



**Cirencester
College**

VERSION – EXTERNAL MINUTES (Final)

**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 24th June 2024 from 5pm**

Board Room and Microsoft Teams

This meeting was also available via Microsoft Teams. All documents were made available to all Governors via Office 365 and shared via Microsoft Teams.

Governors:

- Fiona Galbraith (FG) (Chair of Corporation)**
- Mike Cadman (MC) (Staff Governor)
- Mikey Ezewudo (ME) (External Governor) (from item 5)
- Kate Hoskins (KH) (Student Governor)
- Ping Li (PL) (External Governor)
- Ben Mathis (BM) (Student Governor)
- Libby Reed (LR) (External Governor)
- Matt Reynolds (MR) (Principal)
- Susie Richards (SR) (External Governor)
- Nicole Saunders (NS) (External Governor)
- Sara Sharkey (SS) (External Governor) (via Teams)
- Catherine Simpson (CS) (Parent Governor) (to item 16)
- Andrew Tubb (AT) (Vice Chair of Corporation)
- Gay Wales (GW) (External Governor)
- Nikki Webster (NW) (Staff Governor)
- Ben West (BW) (Vice Chair of Corporation)

In attendance: Brendan Brown (observer pending appointment) Matt Couzens (MCO) (VP Curriculum and Quality), Angelo Faria (AF) (Finance Director), Karen Fraser (KF) (VP Student Experience and External Relations), Mahalah Gleed (MG) (Head of HR), Giles Robinson (GR) (Finance Manager), Rich Stonebridge (VP Teaching and Learning), Jeannie Adam (Clerk).

Governor Comments (GC)

Governor Questions (GQ)

Corporation Decision (CD)

INTRODUCTION AND WELCOME. To include:

- Apologies for absence
- Declarations of interest
- Minutes of previous meeting and matters arising
- Corporation membership and appointments

1. **Apologies:** There were no apologies. All members were present. The meeting was quorate.

2. **Declarations of interest**

There were no declarations of interest.

3. **Minutes of the previous meeting – 29th April 2024**

a. **To note, approve and sign off** the minutes of the Corporation meeting on 29th April 2024:

- i. Confidential Internal minutes
- ii. External minutes

The minutes had been circulated with the agenda for the meeting.

CD - The minutes for 29th April 2024 were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.

b. Matters arising from the 29th April 2024 minutes not covered elsewhere on the agenda.

Item 10 – action for VP Teaching and Learning to report back to Corporation with proposals to address the use of FSM as the measure of deprivation to be deferred until October 2024.

Item 21 – the Chair thanked governors for their feedback following the Corporation Strategy Day on 26th April 2024 and advised that there will be a similar event in 2025.

4. **Corporation membership and appointments (confidential)**

The details of the discussions are recorded in the confidential internal minutes for the meeting.

STRATEGY AND ASSURANCE. To include current strategic issues arising from:

- Statutory requirements
- Principal's update
- College strategy
- Project Apollo
- Current areas of focus

5. **Principal's Report (Confidential)**

a. **Principal's report June 2024**

The Principal's report for June 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

The details of the discussions are recorded in the confidential internal minutes for the meeting.

ME joined the meeting.

a. **Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27.**

The KPI Tracker had been circulated with the agenda for the meeting and was noted by the Corporation.

6. **Strategic Objectives 2022-2027 annual review (confidential)**

The details of the discussions are recorded in the confidential internal minutes for the meeting.

7. Annual Strategic Conversation with Department for Education (confidential)

The details of the discussions are recorded in the confidential internal minutes for the meeting.

8. Accountability Statement 2024-2025 and the Local Needs Duty

a. The final draft of the Accountability Statement 2024-2025 had been circulated with the agenda for the meeting.

GC – Focus Governor for Skills has consulted with the Principal on the final draft and recommends approval by the Corporation.

GC – There are changes to the structure and requirements for the LEPs planned for the future although the skills to address the local needs have not changed. The college currently overlaps with 3 LEPs and maps the curriculum against the local needs.

GC – Business West is likely to continue with the same structure and local skills needs throughout 2025.

