



External minutes (Final)

**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 9th October 2023 at 5.00 pm**

T105 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.

Present:

Jane Fern (JF) (Staff Governor)
Tony FitzSimons (TF) (External Governor)
Fiona Galbraith (FG) (External Governor)
Chris Haslam (CH) (External Governor)
Peter Holmes (PH) (Chair of the Corporation)
Ping Li (PL) (External Governor)
Ben Mathis (BM) (Student Governor) (Teams)
Libby Reed (LR) (External Governor)
Matt Reynolds (MR) (Interim Principal)
Susie Richards (SR) (External Governor)
Nicole Saunders (NS) (External Governor) (Teams)
Andrew Tubb (ATU) (Vice Chair)
Nikki Webster (NW) (Staff Governor)
Ben West (BW) (Vice Chair)
David Zan-Kreyser (DZK) (External Governor) (Teams)

In attendance:

Matt Couzens (MC) (Cirencester College, VP Curriculum and Quality) (Teams)
Angelo Faria (AF) (Cirencester College, Finance Director)
Karen Fraser (KF) (Cirencester College, VP Student Journey and External Relations)
Jeannie Adam (JA) (Clerk to the Corporation)

GC – Governor comment.

GQ – Governor question.

CD – Corporation decision.

1.	<p><u>Apologies</u></p> <p>No apologies were received. All members were present. The meeting was therefore quorate.</p>
2.	<p><u>Declarations of interest</u></p> <p>No member declared an interest in any item on the agenda.</p>
3.	<p><u>Chair's Report</u></p> <p>The Chair of the Corporation gave a verbal update on the progress made regarding the appointment of the substantive principal and the work undertaken by Peridot Associates.</p>
4.	<p><u>Interim Principal's Report (Confidential)</u></p> <p>a. The Interim Principal's report (October 2023) had been circulated with the agenda for the meeting. The discussions are noted in the confidential internal minutes of the meeting.</p> <p>The Corporation noted the Interim Principal's report (October 2023).</p> <p>b. Key Performance Indicator (KPI) tracker against Strategic Plan 2022-2027 had been circulated with the agenda for the meeting and was noted by the Corporation.</p>
5.	<p><u>Summer 2023 results</u></p> <p>The Summer Results Report 2023 had been circulated with the agenda for the meeting.</p> <p>The VP Curriculum and Quality made the following key points:</p> <ul style="list-style-type: none"> • Students have made positive moves on to university and into employment. • Six Dimensions data will be focused on as ALPS data remains weak. • T Level, vocational and GCSE results were excellent. • Attendance and retention are key priorities for 2023-2024. • Courses of concern have already been addressed and work is ongoing driven by faculty reviews. <p>GC – Reports on attendance and retention should come to Corporation at the start of each term.</p> <p>Action – Clerk to add Attendance and Retention Report to Corporation meeting agenda for 22nd January 2024 and 29th April 2024.</p> <p>Action – Clerk to update Standing Order Appendix 2B – Corporation Schedule of Business 2023-2024 and notify Matt Couzens (Vice Principal Curriculum and Quality).</p> <p>The Corporation noted the Summer 2023 Results Report.</p>
10.	<p><u>Cross college student survey 2023 (confidential) - deferred from 26th June 2023 meeting.</u></p>

	<p>Note – the Chair moved this item forwards in the agenda.</p> <p>The Cross College Student Survey for 2023 had been circulated with the agenda for the meeting. The discussions are noted in the confidential internal minutes of the meeting.</p> <p>The Cross-college student survey 2023 was noted by the Corporation.</p>
<p>14b.</p>	<p><u>Policies</u></p> <p>Note – the Chair moved this item forwards in the agenda.</p> <p>b. The Data Protection Policy had been circulated with the agenda for the meeting.</p> <p>Subject to the approval of the Search and Governance meeting on 23rd October regarding section 15 of the policy (Publication of college information), the Corporation approved the revisions to the Data Protection Policy.</p> <p>Action – Search and Governance Committee (23rd October 2023) to consider section 15 of the policy and report back to the Vice Principal Curriculum and Quality).</p> <p>MC left the meeting.</p>
<p>6.</p>	<p><u>Marketing and growth</u></p> <p>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.</p> <p>GC – The Chair of the Corporation led a vote of thanks to VP Student Journey and External Relations and her team for the achievement of 3000 students.</p> <p>VP Student Journey and External Relations made the following key points:</p> <ul style="list-style-type: none"> • There is strong growth coming from Gloucester/Quedgeley and Carterton/Stanford in Vale. Strong housing growth in both areas. • The aim is for students to have a journey time of less than one hour to college. • Strong growth from ESOL 16-19 group. A progression route through the college needs to be found for this group. We are the only college in the area offering a full-time programme. • All adult courses are now delivered in-house. • Open Day at the college on Saturday 14th October 2023. All governors are welcome. <p>GC – Attended careers convention at Kingshill School on 10th October. The college was represented strongly by the marketing team, student ambassadors and other staff members.</p>

