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| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 5th December 2022  5pm to 7pm  N001 at Cirencester College | | | | |
| **KEY**  D – Items requiring a decision of Corporation.  N – Items to note.  GG – Good Governance. | | | | |
| Strategic Objective 1 – To enable all students and staff to achieve their full potential.  Strategic Objective 2 – To be regionally recognised as an inspiring college.  Strategic Objective 3 – To be a college for the future. | | | | |
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| 1. | N | **Apologies for absence** - ATU | Clerk |  |
| 2. | N | **Declarations of interest** | Chair |  |
| 3. | D | **Corporation membership - confidential**  The Search and Governance Committee, following its meeting on 31st October 2022 recommends the following for approval by the Corporation:   1. RH – tenure to end on 9/12/2022. | Chair | All governors |
| 4. | D | **Academisation – confidential**  To receive an update from the principal outlining the current position and options for the Corporation to consider. | Chair/Principal | All governors |
| 5. | D | **Member's report and financial statements – year end 31 July 2022**  The Corporation is asked to approve the Member’s Report and Financial Statements for the year ended 31st July 2022 and authorise the Chair of Corporation and Accounting Officer to sign the letter of representation on behalf of the Corporation.  Note – these documents were received and recommended for approved by the Audit Committee at its meeting on 21st November 2022.   1. Member’s Report and Financial Statements (year ended 31st July 2022) 2. Going concern 2021-2022 regularity assessment document. 3. Letter of Representation - financial statements to 31 July 2022. 4. Letter of Representation – regularity assurance engagement to 31 July 2022. | Chair | All governors |
| 6. | N | **Mazar’s Audit Completion Report 2021-2022 (confidential)**  To receive, discuss and note Mazars Audit Completion Report 2021-2022.  Note - received by Audit Committee on 21st November 2022. | Chair | All governors |
| 7. | N | **Principal’s Report** **(Confidential)** including:   1. Principal’s report December 2022. 2. Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27. | Principal | All Governors |
| 8. | N | **Self-Assessment Report (SAR) 2021-2022 and Quality Improvement Plan (QIP) sign off**  To receive and note:   1. The college self-assessment report (SAR)2021-2022. 2. Quality Improvement Plan (QIP) 2021-2022 3. Quality Improvement Plan (QIP) and QIL 2022-2023. | VP Curriculum and Quality | All Governors |
| 9. | N | **Adult education provision**  To receive and note the annual report regarding adult provision. | VP Student Experience and External Relations | FG |
| 10. | N | **Financial reports and accounts.**  To receive and note:   1. PO3 (October 2022) financial statement and commentary | Finance Director | DZK, JT |
| 11. | N | **Student Governors**  To receive any feedback from the Student Governor. | Student governors | Student governor |
| 12 | D | **Focus Governance**   1. **To finalise Focus Governor appointments for 2022-2023 academic year**   To receive, discuss and approve the document outlining proposed Focus Governor appointments for 2022-2023 as recommended by Search and Governance Committee on 31st October 2022.   1. **To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff:** 2. Pastoral faculty review – 7.11.2022 BW | Chair  Chair of Search and Governance | All governors |
| 13. | G | **Governance**   1. To note, approve and sign off the minutes of the Corporation meeting on 17October 2022 (NB issued to Corporation for comment on 2/11/2022) 2. Confidential Internal minutes 3. External minutes 4. Matters arising from the 17th October 2022 minutes not covered elsewhere on the agenda. 5. To receive, discuss and note the Corporation self-assessment report (SAR) 2021-2022. 6. To receive, discuss and note the Chairs performance report 2021-2022.      1. To receive and note the FE and sixth form college corporations: governance guide (June 2022). Updates to the information are highlighted. | Chair  Vice Chair | All governors |
| 14. | G | **Search and Governance Committee**   1. To receive the minutes (draft) of the Search and Governance Committee meeting on 31st October 2022. 2. To receive any further recommendations from the Search and Governance Committee following its meeting on 31st October 2022: 3. Role profiles for the recruitment of 2 new governors to address skills gaps identified. 4. Performance of the Search and Governance Committee 2021-2022. 5. Skills audit review – verbal update. 6. External review of governance – verbal update. 7. To receive and approve the following Standing Orders as reviewed by the Search and Governance Committee on 31stOctober 2022: 8. SO Appendix 6 – Search and Governance Committee Terms of Reference and calendar of business. 9. SO Appendix 4 – Committee membership 10. SO Appendix 10 – Student Governor Election 11. SO Appendix 11 – Parent Governor Election 12. SO Appendix 15 – Focus Governors | Chair Search and Governance | All Governors |
| 15. | G | **Remuneration Committee**   1. To receive and approve the Constitution, Terms of Reference and Procedures (Standing Order – Appendix 7a) for the Remuneration Committee as reviewed by the committee on 7th November 2022. 2. To receive and approve the Remuneration Committee Key Tasks (Standing Order – Appendix 7b) for 2022-2023 as reviewed by the committee on 7th November 2022. 3. Performance of the Remuneration Committee 2021-2022. | Chair of Remuneration | All Governors |
| 16. | G | **Audit Committee**   1. To receive the minutes (confidential draft) of the Audit Committee meeting of 21st November 2022.   Following the Audit Committee meeting on 21st November 2022, to receive, discuss and approve:   1. The Audit Committee 2021-2022 annual report to the Corporation and Principal. 2. Risk Assurance Register as of November 2022 3. Internal Audit reports for 2022-2023 (to date) 4. Amiantus Asbestos Consultants Report (June 2022) 5. Standing Order Appendix 5b – Audit Committee Key Tasks and Calendar of Business 2022-2023   To receive any further recommendations from the Audit Committee following its meeting on 21st November 2022:   1. Performance of the Audit Committee 2021-2022 2. IT and cyber security (verbal update) 3. Appointment of external auditors – update on the procurement process. 4. The capitalization threshold to be increased from £1000 to £2000. | Chair of Audit | All Governors |
| 17. | D | **Policies**  The following policies have been reviewed and require the approval of the Corporation:   1. Safeguarding Policy. 2. Whistleblowing Policy and Procedures (reviewed by Audit Committee) 3. Fraud Prevention Policy 4. Treasury Management Policy 5. Value for Money Policy. 6. Risk Assurance Framework | Chair | All Governors |
| 18. | D | **Staff Pay Proposals – confidential. External governors only**  To receive and discuss staff pay proposals for January 2023 from the Principal and Finance Director. | Principal/FD | External governors only |
| 19. | G | **Remuneration Committee – confidential. External governors only.**  To receive a verbal report of the Remuneration Committee meeting of 7th November 2022 | Chair of Remuneration | External governors only |
| 20. | N | **Any Other Business**  Chair to be notified in advance. Inclusion at the discretion of the Chair. | Chair |  |
| 21. | N | **Date of next meeting**  The next Corporation meeting will take place at 5pm on Monday 23rd January 2023.  This meeting will be preceded by a training session for governors which will provide a curriculum and T level update.  As detailed in SO Appendix 2B – Summary of Key Business 2021-2022, this meeting will receive reports on the following:   * Apprenticeships * Student personal development * 16-19 study programmes * Employer/employee relations * Student induction survey. | Chair |  |