

VERSION – EXTERNAL MINUTES (Final)



**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 24th January 2022 from 5pm**

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:

- Karen Bell (KB) (Staff Governor)
- Jane Fern (JF) (Staff Governor)
- Fiona Galbraith (FG) (External Governor) (via Teams)
- Jim Grant (JG) (Principal)
- Rebecca Halifax (RH) (External Governor) (via Teams)
- Chris Haslam (CH) (External Governor)
- Peter Holmes (PH) (Chair)
- Libby Reed (LR) (External Governor) (via Teams)
- Susie Richards (SR) (External Governor)
- Amelie Solomon (Student Governor) (via Teams)
- Andrew Topp (AT) (Parent Governor) (via Teams)
- Andrew Tubb (ATU) (External Governor)
- Julian Tudsbery (JT) (External Governor)
- Ben West (BW) (External Governor)
- Bradley Whitefield (BWH) (Student Governor) (via Teams)
- David Zan-Kreyser (DZK) (External Governor) (via Teams)

In attendance: Matt Couzens (MC) (VP Curriculum and Quality), Angelo Faria (AF) (Finance Director), Karen Fraser (KF) (VP Student Experience and External Relations), Matt Reynolds (MR) (VP Teaching and Learning), Jacqui Parry-Jones (JPJ) (Head of HR), Mike Cadman (Head of Pastoral), Sarah Helbrow (SH) (Apprenticeship and Employer Engagement Manager), Jeannie Adam (Clerk)

Governor Comments (GC)

Governor Questions (GQ)

Governor Decision (GD)

1. **Apologies:**
All governors were present for the meeting.
2. **Declarations of interest**
There were no declarations of interest.
3. **Apprenticeships (inc. employer relations)**

The Chair moved this item forwards in the agenda.

The annual report regarding the college apprenticeship programmes was circulated with the agenda for the meeting.

SH advised the meeting that the trends around the apprenticeship programmes are improving – enrolment, income and projected income. CC is the first provider nationally to offer the archaeology and communications & media apprenticeships.

GQ – What does ROATP stand for?

A – Register of Approved Training Providers. The college is obliged to register for this.

GQ – Have any trends been identified with applicants and withdrawals?

A – Some trends identified around particular employers and where these have been problematic the college has dis-engaged. If students leave their apprenticeship this tends to happen quickly and reflects a change in career choice.

GQ – Where are apprenticeships heading in the future?

A – This will be reviewed in line with the T level roll out and could align with Level 4 (foundation degree level) provision i.e., the next step from T Levels. IT and digital are obvious growth areas and support local economic growth.

GQ – Is there feedback on the apprenticeships levy?

A – Mixed – some companies are keen to ensure they get value from the levy if they pay into it (turnover needs to be +£3million. For large employers, the levy may not be a significant amount. CC filled 2 of its 4 apprenticeship vacancies.

GQ – Will the good news stories from the report be used for marketing and publicity?

A – Yes.

The Corporation noted the annual apprenticeship report and thanked SH for her attendance at the meeting.

4. Student personal development (mental health/healthy living, prep for modern Britain, careers education, employability, work experience, college enrichment)

The Chair moved this item forwards in the agenda.

The annual report regarding student personal development was circulated with the agenda for the meeting.

The Chair commented that recent appeals to governors have highlighted the pressure on the pastoral team.

MC advised that the team tries to strike a balance between its' safeguarding work and its' core role of supporting student progression to maximise their opportunities. The Careers Convention in March is a key event for the team. Destinations for the last academic year are positive with more students achieving their 1st choice of university.

GQ – What is the number of exclusions to date?

A – These have exceeded the previous 2 academic years. This is a sector nationwide trend.

GQ – What are the plans for the tutor group system?

A – Under review and will be discussed by the academic board next week. Any decisions will be reported to Corporation in due course.

The Corporation noted the annual student personal development report and thanks MC for his attendance at the meeting.

SH and MC left the meeting.

5. Employer/employee relations (recruitment, staff retention, development and performance management)

The Chair moved this item forwards in the agenda.

The annual HR Report was circulated with the agenda for the meeting.

JPJ advised that the Corporation of the reasons for not proceeding with the iTrent HR system and that the requirements have been revisited and the college is ready to seek a new provider. Staff turnover levels have improved (9.9%, down from 11.3% in the previous year). This is due to better salaries, communication, and the successful handling of the response to Covid. Recruitment is a challenge and there are several challenging employment cases now.

GC – The HR metrics appear to be moving in the right direction.

A – Faculty Heads have gained confidence and are dealing with issues at the source more successfully. The HR Manager attends Faculty Head meetings to support.

The Corporation noted the HR Report and thanked JPJ for her attendance at the meeting.

