



VERSION – EXTERNAL MINUTES FOR PUBLICATION ON WEBSITE

MINUTES OF CIRENCESTER COLLEGE CORPORATION MEETING Monday 17th March 2025 from 5pm

T105

All documents were made available to all Governors via Office 365.

This meeting was preceded by annual governor health and safety training delivered by Estate and Environment Manager.

Governors:

- Fiona Galbraith (FG) (Chair of Corporation)**
- Brendan Brown (BB) (External Governor)
- Mike Cadman (MC) (Staff Governor)
- Andrei Durbaca (AD) (Student Governor)
- Mikey Ezewudo (ME) (External Governor)
- Libby Reed (LR) (Vice Chair of Corporation)
- Matt Reynolds (MR) (Principal)
- Susie Richards (SR) (External Governor)
- Sara Sharkey (SS) (External Governor)
- Catherine Simpson (CS) (Parent Governor)
- Andrew Tubb (AT) (Vice Chair of Corporation)
- Gay Wales (GW) (External Governor)
- Nikki Webster (NW) (Staff Governor)
- Summer Wooldridge (SW) (Student Governor)

In attendance: Karen Fraser (KF) (VP Student Experience and External Relations), Mahalah Glead (MG) Head of HR, Giles Robinson (GR) (VP Chief Financial Officer), Paul Watson (Estate and Environment Manager), Jeannie Adam (Clerk to the Corporation), Suzanna Miles (Governance Manager).

Governor Comments (GC)

Governor Questions (GQ)

Corporation Decision (CD)

INTRODUCTION AND WELCOME. To include:

- Welcome and apologies for absence
- Declarations of interest
- Minutes of previous meetings and matters arising
- Focus Governor reports and actions
- Corporation membership and appointments

1. Welcome and apologies

The new Student Governor and the new Governance Manager were welcomed to the meeting.

Apologies were received and accepted from Ping Li.

The meeting was quorate.

2. Declarations of interest

There were no declarations of interest.

3. Health and Safety

- a. The annual Health and Safety Report had been circulated with the agenda for the meeting and was noted by the Corporation.

GQ – Could the level of near miss reports be benchmarked against other similar colleges as a means of assuring that near miss data is validated? Could a question be added to the staff survey?

A – Benchmarking could take place. Near miss reporting is encouraged and can be done via CCO.

- b. The Health and Safety Policy had been circulated with the agenda for the meeting and was approved by the Corporation.

4. Appointment of Vice Chair of Corporation

The Chair moved this item further down the agenda.

5. Minutes of the previous meeting – 20th January 2025

- a. The minutes of the 20th January 2025 meeting had been circulated with the agenda for this meeting.

CD – Subject to one minor change, the minutes for 20th January 2025 were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.

- b. Matters arising from the 20th January 2025 minutes not covered elsewhere on the agenda.

- i. Impact of the new Faculty Administration roles (item 19d minutes of 24th June 2024 refer).

GC – The Curriculum Focus Governor reported that the addition of the Faculty Administration role has been very positive giving faculty heads more time to focus on strategic and critical aspects of their roles, improving communication and administration within the faculties.

GC – The Chair of the Corporation commented that this view has been endorsed at recent faculty review meetings.

6. Focus Governance (Confidential)

7. Corporation Membership (confidential)

4. Appointment of Vice Chair of Corporation

The Chair had moved this item down the agenda.

The Corporation noted that Andrew Tubb was the only nomination for appointment as Vice Chair of the Corporation when his current appointment ends on 27th March 2025.

CD - Further to the process outlined in Standing Order Appendix 12, Andrew Tubb was re-appointed unopposed as Vice Chair of the Corporation effective from 28th March 2025 to 27th March 2028.

Action – Governance Manager to write to AT to confirm his reappointment as Vice Chair of the Corporation.

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

- Statutory requirements
- Chair of Corporation's report
- Principal's update
- College strategy
- Project Apollo
- Current areas of focus

8. Chair of Corporation Report

The report from the Chair of the Corporation (regarding activities since the previous meeting) had been circulated with the agenda for the meeting and was noted by the Corporation.

