

**MINUTES – Public APPROVED**  
 Meeting of the **YC CORPORATION**  
 Date: **15 May 2025**



**Members:**

**Peter Thomas (Chair); Sam Best; Becky Bevins; Julian Bisset (Staff Teaching); Mark Bolton (Principal); John Clark; Paul Clowes; Sydney Edwards (Student FE); Vacancy (Student HE); Lee Harwood; Jo Howarth; Nicola McKenzie; Jag Ner; Gayle Pogson (Staff Business); Emma Read; Louise Reah; Jo Roundell Greene; Scott Roy; James Scott; Karl Tucker; David Woan Clerk (Governance Professional); Gillian Keogh**

**In attendance:**

**Emma Cox (Vice Principal Infrastructure and Projects); James Pill-Waring (Vice Principal of Finances and Corporate Services); Donna Short (Vice Principal Quality of Education)**

***Bold** indicates presence at the meeting.*

*Papers are received 7 days ahead of the meeting and are taken as read.*

Item	Detail	Action
1	<b>MEETING PRELIMINARIES</b> Apologies were received from Emma Read, James Scott and Jo Roundell Greene. The meeting remained quorate throughout. There were no declarations of interest to note.	
2	<b>CASE STUDY</b> The VPQofE presented three case studies highlighting the achievements of Aaron Finnegan, Noah Vince and Lauren Davies, who have overcome personal challenges and excelled in their respective fields.	
3	<b>MATTERS ARISING (MA)</b> The Action and Query sheets were <b>NOTED</b> and accepted. Actions were either complete, included elsewhere on today's agenda or being appropriately tracked and carried forward.	
4	<b>CHAIR'S REPORT</b> The Chair discussed the circulated Corporation Chair job description and role specifications. He hoped to have a current member of the Board to come forward. A vice chair position, the Clerk confirmed that the Board can have 2, is also available. Members were asked to again consider the roles.  The FE Governor, Sydney Edwards, was presented with a leaving gift and the Board thanked her for her student contribution in her time serving on the Board.	
5	<b>CLERK'S REPORT</b> The Governance Professional had provided the Corporation the members with the meeting dates for 2025-26 with a proposal to go from 4 to 3 full board meetings a year, noting that 1 strategy session, November, will have an hour of Corporation business. The Chair informed members that there will be 2 Governors dinners and not 3 next year.  The Board unanimously <b>APPROVED</b> the Corporation meetings dates for 2025-26.	
6	<b>PRINCIPAL'S REPORT</b> The Board <b>NOTED</b> the Principals report and HE Update, noting in particular; <ul style="list-style-type: none"> <li>- Further Education College Condition Allocation (FECCA) - £850,000 has been received from the Department of Education, which will be allocated over the next 3 years.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Adult Skills Fund – The College’s exposure to risk from the reduction in the Audit Skills Fund is minimal, with a £50,000 reduction.</li> <li>- Annual Strategic Conversation.</li> <li>- HR Itrent system has been successfully implemented, with only minor issues.</li> <li>- Funding Audit – The Principal gave an update on the ongoing funding audit, noting that the risk of financial clawback is limited.</li> <li>- High Needs CPC Funding Bid Win.</li> <li>- Successful events at the College, Construction Expo, Topping out Ceremony, Lord Lieutenant of Somerset visit and the Young Enterprise Competition final.</li> <li>- KPI’s - Attendance and Retention – The College has attendance rate currently at over 85%, with retention at 94%.</li> </ul> <p><b>Rolling list of headline risks</b></p> <p>The members reviewed the top risks highlighted by the Principal, cyber security and achieving a good or outstanding rating.</p> <p><b>ACTION:</b> Members would like the wording of the risk, (5.4), related to the failure to train all users of systems, to better reflect the current concerns.</p>	MB
7	<p><b>CHAMPION UPDATE</b></p> <p>The board <b>NOTED</b> verbal updates from the Champions;</p> <ul style="list-style-type: none"> <li>- SEND – Louise Reah has discussed the QIP with the SENCO. This term she has reviewed areas which are amber areas. A meeting was held with Emma Read, Careers Champion, and Gayle Pogson to look at careers for High Needs being met.</li> <li>- Safeguarding – Sam Best reported on the integration of student disciplinaries under the Student Support team, which allows for better support and understanding of students’ needs.</li> <li>- HE – Karl Tucker has met with the Head of HE twice. He found her highly motivated in managing the College’s HE provision.</li> </ul> <p>The Chair thanked the Champions for their reports.</p>	
8	<p><b>GOVERNOR UPDATES</b></p> <p>The staff governors gave a positive report on the recent AI training completed by staff.</p>	
9	<p><b>FINANCIAL UPDATE</b></p> <p>The board <b>NOTED</b> the Headlines from the March 2025 Management Accounts given by the VPF&amp;CS, noting that the College is still anticipating a surplus of £500,00 and is in line with the flexed budget.</p> <p><b>ACTION:</b> Members would like the student bursary line unhidden within the management accounts for the next meeting.</p>	JPW
10	<p><b>TEACHING AND LEARNING (including Curriculum, Quality and Assurance Committee)</b></p> <p>The Board <b>NOTED</b> the business summary, including risk, from the CQA Committee meeting held on 31 March 2025.</p> <ul style="list-style-type: none"> <li>- The Head of HE presented the APP (Access and Participation Plan). She has exceeded all the targets that were set. The Chair wanted it to be noted at Corporation level how well she has performed against the plan.</li> <li>- Observations – a report was received from Hilary Yuille, Head of Pedagogy. Not all new staff had had their planned observations. This is being reviewed at the next CQA meeting as a risk.</li> <li>- Ofsted – it is unknown as to which inspection regime it will occur. The College is confident and in a good position for the next inspection to show off our qualities at the level we want, whenever that may be.</li> <li>- A comprehensive dental curriculum report was received from Adrian Ponter, AP, with emphasis on caution.</li> </ul>	

