

**VERSION – EXTERNAL MINUTES (Final)**

**MINUTES OF CIRENCESTER COLLEGE  
CORPORATION MEETING  
Monday 26<sup>th</sup> April 2021 from 5pm**



Due to the Coronavirus outbreak, this meeting was carried out via Microsoft Teams. All documents were made available to all Governors via SharePoint and shared via Microsoft Teams.

**Governors:**

- Karen Bell (KB) (Academic Staff Governor)
- Jane Fern (JF) (Support Staff Governor)
- Jim Grant (JG) (Principal)
- Mike Hellens (MH) (External Governor)
- Peter Holmes (PH) (Chair)
- Talitha Huxham (TH) (Student Governor)
- Mariama Ifode-Blease (MIB) (External Governor)
- Paul Jones (PJ) (Co-opted Governor)
- Susie Richards (SR) (External Governor)
- Nicole Saunders (NS) (External Governor)
- Bridget Stockford (BS) (Co-opted Governor)
- Julian Tudsbery (JT) (External Governor)
- Ben West (BW) (External Governor)
- Bradley Whitefield (BWH) (Student Governor)
- David Zan-Kreyser (DZK) (External Governor)

**In attendance:** Matt Couzens (MC) (VP Quality and Standards), Angelo Faria (AF) (Finance Director), Karen Fraser (KF) (VP Student Experience and External Relations), Matt Reynolds (MR) (VP Teaching and Learning), Rich Stonebridge (RS), Jeannie Adam (Clerk)

**Governor Comments (GC)**

**Governor Questions (GQ)**

**Corporation Decision (CD)**

1. **Apologies:**  
Apologies were received and accepted from Rebecca Halifax and Andy Topp. Chris Haslam was absent.
2. **Declarations of interest**  
There were no declarations of interest.
3. **Principal's Report (Confidential)** including:
  - a. **Principal's report April 2021**  
  
The Principal's report for April 2021 had been circulated with the agenda for the meeting. The discussion regarding the Principal's report is recorded in the confidential version of the minutes of the meeting.  
  
The Corporation noted the Principal's report for April 2021.
  - b. **Key Performance Indicator (KPI) tracker against Strategic Plan 2017-22.**  
  
The KPI tracker had been circulated with the agenda for the meeting.



GC - The Chair commented that a number of measures will be impacted because of a lack of data due to Covid 19.

The Principal advised that student outcomes will be hard to measure and comparison between GCSE and A level attainment will be difficult.

GQ – Is there any feedback from last year's leavers on how they are coping if they have gone on to University?

A – Only anecdotal feedback at the moment.

The Corporation noted the KPI Tracker.

c. **JQC Centre Policy 2021 and guidance for teachers.**

The JQC Centre Policy 2021 and guidance for teachers had been circulated with the agenda for the meeting.

The VP Quality and Standards gave a brief overview of the document and the college approach. There will be 2 holistic assessments reflecting the whole course. Assessments will end on 21<sup>st</sup> May 2021.

GC - The Chair advised that he and BW will meet with MC and the Exams Manager to discuss the policy and college approach further.

GQ – Where will assessments take place?

A – These will be classroom based. Adjustments will be in place for those students with access arrangements.

GQ – How will differences between projected grades and Teacher Assessed Grades be handled?

A – If the evidence from the assessments supports a higher grade than what was predicted, then the higher grade will be awarded.

GC – The Student Governor (TH) advised that her peer group feel clear on the process and that worries have settled down now that the process has been announced.

GC – There is the potential for a high level of appeals and record keeping will need to be excellent to avoid issues.

A – A tracking system will be in place. All submitted work will be stored electronically.

GC – Students may be worried about the appeals process and that grades may go down as well as up.

A – The appeals process will be clear and may be appropriate if there is evidence or the student is close to a grade boundary. There may be fewer appeals due to the lack of exams.

