



VERSION – EXTERNAL MINUTES (Final)

**MINUTES OF CIRENCESTER COLLEGE
CORPORATION MEETING
Monday 28th March 2022 from 5pm**

S101/102

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:

- Karen Bell (KB) (Staff Governor)
- Jane Fern (JF) (Staff Governor)
- Fiona Galbraith (FG) (External Governor)
- Jim Grant (JG) (Principal)
- Rebecca Halifax (RH) (External Governor)
- Chris Haslam (CH) (External Governor) (via Teams)
- Libby Reed (LR) (External Governor)
- Susie Richards (SR) (External Governor)
- Nicole Saunders (NS) (External Governor) (via Teams)
- Amelie Solomon (Student Governor) (via Teams)
- Andrew Topp (AT) (Parent Governor) (via Teams)
- Andrew Tubb (ATU) (External Governor) (Chair)
- Julian Tudsbery (JT) (External Governor)
- Bradley Whitefield (BWH) (Student Governor) (via Teams)
- David Zan-Kreyser (DZK) (External Governor) (via Teams)

In attendance: Angelo Faria (AF) (Finance Director), Karen Fraser (KF) (VP Student Experience and External Relations), Matt Reynolds (MR) (VP Teaching and Learning), Helen Tonks (HT) (Estates and Environment Manager), Jeannie Adam (Clerk)

Governor Comments (GC)

Governor Questions (GQ)

Governor Decision (GD)

Appointment of Chair for this meeting (28th March 2022)

GD - The Corporation members unanimously approved the appointment of ATU as the Chair for this meeting (28th March 2022).

1. **Apologies:**
Apologies were received and accepted from Peter Holmes and Ben West.
2. **Declarations of interest**
There were no declarations of interest.
3. **Appointment of second Vice Chair of the Corporation.**

GD - The Corporation members unanimously approved the appointment of Andrew Tubb (ATU) as second Vice Chair of the Corporation.

4. **Health and Safety**

- a. The annual Health and Safety Report to March 2022 had been circulated with the agenda for the meeting.

HT drew the meetings' attention to the key issues and trends identified in the report. The key points were:

- First aid calls to anxiety and self-harm related issues are rising.
- Very few accident/RIDDOR reports. Supervision has been improved in some areas.
- Covid challenges have remained high.
- Recruiting first aiders to the Rota is difficult.

GQ – Is there a pay incentive to join the First Aid Rota?

A – Yes but this is small.

GQ – How is the challenge of recruiting First Aiders being addressed?

A – Working on solutions at the moment. The nature of first aid may be changing and self-harm incidents are challenging to deal with. It can also be a time-consuming role and some managers are unhappy to release team members to the role. Ideally require 10 first aiders on the Rota and there are currently 6.

GQ – Are there mental health first aiders?

A – Yes. 6 in the Pastoral Team although they are not part of the First Aid Rota.

- b. The revised Health and Safety Policy had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved the revised Health and Safety Policy.

The Chair thanked HT for her attendance at the meeting and on behalf of the Corporation wished HT well for the future following her decision to retire.

HT left the meeting.

5. **Principal's Report (Confidential)** including:

- a. Principal's report March 2022
b. Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27.

The Principal's report and KPI Tracker were circulated with the agenda for the meeting.

The discussions are recorded in the confidential minutes of the meeting.

The Principal's Report and KPI Tracker (2022-2027) were noted by the Corporation.

6. **Estate (accommodation strategy)**

The annual Estate Report to March 2022 had been circulated with the agenda for the meeting.

GC - The college is making good progress with the estate strategy and that the building works are being managed successfully given that this is a live campus.

GC – County council grant funding may be available for projects that are focussed on outdoor space, well-being and support Covid recovery.

The annual Estate Report was noted by the Corporation.

7. Student Induction Survey

The Student Induction Survey 2021 had been circulated with the agenda for the meeting. Note – this item was deferred from 24th January 2022.