	<p>GQ – How are buildings utilized outside of core college hours?</p> <p>A – Through adult leisure courses, ESOL and English, Maths and Digital for adults. As the new buildings are grant-funded, there are restrictions on their usage for non-grant funded activities ie not 16-19. The college could be subject to VAT claw back should the buildings be used for outside the charitable purpose of the college. Security issues are also a consideration as the new buildings have high levels of very valuable equipment.</p> <p>GC – Space utilization has always been an issue for education and expansion of activities can be a major drain on resources for very little return.</p> <p>The Corporation noted the Marketing and Growth Report.</p>
7.	<p><u>Customer Feedback Report 2022-2023</u></p> <p>The annual Customer Feedback Report 2022-2023 had been circulated with the agenda for the meeting.</p> <p>VP Student Journey and External Relations made the following key points:</p> <ul style="list-style-type: none"> • The issues raised in the report came from 3 course areas in the main. • Overall, it is the best Customer Feedback Report received by the college. • Immediate reporting via CCO means that issues are picked up and addressed quickly. <p>The Corporation noted the Customer Feedback Report 2022-2023.</p>
8.	<p><u>Subcontracting Report 2022-2023</u></p> <p>The annual Subcontracting Report 2022-2023 had been circulated with the agenda for the meeting.</p> <p>The Finance Director made the following key point:</p> <ul style="list-style-type: none"> • Subcontracting is now at zero except for one subcontracted activity to support the particular medical needs of one student. <p>The Corporation noted the annual Subcontracting Report 2022-2023.</p>
9.	<p><u>Whistleblowing Report 2022-2023</u></p> <p>The annual Whistleblowing Report 2022-2023 had been circulated with the agenda for the meeting.</p> <p>The Corporation noted the annual Whistleblowing Report 2022-2023.</p>
11.	<p><u>Financial Report and Accounts</u></p> <p>a. P14 financial statement with commentary had been circulated with the agenda for the meeting.</p>

GC – The Chair commented that in-year funding may be achieved to support the additional costs from increased student numbers.

The Finance Director made the following key points:

- The surplus is above projections.
- No material issues are expected from the external audit.
- In-year funding due to increased student numbers will not be assumed. There is a de minimus limit of 100 students.
- The monthly Focus Governor meetings with DZK and TF have re-started.
- The 2 recent refurbishment projects came in on budget.

The Corporation noted the P14 financial statement with commentary.

- b. Form of compliance certificate 11th August 2023 had been circulated with the agenda for the meeting and was noted by the Corporation.
- c. PO12 financial statement with commentary and 2023-2024 outlook update had been circulated with the agenda for the meeting.

GQ – Has the threat around the loss of the Apprenticeship Manager in August 2023 been addressed?

A – New starter from August 2023 comes from DWP and has an extensive network of contacts. New team in place and operating well.

The Corporation noted the PO12 financial statement with commentary and 2023-2024 outlook update.

- d. For information - College Financial Forecasting Return (CFFR) submitted for 31st July 2023 had been circulated with the agenda for the meeting.

The Corporation noted the College Financial Forecasting Return (CFFR) submitted for 31st July 2023.

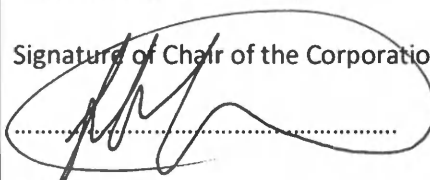
GC – It may be appropriate to maximise the interest available on cash balances. An advisor could be appointed to identify the core financial surplus which could be utilized for investment purposes.

A – Given the significant capital programme which is in play at the moment, around £2.5million of cash balances are being reserved for associated costs, including the demolition of Davis Block. A cautious approach should be adopted with attention focused on the day-to-day finances. It could be reconsidered around March 2024 when strategic cash balances may be clearer.

