

Meeting of the Corporation

Tue 12 December 2023, 18:30 - 20:30

At SGMC

Attendees

Board members

Angela Foster (Member, Non-teaching Staff), Tim Stockings (Member - attended remotely), Nazia Shah (Member - Teaching Staff), Andy Boucher (Chair), James Gould (Vice Principal), Hussa Ali (Finance Manager), Sara Whittaker (Member), Marian Orafu (Member), Anastasia Dufie (Student Member), Rosali Pretorius (Member), Kay Sandford-Beal (Director of Governance), Philippe Chaudhry (Member), Pat Morton (Member), Tracey Inverary (Member), Usha Puri-Dewage (Member - attended remotely)

Absent: Kwame Amoako-Atta (Member), Maurine Lewin (Member), Jamie Davies (Member), Natalie Firth (Member), Moshiur Rahman (Student Member), Richard Boulton (Director of Finance)

Meeting minutes

1. Welcome, apologies for absence and quoracy

To welcome all governors, specifically those new to the Corporation.

The Chair welcomed all to the meeting, in particular new Governors who were attending their first meeting following formal approval to the Corporation at the 10th October meeting. Usha Puri-Dewage and Tim Stockings joined the meeting remotely.

Apologies had been received from Kwame Atta, Jamie Davies, Natalie Firth, Maurine Lewin and Moshiur Rahman. Philippe Chaudhry and Rosali Pretorius attended from 6.40pm. The Chair noted that it was the last meeting for Nazia Shah and Anastasie Dufie as their terms of office were due to end, and thanked them both for their contribution to the Corporation.

The meeting was confirmed as quorate.

Information

Andy Boucher

1.1. Board Composition and Attendance updates

To provide governors with a brief update on the current make up of the constitution

KS reported that the current constitution was almost complete with the appointment of the 4 new independent governors. As NS officially ends her 4 year term on the 16th December, there is a vacancy for a Staff Governor (Teaching). 2 nominations have been received and an internal election amongst the teaching staff is currently underway, with a closing date of 4pm, Friday 15th December.

The vacancy for Parent Governor also remains open, despite the parents of all college pupils having been contacted twice to request expressions of interest and nominations. KS will continue to push for this recruitment in the new year.

The process to appoint 2 Student Governors for January 2024 has begun with a briefing to students provided by DV, AB and KS. Deadlines for applications are 4pm Friday, 15th December.

Information

Kay Sandford-Beal

1.1.1. Subcommittee Membership

To discuss the work in progress to ensure a robust subcommittee structure with a balance of appropriate skills and experience.

The Chair shared that following one to one conversations with current governors and a skills audit of new governors, members had been contacted with suggested committee membership or amendments to their current membership.

The Chair wanted to ensure that the mix of skills and experience amongst governors not only matches the

Information

Andy Boucher

needs of the subcommittees, but also provides ample opportunity for governors' own personal development. Conversations were still underway and the final committee membership would be confirmed in due course.

ACTION: KS to confirm membership to all Governors once agreed

2. Declarations of interest

To welcome declarations against any items on the agenda.

There were no declarations of interest declared against any item on the agenda.

Information

Andy Boucher

3. Minutes of the previous meeting on the 10th October 2023

To approve the minutes of the Corporation meeting on the 10th October 2023 as a true record

DECISION: The minutes of the previous meeting of the Corporation on the 10th October were approved as a true record.

The Chair informed governors that there would be an 'AOB' of reserved business towards the end of the meeting, for which College officers, apart from the Principal, would be asked to leave.

 3. Minutes_Meeting of the Corporation_101023 (1).pdf

Decision

Andy Boucher

4. Matters arising

To monitor the completion of actions not covered elsewhere on the agenda.

Governors had been provided with the updated action log showing closed actions prior to the meeting.

A governor queried if access to data and metrics, as referenced in the minutes would be made available to members. The Chair agreed that this was a pending action, to be completed which would involve the creation of a 'Dashboard' for governors, together with a short survey as a means of checking if governors have the right tools and level of information to fulfil their role.

ACTION: AB/ KS create survey and dashboard early 2024

Q - Governor: Can we see more detailed information on student attendance?

