



VERSION – EXTERNAL MINUTES (Final)

**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 23rd January 2023 from 5pm
N001 at Cirencester College**

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: Arron Evans (AE) (Parent Governor) via Teams
Fiona Galbraith (FG) (External Governor) via Teams
Jim Grant (JG) (Principal)
Chris Haslam (CH) (External Governor)
Ben Mathis (BM) (Student Governor)
Libby Reed (LR) (External Governor)
Susie Richards (SR) (External Governor)
Nicole Saunders (NS) (External Governor)
Amelie Solomon (AS) (Student Governor) via Teams
Andrew Tubb (ATU) (Vice Chair of Corporation)
Julian Tudsbery (JT) (External Governor)
Nikki Webster (NW) (Staff Governor)
Ben West (BW) (Vice Chair of Corporation) via Teams
David Zan-Kreyser (DZK) (External Governor) via Teams

Andrew Tubb was the meeting chair.

In attendance: Peter Clegg (PC) (Bathurst Estate/The Steadings – item 3 only), Matt Couzens (MC) (VP Curriculum and Quality), Karen Fraser (KF) (VP Student Experience and External Relations), Jacqui Parry-Jones (JPJ) (Head of HR), Matt Reynolds (MR) (VP Teaching and Learning), Jeannie Adam (Clerk).

Governor Comments (GC)

Governor Questions (GQ)

Governor Decision (GD)

1. **Apologies:**
Apologies were received and accepted from Peter Holmes, Jane Fern and Angelo Faria.
2. **Declarations of interest**
ATU declared an interest in agenda item 3 as a trustee of Steadings Community Management Trust.
There were no other declarations of interest.
3. **Bathurst Estate/The Steadings**

The PowerPoint presentation regarding The Steadings had been circulated with the agenda for the meeting.

PC took the governors through the PowerPoint presentation and made the following key points:

- The development will take up to 15 years to complete.
- All types of skill sets will be required to facilitate the development. This will provide multiple opportunities for college to work with The Steadings and the Bathurst Estate team to enable student involvement/experience.
- The opportunity exists for local stakeholders, like the college, to influence the facilities which are to be developed.

GC – The college is committed to equipping with the skills needed by employers. A local opportunity like this will be very useful.

The Chair thanked PG for his attendance at the meeting and the presentation.

PC left the meeting.

4. Corporation membership

The Chair welcomed the new Student Governor to the meeting.

5. Principal's Report (Confidential)

a) Principal's report (January 2023)

The Principal's report for January 2023 had been circulated with the agenda for the meeting.

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

The Corporation noted the Principal's report (January 2023).

b) KPI Tracker

The KPI tracker had been circulated with the agenda for the meeting.

The KPI tracker was noted by the Corporation.

6. Apprenticeships (inc. employer relations)

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

GQ – What are the employment outcomes for the apprentices?

A – All completing their programme went into employment – many within the organisation where they were an apprentice.

GQ – Do we utilise the national campaigns promoting apprenticeships?

A – Yes. The college piggybacks on these and along with programmes National Apprentice Week. The team uses social media to maximise communication/marketing.

The Corporation noted the Apprenticeships Report.

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

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

The VP Student Experience and External Relations made the following key points:

- There has been a major drive to support work experience for those A Level students not planning to go on to university.
- There are a record number of UCAS applications in process (738).
- Enrichment numbers are good. Attendance tracking has improved. There are still some students who are difficult to engage in enrichment activities.

GC – The driving-based enrichment activities are an excellent offer.

The Corporation noted the Student Personal Development Report.

8. 16-19 Study Programmes (curriculum offer, high needs support, T Levels, enrichment, STEAM)

The annual report regarding the 16-19 study programmes had been circulated with the agenda for the meeting.

The VP Teaching and Learning made the following key points:

- HESA data illustrates the impact of the college.
- More than 100 courses are on offer.
- Recent GCSE results are way above the national average.
- Non-selective approach supports students from disadvantaged areas.
- National and regional status of the college is high.
- Curriculum development remains a priority.

GQ – Does the diversity of the curriculum create staff recruitment challenges?

A – The market is generally tough at the moment. The college is flexible and will bring in ex-military and business people and train them to teach. Advertising is varied and some agency usage has been introduced. The Taking Teaching Further programme provides the funding to train up those joining the profession from elsewhere.

The Corporation noted the 16-19 Study Programmes Report.

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

The annual HR Report regarding recruitment, retention and development had been circulated with the agenda for the meeting.

The Head of HR made the following key points:

- The college was fully staffed with teaching staff at the start of the academic year.
- Recruitment for some support roles is challenging at the moment.
- Turnover is up by 1% but is below the national average.
- Training for middle managers has led to an improvement in their ability to manage staff issues and challenges, reducing the pressure on HR.
- HR Manager attends faculty meetings.
- Implementation of the new HR system continues. This is proving time consuming.

GQ – Are there fewer HR related issues?

A – Possibly. Middle managers now intervene early and have a 'recorded conversation' with individuals as issues arise. This enables improvements to be made and support given. Staff can raise issues and escalation can be prevented. There have been fewer disciplinarys.

