

# Meeting of the Corporation

Tue 08 October 2024, 18:30 - 20:30

Sir George Monoux College

## Attendees

### Board members

Dave Vasse (Principal), Angela Foster (Member, Non-teaching Staff), Tim Stockings (Member (attended remotely)), Kwame Amoako-Atta (Member), Maurine Lewin (Member), Sara Whittaker (Member), James Gould (Vice Principal), Husna Al-Mima Ali (Director of Finance), Jamie Davies (Member (attended remotely)), Rosali Pretorius (Member and Acting Chair), Kay Sandford-Beal (Director of Governance), Pat Morton (Member), Nazerine Noorani (Member - Teaching Staff), Tayma Bachoo (Student Member), Xavion Amegbe-Gustave (Student Member)

Absent: Usha Puri-Dewage (Member), Andy Boucher (Chair), Marian Orafu (Member), Natalie Firth (Member), Tracey Inverary (Vice Chair)

in The Zone, SGMC

## Meeting minutes

### 1. Welcome, apologies for absence and quoracy

To welcome members, including new member, Chloe Hall, to the meeting, acknowledge apologies and confirm that the meeting is quorate.

To thank Maurine Lewin and Kwame Atta for their service to the Corporation.

The Acting Chair, Rosali Pretorius welcomed all to the meeting, with a particular welcome to new Independent Member, Chloe Hall who was joining for the first time. Apologies had been received in advance from Andy Boucher, Tracey Inverary and Marian Orafu. Usha Puri Dewage and Natalie Firth were absent. Tim Stockings joined the meeting remotely.

RP expressed a formal thank you on behalf of the Corporation to Maurine Lewin and to Kwame Atta, who were both nearing the end of their terms of office. The Vice Principal wished to express his thanks in particular to Maurine Lewin for the important role she had played as Safeguarding Link Governor over a number of years.

The meeting was confirmed as quorate.

### Information

Rosali Pretorius

#### 1.1. Confidentiality Statement

All matters discussed during the meeting are confidential until the minutes are approved.

Any items recorded as Reserved Business remain confidential **after** the minutes have been approved.

The Acting Chair drew members' attention to the standard confidentiality statement.

### Information

Rosali Pretorius

### 2. Declarations of interest

To ask for declarations of interest against any item on the agenda.

None were declared.

### Information

Rosali Pretorius

### 3. Minutes of the previous meeting of the Corporation on the 2nd July 2024

To formally approve the minutes of the last full Corporation Meeting on the 2nd July 2024 as a true record.

**DECISION:** The minutes of the previous meeting on the 2nd July 2024 were formally **approved**.

The Acting Chair shared with Governors that a formal resignation had been received from Philippe Chaudhry who wished to step down from the Corporation. This had been received on the 4th September 2024.

### Decision

Rosali Pretorius

## 4. Matters Arising

## Discussion

Rosali Pretorius

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

The action log reflected no outstanding actions. KSB provided the following details:

4. A template 'Governor Visit Form' had been shared within the Reading Room of Admincontrol (filed within Governor Visits folder).

The process going forwards was agreed as follows:

Governors to complete the report and share with both KSB and the relevant member of staff leading the visit. Once agreed and finalised KSB will upload the signed report to Admincontrol for dissemination.

5.2 Wording on the Corporation website had been amended to reflect the diversity of the student cohort, with the aim of continuing to encourage applications from those of diverse backgrounds and experience to join the Board.

5.4 The approved Cycle of Business 24-25 had been uploaded to the Standard Governance Documents folder within the Reading Room of Admincontrol.

5.5 Governors had requested that the thinking behind the recommendation 2.f of the External Governance Review be clarified. KSB reported that this referred to a need to create a 'Governance Stakeholder Engagement Strategy'. This could be implemented by identifying all the stakeholder groups and considering how governors clarify what they currently know and how they verify the information they are being given by their current sources. Members can enhance how they use the information they are being given by triangulation against their own independent sources of knowledge, skills and expertise. KSB shared that this would need to be one of her annual objectives for the coming year.

