

MINUTES

**Minutes of a meeting of the Corporation of Yeovil College
Held on Friday 21 January 2011 at 3.40pm
In Room UF14 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

Apologies for absence were received and **noted** from Cathy Bakewell, Will Bevan, Derek Esp, Carol Haydon, Tim Sweeney and Paul Taylor.

2. DECLARATION OF INTERESTS

Noted as none.

3. MINUTES OF THE CORPORATION MEETING HELD ON: 15 December 2010

With the inclusion of the approval of the Customer Service Policy on page 3, 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 and **noted**.

- Change of Payroll system: Parallel-running had taken place in December, and the January pay-run would go live on the new system.
- The pay award decision had now been made public.

5. CHAIR'S REPORT

Members **noted** the progress made during today's strategic awayday, including:

- the Skills Funding Agency's presentation given by Peter Marsh and Sarah Marshall
- Strategic Plan 2009/12 (Development Plan 2010/11) summary
- Legal changes – Impact of Government statements

- Strategic Plan 2009/12 (Development Plan 2011/12) which had been prepared on a new model of which Governors approved

The Chair, Governor Dave Gladding and the Clerk would be attending a Regional Association of Colleges event next Wednesday which would give a further Skills Funding Agency update and briefings on the proposed Governance Code and Senior Post Holder pay/recruitment issues.

**Clerk and
Chair**

6. **PRINCIPAL'S REPORT**

The Corporation received and **noted** the Principal's usual comprehensive Report, covering all relevant Key Performance Indicators (KPIs) along with International, National, Regional, Local and College-specific items (including Health and Safety and Risk Management).

The key features of the Report had been discussed during the day-long event. Particular foci were:

- Risk (3.5.5) around some key relationships
- Abolition of the Education Maintenance Allowance (EMA)
- International Developments following the Principal's recent trip to China
- Ofsted Annual Assessment Visit
- The two 'red' KPIs

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

Equality and Diversity and Safeguarding

The Corporation **noted** 1 safeguarding incident with which the College had dealt appropriately.

Student Report – the Learner Experience

The Corporation sadly **noted** the death of a student as a result of a car crash on Wednesday evening. The Principal would pass condolences to the student's family.

8. **RISK MANAGEMENT AND INTERNAL CONTROLS**

In addition to the coverage given to this item in the Principal's Report, the Corporation re-emphasised its concerns about risks associated with Government changes.

9. **ANY OTHER BUSINESS**

Noted as none.

10. **DATE OF NEXT MEETING:**

Noted as **5pm on Wednesday 30 March 2011.**

The meeting closed at 4.00pm