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| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 6th December 2021  5pm to 7pm  This meeting will take place via Microsoft Teams  3.45pm - a tour of the new building will be led by the principal. Note: the tour has been postponed.  4.15pm - this meeting will be preceded by health and safety training for governors which will be delivered by Helen Tonks. Note: the training has been postponed. | | | | |
| **KEY**  D – Items requiring a decision of Corporation.  N – Items to note.  GG – Good Governance. | | | | |
| Strategic Objective 1 – “Viable and autonomous”  Strategic Objective 2 – “Exceptional student outcomes”  Strategic Objective 3 – “Exceptional student experience”  Strategic Objective 4 – “Exceptional College community” | | | | |
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| 1. | N | **Apologies for absence** | Clerk |  |
| 2. | N | **Declarations of interest** | Chair |  |
| 3. | N | **Senior Professionals**  To receive a report on the Senior Professional role. | VP Teaching and Learning | PH |
| 4. | D | **Corporation membership**   1. The Search and Governance Committee, following its meeting on 18th October 2021 recommends the following for approval by the Corporation:  * DZK - tenure be extended for a further 3 years until 21st January 2024. * Co –opt JT for the academic year 2022-2023 to retain his expertise.  1. AS has been appointed as the new Student Governor. 2. MIB – tenure will end at the end of this term. | Chair | All governors |
| 5. |  | **Committee membership**  The Search and Governance Committee, following its meeting on 18th October 2021 approved the following committee appointments:   * **Remuneration Committee** – RH to join the committee. SR to join the committee for the 2021-2022 academic year. * **Audit Committee** – ATU to join the committee. * **Search and Governance Committee** – RH to step down from the committee. LR and FG to join the committee. |  | All governors |
| 6. | D | **Academisation - confidential**  The Corporation, at its meeting on 5th October 2020, agreed to review the position on academisation during autumn term 2021.   * To receive paper from the principal outlining the current position and options. | Chair | All governors |
| 7. | D | **Member's report and financial statements – year end 31 July 2021**  The Corporation is asked to review the Member’s Report and Financial Statements for the year ended 31st July 2021 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 approved by the Audit Committee at its meeting on 22nd November 2021.   1. Member’s Report and Financial Statements (year ended 31st July 2021) 2. Letter of Representation - financial statements to 31 July 2021. 3. Letter of Representation – regularity assurance engagement to 31 July 2021. | Chair | All governors |
| 8. | N | **Mazar’s Audit Completion Report 2020-2021**  To receive and note Mazars Audit Completion Report 2020-2021.  Note - received by Audit Committee on 22nd November 2021. | Chair | All governors |
| 9. | N | **Principal’s Report** **(Confidential)** including:   1. Principal’s report December 2021. 2. Key Performance Indicator (KPI) tracker against Strategic Plan 2017-22. | Principal | Chair |
| 10. | N | **Self-assessment report and Quality Improvement Plan (QIP) sign off**  To receive and note:   1. The college self-assessment report (SAR)2020-2021. 2. Quality Improvement Plan (QIP). | VP Curriculum and Quality | PH |
| 11. | N | **Adult provision**  To receive and note the annual report regarding adult provision. | VP Student Experience and External Relations | FG |
| 12. | N | **Financial reports and accounts.**  To receive and note:   1. PO3 (October 2021) financial statement and commentary | Finance Director | DZK, JT |
| 13. | N | **Student Governors**  To receive any feedback from the Student Governor. | Student governors |  |
| 14. | G | **Governance**   1. To note, approve and sign off the minutes of the Corporation meeting on 4th October 2021 (NB issued to Corporation for comment on 11th October 2021): 2. Confidential Internal minutes 3. External minutes 4. Matters arising from the 4th October 2021 minutes not covered elsewhere on the agenda. 5. Corporation self-assessment report (SAR) 2020-2021. 6. Chairs performance 2020-2021 | Chair  Vice Chair | All governors |
| 15. | G | **Search and Governance Committee**   1. To receive the minutes (draft) of the Search and Governance Committee meeting on 18th October 2021. 2. To receive and approve the following Standing Orders as reviewed by the Search and Governance Committee on 18th October 2021: 3. SO Appendix 6 – Search and Governance Committee Terms of Reference and calendar of business. 4. SO Appendix 3 – Corporation members 5. SO Appendix 4 – Committee membership 6. SO Appendix 21 – Code of Conduct 7. SO Appendix 15 – Focus Governors 8. SO Appendix 15 (Addenda A) - individual Focus Governor roles 9. To receive any further recommendations from the Search and Governance Committee following its meeting on 18th October 2021: 10. Performance of the Search and Governance Committee 2020-2021. 11. Skills audit 2021-2022 | Chair Search and Governance |  |
| 16. | 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 1st November 2021. 2. To receive and approve the Remuneration Committee Key Tasks (Standing Order – Appendix 7b) for 2021-2022 as reviewed by the committee on 1st November 2021. 3. Performance of the Remuneration Committee 2020-2021. | Chair of Remuneration |  |
| 17. | G | **Audit Committee**   1. To receive the minutes (confidential draft) of the Audit Committee meeting of 22nd November 2021.   Following the Audit Committee meeting on 22nd November 2021, to receive:   1. The Audit Committee 2020-2021 annual report to the Corporation. 2. Risk Assurance Register as of November 2021 3. Internal Audit report for 2020-2021 4. Standing Order Appendix 5b – Audit Committee Key Tasks and Calendar of Business 2021-2022   To receive any further recommendations from the Audit Committee following its meeting on 22nd November 2021:   1. Performance of the Audit Committee 2020-2021 2. IT and cyber security (verbal update) | Chair of Audit |  |
| 18. |  | **Policies**  The following policies have been reviewed and require the approval of the Corporation:   1. Freedom of Information Policy. 2. Safeguarding Policy. 3. Whistleblowing Policy and Procedures (reviewed by Audit Committee) 4. Subcontract Fees and Charges (reviewed by Audit Committee) 5. Supply Chain Fees and Charges Policy (reviewed by Audit Committee) 6. Student Charter and Code of Conduct Policy | Chair | All Governors |
| 19. | G | **Focus Governance**  To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff.   1. Faculty review STEAM (7/10/2021) (BW) 2. Teaching and Learning (ALES report 12/10/2021) BW 3. Students with special educational needs (18/10/2021) PH 4. Student voice/experience (4/11/2021) LR 5. Apprenticeships (30/11/2021) ATU | Chair | All Governors |
| 20. | D | **Confidential item – external governors only.**  To receive a confidential document from the principal. | Chair | External governors only |
| 21. |  | **Remuneration Committee - external governors only.**  To receive a verbal report of the Remuneration Committee meeting of 1st November 2021 | Chair of Remuneration | External governors only |
| 22. | N | **Any Other Business**  Chair to be notified in advance. Inclusion at the discretion of the Chair. | Chair |  |
| 23. | N | **Date of next meeting**  The next Corporation meeting will take place at 5pm on Monday 24th January 2022.  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 (deferred from 6th December 2021) | Chair |  |