A - DV: The Quality and Performance Committee is the forum in which governors scrutinise attendandata and this is an agenda item for the next Q & P Committee meeting, to be presented by Assistant Principal, Matt Franks.

 4. Action log Corporation 10 10 23.pdf

Discussion

Andy Boucher

5. Report of the External Relations Committee 7 November 2023

To receive the draft minutes of the External Relations Committee Meeting together with a verbal report on its business.

Members had been provided with the Chair approved copy of the minutes of the External Relations Committee meeting from the 7th November and the committee Chair, Tim Stockings presented a summary to members including:

Review and refresh of KPIs

Recent monitoring visit by Safeguarding Link Governor, Maurine Lewin

Review of 14-16 Risk Assessment

Review of Marketing and Enrolment Strategy

Stakeholder Engagement

The Committee Chair highlighted the need for the College to position itself correctly in developing the right courses to match current need and to monitor appropriately.

The Committee Chair also highlighted that the ER Committee had reviewed risks appropriate to its Committee and suggested that this be a standard action for each of the committees to review at least once a

Information

Tim Stockings

year feeding back to the Corporation, ensuring a 2 way flow of communication.

ACTION: KS to ensure risk review added to agenda of all committee meetings in the summer term

The discussion around stakeholder engagement had been prompted by the Good Governance article circulated by KS. A Governor suggested that such items populate the Reading Room area of Admincontrol.

KS to update Admincontrol Reading Room with key useful reference documents for Governors.

The Chair commented on the college's participation within the Drapers' Den Competition. It was noted that the group of students had performed well, but unfortunately not been successful. A Governor suggested that the presentation should be shared with the College.

Q - Governor: How do the KPIs discussed fit in with the College overall?

A - DV: The strategic plan has identified KPIs and within the ER Committee, JG breaks these down into the next level of detail that underpins these KPIs.

Q - Governor: Can we see the risk involved in the 14-16 Risk Assessment?

A - JG: This will be covered within the Safeguarding training segment at the end of the meeting.

ACTION: KS to follow up with ER committee members absent from November meeting re feedback on 14-16 Risk Assessment

 5. Minutes_External Relations Committee_071123.pdf

6. Report of the Quality & Performance Committee 14 November 2023

Information And Decision

Sara Whittaker

To receive the draft minutes of the Quality and Performance Committee together with a verbal report on the Committee's business.

To approve, or otherwise, the College Self Assessment Report and to note the College Key Performance Indicators.

Governors had been provided with a copy of the Chair approved minutes of the Q & P Committee and the Committee Chair highlighted areas of recent business including:

Review and approval of the College Self-Assessment Report

Review of the College Curriculum Targets


Review of Committee terms of reference

Questions were invited.

The Committee Chair asked for approval by the Corporation of the College Self-Assessment Report, clarifying that although an internal document, the report is documentation that Ofsted would review in the event of an inspection and would be uploaded to the Ofsted portal. The document is used to evaluate what has worked well and highlight any areas that require more focus and development. The document also reflects what is required within the College's strategic plan.

DECISION: The College SAR was **approved** by the Corporation.

 6. College SAR 22-23 - Final.pdf

 6. KPIs 23-24.pdf

 6. Minutes_Quality and Performance Committee_141123.pdf

7. Report of the Audit Committee 21 November 2023

Decision

Kwame Amoako-Atta

To receive the draft minutes of the Audit Committee meeting together with a report on its business

If thought fit, to approve the Annual Report and Financial Statements and to authorise the Chair to sign.

If thought fit, to approve the Regularity Self-Assessment Questionnaire and to authorise the Chair to sign.

If thought fit to approve the College Engagement Letter.

If thought fit to approve the Regularity Engagement Letter and authorise the Chair of the Corporation to sign.

if thought fit to approve the Annual Audit Report 22-23.

If thought fit, to authorise the Chair of the Corporation to sign the Letter of Representation.

In the absence of Committee Chair, KA who had sent apologies, the Committee Vice Chair reported on the recent business of the Audit Committee which had included the review and approval of the following documents:

1. The Letter of Representation
2. The College Engagement Letter
3. The Regularity Engagement Letter
4. The Regularity Self-Assessment
5. The Annual Audit Report 22-23
6. The Annual Report and Financial Statements

The Committee had approved 1, 2 and 3 within the meeting on the 21 November and, following minor amendments had approved 4, 5 and 6 outside of the meeting over email.

