

# MINUTES

## Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 31 March 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*

<b>1.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>The Chair declared an interest in the Search Committee recommendation in respect of her re-appointment as a Governor.</p>
<b>2.</b>	<p><b>APOLOGIES AND WELCOMES</b></p> <p>Apologies for absence were received from Jane Bell, Jonathan Higman, Scott Roy and Cliff Shaw.</p>
<b>3.</b>	<p><b>DEVELOPING DEEPER UNDERSTANDING OF COLLEGE BUSINESS</b></p> <p>As part of this year's ongoing development programme, the Corporation received presentations on "Supporting Students: from specialist entry level to embedded support" from:</p> <ul style="list-style-type: none"> <li>▪ Faculty Director, Skills for Life and Learning</li> <li>▪ Head of Learner Support Services</li> </ul> <p><i>[The Faculty Director and Head of Learner Support Service were thanked for their work. They then left the meeting.]</i></p>
<b>4.</b>	<p><b>PROCUREMENT SAVINGS</b></p> <p>The Corporation received a presentation on procurement savings from the College's new Procurement Officer. The progress in this area was welcomed by the Board as a whole, and particularly praised by Members of the Audit Committee who had been tracking the actions leading to the Officer's appointment.</p> <p>Safeguarding considerations in respect of regular contractors/service providers were noted – and this was something which would be taken into account in respect of the upcoming Internal Audit Tender process which the Officer was preparing with the VP Resources and the Clerk.</p> <p><i>[The Procurement Officer was thanked for her presentation. She then left the meeting]</i></p>
<b>5.</b>	<p><b>MINUTES OF THE CORPORATION MEETING HELD ON: 03 March 2010</b></p>

The Corporation AGREED the main and confidential minutes as correct records and APPROVED the main minutes for website publication. Both sets were signed by the Corporation Chair.

**6. 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.

An updated version of the sheet shall be distributed to Members.

**7. CHAIR'S REPORT**

The Chair updated the Corporation on several items, including the postponement of an anticipated tribunal and a sub-regional meeting to be held on 11 May at Kingston Maurward College which Governors were encouraged to attend in order to raise and maintain the profile of the College's strategic importance to educational delivery with Dorset County Council.

**Search Committee Business – 31 March 2010**

The Corporation received a report on the draft minutes of today's Search Committee meeting. After discussion, **the following recommendations were APPROVED:**

1. Tony Allum:
  - a. To accept that he does not wish to continue for a further term of office, with great thanks for the work he has done for the College over the last 10 years.
  - b. To seek a new Governor from 01 August 2010 via local employers or one of the County Councils
  - c. To approach Scott Roy as a possible new Remuneration Committee Chair
  - d. To approach Dave Gladding to join the Remuneration Committee
  - e. To approach Jacquie Dean to join the Search Committee
2. Jane Bell:
  - To seek a new Parent Governor from 01 August 2010 via a letter to secondary schools' heads to ask them if they have a current effective parent governor with a child in year 11 who would be coming to Yeovil College in Autumn 2010
3. Linda Jones:
  - To re-appoint Linda as an Independent Governor from 23 July 2010 to 22 July 2014
4. Paul Taylor:
  - To remove Paul from membership of Remuneration and Search Committees to reduce the frequency of his attendance in College and to add to his independence as Audit Committee Chair. Paul would still retain the right to attend/scrutinise all Committee meetings in his role as Audit Committee Chair.
5. David Gent:
  - To re-appoint him as a Co-Opted Search Committee Member from 01 May 2010 to 30 April 2012
6. Student Governors:
  - a. Lily to liaise with Learner Support Services to try to establish a new way forward in recruiting/engaging governors including updating the leaflet and election process
  - b. Schedule the Student Report at the top of the Corporation agenda and then invite/encourage Student Governors to stay for the rest of the meeting
  - c. Reinforce the Governor mentor offer (Jo Roundell Greene and the Staff Governors)

**Clerk to take initial lead on these actions**

7. Chair and Vice Chair elections to be arranged in time for appointment at the July 2010 Corporation meeting.

**8. 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.

**Funding and Budget Implications 2010/11**

The Corporation noted the recent actions taken in respect of the impact of Government decisions in relation to funding for the next academic year. On 29 March, staff had been addressed by the Principal on these matters. The recognised unions had been informed. The formal 90 day consultation period had begun. A press release had been issued.

Governors recorded their disappointment at the Government's funding decisions and recorded their support for the Principal and SLT with regard to the necessary efficiencies which must be made. It was reiterated that the focus would be on ensuring that direct teaching services to learners would continue to be of the same high quality which had been provided in recent years.

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

The Corporation considered and APPROVED the following items:

- Financial Regulations
- Redundancy Policy

The Corporation noted reports/updates in respect of :

- a. Equality and Diversity (no new matters to record)
- b. Safeguarding (no new matters to record)
- c. The Student Voice (no student governors were present on this occasion – this was being followed up outside of the meeting)

**10. RISK MANAGEMENT and INTERNAL CONTROLS**

**Audit Committee Business – 16 March 2010**

The Corporation received the draft minutes of the Committee meeting held on 16 March 2010, and noted positive progress/actions in respect of:

- Disaster Recovery Planning
- Audit recommendations monitoring
- The recent Health and Safety internal audit report (including the fact that the revised Health and Safety Policy would be brought to the next Corporation meeting for approval)
- The Risk Management Policy (which would be brought to the Audit Committee in June and then to the Corporation for approval)
- Risk Management monitoring (expanding/drilling into the items covered in the Principal's report)

VP Resources

VP Resources

**Auditors' Merger / Tender Decision**

As a result of the 01 January 2010 merger of the College's Internal Auditors (RSM Bentley Jennison) and External Auditors (Tenon), Corporation APPROVED the following:

- A tender process should take place in respect of the Internal Auditors (the option of employing an IA was now decided to be unsuitable)
- The selection panel for the IA would be the Audit Committee itself with the same quorum/rules
- the VP Resources would take the lead in this tender with support from the Clerk and the Procurement Officer
- the VP Resources and the Clerk would use either the documents from the most recent IA tender or those provided by the Procurement Officer as the basis of the new documents
- the document approval and shortlisting would be delegated to the Audit Committee Chair
- the outline draft timetable and potential field of candidates

Peter Thomas (Vice-Chair of the Audit Committee) was particularly thanked as this had been the first time he had chaired the Committee meeting in the absence of Paul Taylor.

**VP Resources  
/Clerk /  
Procurement  
Officer**

**11. ANY OTHER BUSINESS**

Noted as none.

**12. DATE OF NEXT MEETING:**

Noted as **5pm-7pm 12 May 2010** at Yeovil College.

**13. *The meeting closed at 7.10pm***

**APPROVED 12 MAY 2010**