CD – The Corporation formally approved the Accountability Statement 2024-2025 for submission by 30th June 2024.

Action – Clerk to notify Principal of Corporation formal approval of the Accountability Statement 2024-2025 for submission by 30th June 2024.

b. The Accountability Action Plan on Skills 2024-2025 (for publication on the college website by 1st December 2024) had been circulated with the agenda for the meeting.

CD – The Corporation formally approved the Accountability Action Plan on Skills 2024-2025 for publication on the college website by 1st December 2024.

Action – Clerk to notify Principal of Corporation formal approval of the Accountability Action Plan on Skills 2024-2025 for publication on the college website by 1st December 2024.

9. Project Apollo (Confidential)

The details of the discussions are recorded in the confidential internal minutes for the meeting.

10. Impact of General Election

The summary report of key FE related manifesto pledges as reported in FE Week had been circulated with the agenda for the meeting and was noted by the Corporation.

GC – There is limited mention of FE in any of the main party manifestos.

GC – There may be some changes to academisation.

GC – Funding for FE will continue to be a challenge and some spending cuts may be inevitable

GC – Capital spending may focus on schools especially as they continue to deal with RAAC impacts.

GC – There may be an impact if VAT is imposed on private education.

GC – The college is in the position where it will be able to adapt regardless of the outcome of the election.

GOVERNANCE ANNUAL REPORTING CYCLE. To include:

- **Reports as defined by Standing Order Appendix 2B – 2023-2024 Corporation Schedule of Business.**

11. Quality of Teaching and Learning Report– Courses for Concern 2023-2024 (confidential).

The Quality of Teaching and Learning Report – Courses for Concern 2023-2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

The details of the discussions are recorded in the confidential internal minutes for the meeting.

12. Student retention and attendance reports 2023-2024 (confidential)

a. Annual Student Retention Data Report for 2023-2024 had been circulated with the agenda and was noted by the Corporation.

- b. Termly Attendance and Retention Report (summer term 2024) had been circulated with the agenda for the meeting and was noted by the Corporation.

The details of the discussions are recorded in the confidential internal minutes for the meeting.

13. Destinations report 2022-2023

The annual Destinations Report for 2022-2023 had been circulated with the agenda for the meeting and was noted by the Corporation.

GQ – How well is student destination data used in marketing the college?

A – It is used in marketing activity but is dismissed by Ofsted.

GQ – Is the Russell Group decline to do with geography/location? Are unconditional offers still an issue?

A – Students are tending to study closer to home.

GC – Success measures can be subjective and student measures of success may be different to those for the college. The college generates a positive learning culture for many students and their desire to continue learning may not be motivated by their career aspirations.

14. Results of staff and parent surveys (Confidential)

- a. The staff survey 2023-2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

The details of the discussions are recorded in the confidential internal minutes for the meeting.

15. Teacher Training progress and impact report (confidential)

This report is deferred until October 2024.

Action – Clerk to add to the agenda for the Corporation meeting on 7th October 2024.

16. HR Report (confidential)

The HR Report summary sheet and HR biennial report (June 2024) had been circulated with the agenda and were noted by the Corporation.

The details of the discussions are recorded in the confidential internal minutes for the meeting.

17. Financial Report and Accounts

- a. The P09 financial statement and commentary (April 2024) had been circulated with the agenda for the meeting and was noted by the Corporation.
- b. The P10 financial statement and commentary (May 2024) had been circulated with the agenda for the meeting and was noted by the Corporation.

The Finance Director commented on:

- The projected surplus for the end of 2023-2024.
 - Impact of enrolment for September 2024.
 - Pressure on accommodation for September 2024.
 - An in-year top up is not guaranteed.
 - Current capital projects (library and well-being hub) are on time and budget.
 - Cash remains strong.
 - Outstanding health status will be retained.
- c. The form of compliance certificate – to 30th April 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

STUDENT GOVERNORS, FOCUS GOVERNANCE AND COMMITTEES. To include:

- Reports from Student Governors.
- Reports from Focus Governors detailing meeting with SLT and college staff.
- Committee minutes and reports following meetings.