	<p>The VPQofE confirmed expected progress has been added to the QIP. The Board liked the QIP progress chart and thought it would help monitor progress in that area.</p>	
11	<p><b>CONSENT AGENDA</b>  The Board unanimously <b>APPROVED</b> on the <b>RECOMMENDATION</b> of the Audit Committee the following policies.</p> <ul style="list-style-type: none"> <li>a. Fire Safety Policy</li> <li>b. First Aid Policy</li> <li>c. Estates Management</li> </ul> <p>The Corporation <b>NOTED</b> minutes of the meetings of the Corporation Committees.</p> <ul style="list-style-type: none"> <li>- CQA Committee – 31/3/25</li> <li>- Audit Committee – 03/04/25</li> </ul> <p>The Corporation unanimously <b>APPROVED</b> Public and confidential minutes of the Corporation meeting, as a correct record and, to <b>APPROVED</b> non-confidential minutes for website publication of the meeting held 27 March 2025.</p> <p>The Corporation <b>NOTED</b> the following email approval;</p> <ul style="list-style-type: none"> <li>a. Contract award to Showcase Interiors Ltd for the Furniture &amp; Associated Products for the Big Build</li> </ul>	
12	<p><b>RISK MANAGEMENT AND INTERNAL CONTROLS  (Including Audit Committee business)</b>  The Board <b>NOTED</b> the Business summary, including risk, from the Audit Committee meeting – 03 April 25. The meeting focused on cyber security, health and safety, facilities management and risk management.</p> <p>There was no Whistleblowing / Fraud/ Health and Safety RIDDORS instances to report.</p> <p>There were no risk and internal control matters arising from today’s business or not covered elsewhere on the agenda to bring to the Boards attention.</p> <p>The Chair thanked members for their attendance.</p>	
13	<p><b>ANY OTHER BUSINESS</b>  There was no other business to note.</p>	
	<p><b>NEXT ORDINARY MEETING</b>  Thursday 10 July 2025 @ 4:30pm</p>	
	<p>18:00 The meeting closed.</p>	