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# VERSION – EXTERNAL MINUTES (Final)

# MINUTES OF CIRENCESTER COLLEGE

**CORPORATION MEETING**

**Monday 4th October 2021 from 5pm**

**N006 and Microsoft Teams**

**Governors:**  Karen Bell (KB) (Academic Staff Governor)

Jane Fern (JF) (Support Staff Governor)

Fiona Galbraith (FG) External Governor)

Jim Grant (JG) (Principal)

Rebecca Halifax (RH) (External Governor)

Chris Haslam (CH) (External Governor) (via Microsoft Teams)

Peter Holmes (PH) (Chair)

Mariama Ifode-Blease (MIB) (External Governor) (via Microsoft Teams)

Libby Reed (LR) (Co-opted Governor)

Nicole Saunders (NS) (External Governor) (via Microsoft Teams)

Andrew Tubb (ATU) (External Governor)

Julian Tudsbery (JT) (External Governor)

Ben West (BW) (External Governor)

Bradley Whitefield (BWH) (Student Governor)

David Zan-Kreyser (DZK) (External Governor) (via Microsoft Teams)

**In attendance:** Matt Couzens (MC) (VP Curriculum and Quality), Angelo Faria (AF) (Finance Director), Karen Fraser (KF) (VP External Relations and Student Journey), Jeannie Adam (Clerk)

Governor Comments (GC)

Governor Questions (GQ)

Corporation Decision (CD)

1. **Apologies:**

Apologies were received and accepted from Susie Richards. Andy Topp was unable to join the meeting via Microsoft Teams due to technical difficulties.

1. **Declarations of interest**

There were no declarations of interest.

1. **Corporation Membership (confidential)**

The Corporation noted that Paul Jones stepped down as a governor with effect from 8th September 2021.

The Corporation formally welcomed FG, LR and ATU as newly appointed governors and agreed to bring forward FG’s appointment date from January 2022 to 8/9/2021.

**Action – Clerk to write to FG to confirm the revised appointment date of 8th September 2021.**

1. **Chair’s Action**
   1. The Corporation noted that the Chair of the Corporation gave approval for an application to the Further Education Professional Development Grant Pilot and that this application had been successful.
   2. The Corporation noted that the final outcome of the T Levels capital bid is still awaited.
2. **Education and Skills Funding Agency (ESFA)**

The letter from the interim accounting officer and chief executive of the ESFA issued to accounting officers and chairs of corporations on 22nd September 2021 had been circulated with the agenda for the meeting. The Corporation noted the letter.

1. **Principal’s Report** **(Confidential)** including:
2. **Principal’s report October 2021**

The principal’s report for October 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 October 2021.

1. **Key Performance Indicator (KPI) tracker against Strategic Plan 2017-22.**

The KPI tracker had been circulated with the agenda for the meeting.

The Corporation noted the KPI Tracker.

1. **Strategic objectives 2022-2027**
2. The 2022-2027 strategic objectives had been circulated with the agenda for the meeting and had been considered by the Corporation at its strategy meeting on 13th September 2021.

CD – The Corporation formally approved the adoption of the 2022-2027 strategic objectives.

1. The 2022-2027 strategic objectives with milestones had been circulated with the agenda for the meeting and had been considered by the Corporation at its strategy meeting on 13th September 2021.

CD – The Corporation agreed that quantitative measures would need to be added but formally approved the broad milestones.

1. Three 2022-2027 wordle options had been circulated with the agenda for the meeting. Governors were asked to indicate their preference from the options.

GQ – What is the wordle for?

A – To capture what the college stands for in a manner that can be used to support marketing activity. The words used are taken from those used by students, parents and staff to describe the college experience.

GQ – What outcome is expected and are there any metrics associated with this?

A – It replaced the ‘our values’ message used in the past. There are no associated metrics and it is intended to support the presentation of the college to its customers and stakeholders. If an alternative format become available it could be adapted.

CD – The Corporation approved the wordle in the format of a tree for use to support the communication of the 2022-2027 strategy but alternative methods of communicating the College’s values will be considered and brought back to Corporation.

