

MINUTES – Public APPROVED
 Meeting of the **YC CORPORATION**
 Date: **11 December 2025**



Members:

Peter Thomas (Chair); Sam Best (Vice Chair); Becky Bevins; **Nathaniel Bielby (Student HE); Mark Bolton (Principal);** John Clark; **Paul Clowes;** Vacancy (Student FE); **Lee Harwood; Jo Howarth; Kayley Manns (Staff Business); Nicola McKenzie; Andrew Mitchell (Staff Teaching); Jag Ner;** Emma Read; **Louise Reah; Jo Roundell Greene;** 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	<p>MEETING PRELIMINARIES</p> <p>Apologies were received from Becky Bevins, John Clark, Emma Read, Karl Tucker. The meeting remained quorate throughout. There were no declarations of interest to note.</p> <p>Gayle Pogson (Staff Business Governor) is leaving the Board as her term has come to an end. The Chair thanked her for contribution to the Board.</p> <p>Members welcomed the new members, Andrew Mitchell (Staff Teaching Governor), Kayley Manns (Staff Business Governor). The new HE Student Governor, Nathaniel Bielby, joined as an observer.</p>	
2	<p>CASE STUDY – The Why!</p> <p>The VPQofE introduced the members to the Yeovil College student ambassadors. They are the heartbeat of our College community. They represent the College with pride, energy, and professionalism, helping to create an outstanding environment for every learner. They are the face of Yeovil college, attending award ceremonies, community activities, they welcome visitors to events and work with staff and peers to ensure everyone, and everything, runs smoothly – they leave a lasting impression.</p>	
3	<p>MATTERS ARISING (MA)</p> <p>The Action and Query sheets were NOTED and accepted. Actions were either complete, included elsewhere on today’s agenda or being appropriately tracked and carried forward.</p>	
4	<p>CHAIR’S REPORT</p> <p>The Chair paid tribute to <u>Scott Roy</u>, who resigned as a Chair of Remuneration and a s Corporation member in July. Scott had been on the Board for 18 years. In tribute and as a leaving gift to Scott a College prize will be awarded to an engineering student who has overcome obstacles to succeed.</p> <p>Jo Roundell Greene has resigned, and this was her last meeting. Jo had been involved with the College for a number of years involved in different capacities and two years ago she became a Fellow.</p>	
5	<p>CLERK’S REPORT</p> <p>The Board NOTED a verbal governance report from the Clerk, noting in particular;</p>	

	<ul style="list-style-type: none"> - The Clerk encouraged members to attend Learner Walks. - Members were asked to complete the Self-Assessment survey, which will be circulated again after the meeting with a deadline of the 05 January 2026. 	
C6	<p>PRINCIPAL'S REPORT <i>The minutes for this item are recorded in a separate set of confidential minutes.</i></p>	
7	<p>CHAMPION UPDATE The board NOTED verbal updates from the Champions;</p> <ul style="list-style-type: none"> - SEND – The Champion, Louise Reah, will be attending College next week and will give a comprehensive update at the next meeting of Corporation. - Safeguard – Safeguarding assurance meeting was held with VPQofE and Tina Callow. The Safeguarding audit for Somerset County Council for the Children's Partnership has been completed. - Cyber – The Champion, Jag Ner, has met with Gareth Bevin, Head of IT and Craig Cullen, Head of Infrastructure to follow upon on the resilience and the business continuity. He gave an update on the cyber-attack rehearsal, initiated by the Insurance Company. The outcome was positive. 	
8	<p>GOVERNOR UPDATES The Board NOTED governor updates, noting in particular;</p> <ul style="list-style-type: none"> - Staff support meeting update was given by Gayle Pogson. Only low level concerns were raised and the meetings were very positive. All staff are looking forward to the end of term. Coms regarding the big build have been received positively and it wasn't being intrusive to the day to day for staff. Open evenings have been very well attended. Gayle thanked the Board for having the opportunity of being a staff governor for 8 years. She thanked the Board for the time they given the College. New staff governors, Andrew Mitchell and Kayley Manns had attended a Staff Governor conference and briefed members on the key themes. 	
9	<p>SEARCH AND GOVERNANCE The Board NOTED a Governance report from the Search and Governance Chair, noting in particular;</p> <ul style="list-style-type: none"> - Working group for the recruitment to replace Peter Thomas, current Corporation Chair, who is stepping down July 2026 - Student HE/FE Governor recruitment. - Ian Munro – Joining the CQA Committee in an advisory role. - Student Champion Proposal – The committee considered establishing a student champion role to attend ambassador and student meetings, with the proposal to be discussed further at CQA. - Vacancies for Remuneration and Search & Governance Committee. - The Audit Committee needs members. Members were asked if they knew of any suitable candidates to inform the Audit Chair. - Self-Assessment Forms will be re distributed with a deadline of 05 January 2026. - Policies and Procedures were reviewed. - Mark Porter has been recruited as a co-opted member onto the Audit Committee - Deb Matthewson has been recruited as a co-opted member on the CQA Committee. - Governor Portal Specification 	
10	<p>TEACHING AND LEARNING (including Curriculum, Quality and Assurance Committee Business) The Board NOTED the business summary, including risk, from the CQA Committee meeting held on 08 October 2025.</p>	