The Finance Manager informed that minor updates to the Annual Report and Financial Statements also included factual updates regarding the date of the most recent pension valuations. The corporation were asked to signal their approval of all documents by a show of hands.

DECISIONS:

1. Annual Report and Financial Statements -- **Approved**
2. Regularity Self- Assessment Questionnaire - **Approved**
3. College Engagement Letter - **Approved**
4. Regularity Engagement Letter - **Approved**
5. Annual Audit Report - **Approved**
6. Letter of Representation - **Approved**

It was highlighted that an opportunity should always be given for Governors to have time with the auditors without the presence of college officers. It was confirmed that this had been the case at the meeting of the Audit Committee on the 21.11.23.

TC shared that when reviewing the risk register Governors had queried some of the periodicity of some of the risks listed, to ensure that risk categories had relevant time frames and were therefore useful to monitor. It was noted that the Risk Management Policy had been reviewed and approved, together with the schedule of college policies for the forthcoming academic year.

- [7. Minutes_Audit Committee_211123.pdf](#)
- [7. Monoux College AR 2023 Final-30Nov23-vF.pdf](#)
- [7. Regularity Self-Assessment Questionnaire-vF.pdf](#)
- [7. Risk and Assurance Annual Report - Sir George Monoux College - 2022-23.pdf](#)
- [7. Sir George Monoux College Engagement Letter Nov 2023.pdf](#)
- [7. Sir George Monoux College Regularity engagement letter November 2023.pdf](#)
- [7. Annual Audit Report 22-23 - V2 291123 \(2\).pdf](#)
- [7. 2023 Sir George Monoux College Letter of representation\(24958541.1\) FINAL.pdf](#)

8. Report of the Resources Committee 28 November 2023

Decision

Andy Boucher

To receive the draft minutes and a verbal report on the business of the Resources Committee.

Members had received a copy of the Chair Approved minutes from the Resources Committee from the 28.11.23.

The Committee noted the approval by the Audit Committee of the draft accounts for 22-23. Members had also reviewed the management accounts, together with interrogating the pension provision, which had inherent volatility. Hussa Ali is in the process of writing a paper to go to the next Resources Committee for further discussion.

ACTION: KS to add to agenda and HA to present

A short further meeting of the Resources Committee had taken place on 04.12.23 to specifically review and approve the 3 year forecast. Draft minutes had not been distributed but were with the Chair awaiting approval.

The Committee considered the College to be a going concern having reviewed and approved the 3 year forecast. DV informed governors that budgeting had been prudent.

The Committee had reviewed and approved the Treasury Management and Anti-Bribery Policies.

Q - Governor: What are the plans for the teaching of T Levels? Is there consideration of new staff for this provision?


A: DV: Yes, there is. T levels will require a higher volume of hours in their delivery, but we need to be mindful to ensure that we recruit appropriately to ensure the courses are cost effective.

The Corporation Chair reminded members that there was still a vacancy for the role of Corporation Vice-Chair and a process would need to take place in the new year for its recruitment. It was confirmed that the constitution was currently full, apart from the role of Parent Governor and that the corporation should look to recruit Co-opted Governors to committees to support succession planning. There was also a need to review and grow the Link Governor programme.

ACTION: KS to review potential Link Governor roles

A Governor questioned the possibility of reviving the programme of accessing school visits. There had previously been an expectation for Governors to visit the College at least twice during the academic year.

ACTION: KS to distribute school events diary to Governors and to work with Principalship to facilitate a booking in process for Governors.

 8. Minutes_Resources Committee_281123.pdf

9. Report of the Governance and Remuneration Committee 3rd October 2023

Information

Maurine Lewin

To receive the draft minutes and a verbal report on the Governance and Remuneration Committee business

Governors had been provided with a copy of the Chair approved minutes of the meeting on the 3rd October. In the absence of ML, the Committee Chair, KS updated Governors on the business of the meeting on the 3rd October which included:

Review and approval of 4 independent Governor applications

Review of dates of Governors' terms of office

Notification of Parent Governor recruitment process

Review of Student Governor Process

External Governance Review

Remuneration Review process for Senior postholders.