4. **16-19 Study Programmes (curriculum offer, high needs support, T Levels, size of programme report, curriculum balance and 'Digication' plans).**

a. **Level 2 Curriculum provision - changes to the Level 2 offer to be outlined to Corporation by Rich Stonebridge**

Details of the Level 2 curriculum provision had been circulated with the agenda for the meeting.

RS summarised the key details of the changes and advised that as the vocational offer will be replaced by T Levels, action was needed to address the impact of the on the Level 2 offer.

GQ – How many Level 2 students are expected?

A – It is expected to mirror the current level – 2020-2021 is 110.

GQ – How is the Level 2 accredited?

A – This will depend on the subject but will be mainly through the college.



**GQ – Will GCSE re-sits happen alongside if they are required?**

A – Yes.

The Corporation noted the Level 2 Curriculum provision.

**b. Teaching, Learning and Assessment Report 2020-2021**

The Teaching, Learning and Assessment Report 2020-2021 had been circulated with the agenda for the meeting.

The VP Teaching and Learning outlined the key details of the report, advised that there will be a meeting on 27<sup>th</sup> April 2021 with government minister Keegan regarding T Levels and that some managers are working at a national level on a variety of panels.

**GC – The Chair commented that this was a very good report and a testament to the college approach during Covid 19.**

**GQ – What is the level of special needs provision within Level 3 courses?**

A – There are more students with special needs wishing to take Level 3 courses and previous students have done well. Discussions are in hand with Gloucestershire County Council about provision for students with Educational Health Plans. Facilities to support students with special needs will be designed into the new buildings.

The Corporation noted the Teaching, Learning and Assessment report 2020-2021.

**MC and RS left the meeting.**

**5. Quality of teaching and learning (report on the progress for the courses identified at risk and subject to an internal inspection)**

The Quality of Teaching and Learning Report had been circulated with the agenda for the meeting.

The VP Quality and Standards outlined the key details of the report and advised that the methods used to deal with quality issues have improved greatly in recent years. The role of the Faculty Head is key along with monitoring via the faculty reviews.

**GC – The Chair commented that faculty reviews are attended by the Focus Governors and that the attention paid to the weaker courses is positive.**

The Corporation noted the Quality of Teaching and Learning Report.

**6. Stakeholder and community relations**

The Stakeholder and Community Relations Report had been circulated with the agenda for the meeting.

**GC – The Chair commented on the number of external organisations the college works with and that governors may be able to support the college with employer engagement through their network of contacts.**

The VP Student Experience and External Relations advised that some contacts have been restricted due to Covid 19.

The Corporation noted the Stakeholder and Community Relations Report.

**7. Pastoral support – student behaviour/attitudes, student support, student participation in enrichment and community**

The Pastoral Support Report had been circulated with the agenda for the meeting.



The VP Student Experience and External Relations advised that levels of pastoral support have remained high despite the Covid 19 restrictions and lockdowns.

GC – The Student Governor (BWH) commented that he is concerned that levels of involvement in student enrichment may remain low as students have become used to enrichment activities being reduced.

A – Students will have more free time in the next academic year. More students are staying on site all day currently.

The Corporation noted the Pastoral Support Report.

**Action - BWH to continue to work with enrichment team and engage with Principal and VP Student Experience and External Relations.**

**8. Statutory duties – safeguarding, Prevent and equalities.**

**a. Statutory duties report – April 2021.**

The Statutory Duties Report (April 2021) had been circulated with the agenda for the meeting.

The VP Student Experience and External Relations advised that the report contains more equality data.

GC – The volume of students receiving support is very high and must be creating pressure on the Pastoral team.

GQ – Is it expected that numbers needing support will stabilise?

A – The recent lockdown increased numbers seeking support with low level anxiety issues. It is anticipated this will level out but there are many unknown factors. Supporting the students is stretching and consideration must be given to staff well-being. As the college is targeting areas of greater deprivation, this will increase the demand for pastoral support.

