

**MOULTON COLLEGE**  
**CORPORATION BOARD**

**Minutes of the meeting held on Thursday, 12<sup>th</sup> July 2018 at 9.30 am**

**Present:** Mr R Thompson (in the Chair), Mrs A Turner, Mr A Clarkson, Mrs K Delamain-Blunt, Mr B Hansford, Mr L Howarth, Mr I James, Ms L Knapp, Mr C Matts, Mr T Neville, Mr R Sadler, Mr A Thomson and Mr M Thomson

**In attendance:** Miss A S Bruce, Mr G Davies, Mrs G M Hulley and Mrs J Matthews

**PART 1**

**SECTION A – ROUTINE AND STANDING ITEMS:**

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**18/139 Apologies for absence (Agenda item 1)**  
Apologies were received from Mr S Gordon and Mr C Jackson (Director of FE Curriculum and Student Engagement).

The Chair welcomed Mr C Matts to his first meeting of the Corporation.

**18/140 Declarations of interest (Agenda item 2)**  
Mr T Neville declared an interest in agenda items 5 and 10. Mr L Howarth declared an interest in agenda items 7, 10 and 13.

**18/141 Minutes of previous meetings (Agenda item 3, Paper A)**  
The minutes of the meeting held on the 7<sup>th</sup> June 2018 had been circulated previously and were approved as a true and accurate record.

**18/142 Actions outstanding from the previous meeting (Agenda item 4, Paper B)**  
Items were either progressing in line with deadlines or were on the agenda for discussion.

**SECTION B – PRINCIPAL AND SENIOR LEADERSHIP TEAM (SLT) UPDATE:**

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**18/143 Principal and SLT's update (Agenda item 5)**  
**i) Strategic overview (Paper Ci)**  
The report was outlined and discussed. The Principal outlined future changes to the reporting and monitoring of Key Performance Indicators (KPIs) at Committee and Board level. These would be implemented in September 2018.

**ii) Performance (Paper Cii)**  
The Director of Quality Improvement and Student Support highlighted the latest situation in relation to recruitment in terms of applications and acceptances. Members were also informed of a decision taken by Buckinghamshire County Council.

**Governor questions on both reports:**

- a. What actions are the College taking in relation to recruitment? *There is a lot of activity taking place. Additional interview days have been arranged due to the number of applications we are receiving. There are further activities, for example, marketing campaigns.*

- b. This is the first year of the new GCSE and feedback suggests they are tougher than previous years. As a result, entry onto A level may mean there are more 16 year olds thinking about vocational education than last year which could be to our advantage? *This will not be known until August. If that should happen, our numbers on Levels 2 or Level 3 one-year diploma would be affected. As a result, some rebalancing of groups sizes may be required.*
- c. At the end of your slides, learner feedback and the question asking, 'What would you like to see improved?' I'd like to know if this is an area of research that you intend to extend and become more of a key part of Moulton moving forward? *What we have done in this third term is to devise our own questions. These surveys were given to groups so the group put the survey together themselves. The aim was to capture as many learners as possible*
- d. I see one question for HE students resulted in a request for better communication. I do think as a College there is a need to focus more on communication and keeping people up to date. *That response was common throughout the student feedback. Communication needs to not only improve between tutors and students but also between tutors themselves.*
- e. What are we doing about the feedback? *This feedback has been gathered very recently but we will clearly take this on board. Looking towards the next academic year, as Principal explained I am used to gathering student feedback at key points of the learner journey so after enrolment, following induction and so on. The Director of Quality Improvement and Student Services and I will meet to agree a timetable to make this happen next year.*
- f. I very much appreciate the new and improved approach to gathering student feedback. Sometimes we may not like the results but one of the things that will drive future recruitment is ensuring that we listen to and act on this type of feedback. When students tell their friends what a fantastic experience they are having at Moulton; this can only have a positive impact on future recruitment.
- g. Which members of staff were leading groups? Tutors or someone they didn't know? *The survey was online and led by the Quality Manager. Students were left to do it themselves without intervention from any member of staff. We thought that was really important.*
- h. What about the response rate? *It was quite a good response rate. I would expect that as we start to make improvements following this type of feedback, we can expect the response rate to improve even more going forward.*
- i. Do you do a staff survey? *Staff surveys are very important. As Principal I care about what staff think and they need to know that they are being listened to. The KPIs that will come to you in September to approve will include student and staff satisfaction targets. These will then be monitored throughout the year.*

Both reports were noted.