GC – This report was very positive with constructive feedback from students. There is anecdotal information to suggest that on occasion delivery of some activities can be hampered by timetable issues.

The Principal advised that the tutor system will be revised for 2022-2023 to better support the students.

GC – Very positive for staff to make their own assessment of a student rather than take the assessment from their previous setting.

GC – The impact of the college in a short space of time is evident from the report and illustrates that the culture is embedded across all areas of the college.

GC – Knowing how a student performed at GCSE can be helpful to ensure the pace of learning is set at the right level.

The Student Induction Survey 2021 was noted by the Corporation.

8. Indicative budget for 2022-2023

The 5-year College Finance Forecast Return (CFFR) (to 2025-2026) in support of the two T Level Wave 4 capital bids submitted in March 2022, had been circulated with the agenda for the meeting.

The Finance Director advised that the information embedded in the CFFR will be developed for the indicative budget for 2022-2023 which will be on the agenda for approval at the Corporation meeting on 9th May 2022.

The CFFR was noted by the Corporation.

9. Financial Report and Accounts

- a. The February 2022 (PO6) financial statement and commentary had been circulated with the agenda for the meeting.

The February 2022 (PO6) financial statement and commentary was noted by the Corporation.

- b. The application for a further £1m cash reserves appropriation to capital had been circulated with the agenda for the meeting.

GD - The application for a further £1m cash reserves appropriation to capital was unanimously approved by the Corporation to make a total £5.563m of cash reserves appropriation to capital spend.

- c. The paper, as an appendix to item 11b, which models a revised enrolment scenario of 2800 students had been circulated with the agenda for the meeting.

The revised enrolment scenario modelled in the paper, was noted by the Corporation.

10. Focus Governance

- a. The Focus Governor report for Adult Education (17th January 2022) had been circulated with the agenda for the meeting.

GC – Since submitting the report, a new member of staff has been appointed to the adult education team.

- b. The Focus Governor report for the faculty reviews – Human Behaviour (7th March 2022), STEAM (9th March 2022), Humanities (10th March 2022), had been circulated with the agenda for the meeting.

GC – There appear to be some contradictions between the responses to the student induction survey (agenda item 7) and the faculty reviews.

A – A small number of students can be placed on the wrong course. There is a balance to be struck between allowing new students the opportunity to prove themselves and recognising when the wrong course has been selected. It has been a challenge to achieve the correct teaching level in some areas – students have come from a very wide range of schools where teaching and learning during the pandemic has varied greatly.

MR joined the meeting.

GC – Can issues be resolved in-year?

A – The process to change course operates in the first 6 weeks of the new academic year.

GC – The college is a mixed ability setting and teacher professionalism requires that they can support a wide ability range.

A – That is a correct assessment, although there are layers of uncertainty for this academic year.

GC – Personal experience has been that resources and support have been bespoke and aimed at getting the best out of the individual student.

GC – It is important for governors to understand the impact of the last 2 years and the strategic impact this has on the college.

The Focus Governor reports were noted by the Corporation.

11. Governance

- a. To note, approve and sign off the minutes of the Corporation meeting on 24th January 2022:
 - 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 24th January 2022 had been issued by email.

All minutes were approved as an accurate record of the meeting and were signed by the Chair of the Corporation.

- b. Matters arising from the 24th January 2022 minutes not covered elsewhere on the agenda.

There were no matters arising from the 24th of January 2022 minutes.

12. Chair's actions

- a. The bid support letter regarding Agriculture, Environment and Animal Centre (February 2022) had been circulated with the agenda for the meeting.

The bid support letter regarding the Agriculture, Environmental and Animal Centre was noted by the Corporation.

- b. The bid support letter regarding C Block Art Loft (February 2022) had been circulated with the agenda for the meeting.

The bid support letter regarding the C Block Art Loft was noted by the Corporation.