JPJ left the meeting.

6. Principal's Report (Confidential) including:

- a. Principal's report January 2022
- b. Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27.

The Principal's report and KPI Tracker were circulated with the agenda for the meeting.

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

The Principal's Report and KPI Tracker (2022-2027) were noted by the Corporation.

7. Financial Report and Accounts

- a. The December 2021 (PO5) financial statement and commentary was circulated with the agenda for the meeting.

JT and DZK advised that they are happy with the content of the PO5 financial statement and commentary.

The Corporation noted the P05 financial statement and commentary.

- b. 99-year tenancy Deed of Lease to SSEN.

The Financial Director advised that the existing power supply to the college was insufficient for the requirements of the digital and T Level buildings. There will be an interim solution post-Easter to allow partial use of the digital building with full use anticipated by September 2022. Funders have been advised of the situation.

External minutes

Corporation meeting 24th January 2022 (Final)

Approval for the 99-year lease (valued at £1) of a 4m x 4m plot of land to SSEN for the construction of the necessary power station is required from the Corporation.

CD - The Corporation unanimously approved the 99-year lease between the college and SSEN for the 4m x 4m plot of land for the construction of the required power station.

- c. The intention to draw down the £1m Lloyds T Level building loan in April 2022.

CD – The Corporation unanimously approved the intention to draw down the £1million Lloyds T Level building loan in April 2022.

- d. The capital grant bids.

CD - The capital grant bids as outlined in the P05 statement and commentary were unanimously approved by the Corporation with the appropriate delegations:

- i. CIF bid 15th Dec. 21 C Block roof repair £427k: £64K match.
- ii. CIF bid 15th Dec. 21 C Block windows £159k: £24k match.
- iii. TLCF 11th Mar. 22 – Agriculture, Environment and Animal Centre – 3 class approx. £1m; 40% to £50% match – start “at risk” spend.
- iv. TLCF 11th Mar. 22 – C Block Art loft, appx. £700k – 40% to 50% match – start “at risk” spend.

8. Governance

- a. To note, approve and sign off the minutes of the Corporation meeting on 6th December 2021:
 - i. Confidential minutes – external governors only
 - ii. Confidential Internal minutes
 - iii. External minutes

The minutes had been circulated with the agenda for the meeting. NB: Confidential minutes for external governors only of the Corporation meeting on 6th December 2021 had been issued by email.

All minutes were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.

- b. Matters arising from the 6th of December 2021 minutes not covered elsewhere on the agenda.

Item 9a – pending.

Item 9b – complete.

Item 11 – complete.

9. Focus Governance

To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff. The following reports had been circulated with the agenda for the meeting:

- a. Faculty review (STEAM) on 2nd December 2021 (BW).
- b. Faculty review (ALES) on 8th December 2021 (BW).
- c. Faculty review (Live Sciences) on 13th December 2021 (BW).
- d. Safeguarding/careers/student wellbeing/tutorial and education for life on 16th December 2021 (LR) (Confidential).

The Corporation noted the Focus Governor reports.

10. Careers and HE Convention

The college annual Careers and HE Convention will take place on 8th March 2022 (1pm-6pm).

All Governors were invited to attend and advise the Clerk if they have any business contacts they would like to invite to the event.

11. Any Other Business

There was no further business for the meeting.

Staff Governors, Student Governors, KF, MC, MR left the meeting.

12. Confidential item – external governors only. Outline pay proposals for September 2022.

The confidential discussions are recorded in the confidential minutes for external governors only.

13. Date of next meeting

5.00 pm on Monday 28th March 2022 in S101/102 at Cirencester College.

This meeting will be preceded (at 4.15pm) by governor training – the pastoral system presented by Mike Cadman.

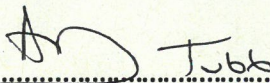
As detailed in SO Appendix 2B – Summary of Key Business 2021-2022 this meeting will receive reports on the following:

- Annual health and safety report.
- Estates (accommodation strategy).
- Indicative budget for 2022/2023 and pay proposals.
- Quality of teaching and learning (planning and implementation, impact, pedagogy, out of class learning, high achievers).
- College performance (data on student outcomes for groups – FSM, deprived areas Polar postcodes).
- Student Induction Survey – headline report. Note – this item was deferred from 24th January 2022.
- 16-19 Study Programmes (curriculum offer, high needs support, T Levels, size of programme report, curriculum balance and 'Digication' plans). Note - this item was deferred from 24th January 2022

The meeting closed at 6.25pm

Signed by:

Peter Holmes (Chair of Corporation)


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Date

28/03/22
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Summary of resolutions, action points and outstanding business from this meeting (24th January 2022).	Action	Completed?
None		