

MINUTES

Minutes of a meeting of the Corporation of Yeovil College Held on Wednesday 30 March 2011 at 5pm In The Boardroom, Hollands House, Yeovil College

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 DECLARATIONS OF INTEREST

Apologies for absence were received and **noted** from Will Bevan, Jonathan Higman and Paul Taylor.

The Principal and the Clerk declared interests in the aspects of Remuneration Committee business relating to them.

2. SAFEGUARDING – GOVERNOR TRAINING

Angela Coward, Head of Learner Support Services, led a Statutory Governor Training session in Safeguarding. This acted as a refresher item for long-standing Governors and as an induction item for more-recently appointed Governors.

An urgent, additional Strictly Confidential Item was considered at this point, the minutes of which were recorded separately and which would be tabled at the next meeting.

3. MINUTES OF THE CORPORATION MEETING HELD ON: 21 January 2011

Staff Attendees joined the meeting.

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**.

- The new payroll system actions were completed and would be dropped from the next version of the sheet.

- Updates on the Proposed Governance Code would be brought to the Corporation as appropriate, and would be dropped from the next version of the sheet.

5.

CHAIR'S REPORT

Members **noted** the Chair's Report which included:

- In late January, the Chair, Governor Dave Gladding and the Clerk had attended a **Regional Association of Colleges event** which covered a Skills Funding Agency update, plus briefings on the proposed Governance Code and Senior Post Holder pay/recruitment issues
- In mid-March, the Chair and the Clerk had attended a **South West consultation event in respect of the proposed Further Education Governance Code** (draft copies of which were available from the Clerk). The main outcomes of this event were -
 - 1) Requests for assurance that the Code would replace some aspect(s) of the current regulatory requirements – and would not just be repetition/additional burden;
 - 2) Requests for clarification on what the actual cost-savings/benefits would be;
 - 3) Concerns raised about the practicality of peer-reviews and about the terminology 'peer-accountability';
 - 4) Concerns raised about more-pressing issues currently facing the sector, and about the time/cost being spent on this item (and on its future regular updates).Further information on this item (which might possibly be adopted by some colleges from 01 August 2011) would be reported on when it became available.

Search Committee business (including the minutes of the meeting held on 16 February 2011) was **noted**. On the basis of Search Committee recommendations, the following items were

APPROVED:

- a. The reappointment of Tim Sweeney as a Corporation Member from 01 April 2011 for a 4 year period
- b. The reappointment of Paul Taylor as a Corporation Member from 01 April 2011 for a 4 year period
- c. The appointment of Carol Haydon to the Audit Committee
- d. The e-table showing the current determination and composition of membership.

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).

Particular foci were:

- (3.5.5) Continuing risks around some key relationships
- (3.5.6) Education Maintenance Allowance (EMA) abolition and related issues – including the new term 'bursary'
- Property Strategy updates (including the status report on the 'Mall Project' in respect of Health and Safety, Tender

- Processes, and Financial Matters)
 - Wessex Federation
 - International Developments in respect of China, India and Dubai
 - Positive Ofsted Monitoring Visit outcomes. The full report can be read on the Ofsted website at:
[http://www.ofsted.gov.uk/oxedu_reports/download/\(id\)/131252/\(as\)/130805_363245.pdf](http://www.ofsted.gov.uk/oxedu_reports/download/(id)/131252/(as)/130805_363245.pdf)
 - Skills Funding Agency (SFA) and Young People's Learning Agency (YPLA) allocations and the draft budget planning for 2011/12
 - Highlights of the Wolf Report of Vocational Education

The Corporation was content with the progress since the January Awayday which was reflected in the second draft of the Strategic Plan.

7. Other LEGAL, POLICY and REGULATORY MATTERS

Approvals

The Corporation received the Clerk's papers on items 7a and 7b, and **APPROVED** the following:

- Corporation Code of Conduct
- Yeovil College Bursary Foundation (YCBF) Deed Recitals and Administrative Provisions from January 2011 (incorporating policy outcomes from January 2010)
- The reappointment of Jo Roundell Greene as Chair of the YCBF from 30 March 2011 for a 3 year term of office
- The composition of the YCBF membership as detailed
- That the Fees Policy does not require updating at this time.

Equality and Diversity and Safeguarding

The Corporation **noted**:

- 1 safeguarding incident with which the College was dealing appropriately.
- All staff had received refresher statutory safeguarding training

Student Report – the Learner Experience

The Corporation **noted** the most recent efforts of the Clerk, the Vice Principal Learning and Quality and the Learner Support Team to improve Student Governor attendance and to recruit the Second Student Governor.

YCBF Event – Friday 17 June 2011

Governors were reminded of this event which they were strongly encouraged to attend.

8. RISK MANAGEMENT AND INTERNAL CONTROLS

The Corporation **RATIFIED** the decision of the Chair of the Audit Committee to cancel the 16 March 2011 Audit Committee meeting for the reasons set out in the Clerk's 10 March 2011 email to the

Committee and to the Chair of the Corporation. Members **noted** the assurance given that the Committee's business would be adequately incorporated into its 25 May 2011 meeting.

No new/additional risk matters were raised.

9. INFORMATION TECHNOLOGY FOR GOVERNORS

The Principal gave an on-screen demonstration of the new Staff Intranet/Portal to which Governors now had access. Further improvements to the College's Information Systems and resources would be reported on as appropriate, with an eye to potential future e-governance development.

10. ANY OTHER BUSINESS

Noted as none.

11. DATE OF NEXT MEETING:

Noted as **5pm on Wednesday 04 May 2011.**

Staff Governors and Attendees left the meeting at 7.15pm.

12. REMUNERATION COMMITTEE

The Corporation considered this item as documented in the Strictly Confidential Draft Minutes of the Remuneration Committee's meeting of 16 February 2011.

The Corporation **noted** the Committee's recent decisions (made with delegated approval in accord with its Terms of Reference) in respect of Senior Post Holder and Clerk's pay.

The Corporation **APPROVED** the Committee's recommendations in respect of Terms of Reference and Panel.

Clerk

The meeting closed at 7.30pm

APPROVED 04 MAY 2011

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