18. Student Governors

- a. Recommendations from the Student Governors.

GC – T Level examinations are more complex to invigilate and support/training for the invigilators would be helpful. There was an error in one of the accounting exams, but this was resolved.

- b. Review of the respective terms in office and recommendations for future impact of student governors.

GC – Both student governors thanked the Corporation for the opportunities being a student governor has brought them.

GC – On behalf of the Corporation, the Chair thanked both student governors for their involvement and wished them well for the future.

19. Focus Governance (Confidential)

The details of the discussions are recorded in the confidential internal minutes for the meeting.

a. SEND

- i. The SEND Faculty meeting report 23rd January 2024 (LR) had been circulated with the agenda for the meeting and was noted by the Corporation.
- ii. The GCC SEND monitoring visit (17th April 2024) report had been circulated with the agenda for the meeting and was noted by the Corporation.

b. Apprenticeships

The Apprenticeships Faculty review 12th April 2024 (FG) had been circulated with the agenda for the meeting and was noted by the Corporation.

c. **Careers/Skills**

The Careers/Skills report 24th May 2024 (CS) had been circulated with the agenda for the meeting and was noted by the Corporation.

d. **Curriculum reviews.**

The Human Performance Faculty review 12th June 2024 (FG) had been circulated with the agenda for the meeting and was noted by the Corporation.

The Business and Land Faculty review 14th June 2024 (FG) had been circulated with the agenda for the meeting and was noted by the Corporation.

e. **Health and Safety.**

The health and safety meeting report 13th June 2024 (ME) had been circulated with the agenda for the meeting and was noted by the Corporation.

20. Search and Governance Committee – 20th May 2024

The minutes (draft) of the Search and Governance Committee of 20th May 2024 had been circulated with the agenda for the meeting and were noted by the Corporation.

CD – The Corporation unanimously approved re-subscription to the SFCA governance webinar programme for 2024-2025 (details to be announced).

Action – Clerk to arrange resubscription to SFCA governance webinar programme 2024-2025 when finalised.

21. Audit Committee – 10th June 2024

a. The minutes (draft) of the Audit Committee of 10th June 2024 had been circulated with the agenda for the meeting and were noted by the Corporation.

b. The Risk Assurance Register as of June 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

c. The Interim Risk Management Report as of June 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

d. Fortis Mazars Audit Strategy Memorandum (year ending 31 July 2024) had been circulated with the agenda for the meeting and was approved by the Corporation.

e. The proposed internal audit programme for 2024-2025 as referred to in the Audit Committee minutes (10th June 2024) was noted by the Corporation.

The Finance Director commented that the proposals for health and safety internal audit and an environmental, social and corporate governance internal audit require further discussion.

GC – The Chair of Audit will assist with the scoping of the proposals for health and safety internal audit and an environmental, social and corporate governance internal audit and discuss further with the SLT. Audit Committee will review further and make a final recommendation following its meeting in November 2024.

Action – Chair of Audit Committee and Finance Director to scope the proposals for health and safety internal audit and an environmental, social and corporate governance internal audit and discuss further with the SLT. Audit Committee to review further and make a final recommendation to Corporation following Audit Committee meeting in November 2024.

GOVERNANCE ADMINISTRATION AND PROCESSES. To include:

- Key governance documentation
- Policies for review and approval
- Standing Orders for review and approval
- Next meeting

22. College Financial Handbook 2024

The College Financial Handbook 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

A training session for governors on the requirements of the College Financial Handbook 2024 had taken place prior to this meeting.

23. Post 16 Audit Code of Practice (ACOP) and Regularity Self-Assessment Questionnaire

- a. The Post 16 Audit Code of Practice 2023-2024 had been circulated with the agenda for the meeting and was noted by the Corporation.
- b. The draft ACOP Regularity Self-Assessment Questionnaire 2023-2024 had been circulated with the agenda for the meeting.

CD – The Corporation approved the Chair of Corporation and Principal (as Accounting Officer) to sign the ACOP Regularity Self-Assessment Questionnaire 2023-2024 on behalf of the Corporation.