	<p>The Committee members reviewed recent teaching and learning outcomes, including strong higher education and apprenticeship results, improvements in SEND provision, and the effectiveness of new reporting formats and committee structures in providing assurance to the Corporation.</p> <p>The Committee Chair reported exceptional results in higher education and apprenticeship achievement rates, with performance exceeding national averages and government targets, particularly in health, social care, and early years.</p> <p>The CQA Committee noted significant improvements in provision for high needs and SEND learners, with risk ratings lowered due to effective development work and positive trends in achievement and retention.</p> <p>Corporation members praised the clarity and depth of new committee reports, including the use of infographics and balanced detail, which have strengthened the 'golden thread' of information from leadership through to the Corporation and improved overall assurance.</p> <p>The Committee Chair highlighted the benefits of governors attending committee meetings for induction and learning, which has enhanced understanding of the breadth and depth of quality assurance discussions and facilitated better escalation of key issues.</p> <p>Members Noted the <u>Safeguarding /Present Annual Training</u> was completed by the Board on 13 October 2025.</p>	
11	<p>SAR (Self-Assessment Report)</p> <p>The VPQofE described the recent SAR validation event, which used a 'Dragons' Den' style format to engage governors' and staff in challenging discussions resulting in positive feedback and plans to repeat and the refine the approach for the next SAR. Governors who attended noted that the golden thread though the College was evident. The Board unanimously APPROVED the process of the development of the SAR and the outcomes of the process.</p>	
C12	<p>INFRASTRUCTURE COMMITTEE</p> <p><i>The minutes for this item are recorded in a separate set of confidential minutes.</i></p>	
	<p>17:55 A break was taken by members</p> <p>18:05 The meeting re started</p>	
C13	<p>FINANCE</p> <p><i>The minutes for this item are recorded in a separate set of confidential minutes.</i></p>	
14	<p>CONSENT AGENDA</p> <p>The Board NOTED the Corporation Approval at the Strategy meeting on the RECOMMENDATION of the Audit Committee</p> <ol style="list-style-type: none"> a. P22 Risk Management Policy & Procedure b. Regularity Audit Questionnaire c. Secondment Policy V2 d. Secondment Agreement Template V1 <p>The Board unanimously APPROVED the following policies</p> <ol style="list-style-type: none"> e. P47 Children's Centre Child Protection and Safeguarding Policy f. Estates Management Policy <p>The Board REVIEWED and NOTED the Committee Minutes, as listed;</p> <ol style="list-style-type: none"> g. CQA Committee – 08 October 2025 h. Infrastructure Committee – 22 September & 01 December 2025 	

	<p>i. Finance Committee (including People) – 14 October 2025</p> <p>j. Audit Committee – 23 October & 03 December 2025</p> <p>The Board unanimously APPROVED the Public minutes of the Corporation meeting, 10 July 2025, as a correct record and, APPROVED non-confidential minutes for website publication.</p> <p>The Board NOTED the Audit Committee Self-Assessment, Annual Report and Questionnaire 2024-25</p> <p>The Board NOTED the email APPROVAL of the Tender to replace devices used by learners - IT contract awarded to CCS Media Ltd.</p> <p>The Board NOTED the email APPROVAL of the WEIoT Collaboration agreement</p>	
C15	<p>RISK MANAGEMENT AND INTERNAL CONTROLS (Including Audit Committee business) <i>The minutes for this item are recorded in a separate set of confidential minutes.</i></p>	
16	<p>ANY OTHER BUSINESS There was no other business to note.</p> <p>18:23 Staff and student governors left the meeting.</p>	
SC 17	<p>STAFF REMUNERATION <i>The minutes for this item are recorded in a separate set of strictly confidential minutes.</i></p>	
	<p>NEXT MEETING Wednesday 28 January 2026 – 9:00am - Strategy Meeting Thursday 26 March 2026 @ 4:00pm – Corporation Meeting</p>	
	<p>18:35 The meeting Closed</p>	