PUBLIC MINUTES – APPROVED
Meeting of the **YC CORPORATION**
Date: **26 March 2026**

Members:
Peter Thomas (Chair); Sam Best (Vice Chair); Becky Bevins; Nathaniel Bielby (Student HE); Mark Bolton (Principal); John Clark; Paul Clowes; Emily Fowler (Student FE); Lee Harwood; Jo Howarth; **Kayley Manns(Staff Business); Nicola McKenzie; Andrew Mitchell (Staff Teaching);Jag Ner; Emma Read; Louise Reah; 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	Acton
1	**MEETING PRELIMINARIES** Apologies were received from Jo Howarth, Louise Reah, Emma Read, Karl Tucker and David Woan. The meeting remained quorate throughout. There were no declarations of interest to note.	
2	**CASE STUDY** The VPQofE introduced the members to detailed case studies of students. One who joined from Westfield Academy and is predicted top grades in Biology, Psychology, and Criminology, and another student, a home-schooled student excelling in Chemistry, Maths, Physics, and self-studied Further Maths. Both students demonstrate exceptional commitment and achievement. The VPQofE noted a significant increase in the number of high-achieving A-level students over the past six years, with most coming from local schools, reflecting the College's progress in attracting and supporting talented learners. Members asked about tracking university applications and success rates? The VPQofE explained that the College tracks progression data up to age 18 and maintains contact with some high-achieving alumni, though systematic long-term tracking is limited by resources.	
3	**STUDENT VOICE** The members **NOTED** the student governor verbal reports. Emily Fowler, the FE Student Governor, reported that students are generally happy, classes are settled, and there is improved preparation for mock exams, including more past papers and focus on exam technique. She raised concerns about the lack of creative enrichment options and the inconsistency of existing clubs, suggesting the addition of activities like drama, literature, and a College newspaper. The VPQofE encouraged Emily to discuss these ideas with staff and student ambassadors. Emily relayed a peer's concern that the £5 free school meal allowance is insufficient for some menu items. The VPQofE clarified that the College tops up the government funding to £5, which should cover a range of meal options, though not all preferences can be met. Nathaniel Bielby, the HE Student Governor, reported positive feedback from HE students, noted temporary improvements in parking, and mentioned confusion among FE apprentices regarding NVQ requirements.	

	ACTION The VPQofE will follow up with Nathaniel Bielby outside the meeting to clarify the current agenda and management of NVQ requirements for Level 3 apprentices and address any confusion.	VPQofE
	ACTION: Emily Fowler will Consult with student ambassadors and peers to gather further suggestions for enrichment activities and communicate these to relevant staff for consideration and meet with Amy Briggs and Matt Holmes to discuss the consistency and expansion of enrichment activities, particularly creative options, and report back on outcomes at the next meeting.	FE Student Gov.
	ACTION: The VPQofE to review the current free school meal allowance and assess whether adjustments are needed to ensure students can access a suitable range of meal options.	VPQofE
	ACTION: The VPQofE to explore the possibility of a partnership with Adam Bergen at the Octagon/Westlands to enhance enrichment opportunities, particularly in the arts.	VPQofE
4	**MATTERS ARISING** (MA) 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.	
5	**CHAIR'S REPORT** The Chair informed members that a working group is handling chair recruitment, with recommendations expected at the June strategy meeting.	
6	**CLERK'S REPORT** The Board **NOTED** a verbal governance report from the Clerk. She has now finished the 10-week AI course. A thorough review has been conducted of the scheme of delegation in regard to Policies and Procedures and will be reported on at the next Corporation meeting. 16:52 Andy Mitchell joined the meeting 17:00 Emily Fowler left the meeting.	
7	**PRINCIPAL'S REPORT** *The minutes for this item are recorded in a separate set of confidential minutes*	
8	**CHAMPION UPDATE** The board **NOTED** reports and verbal updates from the Champions; - SEND – The Champion, Louise Reah. - Safeguarding - The Champion, Sam Best, had contributed to the safeguarding audit in December and attended the regular safeguarding meetings with management. - Cyber – The Champion, Jag Ner, informed members that the college has been awarded Cyber Essentials again and is undergoing Cyber Essentials Plus testing, with ongoing efforts to address new risks and maintain compliance.	
9	**GOVERNOR UPDATES** The Board **NOTED** governor updates. The Staff Governors reported on staff satisfaction with the recent pay award, the success of the apprenticeship and skills fair, and plans for a CPD festival to enhance collaboration and professional development.	
10	**SEARCH AND GOVERNANCE**	

