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| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 26th June 2023  5pm to 7pm  N001 and Microsoft Teams. | | | | |
| **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. | | | | |
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| 1. | N | **Apologies for absence** | Clerk |  |
| 2. | N | **Declarations of interest** | Chair |  |
| 3. | N | **Welcome and introductions**  To formally welcome and introduce TF and PL as external governors to the Corporation. | Chair |  |
| 4. | N | **Strategic Objectives 2022-2027**  **Annual review**  The strategic objectives 2022-2027 were formally approved by Corporation at its meeting on 4th October 2021.  The Corporation agreed (meeting on 17th October 2022) to introduce an annual review of the strategic objectives and the KPI measures in place. This was agreed by Chair and Principal (31/10/2022) to take place at the end of each academic year.   1. Strategic objectives 2022-2027 2. Strategic objectives 2022-2027 progress review. 3. Key Performance Indicator (KPI) tracker against strategic objectives 2022-27. | Chair/Interim Principal | All |
| 5. | N/GG | **Interim Principal’s Report** **(Confidential)** including:  To receive, discuss and note the Interim Principal’s report June 2023 | Interim Principal | All |
| 6. | N/GG | **Additional 40 hours report (confidential)**  To receive, discuss and note the Post Covid long term education recovery plan report (to fund 40 additional learning hours for Band 5 and T Level students). | VP Curriculum and Quality | All |
| 7. | N/GG | **Quality of Teaching and Learning Report– Courses for Concern (confidential).**  To receive, discuss and note the Quality of Teaching and Learning Report – Courses for Concern. | VP Curriculum and Quality | BW |
| 8. | N/GG | **Student retention and attendance report 2022-2023**  To receive, discuss and note the annual Student Retention and Attendance Report for 2022-2023. | VP Student Experience and External Relations | All |
| 9. | N/GG | **Destination report 2021-2022**  To receive, discuss and note the annual Destination Report for 2021-2022. | Head of Pastoral | All |
| 10. | N/GG | **Results of staff, student, and parent surveys (Confidential)**  To receive, discuss and note the following surveys:   1. Staff survey 2022-2023 2. Parent survey 2022-2023 3. Cross-college student survey 2022-2023 – note this report has been deferred until October 2023. | VP Curriculum and Quality | JF, NW AS,  BM |
| 11. | N/GG | **Financial Report and Accounts**  To receive and note:   1. P09 financial statement and commentary April 2023. 2. P10 financial statement and commentary May 2023 3. Form of compliance certificate – to 30th April 2023. | Finance Director | DZK, JT |
| 12 | N/GG | **Student Governors**  To receive any recommendations from the Student Governors | Chair | AS, BM |
| 13. | N/GG | **Focus Governance**  To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff.   1. STEAM faculty review 12th June 2023 and Pastoral review 13th June 2023 (BW) 2. ALES faculty review 14th June 2023 (PH). 3. Digication event 20th June 2023 (FG). | Chair | All |
| 14. | D/GG | **Corporation membership – confidential**   1. JT – tenure as co-opted governor ends 7th July 2023. 2. AS – tenure as student governor ends 7th July 20223. 3. TF – tenure as external governor starts 5th June 2023. 4. PL – tenure as external governor starts 26th June 2023.   The Search and Governance (22nd May 2023) recommends the following:  e. Chair of Corporation  The tenure of PH as external governor and appointment as Chair of the Corporation should be extended up to and including 26th March 2025.  f. CH  CH has advised that at the end of his tenure on 22nd May 2024, he would be willing to act as an advisor to the college on an ad hoc basis regarding matters around estate and accommodation strategy.  g. NS  NS has advised that at the end of her tenure on 22nd May 2024, she would be willing to be co-opted for one further year, should the Search and Governance Committee recommend this.  h. BW  BW’s co-opted tenure as external governor and appointment as Vice Chair of the Corporation will end on 5th July 2024. | Chair | All |
| 15. | N/GG | **Appointment of Chairs of Committees 2023-2024 and beyond**  To note the appointment of the Chairs of the Committees by the Search and Governance Committee on 22nd May 2023:   1. Audit Committee - DZK from 9th July 2023 for one year to facilitate the preparation for TF to be appointed as Chair in summer/autumn 2024. 2. Remuneration Committee - SR from 9th July 2023 until end of tenure on 10th June 2025. 3. Search and Governance Committee – FG for 2 years until 24th May 2025. | Chair of Search and Governance Committee | All |
| 16. | N/GG | **Appointment of Committee members**  Search and Governance Committee on 22nd May 2023 confirmed the following appointments:  a. Audit Committee – TF to join Audit Committee (appointment confirmed 5th June 2023).  b. Search and Governance Committee – MR to join Search and Governance on appointment as Interim Principal (30th May 2023).  c. Remuneration Committee – PL to join Remuneration Committee (appointment confirmed 26th June 2023). | Chair of Search and  Governance Committee | All |
| 17. | G/D | **Governance**   1. To note, approve and sign off the minutes of the Corporation meeting on 24th April 2023 (NB issued to governors for comment on 17/5/2023): 2. External governors only - confidential minutes (sent by email) 3. Confidential internal minutes 4. External minutes. 5. Matters arising from the 26th April 2023 minutes not covered elsewhere on the agenda. 6. To note, approve and sign off the minutes of the special Corporation meeting on 17th May 2023 (NB issued to governors for comment on 24/5/2023) 7. To note, approve and sign off the minutes of the special Corporation meeting on 30th May 2023. | Chair |  |