	<p>GC – The Chair of Audit Committee commented that it remains important to have fast access to cash. The right balance between risk and reward for the college would need to be achieved.</p> <p>Action – DZK, TF and Finance Director to continue to consider the option of investment of a core financial surplus and report back to Corporation.</p>
<p>12.</p>	<p><u>Student Governors</u> To receive any recommendations from the Student Governors.</p> <p>GC – The Student Governor commented that matters raised in the Cross College Survey (item 10 refers) are being addressed. 3-hour lessons are generally managed flexibly by the teachers.</p>
<p>13.</p>	<p><u>Keeping Children Safe in Education – September 2023</u></p> <p>KCSIE 2023 (effective 1st September 2023) was issued to external and student governors by email on 30th August 2023 (item 13a refers). The email was circulated with the agenda for the meeting and was noted by the Corporation.</p> <p>Action – all governors to read KCSIE Part 1 and return the declaration form (item 14d) to the Clerk as soon as possible.</p>
<p>14.</p>	<p><u>Policies</u> The following policies have been reviewed, require the approval of the Corporation and were circulated with the agenda for the meeting:</p> <p style="padding-left: 40px;">a. Safeguarding Policy</p> <p>The VP Student Journey and External Relations made the following key points:</p> <ul style="list-style-type: none"> • The amendments are in line with the changes to KCSIE for 2023-2024. • Filtering activity by the college is good. • Monitoring activity by the college needs to improve and a provider is being sought who can support this. <p>GQ – Are there any issues regarding staff/student relationships at the moment? A – Confidence is high that this is not an issue. Staff know that this would be reported to LADO and an individual would not work in education again. The potential issues are raised at the interview stage.</p> <p>GQ – Are students aware that they should not be contacted by staff outside of the parameters applicable to the college?</p> <p>A – Is covered in safeguarding tutorials and the Student Handbook. Information on how to flag issues is clear. There are multiple routes which can be used to raise issues if need be. Safer recruitment processes have prevented the employment of unsuitable candidates.</p> <p>Action – Clerk to speak with the Student Governor about student understanding of inappropriate relationships with members of staff.</p>

	<p>GQ – Should student email addresses be available to governors?</p> <p>A – A project is taking place to assess the levels of access to emails that are required.</p> <p style="padding-left: 40px;">b. Data Protection Policy</p> <p>Note – this item was moved forwards in the agenda.</p>
15.	<p><u>Governance</u></p> <p><u>Governance</u></p> <p>A. <u>Minutes – 26th June 2023</u></p> <p>The minutes of the Corporation meeting on 26th June 2023 (NB issued for comment on 5th July 2023) had been circulated with the agenda for the meeting.</p> <ul style="list-style-type: none"> i. Confidential minutes for external governors only (note – issued by email) ii. Confidential Internal minutes iii. External minutes <p>CD - All minutes were approved as an accurate record of the meeting and were signed by the Chair of the meeting.</p> <ul style="list-style-type: none"> iv. Matters arising from the 26th of June 2023 minutes not covered elsewhere on the agenda. <p>There were no matters arising from the minutes of the meeting on 26th June 2023.</p> <p>B. <u>Minutes – 18th September 2023</u></p> <p>The minutes of the Corporation strategy meeting on 18th September 2023 (NB issued for comment on 25th September 2023) had been circulated with the agenda for the meeting.</p> <ul style="list-style-type: none"> i. Confidential minutes for external governors only (note – issued by email) ii. Confidential internal minutes <p>CD - All minutes were approved as an accurate record of the meeting and were signed by the Chair of the meeting.</p> <ul style="list-style-type: none"> iii. Matters arising from the 18th of September 2023 minutes not covered elsewhere on the agenda. <p>There were no matters arising from the minutes of the meeting on 18th September 2023.</p> <p>C. <u>Further Education Code of Good Governance Association of Colleges (AoC)</u></p>

	<p>The AoC revised FE Code of Good Governance (September 2023) had been circulated with the agenda for the meeting.</p> <p>The Corporation formally adopted the revised code as required by the Education and Skills Funding Agency (ESFA) and noted that this adoption will be declared in the financial statements.</p> <p>D. <u>Focus Governor priorities for 2023-2024 and beyond.</u></p> <p>Further to the strategy meeting on 18th September 2023, the priority areas for focus governance need to be agreed by the Corporation. The Search and Governance Committee on 23rd October 2023 will discuss and agree the Focus Governor appointments in line with the priority areas agreed. Governors should refer to Standing Order Appendix 2B as approved at the Corporation Strategy meeting on 18th September 2023.</p> <p>Action – Chair of Corporation, Chair of Search and Governance and Interim Principal to discuss Focus Governor priorities in advance of the Search and Governance Committee meeting on 23rd October 2023.</p> <p>E. <u>Corporation reports template – for discussion</u></p> <p>The draft of a standardized form of reporting for the Corporation had been circulated with the agenda for the meeting.</p> <p>CD – The Corporation approved the adoption of the Corporation Reports template for future reports.</p> <p>Action – Clerk to confirm adoption with Interim Principal of the Corporation Reports template for future reports to Corporation.</p> <p>BM left the meeting.</p>
16.	<p><u>Corporation membership, tenure and appointments – confidential</u></p> <p>The discussions are noted in the confidential internal minutes of the meeting.</p>
17.	<p><u>Standing Orders</u></p> <p>The revision to Standing Order Appendix 1 – Instrument and Articles of Government section 5, paragraph 2 to be removed – had been circulated with the agenda for the meeting. Quorum arrangements to be reviewed and noted.</p> <p>CD – The Corporation approved the removal of section 5 paragraph 2 from Standing Order Appendix 1 Instrument and Articles of Government. Quorum arrangements were noted.</p>

