



**VERSION – EXTERNAL MINUTES (Final)**

**MINUTES OF CIRENCESTER COLLEGE  
CORPORATION MEETING  
Monday 29<sup>th</sup> April 2024 from 5pm**

**T105 and Microsoft Teams**

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)**
- Mikey Ezewudo (ME) (External Governor)
- Chris Haslam (CH) (External Governor)
- Kate Hoskins (KH) (Student Governor)
- Ping Li (PL) (External Governor)
- Ben Mathis (BM) (Student Governor) (via Teams)
- Libby Reed (LR) (External Governor)
- Matt Reynolds (MR) (Principal)
- Sara Sharkey (SS) (External Governor) (from item 4)
- Catherine Simpson (CS) (Parent Governor) (via Teams)
- Andrew Tubb (AT) (Vice Chair of Corporation)
- Nikki Webster (NW) (Staff Governor)

**In attendance:** Matt Couzens (MC) (VP Curriculum and Quality), Karen Fraser (KF) (VP Student Experience and External Relations), Rich Stonebridge (RS) (VP Teaching and Learning), Giles Robinson (GR) Finance Manager, Jeannie Adam (Clerk).

Governor Comments (GC)

Governor Questions (GQ)

Corporation Decision (CD)

**INTRODUCTION AND WELCOME. To include:**

- Apologies for absence
- Declarations of interest
- Minutes of previous meeting and matters arising
- Corporation membership and appointments
- Principal's update

**1. Apologies:**

Apologies were received and accepted from Susie Richards, Gay Wales, Ben West, Mike Cadman and Nicole Saunders. The meeting was quorate.

2. **Declarations of interest**

There were no declarations of interest.

3. **Minutes of the previous meetings – 18<sup>th</sup> March 2024 and 15<sup>th</sup> April 2024**

- a. To note, approve and sign off the minutes of the Corporation meeting on 18<sup>th</sup> March 2024:
- 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 18<sup>th</sup> March 2024 had been issued by email.

**CD - The minutes for 18<sup>th</sup> March 2024 were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.**

- b. Matters arising from the 18<sup>th</sup> March 2024 minutes not covered elsewhere on the agenda.

There were no matters arising from the 18<sup>th</sup> March 2024 minutes.

- c. **To note approve and sign off** the confidential minutes of the extraordinary Corporation meeting on 15<sup>th</sup> April 2024. (Issued to Corporation for comment on 24/4/2024).

**CD - The minutes for 15<sup>th</sup> April 2024 were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.**

4. **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 April 2024**

The Principal's report for April 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. **Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27.**

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

**STRATEGY AND ASSURANCE. To include current strategic issues arising from:**

- Statutory requirements
- Project Apollo
- Faculty reviews
- Strategy Day

- Chair of Corporation and/or committees.

6. **Accountability Agreements 2024-2025 and the Local Needs Duty**

The Corporation is required to review provision in relation to local needs as introduced in the Skills and Post-16 Education Act 2022. The reporting requirement has been changed and is now part the annual Accountability Agreement. The next Accountability Statement is to be submitted by 30<sup>th</sup> June 2024 following approval by the Corporation. In preparation the Corporation is asked to:

- a. **The Corporation received and reviewed** the Cirencester College Corporation Accountability Action Plan on Skills 2023-2024 and **received assurance** on progress towards the agreed outcomes.

The Principal advised that of the 17 targets for 2023-2024, 10 (58%) have been achieved, 6 (35%) are ongoing and 1 (7%) is pending an update. The key details were:

- Apprenticeships – target has been exceeded with an increase of between 20-25% in completion. 97 are on programmes at the moment and these can straddle academic years.
- Adult programmes are strong with effective work with the Job Centre and provision of ESOL courses.
- T Level Construction is up by 20%, although there has been a decline in T Level Engineering.
- All A Level courses have a digital element totalling 2 weeks.

- b. **The Corporation agreed** that no further action is required to fulfil the outcome targets for 2023-2024.

- c. **The Corporation received and noted** the Department for Education guidance 'Meeting skills needs: Guidance on annual Accountability Agreements 2024-2025 and the Local Needs Duty' (December 2023) which had been circulated with the agenda for the meeting.

- d. **The Corporation noted** the action and timetable for the completion of Accountability Agreement 2024-2025 (for submission by 30<sup>th</sup> June 2024) and the Accountability Action Plan on Skills 2024-2025 (for publication on the college website by 1<sup>st</sup> December 2024) – see action point below.

GQ – Are there issues the Corporation should be aware of?

A – T Level numbers and the offer are changing at the national level. Mapping local needs to national priorities will need to be addressed.