9. Principal's Report (Confidential)

GOVERNANCE ANNUAL REPORTING CYCLE. To include:

- **Reports as defined by Standing Order Appendix 2B – 2024-2025 Corporation Schedule of Business.**

10. Employer/employee relations (recruitment, staff retention, development and performance management). Confidential – deferred from 20th January 2025.

11. Estate strategy, management and environmental sustainability (accommodation strategy) (Confidential)

12. Student Induction Survey (Confidential)

This report has been deferred until 12th May 2025.

13. College Performance (Confidential)

This report has been deferred until 12th May 2025.

14. Special Educational Needs and Disabilities (SEND) report. (Confidential)

15. Financial Report and Accounts

- a. PO6 financial statement and college finance commentary extended to 2027-2028 had been circulated with the agenda for the meeting and was noted by the Corporation.

GC - The Finance Focus Governor advised that he meets regularly with the VP Chief Financial Officer and he can assure that Corporation regarding the quality of the financial reports.

The VP Chief Financial Officer made the following key points:

- The presentation of the management accounts will be reviewed with the Finance Focus Governor and Interim Chair of the Audit Committee.
- Details of grants in response to the National Insurance contribution changes and Pupil Premium are still awaited.
- The current projected surplus of £400,000 may rise by the end of the financial year.
- Cash balances are also likely to increase from those currently reported.

GC – The Chair of the Corporation requested that the headline points for the Corporation to be aware of are highlighted in future reports.

- b. Form of compliance certificate to Lloyds Bank had been circulated with the agenda for the meeting and was noted by the Corporation.

STUDENT GOVERNORS AND COMMITTEES. To include:

- Reports from Student Governors.
- Committee minutes and reports following meetings.

16. Student Governors

GC – The Chair of the Corporation commented that the theme for the Corporation meeting on 12th May 2025 will be Student Experience.

GC – The Student Governor (SW) commented that the members of the Youth Forum are keen to understand more about the Corporation and the Student Governor role.

17. Search and Governance Committee

- a. The minutes (confidential draft) of the Search and Governance Committee meeting of 3rd February 2025 had been circulated with the agenda for the meeting and were noted by the Corporation.
- b. The further recommendations from the Search and Governance Committee following its meeting on 3rd February 2025, that Corporation and committee self-assessment questionnaires should be digitised for the future and that the training cycle for pre-Corporation meetings will be decided before June 2025 for inclusion on the annual cycle of business for the Corporation in 2025-2026, were noted by the Corporation.

Action - Governance Manager to work with Chair of Search and Governance Committee to explore the options for digitising the Corporation and committee self- assessment forms for 2024-2025.

18. Audit Committee

- a. The minutes (confidential draft) of the Audit Committee meeting of 3rd March 2025 had been circulated with the agenda for the meeting and were noted by the Corporation.
- b. The Interim Risk Management Report as of March 2025 had been circulated with the agenda for the meeting and was noted by the Corporation.

- c. The Risk Assurance Register as of March 2025 had been circulated with the agenda for the meeting and was noted by the Corporation.
- d. The Internal audit 2024-2025 update report had been circulated with the agenda for the meeting and was noted by the Corporation.

The further recommendations or information from the Audit Committee following its meeting on 3rd March 2025 were noted by the Corporation:

- e. HR system (verbal update).

GC – The Interim Chair of the Audit Committee advised that an internal audit of Succeed (HR system) will be undertaken.

- f. IT and cyber security update (verbal update).

GC – The IT report and risk register received by the Audit Committee should be circulated to the Digital Focus Governor in the future.

Action – Governance Manager to issue the IT report and risk register received by the 3rd March 2025 Audit Committee to the Digital Focus Governor and ongoing for the future.

19. Remuneration Committee

The Corporation noted that the Search and Governance has appointed Ping Li as Chair of Remuneration Committee with effect from 11th July 2025 and until 10th July 2027.

