|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 24th June 2024  5pm to 7pm  Board Room and Microsoft Teams. | | | | |
| **Note – 4.15pm in the Board Room**  **Governor Training – College Financial Handbook 2024.** | | | | |
| **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. | | | | |
|  | | | | |
|  | | | | |
| **INTRODUCTION AND WELCOME. To include:**   * Apologies for absence * Declarations of interest * Minutes of previous meeting and matters arising * Corporation membership and appointments | | | | |
| 1. | N | **Apologies for absence** | Clerk |  |
| 2. | N | **Declarations of interest** | Chair | All |
| 3. | D | **Minutes of the last meeting – 29th April 2024**   1. **To note, approve and sign off** the minutes of the Corporation meeting on 29th April 2024. 2. Confidential Internal minutes 3. External minutes 4. Matters arising. | Chair | All |
| 4. | N | **Corporation membership and appointments – confidential**   1. **End of tenure.** 2. **One-year review.** 3. **Appointment of Vice Chair of Corporation (effective 6th July 2024).** 4. Biography and statement. 5. **Governor recruitment.**   **e. Delegation of governor appointments** | Chair | All |
| **STRATEGY AND ASSURANCE. To include current strategic issues arising from:**   * Statutory requirements * Principal’s update * College strategy * Project Apollo * Current areas of focus | | | | |
| 5. | N/GG | **Principal’s Report** **(Confidential)** including:   1. **To note** the Principal’s Report June 2024. 2. **To note** the Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27. | Principal | All |
| 6. | N | **Strategic Objectives 2022-2027 annual review (confidential)**  A review of the strategic objectives 2022-2027 began at the Corporation Strategy Meeting on 26th April 2024.  **To receive:**  A verbal update on progress and timetable for publication of reviewed strategic objectives. | Chair/Principal | All |
| 7. | N | **Annual Strategic Conversation with Department for Education (confidential)**  **To receive**:  A verbal report from Chair of the Corporation and Principal regarding the Annual Strategic Conversation with Department for Education on 22nd May 2024. | Chair/Principal | All |
| 8. | N | **Accountability Statement 2024-2025 and the Local Needs Duty**  **To approve:**   * 1. The Accountability Statement 2024-2025 (for submission by 30th June 2024) and   2. The Accountability Action Plan on Skills 2024-2025 (for publication on the college website by 1st December 2024). | CS/Principal | All |
| 9. | N | **Project Apollo (Confidential)**  **To receive and note** a verbal report from the Project Apollo Focus Governor regarding the current status and the financial impacts of the project. | CS/Principal | All |
| 10. | N | **Impact of General Election**  **To discuss:**  Impact of local and national policy positions on the college in the short and medium term.  **To receive and note:**  Summary report of key FE related manifesto pledges as reported in FE Week. | Chair/Principal/Focus Governor for Curriculum | All |
| **GOVERNANCE ANNUAL ASSURANCE CYCLE. To include:**   * **Reports as defined by Standing Order Appendix 2B – 2023-2024 Corporation Schedule of Business.** | | | | |
| 11. | N/GG | **Quality of Teaching and Learning Report– Courses for Concern 2023-2024 (confidential).**  **To receive, discuss and note**:  Quality of Teaching and Learning Report – Courses for Concern 2023-2024. | VP Curriculum and Quality | BW |
| 12. | N/GG | **Student retention and attendance reports 2023-2024 (confidential)**  **To receive, discuss and note**:  a. Annual Student Retention Data Report for 2023-2024.  b.Termly Attendance and Retention Report (summer term 2023) | VP Student Experience and External Relations  VP Curriculum and Quality | All |
| 13. | N/GG | **Destinations report 2022-2023**  **To receive, discuss and note**:  Annual Destinations Report for 2022-2023. | Head of Pastoral | All |
| 14. | N/GG | **Results of staff and parent surveys (Confidential)**  **To receive, discuss and note:**   1. Staff survey 2023-2024 2. Parent survey 2023-2024 | VP Curriculum and Quality | NW, MC, CS, BM, KH |
| 15. | N/GG | **Teacher Training progress and impact report (confidential)**  This report is deferred until October 2024. | VP Teaching and Learning |  |
| 16. | N/GG | **HR Report (confidential)**  **To receive, discuss and note:**  Biennial HR Report.   1. HR Report summary sheet. 2. HR biennial report June 2024. | Head of HR | SR |
| 17. | N/GG | **Financial Report and Accounts (confidential)**  To receive and note:   1. P09 financial statement and commentary April 2024. 2. P10 financial statement and commentary May 2024. 3. Form of compliance certificate – to 30th April 2024. | Finance Director | AT |
| **STUDENT GOVERNORS, FOCUS GOVERNANCE AND COMMITTEES. To include:**   * Reports from Student Governos. * Reports from Focus Governors detailing meeting with SLT and college staff. * Committee minutes and reports following meetings. | | | | |
| 18. | N/GG | **Student Governors**   1. **To discuss:**   Any recommendations from the Student Governors.   1. **To discuss:**   A review of their respective terms in office and recommendations for future impact of student governors. | Chair | BM, KH |