**Action – CS and MR will continue to work together and will present a final draft to the Corporation meeting on 24<sup>th</sup> June of the Accountability Agreement 2024-2025 (for submission by 30<sup>th</sup> June 2024) and the Accountability Action Plan on Skills 2024-2025 (for publication on the college website by 1<sup>st</sup> December 2024).**

7. **Project Apollo (Confidential)**

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

8. **Investment of core financial reserves/surplus (Confidential)**

**This item will be deferred** pending the substantive appointments of Chair of Audit Committee and Finance Focus Governor.

Note: Corporation meeting 9<sup>th</sup> October 2023 refers where DZK, TF and AF agreed to consider after March 2024 and report to Corporation. Item 11 of minutes refers.

**GOVERNANCE ANNUAL REPORTING CYCLE. To include:**

- **Reports as defined by Standing Order Appendix 2B – 2023-2024 Corporation Schedule of Business.**

**9. Estate strategy, management and environmental sustainability (accommodation strategy)**

- a. **The Corporation received and noted** the presentation by the Principal to outline the current key estate activities.

The Principal commented that the servicing costs of the new buildings are high due to the high level of new technology they utilise which requires regular servicing.

GC – The estate strategy has been delivered during a very challenging time and the outcome is excellent. Projects have been value engineered to keep them on budget. It would be helpful to break the strategy into yearly programmes to ensure achievable steps are being made.

GC – The estate strategy needs to connect to the full college strategy and link to student outcomes and educational impacts.

GQ – How do students feel about the campus and how they utilise it?

The Student Governor commented that the ongoing building work has had little impact on the learning environment. All new areas are being well used by students.

- b. **To receive and note** the Cirencester College Masterplan from Roberts Limbrick (updated for April 2024).

This item is deferred until the Corporation meeting on 24<sup>th</sup> June 2024.

- c. **The Corporation received and noted** the Green Campus Strategy (updated for April 2024).

The VP for Student Experience and External Relations commented that adjustments to bus timetables are planned for September 2024 to enable better flow of students in and out of campus and reduce accommodation issues.

**10. 16-19 Study Programmes (Curriculum offer, high needs support, T Levels, enrichment, STEAM) (Confidential)**

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

**11. Quality of teaching and learning (planning and implementation, impact, pedagogy, out of class learning, high achievers) (Confidential)**

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

**12. Pastoral support – student behaviour/attitudes, student support, student participation in enrichment and community (Confidential)**

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

**13. Statutory duties – safeguarding, Prevent, EDI, GDPR and FOI (Confidential).**

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

**14. Attendance and Retention Report (Spring Term 2024) (Confidential)**

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

**15. Financial Report and Accounts**

**The Corporation received, noted and approved** the February 2024 (PO7) financial statement and college finance commentary extended to 2027-2028.

The Finance Manager commented that the projected surplus is still on target. Expenditure levels are accurate and well managed.

GQ – Does the increased spending for Project Apollo impact the current budget?

A – The impacts will be for the 2024-2025 budget. The increase in the National Living Wage has been reflected in the current budget.

**16. Budget sign-off (2024-2025) (Confidential)**

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

**COMMITTEES AND FOCUS GOVERNANCE. To include:**

- Committee minutes and reports following meetings.
- Reports from Focus Governors detailing meeting with SLT and college staff.

**17. Focus Governance (Confidential)**

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

**GOVERNANCE ADMINISTRATION AND PROCESSES. To include:**

- Key governance documentation
- Policies for review and approval
- Standing Orders for review and approval
- Next meeting

**18. College Financial Handbook 2024**

**The Corporation noted** that the College Financial Handbook 2024 has been published by the ESFA (March 2024) and is effective from 1 August 2024. This is an important new document and sets out the framework for the implementation of effective financial management and other controls for colleges. A briefing session for governors will take place prior to the Corporation meeting on 24<sup>th</sup> June 2024.

**19. Policies**

**The Corporation received, reviewed and approved** the following policies:

- a. Pay and Pay Review Policy.

The Pay and Pay Review Policy (April 2024) had been circulated with the agenda for the meeting.

**CD – The Corporation unanimously approved the adoption of the Pay and Pay Review Policy (April 2024).**

**Action – Clerk to write to the policy owner to advise of Corporation approval.**

**b. Health and Safety Policy (returned from Corporation meeting on 18<sup>th</sup> March 2024).**

The Health and Safety Policy (with further revisions) had been circulated with the agenda for the meeting.

**CD – The Corporation unanimously approved the adoption of the Health and Safety Policy (with further revisions).**

**Action – Clerk to write to the policy owner to advise of Corporation approval.**

**20. Standing Orders**

**The Corporation received, reviewed and approved the following Standing Orders:**

- a. Standing Order Appendix 3 – Corporation membership. This reflects the recent changes in tenure.
- b. Standing Order Appendix 4 – Committee membership. This reflects the recent changes in tenure and interim appointment approved by Search and Governance Committee and reported at the extraordinary meeting on 15<sup>th</sup> April 2024.