	The Board **NOTED** a Governance report from the Search and Governance Chair. Members reviewed impending leadership and membership changes—including the Corporation Chair stepping down in July 2026, David Woan extending one year and moving from CQA to Finance, Jag Ner extending to October 2026 (noted as 12 years total service), and Lee Harwood potentially resigning in June 2027 despite a term to March 2029. To strengthen governance operations, the S&G Committee agreed to propose reducing committee membership to 5. The members noted strong attendance/engagement (>75%) for most governors. The Committee also advanced external review recommendations by unanimously recommending that governance business use only Yeovil College email addresses and devices (aligned to Cyber Essentials Plus and GDPR), with the Principal to confirm the implementation deadline and device options (including iPads), and agreed to keep using Teams/SharePoint while exploring a dedicated governor portal. Members also discussed the 2024/25 self-assessment, noting strong AoC governance compliance, but concerns about board paper volume/timing and workload. 17:46 John Clark left the meeting. The Board unanimously **APPROVED** on the **RECOMMENDATION** of the S&G Committee the Yeovil College Corporation Terms of Reference in Year update.	
11	**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 04 February and 11 March 2026. The VPQofE reported strong learner retention, high attendance, and positive teaching observations, with particular strengths in high needs provision. The quality improvement plan is on track, and Ofsted validation has confirmed the College's self-assessment. There has been a significant increase in safeguarding concerns, rising from 800 to 1,200 cases year-on-year, in line with national trends. The College has strengthened systems, invested in staff training, and maintains robust partnerships with external agencies. Temporary capacity pressures have arisen due to staff changes in the SEND team, but statutory duties are being met through internal secondments and recruitment. The committee is monitoring these risks and updating the quality improvement plan accordingly. The Board **REVIEWED** and **NOTED** the Safeguarding LA (local authority) Annual Audit Update and Safeguarding Annual Review 2024/25. The Board **REVIEWED** and **NOTED** the Student Union Financial Arrangements. EPAO (End Point Assessment Organisation). The Board **NOTED** that the College is becoming an End Point Assessment Organisation for integrated higher and degree apprenticeships in dental technology and aerospace engineering, as required by regulatory changes, with future expansion subject to business case approval.	
12	**INFRASTRUCTURE COMMITTEE** *The minutes for this item are recorded in a separate set of confidential minutes.* 18:15 a break was taken and the meeting started again at 18:25	
13	**FINANCE** *The minutes for this item are recorded in a separate set of confidential minutes.*	
14	**CONSENT AGENDA** The Board unanimously **APPROVED** a. Inclusion Strategy	

	The Board unanimously **APPROVED** with delegated authority to SMT for future approvals b. Home Working Policy c. Visa Sponsorship Policy The Board unanimously **APPROVED** on the **Recommendation** of the **Audit Committee** d. Health & Safety Policy (in year minor changes) e. P19 Whistleblowing Policy The Boad **NOTED** email approvals f. Admissions Policy g. P30 Quality Assurance Policy and Procedures h. YC EPAO Policy **CORPORATION, COMMITTEE AND WORKING GROUP MEETING MINUTES / INFORMAL NOTES** The Boad **NOTED** committee minutes as listed; - CQA – 04 February 2026, 11 March 2026 - Infrastructure Committee – 09 March 2026 - Finance - 29 January 2026 - Audit – 19 March 2026 - Remuneration (Including PEOPLE) – 09 February 2026 The Board unanimously **APPROVED** - Strictly Confidential (SC), Public and confidential minutes of the Corporation meeting, as a correct record and, to **Approve** non-confidential minutes for website publication of the meeting held 11 December 2026 – SC minutes are only sent to independent members. The Board **NOTED** an email approval by Board of Senior Post Holder Remuneration – Independent members only.	
15	**RISK MANAGEMENT AND INTERNAL CONTROLS (Including Audit Committee business)** *The minutes for this item are recorded in a separate set of confidential minutes.*	
16	**ANY OTHER BUSINESS** There was no other business to note.	
	NEXT MEETING Thursday 04 June 2026 @ 4pm - Strategy Meeting Thursday 16 July 2026 @ 4:30pm – Corporation Meeting	
	18:55 The meeting Closed	