



VERSION – EXTERNAL MINUTES (Final)

**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 22nd January 2024 from 5pm
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.

Governors:

- Fiona Galbraith (FG) (Chair of Corporation)
- Mike Cadman (MC) (Staff Governor – Support)
- Mikey Ezewudo (ME) (External Governor)
- Tony FitzSimons (TF) (External Governor) via Teams
- Kate Hoskins (KH) (Student Governor)
- Ping Li (PL) (External Governor)
- Libby Reed (LR) (External Governor)
- Matt Reynolds (MR) (Principal)
- Susie Richards (SR) (External Governor)
- Nicole Saunders (NS) (External Governor) via Teams
- Catherine Simpson (CS) (Parent Governor)
- Andrew Tubb (ATU) (Vice Chair of Corporation)
- Gay Wales (GW) (External Governor)
- Nikki Webster (NW) (Staff Governor) via Teams
- Ben West (BW) (Vice Chair of Corporation)
- 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), Jacqui Parry-Jones (JPJ) (Head of HR), Jeannie Adam (Clerk).

Governor Comments (GC)

Governor Questions (GQ)

Corporation Decision (CD)

Governor training – preparation for Ofsted inspection

Led by Matt Couzens, this session presented governors with information regarding the Ofsted Education Inspection Framework (EIF) and the role of the Corporation and governors in the inspection process. Presentation slides and documents had been circulated to governors in advance.

1. Apologies:

Apologies were received and accepted from Ben Mathis. Chris Haslam was absent.

2. Declarations of interest

There were no declarations of interest.

3. Corporation membership (confidential)

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

5. Principal's Report (Confidential)

a) Principal's report (January 2024)

The principal's report for January 2024 had been circulated with the agenda for the meeting.

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

b) KPI Tracker

The KPI tracker had been circulated with the agenda for the meeting. A further update has been made since circulation.

The KPI tracker was noted by the Corporation.

5. Academisation Working Party Report (Confidential).

The final report of the Academisation Working Party had been circulated with the agenda for the meeting.

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

6. Apprenticeships (inc. employer relations) (Confidential)

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

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

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

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

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

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

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

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

9. Attendance and Retention Report (Autumn Term 2023) (Confidential)

The termly Retention and Attendance Report (Autumn Term 2023) had been circulated with the agenda for the meeting.

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

10. Financial reports and accounts

The PO4 (November 2023) financial statement with commentary extended to 2027-2028, had been circulated with the agenda for the meeting. The details of confidential discussions are recorded in the confidential internal minutes for the meeting.

The Finance Director made the following key points:

- ESFA audit is about to conclude. Management letter is being finalised. Although there will be some management actions, there will be no financial clawbacks. This is a significant achievement for the college. The management letter will go to Audit Committee on 4th March 2024 and then to Corporation on 18th March 2024. The performance of the MIS team should be noted.
- There is a significant increase (9.8% to £11.44) in the National Living Wage (NLW) in April 2024.
- Further to the Audit Committee meeting on 20th November 2023, clarification on the commitments or charges against the college had been sought and provided.
- Audit Committee continues to monitor IT infrastructure spending. Price increases are across the IT sector. Some may be mitigated by going direct to the suppliers.

GC – It is important not to compromise IT quality in attempts to control any overspend.

GC - Chair of Audit commented that he is satisfied with the PO4 report. PO5 will be considered at the next finance focus meeting (Thursday 25th January 2024). The outcome of the ESFA audit provides the Corporation with a high level of assurance.

The Corporation noted the PO4 (November 2023) financial statement with commentary extended to 2027-2028.

11. Student Governors

There were no matters to be raised by the Student Governors.

12. Focus Governance (Confidential)

The Safeguarding, Student Wellbeing, Tutorial, Education for Life, Student Experience Focus Governor Report (5th October 2023 by LR) had been circulated with the agenda for the meeting.

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

13. Governance

a. To note, approve and sign off the minutes of the Corporation meeting on 4th December 2023

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 Chair of the Corporation.

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 Chair of the Corporation.

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 Chair of the Corporation.

b. Matters arising from the 4th December 2023 minutes not covered elsewhere on the agenda.

