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| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 4th December 2023  5pm to 7pm  T105 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** – BW. | Clerk |  |
| 2. | N | **Declarations of interest** | Chair |  |
| 3. | D | **Corporation membership - confidential**  The Search and Governance Committee, following its meeting on 23rd October 2023 recommends the following appointments for approval by the Corporation:   1. ME – Appointment date - to be confirmed. 2. GW – Appointment date – to be confirmed. 3. CS – appointed unopposed as Parent Governor wef 13th November 2023. 4. KH – appointed unopposed as Student Governor wef 13th November 2023.   Note – ME, GW and CS to attend this meeting in observer capacity. | Chair | All governors |
| 4. |  | **Interim Principal’s Report** **(Confidential)** including:   1. Interim Principal’s report December 2023. 2. Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27. 3. For information – Letter to MR from Education and Skills Funding Agency (ESFA) confirming assessment grade based on College Financial Forecasting Return (CFFR) 2023-2025. | Chair  Interim Principal |  |
| 5. | D | **Academisation sub-committee interim report – (confidential)**  To receive an update from the Chair of the academisation sub-committee. | Chair/Principal | All governors |
| 6. | D | **Mazar’s Audit Completion Report 2022-2023 (confidential)**  To receive, discuss and approve Mazars Audit Completion Report 2022-2023.  Note - received by Audit Committee on 20th November 2023 and recommended to the Corporation. | Chair | All governors |
| 7. | D | **Member's report and financial statements – year end 31 July 2023 (confidential)**  The Corporation is asked to approve the Member’s Report and Financial Statements for the year ended 31st July 2023 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 approval by the Audit Committee at its meeting on 20th November 2023.     1. Member’s Report and Financial Statements (year ended 31st July 2023) 2. Going concern 2022-2023 regularity assessment document. 3. Letter of Representation - financial statements to 31 July 2023. 4. Letter of Representation – regularity assurance engagement to 31 July 2023. | Chair  Finance Director | All governors |
| 8. | N | **Financial reports and accounts.**  To receive and note:   1. PO3 (October 2023) financial statement and commentary. 2. Lloyds Bank loan – form of compliance certificate | Finance Director |  |
| 9. | N | **Self-Assessment Report (SAR) 2022-2023 and Quality Improvement Plan (QIP) sign off (confidential).**  To receive and note:   1. Executive summary college self-assessment report (SAR)2022-2023. 2. The college self-assessment report (SAR)2022-2023. 3. Quality Improvement Plan (QIP) 2022-2023 4. Quality Improvement Plan (QIP) and QIL 2023-2024. | VP Curriculum and Quality | All Governors |
| 10. | N | **Adult education provision annual report**   1. To receive and note the annual report regarding adult provision (December 2023). 2. To receive and note the list of stakeholders working with Adult Education team. | VP Student Experience and External Relations | FG |
| 11. | N | **Student Governors**  To receive any feedback from the Student Governor. | Student governors | Student governor |
| 12. | G/N | **Focus Governance (confidential)**   1. **To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff:** 2. Safeguarding, Student Wellbeing, Tutorial, Education for Life, Student Experience – 5th October 2023 (LR) 3. Open Day – 14th October 2023 (FG) 4. Faculty Reviews – Humanities and Earth Sciences (9/10/2023) and Business and Land-based (10/10/2023) (BW). | Chair | All governors |
| 13. | G/N | **Governance**   1. To note, approve and sign off the minutes of the Corporation meeting on 9th October 2023 (NB issued to Corporation for comment on 18/10/2023) 2. Confidential Internal minutes 3. External minutes. 4. Matters arising from the 9th October 2023 minutes not covered elsewhere on the agenda. 5. To note, approve and sign off the minutes of the Corporation extraordinary meeting on 3rd November 2023 (NB issued to Corporation for comment on 7/11/2023). 6. To receive, discuss and note the Chairs performance report 2022-2023.   Note – this matter would normally be considered at this point but will not be progressed for 2022-2023. | Chair  Vice Chair (AT) | All governors |