| 19. | N/GG | **Focus Governance (confidential)**  **To receive note and discuss:**   1. **SEND** 2. **Apprenticeships** 3. **Careers/Skills** 4. **Curriculum reviews.** 5. **Health and Safety.** | Chair | All |
| 20. | N/GG | **Search and Governance Committee – 20th May 2024**  **To receive:**  the minutes (draft) of the Search and Governance Committee meeting of 20th May 2024 which refer to the actions and recommendations of the committee.  **To approve**:  The Search and Governance Committee request Corporation approval for the re-subscription to the SFCA governance webinar programme for 2024-2025 (details yet to be confirmed by SFCA). | Chair S and G | All |
| 21. | N/GG | **Audit Committee - 10th June 2024**   1. **To receive:** the minutes (draft) of the Audit Committee meeting of 10th June 2024. 2. **To receive and note**: the Risk Assurance Register as of June 2024. 3. **To receive and note**: the Interim Risk Management Report as of June 2024. 4. **To receive and approve**: Mazar’s Audit Strategy Memorandum (year ending 31 July 2024). 5. **To receive and approve:** the proposed internal audit activity for 2024-2025. | Interim Chair Audit | All |
| **GOVERNANCE ADMINISTRATION AND PROCESSES. To include:**   * Key governance documentation * Policies for review and approval * Standing Orders for review and approval * Next meeting | | | | |
| 22. | N/GG | **College Financial Handbook 2024**  **To receive, review and note**: the College Financial Handbook 2024 (published March 2024) and effective from 1st August 2024. | Chair | All |
| 23. | N/GG | **Post 16 Audit Code of Practice (ACOP) and Regularity Self-Assessment Questionnaire**   1. **To receive, review and note:** the Post 16 Audit Code of Practice 2023-2024 (issued March 2024) which sets out how the Corporation provides assurance to the ESFA that public money is spent in accordance with HM Treasury guidelines and that statutory and other legal requirements have been properly discharged. 2. **To receive and approve:** the ACOP Regularity Self-Assessment Questionnaire 2023-2024 for signing by Chair of the Corporation and Principal (as Accounting Officer). 3. **To receive and approve:** the Letter of Representation for the ACOP and to agree for the authority for the Finance Director to sign this on behalf of the Corporation. | Chair | All |
| 24. | N/GG | **College Accounts Direction 2023-2024 – Financial reporting requirements for sixth form colleges and further education colleges – March 2024**  **To receive, review and note:** the College Accounts Direction 2023-2024 (March 2024) which sets out the Education and Skills Funding Agency (ESFA) financial reporting requirements and will inform the annual report of the Audit Committee to the Corporation (due December 2024). | Chair | All |
| 25. | N/GG | **College Financial Planning Handbook 2024**   1. **To receive, review and note:** the ‘College financial planning handbook 2024 (Financial outturn requirements for the year 2023 to 2024 and financial planning requirements for the years 2024 to 2025 and 2025 to 2025 for further education and sixth-form college corporations)’ issued by ESFA May 2024. 2. **To note:** that the mandatory College Financial Forecasting Return (CFFR) must be submitted by 31st July 2024 – see Audit Committee draft minutes (item 17 refers). | Chair | All |
| 26. | D | **Policies**  **To receive, review and approve** the following policies reviewed by Search and Governance Committee (20th May 2024) and Audit Committee (10th June 2024) and recommended for approval by the Corporation:   1. Student Charter and Code of Conduct Policy. 2. Financial Regulations 2024-2026. 3. Risk Management Policy. | Chair | All |
| 27. | D | **Standing Orders**  **To receive, review and approve** the following Standing Orders reviewed by Search and Governance Committee (20th May 2024) and Audit Committee (10th June 2024) and recommended for approval by the Corporation:   1. Standing Order - Appendix 30 Public Value Statement – proposed amendments highlighted. 2. Standing Order - Appendix 17 Corporation and Co-opted members’ tenure of office – proposed amendments highlighted. 3. Standing Order – Appendix 40 – Procedure for virtual attendance at Corporation and committee meetings (annual review) – no revisions. 4. Standing Order - Appendix 4 Committee Membership 2023-2024 (with updates highlighted May 2024). 5. Standing Order Appendix 5A - Audit Committee Terms of Reference has been updated in line with the changes to the Post 16 Audit Code of Practice (ACOP) 2023-2024 – proposed changes highlighted. | Chair | All |
| 28. | D | **Corporation meetings and key business 2024-2025**   1. **To receive, review and approve:** the schedule of Corporation and Committee meetings 2024-2025. 2. **To receive, review and approve:** the schedule of key business items for inclusion in Corporation meetings during 2024-2025. | Chair | All |
| 29. | N | **Date of next meeting**  The Corporation Strategy Review meeting (subject to the approval of this meeting) will take place at 5pm on Monday 16th September 2024.    The next Corporation meeting (subject to the approval of this meeting) will take place at 5pm on Monday  7th October 2024. | Chair | All |