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| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 30th March 2020  5pm to 7pm  Room N006  **This meeting will be conducted remotely due to the restrictions that are in place following the Coronavirus outbreak.** | | | | |
| **KEY**  D – Items requiring a decision of Corporation  N – Items to note  GG – Good Governance | | | | |
| Strategic Objective 1 – “Viable and autonomous”  Strategic Objective 2 – “Exceptional student outcomes”  Strategic Objective 3 – “Exceptional student experience”  Strategic Objective 4 – “Exceptional College community” | | | | |
| **This meeting will be preceded by a training session on Health and Safety which will start at 4.15pm on N006**  **This training has been postponed. The training notes will be issued via email.** | | | | |
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|  |  |  |  | Focus Governor |
| 1. | N | Apologies for absence | Clerk |  |
| 2. | N | Declarations of interest. | Chair |  |
| 3. | N | **Health and Safety report 2019-2020**  To receive the annual Health and Safety Report.  Governors are asked to refer to the Health and Safety report. Any questions should be sent by email to Peter Holmes (PH) as Focus Governor by 30th March 2020. PH will raise these with the Health and Safety Manager and collate a response for the Corporation if required. | Health and Safety Manager | PH |
| 4. | D | **Academisation**  To receive a report from the academisation working party regarding the proposal to join the Heart of Mercia Multi Academy Trust (MAT).  This item is deferred and the date on which it will be considered by the Corporation will be advised in due course. | Chair |  |
| 5. |  | **Principal’s Report** including:  a) – Principal’s report March 2020  b) Key Performance Indicator (KPI) tracker against Strategic Plan 2017-22.  Governors are asked to refer to the Principal’s report and KPI Tracker. Any questions should be sent by email to the Clerk by 30th March 2020 and responses from the Principal will be collated and circulated to the Corporation if required. | Principal |  |
| 6. | N | **Quality of teaching and learning (planning and implementation, impact, pedagogy, out of class learning, high achievers)**  Governors are asked to refer to the VP (Quality and Standards) report. Any questions should be sent by email to Ben West (BW) as Focus Governor by 30th March 2020. BW will raise these with the VP (Quality and Standards) and collate a response for the Corporation if required. | VP Quality and Standards | BW |
| 7. | N | **Stakeholder and community relations**  Governors are asked to refer to the VP (Student Experience and External Relations) report. Any questions should be sent by email to Peter Holmes (PH) by 30th March 2020. PH will raise these with the VP (Student Experience and External Relations) and collate a response for the Corporation if required. | VP Student Experience and External Relations | PH |
| 8. | N | **Financial Report and Accounts**   1. To receive January 2020 financial statements. 2. To receive February 2020 financial statements   Governors are asked to refer to the January and February 2020 financial statements. Any questions should be sent to David Zan-Kreyser (DZK) as Focus Governor by 30th March 2020. DZK will raise these with the Finance Director and collate a response for the Corporation if required. | Finance Director | DZK |
| 9. | GG/D | **Governance**   1. To note and approve the minutes of the Corporation meeting on 27th January 2020: 2. Confidential minutes (External Governors only – NB issued separately by email) 3. Confidential Internal minutes 4. External minutes.   It is proposed that the minutes of the Corporation meeting held on 27th January 2020 be approved and signed by the Chair as an accurate record of the meeting.   1. Matters arising from the 27th January 2020 minutes not covered elsewhere on the agenda.   Governors are asked to notify the Clerk if there are any issues that need to be addressed.   1. To review and approve the Health and Safety Policy   It is proposed that the Corporation approve the Health and Safety policy. Any questions should be sent by email to Peter Holmes (PH) as Focus Governor by 30th March 2020.   1. To receive and review the Annual Report of the Further Education Commissioner 2018-2019 and accompanying letter issued on 6th February 2020   It is proposed that the Corporation notes the Annual Report of the Further Education Commissioner and accompanying letter. Any queries should be raised with Clerk by 30th March 2020.   1. To receive and review the Faculty review reports: 2. STEAM (PH) 3. Life Sciences (BW) 4. Human Behaviour (BW)   Governors are asked to refer to the Faculty review reports. Any questions should be sent by email to PH/BW by 30th March 2020. PH/BW will collate a response for the Corporation if required.   1. To approve the following Standing Orders reviewed by the Search and Governance Committee on 3rd February 2020: 2. Standing Order Appendix 4 which defines Corporation membership 3. Standing Order Appendix 9 which defines the Staff Governor election process 4. Standing Order Appendix 11 which defines the Parent Governor election process 5. Standing Order Appendix 13 which defines the Governor roles 6. Standing Order Appendix 36 which defines the statement for how views are elicited.   It is proposed that the Corporation approve the Standing Orders as recommended by the Search and Governance Committee on 3rd February 2020. Any questions should be sent by email to the Clerk by 30th March 2020. | Chair  Clerk |  |