| 18. | GG/D | **Search and Governance Committee – 22nd May 2023**   1. To receive the minutes (draft) of the Search and Governance Committee meeting of 22nd May 2023. 2. To receive the following Standing Orders (updated drafts with amendments highlighted) which were reviewed by the Search and Governance Committee on 22nd May 2023 and are recommended to the Corporation for approval: 3. Standing Order 2A – Corporation constitution, terms of reference and procedures. 4. Standing Order 12 – Appointment of Chair and Vice Chairs of the Corporation and Committee Chairs. 5. Standing Order 14 – Powers delegated to the Chair of the Corporation. 6. Standing Order 16 – Co-opted members. 7. Standing Order Appendix 22 – Access to college information and public attendance at meetings. 8. Standing Order Appendix 26 – Procedure to be followed in the event of complaints against the Corporation, a Member or the Clerk. 9. Standing Order 30 – Public Value Statement for Cirencester College (annual review). 10. Standing Order – Appendix 40 – Procedure for virtual attendance at Corporation and committee meetings (annual review).   To receive any further recommendations from the Search and Governance Committee following its meeting on 22nd May 2023:  c. **Skills audit and self-assessment questionnaires 2023-2024**  The MoSCoW document was received and approved by the committee on 22nd May 2023. Further work is recommended by the committee to establish how this approach skills audit and self-assessment questionnaires in the future.  **d. External review of governance - final report and recommendations**  The draft report was received and accepted by the committee on 22nd May 2023. The recommendations and action plan will be monitored by the committee over the coming academic years.  **e. Corporation Self-Assessment Questionnaire (SAQ) 2022-2023**  In light of the external review of governance, the committee unanimously agreed to recommend to the Corporation meeting on 26th June 2023, the deferral of the Corporation SAQ for 2022-2023.    **f. Chairs Performance – 2022-2023**  The committee has approved the Chairs Performance 2022-2023 questionnaire. The questionnaire will be issued by the Clerk prior to the end of term and should be returned by 1st September 2023.  **g. Individual governor performance review – 2022-2023**  The committee approved Standing Order 28 which outlines the approach to individual governor performance reviews.  The Chair of the Corporation will conduct these reviews with governors during the summer break.  **h. SFCA webinar programme 2023-2024**  The committee recommends that the Corporation subscribes to the SFCA webinar programme for 2023-2024, at a cost of approximately £250 per annum. Note the webinar programme has yet to be announced for 2023-2024.  **i. DBS check for external governors.**  The committee recommends that the Corporation approves the introduction of a further DBS check for external governors when they have completed 5 years of tenure. | Chair of Search and Governance Committee | All |
| 19. | GG/D | **Audit Committee 12th June 2023**   1. To receive the minutes (confidential draft) of the Audit Committee meeting of 12th June 2023. 2. To receive and note the Risk Assurance Register as of June 2023. 3. To receive and note the Interim Risk Management Report as of June 2023. 4. To receive and approve Mazar’s Audit Strategy Memorandum (year ending 31 July 2023).   To receive any further recommendations from the Audit Committee following its meeting on 12th June 2023:  **e. Post 16 Audit Code of Practice (ACOP) and Regularity Self-Assessment Questionnaire**   1. To receive and review the Post 16 Audit Code of Practice 2022-2023 (issued April 2023) 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 the ACOP Regularity Self-Assessment Questionnaire 2022-2023 for approval and signing by Chair of the Corporation and Interim Principal (as Accounting Officer). 3. To receive 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.   **f. College Accounts Direction 2022-2023 – Financial reporting requirements for sixth form colleges and further education colleges – March 2023**   1. To receive and review the College Accounts Direction 2022-2023 (April 2023) 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 2023).   **g. College Financial Planning Handbook 2023**   1. To receive and note the ‘College financial planning handbook 2023 (Financial outturn requirements for the year 2022 to 2023 and financial planning requirements for the years 2023 to 2024 and 2024 to 2025 for further education and sixth-form college corporations)’ issued by ESFA May 2023. 2. The committee noted that the mandatory College Financial Forecasting Return (CFFR) must be submitted by 31st July 2023 – see draft minutes (item 19a refers).   **h. Internal audit 2023-2024**  The proposed internal audit activity for 2023-2024 should be adopted by the college:   1. Employer related review – work placements, work experience etc. Note carried over from 2022-2023. 2. New HR system – following the introduction of the new HR system and to seek assurance for data quality, access controls, error reports. 3. Staff recruitment and retention – to challenge staff retention, recruitment expenditure and link to student experience. 4. ILR data – to provide assurance given the critical need for accuracy for ESFA. 5. Core financial controls (June 2024).   **i. Audit Committee Terms of Reference**  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) 2022-2023. These were reviewed by Audit Committee and are recommended to the Corporation for approval. | Chair of Audit Committee | All |
| 20. | D | **Policies**  The following policies have been reviewed by the Audit Committee (12th June 2023) and are recommended for approval by the Corporation:   1. Fees and Income Policy 2022-2023. 2. Fees and Income Policy 2023-2024. |  | All |
| 21. | D/GG | **Corporation meetings and key business 2023-2024**   1. To receive and approve the schedule of Corporation and Committee meetings 2023-2024. 2. To receive and approve the schedule of key business items for inclusion in Corporation meetings during 2023-2024. | Chair | All |
| 22. | D/GG | **Appointment of substantive Principal (confidential)**  To receive, discuss and agree on the arrangements for the appointment of the substantive principal as outlined in the paper from the Chair of the Corporation. | Chair | All |
| 23. | N | **Any Other Business**  Chair to be notified in advance. Inclusion at the discretion of the Chair. | Chair |  |
| 24. | N | **Date of next meeting**  The annual strategy meeting (subject to the approval of this meeting) will take place at 5pm on Monday 18th September 2023. The next Corporation meeting (subject to the approval of this meeting) will take place at 5pm on Monday 2nd October 2023. | Chair |  |