	Action – Clerk to finalise the update to Standing Order Appendix 1 Instrument and Articles of Government.
18.	<u>Any Other Business</u> There was no further business for the meeting.
19.	<u>Date of the next meeting</u> The next Corporation meeting will take place at 5pm on Monday 4 th December 2023. As detailed in SO Appendix 2B – Summary of Key Business 2023-2024, this meeting will receive reports on the following: <ul style="list-style-type: none">• Sign off 2022-2023 accounts.• Self-Assessment Report and QIP sign off.• Adult provision (Franchised provision).• Local skills improvement plans (LSIPs) and duty to review provision.• An interim report from the Academisation subcommittee. The meeting closed at 7pm. Signature of Chair of the Corporation:  Peter Holmes Date: <u>4 Dec 2023</u> FIONA GARRAITH Chair wef 3 Nov 2023

Committee action from this meeting and outstanding business for the next meeting			Complete?
Item 4a	Action – Clerk to add a Teacher Training progress and impact report to the agenda for the Corporation meeting 24 th June 2024.	11/10/2023 – added to draft agenda for 24 th June 2024.	Complete
	Action – Clerk to update Standing Order Appendix 2B – Corporation Schedule of Business 2023-2024	Updated 11/10/2023	Complete
	Notify Rich Stonebridge (RS) (Interim Vice Principal) and PA's.	8/11/2023 – Email to RS with details. 8/11/2023 – Email to FG re scope of report	Pending
Item 4d	Action – Clerk to write to Interim Principal to confirm the approval of the revision to strategic objective 1a with immediate effect.	8/11/2023 – Email to MC to confirm the revision to strategic objective 1a.	Complete
Item 5	Clerk to add Attendance and Retention Report to Corporation meeting agenda for 22 nd January 2024 and 29 th April 2024.	11/10/2023 – added to draft agenda for 22 January 2024 and 29 th April 2024	Complete
	Clerk to update Standing Order Appendix 2B – Corporation Schedule of Business 2023-2024	Updated 11/10/2023	Complete
	Notify Matt Couzens (Vice Principal Curriculum and Quality) and PAs.	8/11/2023 – Email to MC re planning the report.	Pending
Item 14b	Action – Search and Governance Committee (23rd October 2023) to consider section 15 of the policy and report back to the Vice Principal Curriculum and Quality).	11/10/2023 – On agenda for S and G committee on 23 rd October 2023.	Complete
Item 11	Action – DZK, TF and Finance Director to continue to consider the option of investment of a core financial surplus	8/11/2023 – email sent to DZK/TF and AF.	Complete

	and report back to Corporation after March 2024.	Report noted on Corp agenda for 29/4/2024 or 24/6/2024	
Item 13	Action – all governors to read KCSIE Part 1 and return the declaration form (item 14d) to the Clerk as soon as possible.	18/10/2023 Email sent to TF/FG/CH/BM/SR/NS/DZK	11/10/2023 – LR returned. 18/10/2023 – SR returned. 30/10/2023 – DZK returned. 2/11/2023 – NS returned.
Item 14	Action – Clerk to speak with the Student Governor about student understanding of inappropriate relationships with members of staff.	8/11/2023 – Email to BM re staff/student contact.	Complete
Item 15d	Action – Chair of Corporation, Chair of Search and Governance and Interim Principal to discuss Focus Governor priorities in advance of the Search and Governance Committee meeting on 23rd October 2023	8/11/2023 – Email to FG to conclude discussions by 4/12/2023 if possible.	Pending
Item 15e	Action – Clerk to confirm adoption with Interim Principal of the Corporation Reports template for future reports to Corporation.	8/11/2023 – Email to MR re adoption of the template for Corporation reports.	Complete
Item 17	Action – Clerk to finalise the update to Standing Order Appendix 1 Instrument and Articles of Government.	8/11/2023 – updated	Complete