| 14. | G/N | **Search and Governance Committee**   1. To receive the minutes (draft) of the Search and Governance Committee meeting on 23rd October 2023. 2. To receive any further recommendations from the Search and Governance Committee following its meeting on 23rd October 2023: 3. Performance of the Search and Governance Committee 2023-2023. 4. External review of governance recommendations tracker. | Chair Search and Governance | All Governors |
| 15. | G/N | **Remuneration Committee**   1. Performance of the Remuneration Committee 2022-2023.   Note – agenda item 19 also refers. | Chair of Remuneration | All Governors |
| 16. | G/N | **Audit Committee**   1. To receive the minutes (confidential draft) of the Audit Committee meeting of 20th November 2023.   Following the Audit Committee meeting on 20th November 2023, to receive, discuss and approve:   1. The Audit Committee 2022-2023 annual report to the Corporation and Interim Principal. 2. Risk Assurance Register as of November 2023 3. Internal Audit reports for 2032-2024 (to date): 4. TiAA Key Financial Controls internal audit (26th-28th June 2023)   To receive any further recommendations from the Audit Committee following its meeting on 20th November 2023:   1. Internal Audits for 2023-2024 to be progressed: 2. Cyber security assurance 3. Employer related review. 4. New HR system. 5. Staff recruitment and retention. 6. ILR data. 7. Financial controls, budgeting and effective financial reporting. 8. Performance of the Audit Committee 2022-2023. | Chair of Audit | All Governors |
| 17. | D | **Policies**  The following policies have been reviewed and require the approval of the Corporation:   * 1. Financial Regulations – to be amended to include Managing Public Money (MPM), ESFA bite sized guides and ‘Dear Accounting Officer’ letter following ONS reclassification   2. Subcontract Fees and Charges Policy (2023-2025).   3. Supply Chain Fees and Charges Policy (2023-2025). | Chair | All Governors |
| 18. | D | **Standing Orders**  The following Standing Orders have been reviewed by committee and require the approval of the Corporation:   1. To receive and approve the following Standing Orders as reviewed by the Search and Governance Committee on 23rdOctober 2023: 2. Standing Order Appendix 4 which defines Corporation Committee membership. 3. Standing Orders – Appendix 15 which defines the responsibilities and functioning of the Focus Governor. 4. Standing Order Appendix 21 – Code of Conduct. 5. Standing Orders Core Document – proposed changes highlighted. 6. To receive and approve the following Standing Orders as reviewed by the Remuneration Committee on 6th November 2023: 7. Standing Order 7a - Constitution, Terms of Reference and Procedures for the Remuneration Committee 8. Standing Order 7b - Remuneration Committee Key Tasks for 2023-2024. 9. To receive and approve the following Standing Order as reviewed by the Audit Committee on 20th November 2023: 10. Standing Order Appendix 5b – Audit Committee Key Tasks and Calendar of Business 2023-2024. | Chair | All Governors |
| 19. | D | **Staff Pay Proposals – confidential. External governors only**  To receive and discuss staff pay proposals for January 2024 from the Interim Principal and Finance Director. | Principal/FD | External governors only |
| 20. | G | **Remuneration Committee – confidential. External governors only.**  To receive a verbal report of the Remuneration Committee meeting of 6th November 2023 | Chair of Remuneration | External governors only |
| 21. | N | **Any Other Business**  Chair to be notified in advance. Inclusion at the discretion of the Chair. | Chair | All |
| 22. | N | **Date of next meeting**  The next Corporation meeting will take place at 5pm on Monday 22nd January 2024.  This meeting will be preceded, at 4.15pm, by a training session for governors led by the Finance Director which will provide information on the pay strategy and budgeting.  As detailed in SO Appendix 2B – Summary of Key Business 2023-2024, this meeting will receive reports on the following:   * Apprenticeships (Employer relations) * Student personal development (Mental health/healthy living, prep for modern Britain, employability, work experience) * Employer/employee relations (Recruitment, staff retention, development and performance management) * Careers education and guidance report * Pay proposals – in year (if required as per 2023) * Attendance and Retention Report (for Autumn Term 2023) (added to schedule after Corporation meeting on 9th October 2023). | Chair | All |