GC – The Chair commented on the importance of the Single Central Record (SCR) which must be maintained by all educational institutions and is held by HR. This needs to be checked and reported to Corporation. The Chair will review this with the HR Manager and formally update the Corporation.

The VP Student Experience and External Relations advised that the SCR is checked by Ofsted when they carry out an inspection.

**Action – Chair to review the SCR with the HR Manager and report back to the Corporation.**

**b. Additional report following the Sarah Everard case – April 2021.**

The additional report following the Sarah Everard case had been circulated with the agenda for the meeting.

GC – The Chair commented about the level of media coverage regarding concerns about rape culture and its presence in educational institutions. The college has a very proactive approach to dealing with this issue.

GC – The Student Governor (TH) commented that within her peer group the topic is raised but focuses on concerns around moving on to university and how issues may be handled there. There is a strong feeling that students feel safe within the college.

GQ – Are students feeling prepared for what they may experience elsewhere?

A – The college focusses attention on behaviours, what is unacceptable and how to report if incidents occur.

GC – The Student Governor (BWH) commented that the college does well on this issue.

The Corporation noted the additional report following the Sarah Everard case.



**MIB left the meeting.**

**9. Financial Report and Accounts**

**a. To receive and note the March 2021 (P08) financial statement and commentary.**

The March 2021 (P08) financial statement and commentary had been circulated with the agenda for the meeting.

The Finance Director advised that the previously approved salary changes have come into effect and the salary forecast will increase for the next 5 years. The capex projection covers the next 5 years and reflects the T Level building funding bid. The ESFA requires new performance indicators due to financial challenges in the sector – the college remains above the ESFA intervention levels.

GC – The Chair of Audit and Focus Governor for finance commented that building, and salary increases are all clearly identified in the financial statement and commentary and there are no areas of concern.

GC – Covid 19 should now be categorised as a reality and not a 'black swan' event.

The Corporation noted the March 2021 (P08) financial statement and commentary.

**10. Governance**

**a. To note, approve and sign off the minutes of the Corporation meeting on 22<sup>nd</sup> March 2021.**

**i. Confidential internal minutes**

The minutes had been circulated with the agenda for the meeting. The minutes were approved as an accurate record of the meeting. The Chair will sign the minutes at a later date.

**Action – Chair to sign the confidential internal minutes and send to the Clerk.**

**ii. External minutes**

The minutes had been circulated with the agenda for the meeting. The minutes were approved as an accurate record of the meeting. The Chair will sign the minutes at a later date.

**Action – Chair to sign the external minutes and send to the Clerk.**

**NB – Confidential minute for External Governors only had been circulated by email for approval.**

**b. Matters arising from the 22<sup>nd</sup> of March 2021 minutes not covered elsewhere on the agenda.**

**Microsoft Teams/SharePoint**

The Clerk advised that following the meeting on 22<sup>nd</sup> March 2021, a meeting with IT had taken place to plan the next steps required to enable the Corporation to continue to operate via Microsoft Teams for the future. IT have advised that to facilitate this, governors will be set up with Office 365. IT have prepared a document to support governors with this change which the Clerk will circulate. Office 365 set up take place on Tuesday 4<sup>th</sup> May 2021. IT will be available to assist governors with any issues that may arise.

**Action – Clerk to issue IT document for governors and move to Office 365.**

**11. Policies**

**To receive, review and approve the following policy:**

**a. Data Protection Policy 2021 - NB Changes have been made to section 14 – Data Breaches and 17.1.1 Retention of Data.**

The revised Data Protection Policy 2021 had been circulated with the agenda for the meeting.

The Principal advised that it is likely that there will be further updates to the Data Protection Policy during 2021.

The Corporation approved the current version of the Data Protection Policy 2021.

**Action – Clerk to update the Principals PA regarding the Corporation approval of the current version of Data Protection Policy 2021.**

**12. Focus Governance**



To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff.