| 10. | GG | **Search and Governance Committee**   1. To receive the minutes (draft) of the Search and Governance Committee meeting of 3rd February 2020.   Governors are asked to review the draft minutes of the meeting of the 3rd February 2020. Any questions should be sent by email to the Chair of the Search and Governance Committee. The final minutes of this meeting will be approved at the next meeting of the Search and Governance Committee (scheduled for 18th May 2020).   1. To receive recommendation regarding Audit Committee membership following the resignation of the Parent Governor – **no change required.**   Corporation is asked to note and approve the recommendation of the Search and Governance Committee regarding the membership of the Audit Committee. | Chair of Search and Governance Committee |  |
| 11. | GG | **Remuneration Committee**   1. To receive a verbal report of the Remuneration Committee meeting of 24th February 2020 and any recommendations from that meeting.   This item is deferred to the next meeting of the Corporation (scheduled for 4th May 2020). | Chair of Remuneration Committee |  |
| 12. | GG | **Audit Committee**   1. To receive the minutes (draft) of the Audit Committee meeting of 9th March 2020   Governors are asked to review the draft minutes of the meeting of the 9th March 2020. Any questions should be sent by email to the Chair of the Audit Committee. The final minutes of this meeting will be approved at the next meeting of the Audit Committee (scheduled for 15th June 2020).   1. To receive and note the full commentary for the Integrated Financial Management for Colleges (IFMC) submission to the ESFA for February 2020.   It is proposed that the Corporation review and approve the commentary on the IFMC submission to the ESFA.   1. To receive and note the IFMC planning checklist as requested by the Audit Committee following the submission to the ESFA.   It is proposed that the Corporation review and approve the IFMC planning checklist as requested by the Audit Committee.   1. To receive and approve the recommendation for the internal audits to take place during 2020-2021: 2. Finance processes – budgeting and forecasting 3. Sub-contractor assurance (compulsory) 4. Learner numbers – focus on retention.   It is proposed that the Corporation note and approve the recommendation of the Audit Committee regarding the internal audits during 2020-2021.   1. To receive and ratify the following policy as recommended by the Audit Committee on 9th March 2020:  * Fee Income Policy 2020-2021   It is proposed that the Corporation approve the Fee Income Policy 2020-2021 as recommended by the Audit Committee on 9th March 2020. | Chair of Audit Committee |  |
| 13. | GG | **Focus Governance**  To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff:   1. Teaching and Learning – 26/2/2020 2. College performance – 26/2/2020 3. Finance – 27/2/2020 4. Health and Safety – 16/3/2020   Governors are asked to refer to the Focus Governor reports. Any questions should be sent by email to BW/RH/DZK/PH by 30th March 2020. BW/RH/DZK/PH will collate a response for the Corporation if required. | Chair  BW and MR  RH and MC  DZK and AF  PH and HT |  |
| 14. | N | **Any Other Business**  To receive and review the Client Briefing Notes (CBNs) from TiAA and to recommend any action required:   1. CBN 19011 - Violence in Colleges on the Rise 2. CBN 19037 - Government Announces Independent Review of the Prevent Arrangements   Governors are asked to refer to the CBN’s from TiAA. Any questions should be sent by email to the Clerk by 30th March 2020. The Clerk will collate a response for the Corporation if required.  Chair to be notified in advance. Inclusion at the discretion of the Chair. | Chair |  |
| 15. | N | **Date of next meeting**  **The agenda and arrangements for this meeting will be reviewed and further details issued in due course.**  5.00 pm on Monday 4th May 2020 in Room N006 at Cirencester College.  As detailed in SO Appendix 2B – Summary of Key Business 2019-2020, this meeting will receive reports on the following:   * Estates (accommodation strategy) (deferred from 30/3/2020) * Pastoral support (student behavior/attitudes, student support, student participation in enrichment and community) * Indicative budget 2020/2021 sign off * Statutory duties (safeguarding, Prevent, equalities).   The next meeting on 4th May 2020 will be preceded at 4.15pm by a presentation by the college architects regarding the 15 year accommodation strategy. | Chair |  |