There were no matters arising from the 4th December 2023 minutes.

c. To note, approve and sign off the confidential minutes of the extraordinary Corporation meeting on 14th December 2023 (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 Chair of the Corporation.

14. Standing Orders

a. The following Standing Orders, as reviewed by the Search and Governance Committee on 23rd October 2023, had been circulated with the agenda for the meeting:

- i. Standing Order appendix 6A - Cirencester College Corporation Search & Governance Committee Constitution, Terms of Reference & Procedures.
- ii. Standing Order appendix 6B - Cirencester College Corporation Search & Governance Committee Key Tasks 2023-2024.

CD - Standing Order appendix 6A - Cirencester College Corporation Search & Governance Committee Constitution, Terms of Reference & Procedures and Standing Order appendix 6B - Cirencester College Corporation Search & Governance Committee Key Tasks 2023-2024 were approved by the Corporation.

15. Any Other Business

a. Pay award regarding National Living Wage (NLW).

The Finance Director commented that, as referred to in item 10, there will be an increase in the NLW effective April 2024. These proposals will be considered with the Finance Focus Governors at their meeting on 25th January 2024. The proposals are within budget. The Finance Focus Governors will report to Corporation on 18th March 2024.

Action – Finance Focus Governors to report to Corporation on 18th March 2024.

b. Corporation papers

The Chair of the Corporation advised that improvements are in hand to ensure the timely receipt of reports in advance of Corporation meetings. Governors should make requests for further information or questions to report authors in advance of Corporation meetings where possible.

c. Governor training

The Chair of the Corporation referred to the pre-Corporation governor training sessions currently offered at 4.15pm prior to Corporation meetings and asked governors to consider whether this timing works for them.

Training could be moved to start from 5pm leading to a later close of the meeting, retained at 4.15pm or offered at another time.

Action – Governors to feedback to Chair of the Corporation and Clerk.

17. Date of next meeting

5.00pm on Monday 18th March 2024. T105 at Cirencester College.

Note - This meeting will be preceded (at 4.15pm) by governor training – Health and Safety (Corporation responsibilities, actions and assurance).

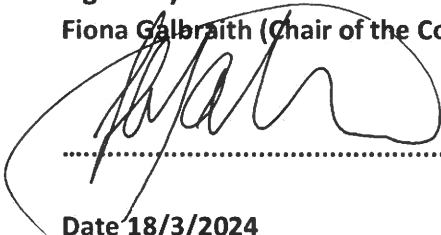
As detailed in SO Appendix 2B – Summary of Key Business 2023-2024, this meeting will receive reports on the following:

- Student induction survey 2023.
- Annual health and safety report.
- Estate strategy, management and environmental sustainability.
- College performance (Data on student outcomes for particular groups – FSM, deprived areas – Polar postcodes).
- Special Educational Needs and Disabilities (SEND) report.

The meeting closed at 7.25pm

Signed by:

Fiona Galbraith (Chair of the Corporation)



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Date 18/3/2024

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| Summary of resolutions, action points and outstanding business from this meeting (22 nd January 2024). | Action | Completed? |
|---|--|---|
| Item 4b - Revised KPI document to the Corporation by email. | Clerk to issue to Corporation by email. | Complete - issued by email 24/1/2024 |
| Item 8 – The Chair requested that there be a 6 monthly HR report to Corporation in the future. | Clerk to contact Head of HR to make arrangements and schedule next HR report to Corporation. | Complete – added to agenda for 24 th June 2024. |
| Item 15a – Pay award regarding National Living Wage (NLW). Finance Focus Governors and Finance Director to consider the proposals at meeting on 25 th January 2024. | Action – Finance Focus Governors to report to Corporation on 18 th March 2024. | Complete - Focus Governor report for 18 th March 2024 (Agenda item 11bi) |
| Item 15c – Governor training. The Chair of the Corporation asked governors to consider their preferences regarding governor training options – from 4.15pm prior to Corporation meeting or from 5pm leading to later finish for Corporation meetings. | Action – Governors to feedback to Chair of the Corporation and Clerk. | Added to matters arising on agenda for 18 th March 2024. |