- a. Focus Governor Report – T Levels update 3/3/2021 (BW)
- b. Focus Governor Report – Faculty Reviews 3/3/2021, 15/3/2021 and 16/3/2021 (BW)

The Corporation noted the Focus Governor Reports – a. T Levels update and b. Faculty reviews.

### 13. Any other business

The Chair asked if governors would be happy for the Corporation meeting on 28<sup>th</sup> June 2021 to take place in college rather than remotely.

There were no objections to the next Corporation meeting being held in college.

GC – Governors commented that Corporation meetings should be accessible remotely to facilitate attendance.

The Clerk advised that Standing Order 40 allows for meetings to combine attendance in person and virtually. IT have been briefed that Corporation and its committee meetings will need to operate with a virtual element and access in the future.

The Principal suggested that an estate tour should take place at 4pm on 28<sup>th</sup> June 2021.

The Chair requested that all Focus Governors re-establish contact with their college leads and arrange to meet as soon as possible. A review of Focus Governor roles will take place for 2021-2022.

**Action – All Focus Governors re-establish contact with their college leads and meet as soon as possible.**

### 14. Date of next meeting

5.00 pm on Monday 28<sup>th</sup> June 2021. Venue to be confirmed at a later date.

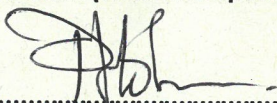
As detailed in SO Appendix 2B – Summary of Key Business 2020-2021 this meeting will receive reports on the following:

- College performance - Data on student outcomes for particular groups; FSM, deprived areas – Polar postcodes. **Note – this item is deferred from 22<sup>nd</sup> March 2021 meeting.**
- Student retention and attendance report
- Destination report
- Results of staff, student, and parent surveys

**The meeting closed at 6.40pm**

**Signed by:**

**Peter Holmes (Chair of Corporation)**



**Date**

23.6.21.



<b>Summary of resolutions, action points and outstanding business from this meeting (26<sup>th</sup> April 2021).</b>	<b>Action</b>	<b>Completed?</b>
Item 7 - BWH to continue to work with enrichment team and engage with Principal and VP Student Experience and External Relations.	BWH	Ongoing
Item 8a - Chair to review the SCR with the HR Manager and report back to the Corporation.	Chair	Chair of Corporation to meet with HR Manager on 5 <sup>th</sup> July 2021.
Item 10a i-iii - Chair to sign the confidential external governor minutes, confidential internal minutes and external minutes of the 22 <sup>nd</sup> of March 2021 meeting and send to the Clerk.	Chair	Complete
Item 10b - Clerk to issue IT document for governors and move to Office 365.	Clerk	Complete – sent by email 28/4/2021 (external governors and Jane Fern)
Item 11 - Clerk to advise Principal's PA that Corporation has approved the current Data Protection Policy 2021	Clerk	Complete - Advised by email 28/4/2021.
Item 13 - All Focus Governors re-establish contact with their college leads and meet as soon as possible.	Focus Governors	Pending
<b>Summary of resolutions, action points and outstanding business from previous meetings.</b>		
Item 6 - Chair and Clerk to investigate the options available to review the performance of the Corporation and report back via the Search and Governance Committee (17 <sup>th</sup> May 2021).	Chair/Clerk	Ongoing
Item 8 - campus walk for governors could be organised when social distancing restrictions allow.	Principal	4pm on 28 <sup>th</sup> June 2021
Item – 12cii - Governors to consider whether the skills audit which has been used in the past should be used or whether a new format should be adopted. Recommendations to be sent to the Clerk by 5 <sup>th</sup> May 2021.	All Governors	Draft skills audit approved by Search and Governance Committee on 17 <sup>th</sup> May 2021.
Item 16b - Clerk to proceed with the recruitment process.	Clerk	Complete. Recommendation from Search and Governance Committee on agenda for 28 <sup>th</sup> June 2021 meeting.