**ACTION:** KSB to create Governance Stakeholder Engagement Strategy

Jamie Davies joined the meeting remotely at 6.41pm.

The Acting Chair and KSB shared the discussion and recommendation from the recent Governance, Search and Remuneration Committee, that Governors return to the use of their personal email addresses as the key point of contact and that Monoux College email addresses for governors be removed. The Governor Monoux email accounts had been trialled based on a recommendation following a Local Authority Safeguarding Audit to ensure that any safeguarding related content was secure. The set up and access to these email accounts had led to great frustration, resulting in delays in governors reading corporation related emails in a timely manner, which in itself presented a risk. Some governors, including the Chair, were continuing to experience issues in accessing their accounts. KSB recommended using the 'Message' facility within the governance portal, Admincontrol which allows secure messaging and sharing of sensitive content.

**DECISION:** Governors **approved** the recommendation to return to personal email and discontinue use of Monoux email accounts, using the Governanced Portal, Admincontrol more proactively for messaging.

The Principal added that the Code of Conduct be amended to include a line that Governors provide assurance of making best endeavours to safeguard their own personal email accounts.

**ACTION:** KSB to inform college internal contacts (HR and IT) and update Governor Code of Conduct appropriately. KSB to arrange with Admincontrol supplier to return governance portal email addresses to original personal email addresses.

4. Action log Corporation 020724 updated.pdf

## 5. Governance Matters

## Information And Decision

Kay Sandford-Beal

To provide Governors with relevant Governance related updates:

### 5.1. Governor attendance report 2023-2024

## Information

To provide Governors with a summary report on Governor attendance during 2023-24.

Kay Sandford-Beal

KSB shared the Governor attendance report for the last academic year, highlighting to Governors that the report is in the public domain as it is included within the annual report and accounts, published, once formally approved, on the college website.

She reported that overall, Committee attendance had been stronger than the previous year but on occasion, Corporation Meeting attendance had been low. There were also some members whose attendance was very low, which brought down the average attendance figure to 78%. Issues relating to low Governor attendance were being addressed on an individual basis.

 5.1 Attendance Report 23-24 FINAL.pdf

## 5.2. Corporation and Committee Membership summary

To provide members with a summary of proposed Corporation and Committee membership.


KSB highlighted that the Chair was still in the process of having one to one conversations with Governors and that the committee membership allocation was a suggestion, based on the most recent skills audit, recent governor applications and ensuring a balance of independent members required across committees.

KSB drew Governors' attention to another potential governor being interviewed on Tuesday 15th October, who would bring experience of being both a School Governor and Committee Chair to the Corporation.

KSB noted that a correction to the document was required and that Dave Vasse remains a member of the External Relations Committee.

**ACTION:** KS to correct committee membership document.

KSB shared that a flier, promoting the Parent Governor vacancy, had been designed by the Marketing Department who had coordinated a mail out to all parents of current students that afternoon. KSB had received 3 responses which would all be followed up for members of the Governance, Search and Remuneration Committee to interview. Applications would also be shared with the Monoux Safeguarding team.

 5.2 Corporation and Committee Membership Oct 24.pdf

## 5.3. Approval of a new member of the Corporation

To review and approve the appointment of Dr. Jessica Douthwaite as a new Governor as recommended by the Governance, Search and Remuneration Committee (Please note that this is an academic CV).

KSB shared that an interview had taken place with Jessica Douthwaite in July, led by members of the Governance, Search and Remuneration Committee. As evidenced by her CV Jessica possesses a strong background in Higher Education and a depth of experience, which would be an asset to the Corporation. She also brings with her experience of chairing a small charity. Governors asked which committee she might be allocated to. This was still under discussion and dependent on outcomes of the Chair's one to ones with Governors.

