee meeting were noted, particularly the Committee's satisfaction with the College's new Computing Disaster Recovery Plan.

8.

FINANCIAL STATEMENTS PAPERWORK 2009-10

It was noted that RSM Tenon had performed efficient, independent and robust audits in respect of both the Financial Statements and Regularity for 2009-10, resulting in clean/unqualified opinions. There were no significant issues which the auditors wished to draw to the Corporation's attention.

After consideration, and on the appropriate recommendation by the Audit Committee (as detailed in its minutes), the Corporation APPROVED the following:

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

9. Other LEGAL, POLICY and REGULATORY MATTERS

Self Assessment Report (SAR) 2009-10

The Vice Principal Learning and Quality led the presentation of this whole-College report to the Corporation. This annual item relates to the Corporation's Quality Strategy Article Duty and to regulatory/Ofsted requirements. The Corporation itself had contributed to the process through its annual Summer Paperwork and the consequent Governance commentary drafted by the Clerk.

Key foci in presentation and discussion were:

- context and background
- progress since (and comparisons with/to) last year's self-assessment report
- equality and diversity and safeguarding emphases (including health and safety)
- outcomes for learners and quality of provision

Governors thanked College staff for their collective work on the SAR, and noted the progress made and the areas of challenge. The Corporation then APPROVED the Self Assessment Report 2009-10 with an overall effectiveness Grade of 3 and a capacity to improve Grade of 2.

Whistleblowing Policy and Procedure, Customer Service Policy

After a short discussion, the Corporation APPROVED the revised Whistleblowing Policy and Procedure and the Customer Service Policy (incorporating the previous Complaints Policy).

Equality and Diversity and Safeguarding

The Corporation noted 3 safeguarding incidents with which the College had dealt appropriately.

Student Report – the Learner Experience

Will Bevan gave his report as Student Governor. This covered an update on matters noted at the November meeting, including:

- EMA/transport issues/student finance
- Comment on recent national student protests
- Ongoing attempts to recruit a second Student Governor.

10. RISK MANAGEMENT AND INTERNAL CONTROLS

In addition to the coverage given to this item in the Principal's Report, the Corporation also noted the Audit Committee's comment regarding risks associated with International Business Development.

11. ANY OTHER BUSINESS

Noted as none.

12. DATE OF NEXT MEETING:

This was noted as **3.30pm on Friday 21 January 2011 (at the end of the awayday).**

The meeting closed at 7.00pm



APPROVED 21 JANUARY 2011