GC – An appeal panel met on 9th March 2022 to hear 2 appeals against permanent exclusion. The decisions to exclude were upheld in both cases and there was clear evidence of the support provided by all areas of the college. Student Journal is going to be looked at with a view to removing some elements of duplication.

GC – It is important that prompt action is taken should the college not be the right setting for some students.

13. Search and Governance Committee

- a. The minutes (draft) of the Search and Governance Committee meeting of 7th February 2022 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 7th February 2022 were:
 - i. The Chair of the Search and Governance Committee advised that the committee agreed to the proposals and timetable for the external review of governance by the end of the 2022-2023 academic year as required by the ESFA. A draft document to specify the requirements of the external review will be considered at the meeting of the committee on 23rd May 2022. Further action will be reported to the Corporation at its meeting on 27th June 2022.

14. Remuneration Committee (confidential)

The Chair of the Remuneration Committee gave a verbal update regarding the meeting of the committee on 14th February 2022.

15. Audit Committee

- a. The minutes (confidential draft) of the Audit Committee meeting of 7th March 2022 had been circulated with the agenda for the meeting and were noted by the Corporation.

GC – The funding audit by KPMG for the ESFA found no errors.

- b. The Risk Assurance Register as of March 2022 had been circulated with the agenda for the meeting and was noted by the Corporation.
- c. The Interim Risk Management Report as of March 2022 had been circulated with the agenda for the meeting and was noted by the Corporation.

Further recommendations from the Audit Committee following its meeting on 7th March 2022 were:

- d. The appointment of the external auditors for the final optional year of their contract (2022-2023).

GD – The Corporation members unanimously approved the appointment of the external auditors for the final optional year of their contract (2022-2023).

- e. IT and cyber security update (confidential - verbal report).

The discussions are recorded in the confidential minutes of the meeting.

16. Policies

- a. The Pay and Pay Review Policy (Interim to April 2022) had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved the Pay and Pay Review Policy (Interim to April 2022).

- b. The Pay and Pay Review Policy (from September 2022) had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved the Pay and Pay Review Policy (from September 2022).

The following policies were reviewed and are recommended for approval by the Audit Committee (7th March 2022):

- c. The Partnership Strategy had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved the Partnership Strategy.

- d. The Procurement Strategy had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved the Procurement Strategy.

- e. The Procurement Policy had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved the Procurement Policy.

17. Standing Orders

The following Standing Orders were reviewed and recommended for approval by the Search and Governance Committee on 7th February 2022:

- a. Standing Order Appendix 9 – Staff Governor elections, had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved Standing Order Appendix 9.

- b. Standing Order Appendix 36 – Statement of how views are elicited, had been circulated with the agenda for the meeting.

GD – The Corporation members unanimously approved Standing Order Appendix 36.

18. Any Other Business

There was no further business for the meeting.

19. Date of next meeting

5.00 pm on Monday 9th May 2022 in S101/102 at Cirencester College.

As detailed in SO Appendix 2B – Summary of Key Business 2021-2022 this meeting will receive reports on the following:

- 16-19 Study Programmes (curriculum offer, high needs support, T Levels, size of programme report, curriculum balance and 'Digication' plans). **Note: this item is deferred from 24th January 2022.**

External minutes

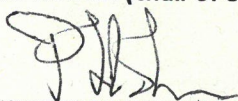
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- Quality of teaching and learning (planning and implementation, impact, pedagogy, out of class learning, high achievers). **Note: this item is deferred from 28th March 2022.**
- Pastoral support (student behaviour/attitudes, student support, student participation in enrichment and community).
- Quality of teaching and learning – progress report on at-risk areas.
- Indicative budget 2022-2023 sign off.
- Statutory duties (safeguarding, Prevent, equalities).

The meeting closed at 6.26pm

Signed by:

Peter Holmes (Chair of Corporation)



Date

9th May 2022

Summary of resolutions, action points and outstanding business from this meeting (28 th March 2022).	Action	Completed?
None.		