

MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 24 November 2010 at 5pm In Room UG10 at University Centre Yeovil

Members: *Douglas Beazer; *Will Bevan; Jacquie Dean; Derek Esp; *Dave Gladding; Derrick Goddard; *Carol Haydon; *James Hampton [Principal]; *Jonathan Higman; *Linda Jones [Chair]; *Jo Roundell Greene; Scott Roy; *Tim Sweeney [Vice-Chair (part-meeting)]; 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. DECLARATION OF INTERESTS

None declared.

2. APOLOGIES AND WELCOMES

Apologies for absence were received from Jacquie Dean, Derek Esp, Derrick Goddard, Scott Roy, Paul Taylor, Paula Brown and Janice Tipper. Apologies for leaving the meeting at 6pm were received from Tim Sweeney.

New Governor Carol Haydon was welcomed to her first Corporation meeting. Carol's induction with the Clerk had already been completed.

Will Bevan was also welcomed to the meeting and his appointment as a Student Governor up to July 2012 was APPROVED. Will's initial inductions with the Clerk and the Vice Principal Learning and Quality had already taken place.

3. SKILLS FUNDING AGENCY (SFA)

Due to its anticipated length, the presentation from the SFA had been postponed until the January awayday.

4. MINUTES OF THE CORPORATION MEETING HELD ON: 13 October 2010

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

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 and that other items were being tracked appropriately.

6. CHAIR'S REPORT

There were no matters to note on this occasion.

7. PRINCIPAL'S REPORT

The Corporation received the Principal's usual comprehensive report, covering all relevant Key Performance Indicators along with 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
- Change programme
- Partnerships and collaboration

Governors particularly welcomed news of the College's successful application to the Low Carbon High Skills Project Steering Group.

Tim Sweeney left the meeting at 6pm.

8. Other LEGAL, POLICY and REGULATORY MATTERS

Equality and Diversity

The Corporation APPROVED the updated Equality & Diversity Policy (paper 8a) and noted the Equality & Diversity Scheme Report (paper 8b). It was AGREED that the overview E&D Report adequately demonstrated that all relevant Equality and Diversity duties were being handled appropriately within the agreed College management structure.

Safeguarding

The Corporation APPROVED the updated Safeguarding Policy and noted that there were no current Safeguarding matters to be brought to its attention.

Student Report – the Learner Experience

Will Bevan gave his first report as the new Student Governor. This included matters recently discussed by the Senior Leadership Team and key members of the College Student Union such as:

- student car parking and security challenges
- a positive reaction to planned catering facility changes
- EMA/transport issues/potential lobbying
- student surveys
- recruiting a second Student Governor

9. RISK MANAGEMENT AND INTERNAL CONTROLS

On this occasion, this item had been fully covered in the Principal's Report. It was noted that no Audit Committee had taken place since the last Corporation meeting. *[The next Audit Committee was scheduled to take place on 29 November].*

10. CORPORATION AND COMMITTEE PAPERS

With a few reservations, Governors were largely content with the pilot experience of electronic distribution of Corporation paperwork (rather than hard copy paper versions), and AGREED to electronic distribution for future meetings (with the exception of lengthy documents – e.g. Strategic Plan, Financial Statements, Self Assessment Report). Format and length (e.g. executive summaries where appropriate) would be reviewed and improved to assist with this move towards e-governance.

Although the 'tablet' arrangement was unsatisfactory, Governors supported the attempts to find a more suitable venue than the Hollands House Boardroom for high-attendance Corporation meetings. An alternative UCY room (with U-shaped desk arrangement) would be booked for the next meeting.

11. ANY OTHER BUSINESS

Noted as none.

12. DATE OF NEXT MEETING:

This was noted as **5pm on Wednesday 15 December 2010.**

The meeting closed at 7.00pm

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APPROVED 15 DECEMBER 2010