GC – The Chair advised that a document giving the details of the recent Focus Governor appointments will be circulated by the Clerk.

**Action – Clerk to issue a document giving the details of the recent Focus Governor appointments to all governors and SLT.**

**21. Any Other Business**

Chair to be notified in advance. Inclusion at the discretion of the Chair.

GC – The Chair advised that, as noted in item 5 of this meeting and following the Strategy Day on 26<sup>th</sup> April 2024, FG and MR will meet on 8<sup>th</sup> May to begin the work on the revised strategy and KPIs with a view to introduction for the start of the 2024-2025 academic year.

The Chair would be grateful to receive feedback from all governors and SLT on the timing and content of the Strategy Day held on 26<sup>th</sup> June 2024.

**22. Date of next meeting**

5.00 pm on Monday 24<sup>th</sup> June 2024 at Cirencester College in room T105.

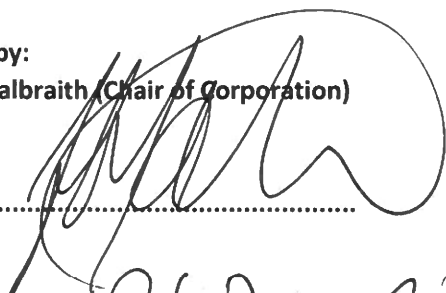
As detailed in SO Appendix 2B – Summary of Key Business 2023-2024 this meeting will receive reports on the following:

- Quality of teaching and learning – progress on at-risk areas
- Student retention and attendance report
- Destination report
- Results of staff, student, and parent surveys.
- HR report

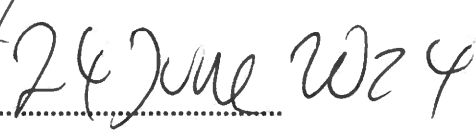
The meeting closed at 7.10pm

Signed by:

Fiona Galbraith (Chair of Corporation)

A large, stylized handwritten signature in black ink, appearing to be 'Fiona Galbraith', written over a dotted line.

Date

A handwritten date '24 June 2024' in black ink, written over a dotted line.

| Summary of resolutions, action points and outstanding business from this meeting (29 <sup>th</sup> April 2024).   | Action  | Completed?   |
|---|---|--|
| Item 4b - Clerk to write to SS to advise her of Corporation approval of her appointment as an external governor effective 29 <sup>th</sup> April 2024.  | Clerk   | Complete.  |
| Item 6 - CS and MR will continue to work together and will present a final draft to the Corporation meeting on 24 <sup>th</sup> June of the Accountability Agreement 2024-2025 (for submission by 30 <sup>th</sup> June 2024) and the Accountability Action Plan on Skills 2024-2025 (for publication on the college website by 1 <sup>st</sup> December 2024). | CS and MR   | On agenda for Corporation meeting on 24 <sup>th</sup> June 2024.   |
| Item 14 - Attendance and Retention Report (Spring Term 2024) deferred to Corporation meeting on 24 <sup>th</sup> June 2024  | Clerk to add to agenda for 24/6/2024.<br>MC to issue report for this meeting. | 2/5/2024 – Item added to agenda for 24/6/2024.   |
| Item 16 - Clerk to write to Finance Director to confirm Corporation approval of the 2024-2025 budget.   | Clerk   | Complete - 13/5/2024 email to AF to advise Corporation approval of the 2024-2025 budget.                                 |
| Item 17 Clerk to add Focus Governor reports to the agenda for the Corporation meeting on 24 <sup>th</sup> June 2024.  | Clerk   | 2/5/2024 – added to agenda for 24/6/2024   |
| Item 19a - Pay and Pay Review Policy approved.  | Clerk to write to the policy owner (MG) to advise of Corporation approval.    | Complete – 13/5/2024 email to MG (cc'd to Principal PA) to advise Corporation approval of the Pay and Pay Review Policy. |
| Item 19b - Health and Safety Policy (returned from Corporation meeting on 18 <sup>th</sup> March 2024) approved.  | Clerk to write to the policy owner (PW) to advise of Corporation approval.    | Complete – 13/5/2024 email to PW (cc'd to Principal PA) to advise Corporation approval of the Health and Safety Policy.  |
| Item 20 - Clerk to issue a document giving the details of the recent Focus Governor appointments to all governors and SLT.  | Clerk   | 20/5/2024 Approved by S and G committee. Issued to all governors by email.   |