GOVERNANCE ADMINISTRATION AND PROCESSES. To include:

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

20. Policies

The following policies as reviewed and recommended by the Health and Safety Focus Governor, the Finance Focus Governor and Audit Committee (3rd March 2025) had been circulated with the agenda for the meeting and were approved by the Corporation:

- a. Health and Safety Policy (agenda item 3b of this meeting refers).
- b. Pay Policy
- c. (Financial) Partnership Strategy
- d. Fees and Income Policy 2025-2026 – subject to minor, non-material, amendments.
- e. Procurement Strategy
- f. Procurement Policy.
- g. Risk and Assurance Framework.

Action – Governance Manager to confirm the approval of the above policies with the policy owners and Principal PA for publication on CCO and website as required.

21. Standing Orders

The following Standing Orders as reviewed by the Search and Governance Committee on 3rd February 2025, had been circulated with the agenda for the meeting and approved by the Corporation:

- a. Standing Order Appendix 2B – 2024-2025 Corporation Schedule of Business.
- b. Standing Order Appendix 3 – Corporation Membership 2024-2025.
- c. Standing Order Appendix 8 – Corporation and Committee meetings 2024-2025.
- d. Standing Order Appendix 10 – Student Governor Election.
- e. Standing Order Appendix 11 – Parent Governor Election.
- f. Standing Order Appendix 13 – Roles of Governors, Chair and Vice Chair of the Corporation and Committee Chairs.
- g. Standing Order Appendix 15 – Addendum A definition of individual Focus Governor roles.

Action – Governance Manager to finalise the approved amendments to the above standing orders.

22. Date of next meeting

Friday 4th April 2025 – annual strategy review meeting.
10am-4.30pm at Cirencester College.

5.00 pm on Monday 12th May 2025 in T105 at Cirencester College. The theme for this meeting will be Student Experience.

As detailed in SO Appendix 2B – Summary of Key Business 2024-2025 (updated 10th February 2025) this meeting will receive reports on the following:

- Student careers guidance and personal development report (Careers guidance, mental health/healthy living, prep for modern Britain, employability, work experience). Deferred from 20th January 2025.
- Student Induction Survey 2024. Deferred from 17th March 2025.
- College Performance. (Data on student outcomes for particular groups – FSM, deprived areas – Polar postcodes). Deferred from 17th March 2025.
- 16-19 Study Programmes (Curriculum offer, high needs support, T Levels, enrichment, STEAM).
- Quality of teaching and learning (Planning and implementation, impact, pedagogy, out of class learning, high achievers).
- Pastoral support (student behaviour/attitudes, student support, student participation in enrichment and community).
- 2025-2026 budget sign off.
- 2025-2026 pay proposals.
- Statutory duties (safeguarding, Prevent, EDI, GDPR, FOI).
- Attendance and Retention Report (for Spring Term 2025).

23. Clerk to the Corporation

The Chair of the Corporation led a vote of thanks to the retiring Clerk to the Corporation for her work for the Corporation since 2018.

The meeting closed at 6.50pm

Summary of resolutions, action points and outstanding business from this meeting (20th January 2025).	Action	Completed?
Item 7 - Governance Manager to write to AT, LR and FG confirming reappointment.	Governance Manager	
Item 4 - Governance Manager to write to AT to confirm his reappointment as Vice Chair of the Corporation.	Governance Manager	
Item 17 - Governance Manager to work with Chair of Search and Governance Committee to explore the options for digitising the Corporation and committee self- assessment forms for 2024-2025.	Governance Manager and Chair of Search and Governance Committee	
Item 18 - Governance Manager to issue the IT report and risk register received by the 3 rd March 2025 Audit Committee to the Digital Focus Governor and ongoing for the future.	Governance Manager	
Item 20 - Governance Manager to confirm the approval of the above policies with the policy owners and Principal PA for publication on CCO and website as required.	Governance Manager	
Item 21 - Governance Manager to finalise the approved amendments to the above standing orders.	Governance Manager	