**DECISION:** The appointment of Jessica Douthwaite as Independent Governor was **approved**.

**ACTION:** KSB to inform Jessica and Monoux HR of approval and to set up Governor Induction and allocate committee membership.

 5.3 Jessica Douthwaite - CV.pdf

## 6. Principal's Report

To present updates to Governors in relation to the strategic plan. Questions are invited direct to Dave Vasse in advance of the meeting.

The Principal introduced his report, highlighting progress made against the key strategic objectives. Governors were reminded that questions were welcome in advance of meetings.

DV explained that since preparing the report the college had started to receive national averages and benchmarks to allow for comparisons with the Monoux data presented. Kwame Atta joined the meeting in person at 6.51pm.

A Governor queried the national average for retention, which the Principal confirmed as 88%, explaining that

## Information

Kay Sandford-Beal

## Decision

Rosali Pretorius

## Discussion

Dave Vasse

the Monoux retention rate over the last two years was lower than the national average. He explained that a much more rigorous attendance policy had been introduced this year which would have impacted this percentage. DV explained that the A-Level cohorts start from a more disadvantaged position, with lower grades at GCSE. H

e shared his disappointment with the A level pass rate being below 92%, adding that he considered that a proportion of those studying A-Levels had insufficiently high attendance and did not study independently to the level required.

DV reiterated the desire and objective to increase the proportion of students studying at A level. In summary the Principal considered that the college was strong at progressing students from low starting points, but that there was a need to recruit a better balance of on-entry profile, including more students with higher grades at GCSE. High grade attainment was below the national average on some vocational courses, but value-added progress was consistently high. The Principal added that the national average for 6th form college students progressing to university is 66%, compared with the percentage of 68% of Monoux students progressing to university. A Governor commented that this was a very strong message and agreed with the desire to raise student aspiration.

Governors asked the Principal if he was preparing for an inspection. The Principal explained that an inspection was due within the first 2 years of implementing 14-16 provision, and that therefore this was anticipated.

**Q - Gov:** What does a culture of high expectations look like? What is the correct amount of challenge to students?

**A - DV:** We must continue to focus on attendance, the level of concentration and volume of work completed as a weekly routine and challenge students on competing demands that prevent extensive study. We must be brave to challenge low rates of attendance and ensure that students arrive on time. We differ from other colleges in our offer of activities such as reading, the quality of assembly provision and the resource provided for mentoring.

**Q - Gov:** What curriculum structure are you looking at?

**A - DV:** There is a need during 2024/25 to consider the appropriateness of our curriculum structure as our curriculum changes. A change that has been made initially is to appoint Senior Pathway Leaders for provision types (e.g. A-Level) in order to promote consistency and to increase communication with parents and at-risk students.

Governors agreed and highlighted that the leadership structure would need to align with changing strategic priorities.

 6. PRINCIPAL\_S REPORT OCTOBER 2024 1.2.pdf

 6. Principal s Report Appendix\_Letter.pdf

## 6.1. Principal's Report Appendix Letter:

The letter from the DFE had been shared with governors in advance of the meeting.

The Principal highlighted that there were few independent sixth form colleges still in existence, but that there was no desire to join an already formed Trust. The previous Tory government had been keen to encourage independent Sixth Form Colleges to establish trusts and take on partners. With a change in the government, it was considered sensible to wait for any new policy developments. These were anticipated close to the end of term. This would be an agenda item for the next Corporation meeting and would require a dedicated Development Day to discuss in full detail before Corporation approval.