Action – Clerk to arrange for ACOP Regularity Self-Assessment Questionnaire 2023-2024 to be signed by Chair of Corporation and Principal (as Accounting Officer) on 1st July 2024.

- c. The draft letter of representation for the ACOP had been circulated with the agenda for the meeting.

CD – The Corporation authorised the Finance Director to sign the letter of representation for the ACOP on behalf of the Corporation.

Action – Clerk to notify Finance Director of Corporation formal authorisation for signing of the letter of representation for the ACOP on behalf of the Corporation.

24. College Accounts Direction 2023-2024. Financial reporting requirements for sixth form colleges and further education colleges – March 2024.

The College Accounts Direction 2023-2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

25. College Financial Planning Handbook 2024

- a. The College Financial Planning Handbook 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.
- b. The Finance Director advised the Corporation that the mandatory College Financial Forecasting Return (CFFR) will be submitted by 31st July 2024.

26. Policies

The Corporation received, reviewed and approved the following policies which had been reviewed by the search and Governance Committee (20th May 2024) and Audit Committee (10th June 2024):

- a. Student Charter and Code of Conduct Policy.

The Student Charter and Code of Conduct Policy had been circulated with the agenda for the meeting.

CD – The Corporation unanimously approved the adoption of the Student Charter and Code of Conduct Policy as amended.

Action – Clerk to write to the policy owner to advise of Corporation approval of the Student Charter and Code of Conduct Policy as amended.

b. Financial Regulations 2024-2026

The Financial Regulations 2024-2026 had been circulated with the agenda for the meeting.

CD – The Corporation unanimously approved the adoption of the Financial Regulations 2024-2026 as amended.

Action – Clerk to write to the policy owner to advise of Corporation approval of the Financial Regulations 2024-2026 as amended.

c. Risk Management Policy

The Risk Management Policy had been circulated with the agenda for the meeting.

CD – The Corporation unanimously approved the adoption of the Risk Management Policy as amended.

Action – Clerk to write to the policy owner to advise of Corporation approval of the Risk Management Policy as amended.

27. Standing Orders

The Corporation received, reviewed and approved the following Standing Orders which had been reviewed by the search and Governance Committee (20th May 2024) and Audit Committee (10th June 2024):

- a. Standing Order Appendix 30 – Public Value Statement. This reflects the recent changes in tenure.
- b. Standing Order Appendix 17 – Corporation and Co-opted members tenure of office.
- c. Standing Order Appendix 40 – Procedure for virtual attendance at Corporation and committee meetings.
- d. Standing Order Appendix 4 – Committee membership 2023-3034. This reflects the recent changes in tenure and appointment approved by Search and Governance Committee 20th May 2024.
- e. Standing Order Appendix 5A – Audit Committee Terms of Reference. This reflects the changes to the Post 16 Audit Code of Practice.

Action - items a – e Clerk to finalise the updates as approved by Corporation to the Standing Orders.

• **Date of next meeting**

5.00pm on Monday 16th September 2024 – start of year Corporation event (venue tbc).

5.00 pm on Monday 7th October 2024 – Corporation meeting (1) (venue tbc).


As detailed in SO Appendix 2B – Summary of Key Business 2024-2025 this meeting will receive reports on the following:

- TBC – pending further discussion between Chair and Principal.
- Teacher Training progress and impact report (confidential) – deferred from 24th June 2024.
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The meeting closed at 7.15pm

Signed by:

Fiona Galbraith (Chair of Corporation)