1. **Customer feedback report 2020-2021**

The customer feedback report 2020-2021 had been circulated with the agenda for the meeting.

The VP Student Experience and External Relations advised that the volume of feedback has been very high and it has been made easier for comments to be made. There has been a high number of positive comments received. Areas in need of attention have been identified.

The Corporation noted the customer feedback report 2020-2021.

1. **Subcontracting report**
2. The Department of Education guidance document ‘Role of those charged with governance in subcontracting’ had been circulated with the agenda for the meeting and was noted by the Corporation.
3. The subcontracting report (September 2021) had been circulated with the agenda for the meeting.

GC – The ESFA are worried about the level of subcontracting activity in some parts of the FE sector, but it is a very small part of the college activity (approximately 1% of turnover).

The Finance Director advised that the contract with Premier Training is reducing each year – currently £50,000 and projected to be zero by 2022-2023. The objective remains to grow the local offer in order to protect the grant allocation. Currently the potential from courses is around £75,000 and there are more courses in the pipeline.

GQ – Are the Premier students local or can they come from anywhere?

A – Students come from anywhere as Premier Training use an online platform.

The Corporation noted the subcontracting report (September 2021).

1. **Financial reports and accounts. Pre-Audit update 2020-2021 and 2021-2022 outlook note**
   1. The Pre-Audit update 2020-2021 including the PO12 financial statement and commentary, 2021-2022 outlook update and Capital expenditure appropriation had been circulated with the agenda for the meeting.

The Finance Director advised that the college is likely to move from an ESFA grading of outstanding to good due to the impact of the building programme and that he is seeking an additional £250,000 from the surplus to mitigate the increased risk. Cash balances are good and the potential increase in 16-19 enrolment against the budget is positive as it increases the safety margin. The impact of lagged funding needs to be borne in mind.

GC – The impact of the current situation is difficult to judge. Prices are currently rising quickly but may fall back. The cost of labour in the building sector needs to be monitored as this is rising at the moment.

GQ – Is student enrolment for 2022-2023 expected to rise at the same rate?

A – There are a multitude of factors. Transport changes may continue to bring students from new areas. There will be growth in 2022-2023 due to the larger number of first years progressing to their second year.

GC – The value of student outcomes and the range of the offer made by the college will be critical for level 3 students.

CD – The Corporation unanimously approved the appropriation of £250,000 from the surplus as requested by the Finance Director.

* 1. The PO10 financial statement and commentary had been circulated with the agenda for the meeting and was noted by the Corporation.
  2. The PO11 financial statement and commentary had been circulated with the agenda for the meeting and was noted by the Corporation.
  3. The additional ACOP declaration requirements for 2020-2021 (issued July 2021) had been circulated with the agenda for the meeting.

CD – The Corporation unanimously approved the additional ACOP declaration requirements for 2020-2021 and authorised to the Chair to sign on behalf of the Corporation.

**Action – Chair to sign the additional ACOP declaration for 2020-2021. Clerk to send the signed document to the Finance Director.**

1. **Student Governors**

There were no specific items to be raised by the Student Governors.

1. **Keeping Children Safe in Education – September 2021**
2. Keeping Children Safe in Education (KCSIE) – September 2021 (full document) had been circulated with the agenda for the meeting and was noted by the Corporation.
3. KCSIE Part 1 (stand-alone document) had been circulated with the agenda for the meeting.

GC – The Chair commented that all governors are required to read KCSIE Part 1.

CD – The Corporation unanimously agreed for the Clerk to issue a governor declaration that part 1 of KCSIE has been read and to be completed by all governors on annual basis and that the Search and Governance committee should review Standing Order 21 - Code of Conduct and include a requirement for all governors to read (and declare this) part 1 of KCSIE on an annual basis.

**Action – Clerk to prepare and issue an annual declaration regarding KCSIE part 1 to all governors.**

**Action – All governors to read KCSIE part 1 and return the declaration to the Clerk.**

TheVP Student Experience and External Relations advised that the revised Safeguarding Policy will be issued for Corporation review and approval at its meeting on 6th December 2021.

GQ – Are there mandatory consent workshops for new students?

