



**Cirencester  
College**

**VERSION – EXTERNAL MINUTES (Final)**

**MINUTES OF CIRENCESTER COLLEGE  
CORPORATION MEETING  
Monday 7<sup>th</sup> October 2024 from 5pm**

**T105**

All documents were made available to all Governors via Office 365.

**Governors:**

- Fiona Galbraith (FG) (Chair of Corporation)**
- Brendan Brown (BB) (External Governor)
- Ping Li (PL) (External Governor)
- Libby Reed (LR) (Vice Chair of Corporation)
- Matt Reynolds (MR) (Principal)
- Sara Sharkey (SS) (External Governor)
- Andrew Tubb (AT) (Vice Chair of Corporation)
- Gay Wales (GW) (External Governor)

**In attendance:** Matt Couzens (MCO) (VP Curriculum and Quality), Angelo Faria (AF) (Finance Director), Karen Fraser (KF) (VP Student Experience and External Relations), 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 meetings and matters arising
- Focus Governor reports and actions
- Forecast of events

**1. Apologies:** Apologies were received and accepted from Mike Cadman, Susie Richards and Nikki Webster. Catherine Simpson was unable to join the meeting via Teams and sent apologies. Mikey Ezewudo was absent.  
The meeting was quorate.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes of the previous meeting – 24<sup>th</sup> June 2024**

- a. **To note, approve and sign off** the minutes of the Corporation meeting on 24<sup>th</sup> June 2024:

- i. Confidential Internal minutes
- ii. External minutes

The minutes of the 24<sup>th</sup> June 2024 meeting had been circulated with the agenda for this meeting.

**CD - The minutes for 24<sup>th</sup> June 2024 were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.**

- b. Matters arising from the 24<sup>th</sup> June 2024 minutes not covered elsewhere on the agenda.
  - i. Item 19b - Action for SLT from the Apprentice Focus Governor 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<sup>th</sup> October 2024.

GC – The Focus Governor for Apprenticeships reported that this will be followed up at the next meeting with the Apprenticeships Manager. The Focus Governor had attended enrolment day with the team and observed a good integration with colleagues and students.

- ii. 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 and the college's understanding of the local skills demand. Report back to Corporation meeting on 7<sup>th</sup> October 2024.

**CD – Focus Governor for Skills and Careers to roll over to next Corporation meeting.**

- c. **Minutes – 16<sup>th</sup> September 2024**

**To note, approve and sign off** the minutes of the Corporation start of year meeting on 16<sup>th</sup> September 2024:

- a. Confidential internal minutes.

The minutes of the 16<sup>th</sup> September 2024 meeting had been circulated with the agenda for this meeting.

**CD - The minutes for 16<sup>th</sup> September 2024 were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.**

#### **4. Focus Governance (Confidential)**

The discussions are recorded in the confidential minutes of the meeting.

#### **5. Forecast of Events**

The details of college events and meetings for governor attendance had been circulated with the agenda for the meeting and were noted by the Corporation:

- a. Mental Health Day – 10<sup>th</sup> October 2024
- b. Open Day – 19<sup>th</sup> October 2024
- c. Digital T Level mock interview day (includes employer lunch) – 23<sup>rd</sup> October 2024
- d. Remembrance Service and Parade – 11<sup>th</sup> November 2024
- e. Student Awards Evening – 17<sup>th</sup> December 2024
- f. Life After College Day – during week commencing 27<sup>th</sup> January 2025.
- g. Passenger Road Safety event – during week commencing 24<sup>th</sup> February 2025.
- h. Health and Wellbeing Week – 7<sup>th</sup>-11<sup>th</sup> April 2025

- i. Music Festival – 2<sup>nd</sup> May 2025
- j. STEM Week – proposed for June 2025 but to be finalised.

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

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

**6. 2024-2029 Corporate Goals**

CD - The revised Corporate Goals 2024-2029 had been circulated with the agenda for the meeting and were unanimously approved by the Corporation.

Action – Clerk to notify the Principal of the unanimous approval of the corporate goals 2024-2029 by the Corporation.

**7. Principal’s Report (Confidential)**

**a. Principal’s report October 2024**

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

The discussions are recorded in the confidential minutes of the meeting.

**b. Key Performance Indicator (KPI) tracker against Strategic Plan 2024-29.**

The new KPI Tracker 2024-2029 had been circulated with the agenda for the meeting and was noted by the Corporation.

The discussions are recorded in the confidential minutes of the meeting.

**GOVERNANCE ANNUAL REPORTING CYCLE. To include:**

- Reports as defined by Standing Order Appendix 2B – 2024-2025 Corporation Schedule of Business.

**8. Summer 2024 results**

The Summer Results Report 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

GC – The value-added impact needs to be considered. The efforts to move the students from their entry point is significant and improving.

GQ – Is retention below target?

A – Changes made for 2024-2025 should have a positive impact here, for example early intervention for struggling students. The evidence of fewer requests for course changes should support retention as well as ensuring student are on the right courses for them from the start.

GC – The T Level results have been excellent.

**9. Marketing and growth (confidential)**

The annual marketing and growth report; to include transport, school liaison, website, stakeholder and community relations had been circulated with the agenda for the meeting and was noted by the Corporation.

The discussions are recorded in the confidential minutes of the meeting.

**10. Customer Feedback Report 2023-2024 (confidential)**

The annual Customer Feedback Report 2023-2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

The discussions are recorded in the confidential minutes of the meeting.

**11. Subcontracting Report 2023-2024**

The annual Subcontracting report (September 2024) had been circulated with the agenda for the meeting and was noted by the Corporation.