GC – This could also be an impact of improved recruitment.

GC – The branding of the new HR system as Succeed is appropriate. It is the role of the manager to support the success of their team. It will provide an audit trail for problems which do develop.

The Corporation noted the HR Report.

10. Student induction survey

This item is deferred until the Corporation meeting on 20th March 2023.

11. Financial reports and accounts

- a. The Capital Expenditure Position Paper (January 2023) had been circulated with the agenda for the meeting.

The Principal made the following key points:

- Capital projects continue to dominate at the moment. These are possible due to the financial stability of the college and are providing the infrastructure for the future.

GQ – What is the situation with the Animal Science bid?

A – Funding has not been secured currently. Some groundworks will take place to certify the start of the project and 'protect' the planning permission which would have expired during 2023.

The Corporation noted the Capital Expenditure Position Paper (January 2023).

- b. Fy 2022-23 financial position forecast – verbal.

The Finance Director had sent his apologies to the meeting.

12. Student Governors

GQ – When will teaching start in the T Level building?

A – This is expected after half term.

GQ – How do students feed in enquiries to the student governors?

A – This can be a challenge. The appointments are posted on CCO and there is an email address for student governors, and they have their college email address. A message could be issued in the weeks leading up to a corporation meeting to encourage contact. This could also be included in the weekly update to students and parents. MC and JA meet with the student governors in the week before the Corporation meeting.

13. Focus Governance

To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff:

- a. The faculty reviews 28th November 2022, 1st December 2022 and 5th December 2022 had been circulated with the agenda for the meeting and were noted by the Corporation.
- b. The Safeguarding, careers, student wellbeing, tutorial/education for life report (18th and 24th November 2022) had been circulated with the agenda for the meeting and was noted by the Corporation.

GC – The need for governors to challenge on data was stressed by the reviewer.

GC – Focus governor roles enable challenge to take place whilst ensuring governors and SLT work effectively together.

13. Governance

- a. **To note, approve and sign off the minutes of the Corporation meeting on 5th December 2022**
 - i. **Confidential minutes – external governors only**

The minutes had been circulated by email to the external governors only. The minutes were approved as an accurate record of the meeting and were signed by the Vice Chair of the Corporation (ATU).

ii. Confidential internal minutes

The minutes had been circulated with the agenda for the meeting. The minutes were approved as an accurate record of the meeting and were signed by the Vice Chair of the Corporation (ATU).

iii. External minutes

The minutes had been circulated with the agenda for the meeting. The minutes were approved as an accurate record of the meeting and were signed by the Vice Chair of the Corporation (ATU).

b. Matters arising from the 5th December 2022 minutes not covered elsewhere on the agenda.

There were no matters arising from the 5th December 2022 minutes.

15. Any Other Business

a. For information – the annual report of the Further Education Commissioner (1 August 2021-31 July 2022) had been circulated with the agenda for the meeting.

GC – The FE Commissioner highlights governors being in post too long as a general issue – are there parameters for governor tenure?

A – Yes. 1 year probation and the 3 further terms of 3 years each with a review at the end of each term. The monitoring and management of this is effective via Search and Governance Committee. Co-option can be used if required – for example as in the case of the Chair of Audit Committee. Search and Governance considered different engagement options for governors at its last meeting.

GC – The FE Commissioner highlights cyber security as another area of concern. There have been cyber-attacks at local schools.

A – Audit Committee continue to monitor progress in this area and receive detailed reports at each meeting.

b. For information – the revised calendar of Corporation and Committee meetings (due to the introduction of the Coronation Bank Holiday on 8th May 2023) had been circulated with the agenda for the meeting.

Action - The governors and SLT members were asked to note the change of the Corporation meeting from 8th May 2023 to 24th April 2023.

NW, AS, BM, MC, MR, KF, JPJ left the meeting.

16. Outline pay proposals for March 2023 (Confidential item – external governors only).

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

17. Date of next meeting

5.00pm on Monday 20th March 2023. N001 at Cirencester College.

This meeting will be preceded (at 4.15pm) by governor training – Health and Safety.

As detailed in SO Appendix 2B – Summary of Key Business 2022-2023, this meeting will receive reports on the following:

- Student induction survey – deferred from 23rd January 2023 meeting.
- Annual health and safety report.

External minutes

Corporation meeting 23rd January 2023 (Final)

- Estate strategy, management and environmental sustainability. accommodation strategy.
- Indicative budget for 2023/2024 and pay proposals.
- College performance (Data on student outcomes for particular groups – FSM, deprived areas – Polar postcodes).

The meeting closed at 6.35pm

Signed by:

Peter Holmes (Chair of Corporation)



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Date 22/3/2023

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Summary of resolutions, action points and outstanding business from this meeting (23rd January 2023).	Action	Completed?
Item 15b - The governors and SLT members were asked to note the change of the Corporation meeting from 8 th May 2023 to 24 th April 2023.		Complete. Recorded in the minutes of the meeting.