Date

7 October 2024

Summary of resolutions, action points and outstanding business from this meeting (24 th June 2024).	Action	Completed?
Item 7 – Chair to circulate Department for Education letter received following the Annual Strategic Conversation to the Corporation.	Chair	Complete.
Item 8a - Clerk to notify Principal of Corporation formal approval of the Accountability Statement 2024-2025 for submission by 30 th June 2024.	Clerk	Complete – by email 26 th June 2024
Item 8b - Clerk to notify Principal of Corporation formal approval of the Accountability Action Plan on Skills 2024-2025 for publication on the college website by 1 st December 2024.	Clerk	Complete – email sent 26 th June 2024
Item 14a - VP Curriculum and Quality to review the staff survey and identify key questions which cannot be skipped. Report back to Corporation in December 2024.	VP Curriculum and Quality	Complete – added to draft agenda for 2 nd December 2024
Item 14b - VP Curriculum and Quality to review the queried data from parent survey and actions from previous report. Report back to Corporation in December 2024.	VP Curriculum and Quality	Complete – added to draft agenda for 2 nd December 2024
Item 15 - Teacher Training progress and impact report deferred until October 2024. Clerk to add to the agenda for the Corporation meeting on 7 th October 2024.	VP Teaching and Learning. Clerk	Complete 5/8/2024 – added to draft agenda for 7 th October 2024.
Item 19b - Action for SLT from the report - Careful consideration of whether Apprenticeships department is sufficiently integrated into the college across a range of activities including staff development and student choice. Report back to Focus Governor for Apprenticeships prior to Corporation meeting on 7 th October 2024	SLT/Focus Governor for Apprenticeships	Complete 5/8/2024 – added to draft agenda for 7 th October 2024 in matters arising.
Item 19b - Action for SLT and Focus Governor for Skills & Careers: Consider tracking separately those who need placements, and none avail vs those not on placement who are not yet ready. Integrate this with the overall review of demand for increased employer engagement	SLT/Focus Governor for Skills and Careers	5/8/2024 – added to draft agenda for 7 th October 2024 in matters arising.

and the college's understanding of the local skills demand. Report back to Corporation meeting on 7 th October 2024.		
Item 19d - Action for Curriculum Focus Governor – Impact of the new Faculty Administration roles to be reported to Corporation in March 2025.	Curriculum Focus Governor	5/8/2024 – added to draft agenda for 17 th March 2025. GW action in Focus Governance item.
Action – Principal report to Corporation regarding the status of enrolments, retention and attendance at Corporation meeting 7 th October 2024 and then in full following the 6-week census point (21 st October 2024) at the Corporation meeting on 2 nd December 2024.	Principal	Added to agenda for 7 th October 2024 and 2 nd December 2024.
Item 20 – Clerk to arrange resubscription to SFCA governance webinar programme 2024-2025 when finalised.	Clerk	Complete
Item 21 - Chair of Audit Committee and Finance Director to scope the proposals for health and safety internal audit and an environmental, social and corporate governance internal audit and discuss further with the SLT. Audit Committee to review further and make a final recommendation to Corporation following Audit Committee meeting in November 2024.	Chair of Audit Committee and Finance Director	5/8/2024 – added to draft agenda for Audit Committee 18 th November 2024. 5/8/2024 – added to draft agenda for Corporation 2 nd December 2024 (Audit Committee item)
Item 23b - Clerk to arrange for ACOP Regularity Self-Assessment Questionnaire 2023-2024 to be signed by Chair of Corporation and Principal (as Accounting Officer) on 1 st July 2024.	Clerk/Chair/Principal	Complete – FG and MR signed 1 st July 2024. Signed copy to AF 3 rd July 2024.
Item 23c – Clerk to notify Finance Director of Corporation formal authorisation for signing of the letter of representation for the ACOP on behalf of the Corporation.	Clerk	Complete - 15/7/2024 email to AF to advise.
Item 26a - Clerk to write to the policy owner to advise of Corporation approval of the Student Charter and Code of Conduct Policy as amended.	Clerk	Complete – 15/7/2024 email to KF to advise.
Item 26b - Clerk to write to the policy owner to advise of Corporation approval of the Financial Regulations 2024-2026 as amended.	Clerk	Complete – 15/7/2024 email to AF to advise.
Item 26c - Clerk to write to the policy owner to advise of Corporation approval of the Risk Management Policy as amended.	Clerk	Complete – 15/7/2024 email to AF to advise.
Item 27a – e - Clerk to finalise the updates as approved by Corporation to the Standing Orders.	Clerk	Complete - 15/7/2024 revised SO Appendix 30 Public Value Statement to OL for posting on website. SO Apps 17, 40, 4 and 5a – all updates finalised

APPENDIX A