A – They are part of the education for life programme during the autumn term. Students are marked down for non-attendance.

GQs – Are students asked if they feel safe at college? Peer on peer issues may lead to anxiety and students may be reluctant to report issues?

A – Yes and a very high positive response is received. The aim is to create an environment where students feel they can report issues.

GQ – As Ofsted are looking increasingly at safeguarding, could a ‘mock’ inspection of this area take place?

A – This may not be a priority given the high level of confidence the Corporation has around safeguarding. Ofsted may be alerted if there were a high volume of complaints or issues were raised during an inspection. The single central record would be inspected and Ofsted would check that systems are in place within the college.

1. **Governance**
2. **To note, approve and sign off the minutes of the Corporation meeting on 28th June 2021.**
3. **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 and were signed by the Chair of the Corporation.

1. **External minutes**

The minutes had been circulated with the agenda for the meeting. The minutes were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.

1. **Matters arising from the 28th June 2021 minutes not covered elsewhere on the agenda.**

There were no matters arising from the 28th June 2021 minutes.

1. **Policies**
2. **Freedom of Information Policy –** this item is deferred until the Corporation meeting on 6th December 2021.

**Action – Clerk to add Freedom of Information Policy to the agenda of the Corporation meeting on**  **6th December 2021.**

1. **Data Protection Policy**

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

CD – The Corporation unanimously approved the Data Protection Policy.

**Action – Clerk to advise the VP Curriculum and Quality that the Corporation have approved the Data**  **Protection Policy**

1. **Focus Governance**

The following reports from Focus Governors regarding contact and meetings with SLT and key college staff had been circulated with the agenda for the meeting and were noted by the Corporation:

1. Faculty of Life Sciences review meeting 14th July 2021 (BW).
2. Finance matters arising from outcome of the T Level bid (9th August 2021 - DZK, JT and Finance Director).
3. HE/Adult Education meeting 17/9/2021 (FG).
4. **Any Other Business**
5. The SFCA submission to the spending review September 2021 had been circulated with the agenda for the meeting and was noted by the Corporation.

GC – Governors are encouraged to support the SFCA Raise the Rate campaign via the SFCA website.

1. **Date of next meeting**

The next Corporation meeting will take place on Monday 6th December 2021 from 5pm in N006.

**Note - Governor Health and Safety training will take place from 4.15pm and will be delivered by Helen**  **Tonks.**

As detailed in SO Appendix 2B – Summary of Key Business 2021-2022, this meeting will receive reports on the following:

* Sign off 2020-2021 accounts
* Self-assessment report and Quality Improvement Plan (QIP) sign off
* Student induction survey
* Adult provision (franchised provision).

**The meeting closed at 6.45pm**

**Signed by:**

**Peter Holmes (Chair of Corporation)**



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**Date**

**8th December 2021**

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| **Summary of resolutions, action points and outstanding business from this meeting (4th October 2021).** | **Action** | **Completed?** |
| Item 3 - Clerk to write to FG to confirm the revised appointment date of 8th September 2021. | Clerk | Complete 6/10/2021 |
| Item 6ai - VP Curriculum and Quality to work with MIS to establish if headline data can be made available to governors and report back to the Corporation. | VP Curriculum and Quality | Complete |
| Item 10d - Chair to sign the additional ACOP declaration for 2020-2021. Clerk to send the signed document to the Finance Director. | Chair/Clerk | Complete – 6/10/2021 |
| Item 12b - Clerk to prepare and issue an annual declaration regarding KCSIE part 1 to all governors. | Clerk | Complete – issued by email 13/10/2021 |
| Item 12b - All governors to read KCSIE part 1 and return the declaration to the Clerk. | All governors | Complete |
| Item 14a - Clerk to add Freedom of Information Policy to the agenda of the Corporation meeting on 6th December 2021. | Clerk | Complete – 6/10/2021 |
| Item 14b - Clerk to advise the VP Curriculum and Quality that the Corporation have approved the Data Protection Policy | Clerk | Complete – 6/10/2021 |
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| **Summary of resolutions, action points and outstanding business from previous meetings.** |  |  |