**ACTION:** KS to add as agenda item to December Board meeting.

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## 7. Committee Report - Governance and Remuneration Committee

Governors to be provided with a verbal update on recent committee business, excluding Board nominations and approvals (agenda item 5.3)

Maurine Lewin, the Committee Chair and KSB provided a verbal report on the meeting on the 1st October 2024 summarising the key areas covered:

## Information

Maurine Lewin And Kay  
Sandford-Beal

- Formal acknowledgement of resignation of Independent Governor, Philippe Chaudhry
- Review of current membership and attendance over the last academic year
- Confirmation of Chair and Vice Chair roles for forthcoming year
- Confirmation of Pat Morton as Chair of G, S & R
- Link Governor roles filled and vacancies (Digital Skills and Health and Safety)
- Approval of the method to complete the Corporation Chair annual review, and 24-25 Skills audit
- EDI survey for Governors under review
- Governance Self-Assessment Survey to be shared with rest of Board shortly.
- Conflict of interest policy approved for recommendation (see Agenda item 9)
- Key Risks: Importance of succession planning and ongoing governor recruitment
- Monoux email accounts discussion and return to personal email accounts
- Marketing promotion of Parent Governor Vacancy

**ACTION:** KSB to distribute Digital Skills Link Governor Vacancy and Health and Safety Link Governor Vacancy

**ACTION:** KSB to share Parent Governors applications with Safeguarding Team

## 8. Risk Management

Governors are asked to note the Risk Management Report.

**Decision  
Followed By  
Information.**

Dave Vasse

### 8.1. Risk Management Policy

Governors to review and if appropriate approve the updated Risk Management Policy.

The Principal presented the revised Risk Management Policy, drawing attention to the new key ingredients of risk appetite and tolerance. The sample risk assessments had been based on university sector exemplars to ensure that the policy was fit for purpose and clearly reflected how risk was being managed within the college.

Governors commented on the importance of Board decisions regarding the acceptable tolerance of risk, in particular the inclusion of a comments section to explain the reasons behind tolerance levels. A Governor explained that risk tolerance and appetite differ and requested that there should be tolerance and appetites scoring levels, above which a report should be generated by SLT to the Board, describing action taken to reduce the scoring level.

DV shared that he had not provided time limits within the risk register as any of the risks listed could happen at any time.

Governors agreed that the tables within the policy made sense and were very thorough. Others requested further clarification to ensure that the entire document was fully understood by those without specialist knowledge in risk. It was agreed that fewer number scales were required but that the narrative be retained.

The Vice Principal reported that the policy had been reviewed internally with members of the SLT and that the revised language had been considered helpful.

The Chair agreed that the framework was effective and asked if Governors were happy to approve the policy, subject to minor explanatory amendments.

**DECISION:** Governors **approved** the Risk Management Policy, subject to minor amendments.

**ACTION:** KSB to set agenda item for discussion of tolerance and appetite for dedicated Development Day.

 [8.1 RISK MANAGEMENT POLICY 2024\\_25 02\\_Sept\\_2024.pdf](#)

**Decision**

Dave Vasse

### 8.2. Risk Register

Governors are asked to note the Risk Register

Governors were asked to note the Risk Register

**Discussion**

Dave Vasse

**Gov Q:** Do the metrics align to monitor risk tolerance?

**DV A:** I have ensured that the Risk Register aligns with the strategic plan.

 8.2 Risk Register 2024\_25 02\_Sept\_2024.pdf

## 9. Conflict of Interest Policy

## Decision

Rosali Pretorius

To review and if considered appropriate, approve the Conflict of Interest Policy, as recommended by the Governance, Search and Remuneration Committee.

The Acting Chair confirmed that the new Conflict of Interest Policy had been reviewed by the Governance, Search and Remuneration Committee on the 1st October and that the policy was recommended for approval by the Corporation. KSB shared that the policy was a new requirement within the newly published College Financial Handbook and required by the external auditors.