Governor Induction


 9. Minutes_Governance and Remuneration Committee_031023.pdf

9.1. External Governance Report - updated action plan

To update Governors on progress made against recommendations of the External Governance Report.

The report was taken as read and would be developed further for the Governance and Remuneration Committee in January 2024.

ACTION: KS

 9. DRAFT Monoux Governance Action Plan December 23.pdf

Information

Kay Sandford-Beal / Maurine Lewin

10. Board Level Risks

To highlight the current top risks for the College

Governors expressed their thanks for the sharing of the Board Level Risk. Based on feedback from one Governor, a multiplication error had been spotted and corrected. The Principal informed that there was a need for another meeting of the College Risk Committee to take place to review the full risk register which sits under this top level summary.

Q - Governor: the forecast in T levels - is this a curriculum risk, in that we may be considered poor providers or a financial risk?

A - DV: It is a curriculum risk in that we need to manage the transition from A Levels, ensuring that there is tailored preparation to educate pupils so that they may progress to T Levels. It is therefore about the quality of teaching and learning.

Governors discussed the number of top level risks and, that should there be any more, the register would become cumbersome.

Q - Governor: Are there any external benchmarks? Is that data available?

A - DV: We benchmark against the national picture. For example, financial management, quality of teaching, Ofsted framework. The risks are aligned to the structure of the strategic plan.

It was agreed that a column be added to the Board level risks to illustrate which committee reviewed a particular risk

ACTION: FD to amend Board Level Risk document to reflect Committee responsible

 10. Top Risks 6 December 2023.pdf

Information

Dave Vasse

11. Principal's Report

To receive updates from the Principal. Questions on the report are welcome in advance of the meeting.

The Principal's report had been shared with Governors in advance of the meeting and questions were welcomed.

Q - Governor: What has been the impact of the earlier start time on student attendance?

A - DV: It has not worsened and it is too early to undertake any analysis as to whether it has impacted attendance.

Q - Governor: How does it compare with this time last year?

A - DV: We are making steps forward, particularly on raising expectations. There appears to be greater ability to cope with arriving on time and the regularity of attendance. There are still challenges, but reliability has increased and students appear more receptive. Exclusions are also fewer than before. Students are also aware that there is a risk of them losing their place if they do not reach the expected standard of attendance.

Q - Governor: How can the attendance in 'A' level students be improved?

A - DV: Attendance in the 2nd year of 'A' level students is often lower so we need to work with 1st year students now to ensure motivation is retained.

DV also highlighted the investment in teacher training in the form of the Coaching programme provided to teachers so that the quality of teaching delivered is deemed to be unmissable.


Information

Dave Vasse

The Student Governor highlighted that there is an awareness that low attainment is linked with low attendance.

A governor suggested interrogating the data by using student voice. DV shared that those who miss lessons are spoken to and made aware of what they should be doing. Attendance is encouraged and discussed in assemblies and students are provided with an opportunity for self-reflection so that they are clear on the purpose of regular attendance. JG shared that the start of the day had a focus on a warm welcome to students, including the offer of a free breakfast and the feel and environment of a coffee shop, together with teaching staff checking in with students on arrival.

DV shared that there is a learner voice strategy in place and a recent survey had resulted in excellent results which would be shared at the next Q & P Committee.

 11. Principal Report December 2023.pdf

12. Safeguarding Training Segment

Information

To provide Safeguarding training to Governors in the context of the College

James Gould

JG presented a Safeguarding Training Segment to Governors which would supplement the online training available to them via TES Develop.

The presentation covered the role of Governors in Safeguarding and Prevent and also informed Governors that when recently surveyed, 96% of Monoux students considered themselves to feel safe within the College environment. The presentation also highlighted the specific areas of healthy relationships, emotional well-being, 14-16 provision and youth violence.

13. AOB

Information

To discuss any new items identified as any other business.

Andy Boucher

Following the Safeguarding Training Segment, College officers were asked to leave the meeting at 8.20pm for a matter of reserved business.

14. Dates and times of next meetings of the Corporation

Information

Tuesday 14th May 2024

Andy Boucher

Tuesday 2nd July 2024