**12. Whistleblowing Report 2023-2024**

The annual Whistleblowing Report (September 2024) had been circulated with the agenda for the meeting and was noted by the Corporation.

**13. Cross college student survey 2023-2024 (confidential)**

The Cross College Student Survey for 2023-2024 had been circulated prior to the meeting.

The discussions are recorded in the confidential minutes of the meeting.

**Action - Focus Governor for Curriculum and the Focus Governor for Safeguarding to review the Cross College Student Survey 2023-2024 with VP Curriculum and Quality and report to Corporation meeting on 2<sup>nd</sup> December 2024.**

**Action – Clerk to add Cross College Student Survey 2023-2024 to the agenda for Corporation on 2<sup>nd</sup> December 2024.**

**14. Teacher Training progress and impact report 2023-2024 (confidential)**

The Teacher Training progress and impact report 2023-2024 had been circulated prior to the meeting and was noted by the Corporation.

The discussions are recorded in the confidential minutes of the meeting.

**15. Financial reports and accounts. Pre-Audit update 2023-2024 and 2024-2025 outlook note**

a. PO12 finance statement with commentary extended to 2027-2028 had been circulated with the agenda for the meeting and was noted by the Corporation.

b. The form of compliance certificate to 31 July 2024 had been circulated with the agenda for the meeting and was noted by the Corporation.

c. The going concern FY 2024 regularity assessment had been circulated with the agenda for the meeting and was noted by the Corporation.

GC – It may be appropriate to begin to consider (in due course) other income streams given the college is dependent on government funding for its income.

The Finance Director commented that the college has received capex funding over recent years which he would like to take out of the management accounts for the future. There may be a requirement to ask the Corporation for a strategic appropriation in the future to enable the building of one more new building on the campus.

**STUDENT GOVERNORS AND COMMITTEES. To include:**

- Reports from Student Governors.
- Committee minutes and reports following meetings.

**16. Student Governors**

The Clerk advised that there have been 10 applications for the 2 Student Governor vacancies and that the election will begin on 14<sup>th</sup> October 2024.

**GOVERNANCE ADMINISTRATION AND PROCESSES. To include:**

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

**17. Keeping Children Safe in Education (KCSIE) – September 2024**

The email of 11<sup>th</sup> September 2024 with KCSIE full document, KCSIE part 1, summary document outlining substantive changes for 2024 and annual declaration form for 2024-2025 had been circulated with the agenda for the meeting and was noted by the Corporation.

**18. Policies**

CD - The Safeguarding Policy, as reviewed by Safeguarding Focus Governor, had been circulated with the agenda for the meeting and was formally approved by the Corporation.

Action – Clerk to advise the Safeguarding Policy owner of the Corporation approval of the policy.

**19. Standing Orders**

a. Standing Order Appendix 3 – Corporation membership 2024-2025 had been circulated for information with the agenda for the meeting and was noted by the Corporation.

b. Standing Order Appendix 8 – Calendar of Corporation and Committee meetings 2024-2025 had been circulated for information with the agenda for the meeting and was noted by the Corporation.

**20. Any Other Business**

There was no further business for the Corporation to consider.

**21. Date of next meeting**

The next Corporation meeting will take place at 5pm on Monday 2<sup>nd</sup> December 2024 in T105.

The Chair requested that all governors make every effort to attend the meeting in person.

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

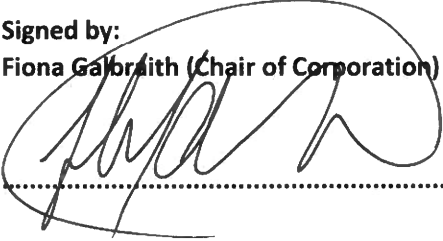
- Cross college student survey 2023-2024 (confidential) – deferred from this meeting.
- Sign off 2023-2024 accounts.

- Self-Assessment Report and QIP sign off.
- Adult provision (Franchised provision).
- Local skills improvement plans (LSIPs) and duty to review provision.

The meeting closed at 6.55pm

Signed by:

Fiona Galbraith (Chair of Corporation)



A handwritten signature in black ink, appearing to read 'Fiona Galbraith', is written over a horizontal dotted line.

Date

2 December 2024

Summary of resolutions, action points and outstanding business from this meeting (7 <sup>th</sup> October 2024).	Action	Completed?
Item 6 - Clerk to notify the principal of the unanimous approval of the corporate goals 2024-2029 by the Corporation.	Clerk	Complete – by email 14 <sup>th</sup> October 2024.
Item 7c - All Focus Governors to consider how their activities can support the achievement of the corporate goals 2024-2029 and report to Chair and Clerk by January 2025 for inclusion in Focus Governor role descriptions.	All Focus Governors	Pending.
<p>Item 13 - Focus Governor for Curriculum and the Focus Governor for Safeguarding to review the Cross College Student Survey 2023-2024 with VP Curriculum and Quality and report to Corporation meeting on 2<sup>nd</sup> December 2024.</p> <p>Clerk to add Cross College Student Survey 2023-2024 to the agenda for Corporation on 2<sup>nd</sup> December 2024.</p>	<p>Focus Governor Curriculum and Focus Governor Safeguarding.</p> <p>Clerk</p>	<p>On agenda for 2<sup>nd</sup> December 2024 – matters arising.</p> <p>Complete – added to agenda for 2<sup>nd</sup> December 2024.</p>
Item 18 - Clerk to advise the Safeguarding Policy owner of the Corporation approval of the policy.	Clerk	Complete – by email 14 <sup>th</sup> October 2024.