**DECISION:** The Conflicts of Interest Policy was formally **approved**.

**ACTION:** KSB to follow up with Tracy Straker to add to annual policy schedule.

 9. Conflict of Interest Paper for Board 081024.pdf

## 10. Safeguarding

## Decision And Information

James Gould

### 10.1. Safeguarding Policy

## Decision

James Gould

Governors to review and if considered appropriate approve the Safeguarding Policy (annual requirement)

JG, as Designated Safeguarding Lead presented the Safeguarding Policy to governors, informing them that the template used comes from the local authority, due to Monoux being a member of the Local authority Safeguarding Designated Scheme. The template has been prepared for maintained schools but had been adapted for a college environment, ensuring that it was appropriate for Monoux college in particular. JG explained the challenges of the policy being a lengthy document, with high levels of repetition. It was noted that on an earlier occasion, when a template had been adapted and shortened, the version had not been considered appropriate under inspection. JG had therefore returned to adapting the full local authority template.

**Gov Q:** With regard to our obligations on Page 10, can you confirm that we are fulfilling them as governors?

- Review the policy annually - **JG A:** YES
- Do we contribute to inter agency working? - **JG A:** YES
- Do we carry out Safeguarding training annually? - **JG A:** YES
- Do we receive assurance that Safeguarding is being managed appropriately? **JG A:** Yes. Assurance is provided to the ER committee via the Safeguarding Annual Report, via assemblies provided to students, via the Safeguarding Link Governor termly visits and via internal audit.

**Gov Q:** What is meant by Filtering and Monitoring Standards?

**JG A:** This is the monitoring of what students are accessing online. We engage an external company to provide this monitoring. It is very expensive, but very effective.

**Gov Q:** How can we be assured that members of staff are carrying out the required safeguarding training?

**JG A:** This is checked and monitored by the Safeguarding Link Governor during their regular termly visits.

**Gov Q:** Can you please confirm that the Governor requirement to read KCSIE in its entirety has been removed?

**KSB A:** This is for governors to discuss. Statutory requirements are for governors to read Part 1 of KCSIE 2024 as a minimum. This is a 'must', The reading of KCSIE 24 in its entirety is considered to be a 'should'.

JG reiterated that this template is generated by the local authority and differs from the statutory minimum requirement. However, based on the template policy, the college had received an outstanding

recommendation for Safeguarding in previous years.

A Governor expressed concerns that governors were required, according to the policy, to read KCSIE in its entirety, when staff were limited to needing to read Part 1 only of KCSIE.

Governors agreed that they were required to be familiar with its contents and the Principal and Vice Principal reassured Governors that in reading and approving the Safeguarding Policy, they were familiarised with KCSIE 2024, supplemented by the KCSIE training provided to them online through TES Develop. Governors discussed potential alternative wording to reflect the level of familiarisation but agreed the importance of being familiar with all elements of KCSIE.

**DECISION:** The Safeguarding policy was formally approved by the majority of governors.

 10.1 Safeguarding\_Policy 2024.pdf

## 10.2. Governors to receive Safeguarding Training from the Vice Principal

To provide Governors with annual in person Safeguarding training by the Vice Principal and Designated Safeguarding Lead.

Governors were provided with a focussed segment of Safeguarding Training by Vice Principal and Designated Safeguarding Lead, James Gould. JG, TS (who had attended remotely) and DV left the meeting at 8.20pm.

 Governor briefing 081024.pdf

## Information

James Gould

## 11. AOB

To discuss any urgent items not covered elsewhere on the agenda

KSB informed Governors that she had received training on TES Develop to coordinate a bespoke Governor Training Plan for the forthcoming year. This would include all statutory Governor training and be disseminated the following week.

KSB also reminded Governors of the Site Visit and Learning Walk on the 15th October and to inform KSB if able to attend.

## Discussion

Rosali Pretorius

## 12. Next Meeting Date

To confirm the next meeting date of the full Corporation as Tuesday 10th December 2024 at 6.30pm, in person at the college.

The next full Corporation meeting was confirmed as Tuesday the 10th December at 6.30pm at the college.

## Information

Rosali Pretorius

## 13. Meeting Close

The meeting closed at 8.37pm