## **SECTION C – TEACHING, LEARNING AND ASSESSMENT:**

**18/144**

### **Minutes of the last meeting of the TLA Committee (Agenda item 6, Paper D)**

The minutes of the last meeting of the TLA Committee held on Thursday, 7<sup>th</sup> June 2018 had been previously circulated and were noted. A typographical error would be changed.

**18/145 Post-inspection action plan (PIAP) (Agenda item 7, Paper E)**  
Members were informed that work on the PIAP was progressing well. Actions had been updated since the last meeting. Clarification was sought around progress with the curriculum plan. Confirmation was given that this had now been completed. Following discussion, *the report was noted.*

**18/146 Observation of Teaching, Learning and Assessment (OTLA) 2017-18 (Agenda item 8, Paper F)**  
Although the report was taken as read, changes to the OTLA process were outlined. The revised OTLA process had been trialled with 16 members of staff who had reported very positively about their experience of it.

**Governor questions:**

- a. Do you expect all teachers to have a lesson plan for every lesson? *No. A teacher can either do a very detailed scheme of work (SOW) or they can do a less detailed SOW and lesson plans.*
- b. Is that what Ofsted expects? *Ofsted do not expect to see a lesson plan; they do need to see evidence of planning learning therefore a detailed SOW is evidence of that.*
- c. If you find a member of staff is struggling, what happens to them? *They will receive support from a learning coach.*
- d. As I just want to be certain that issues are picked up quickly and that the student learning experience is not affected can you give me an example of how this works in practice? *It will depend on the colour codes received from the observation. If a teacher has got a majority coloured amber, we would know that person is really struggling. Every member of staff gets an action plan which will be picked up by the line manager.*
- e. Would a teacher ever be removed from the classroom? *We would only remove a teacher from the classroom if there were a number of areas of improvement that are coded red. That is a very rare situation. The learning coaches play a crucial role by having support meetings with staff in this situation.*
- f. How often are staff visited? *Formal observations take place once a year. Learning walks are very frequent and happen every week.*
- g. What about opportunities for peer support so you can work with your colleagues? *Peer work hasn't happened to date but is something else that we need to develop; both peer working and a support group for people new to teaching. Also, as previously reported, starting in September each Monday afternoon from 3.00pm staff will be involved in various meetings including, continuing professional development activities, standardisation meetings and so on.*

The report was noted.

**18/147 Safeguarding (Agenda item 9):**  
**i) Safeguarding 2017-18 Report (Paper G)**  
The report was outlined and discussed. In September 2017, the College had invested in safeguarding software called 'My Concern'. This enabled staff to report safeguarding issues through one system. The safeguarding team could manage and record cases centrally. The report also included the support requirements for students joining the College in 2018-19.

**Governor questions:**

- a. Have we got everything in place for 2018-19? Have we got sufficient capacity? *We are much better prepared this year and believe we have everything in place. The level of reporting from the new software has also informed our planning this year.*
- b. How easy is it for students to talk about mental health issues? *It depends on the individual student but it appears to be easier than it has ever been. We have got two learning coaches and two nurses so we have got a good team that can provide the relevant support that is needed. This is also how we are able to deal with the amount of safeguarding issues as students will talk to them.*
- c. How do the four members of staff work together? *They are a closely knit team who meet on a regular basis. Safeguarding issues are closed down together. I am confident that they are also constantly sharing very good practice with each other.*

The report was noted.

**ii) Safeguarding champion**

Mr Hansford introduced his agenda item by asking Members to provide initial thoughts on the information requirements at Corporation Board level in order that all governors had the required levels of assurance that it was meeting its responsibilities around safeguarding.

**Governor feedback:**

- a. I would expect to see that we were fully compliant with the various rules and regulations for safeguarding. I would also expect that everything relating to the single central record was in place.
- b. We have talked about the governor safeguarding champion doing an audit. Is this appropriate? *We also have internal auditors who can offer a level of assurance about these matters when checking that systems are in place.*
- c. A report from HR on compliance from a staffing perspective would be helpful. This could then be checked for compliance by an internal auditor.
- d. We do not get a lot of data about staff development, for example, how many staff have done Prevent training or how many staff are getting qualifications which is a fundamental part of the single record.
- e. How many staff are subject to investigation around safeguarding issues? If there were none, that would make me ask the question, are you sure? I would expect to see one or two.
- f. The approach to date has been quite narrow with safeguarding. The question for me is how do we address all aspects of this wide ranging responsibility in the reports that we see throughout the year. A realistic solution is needed on how this is reported.

The Chair thanked Mr Hansford for providing governors with an opportunity to share some ideas. The Chair requested that the Teaching, Learning and Assessment Committee should consider this in more detail before returning to the Corporation with a recommendation (**Action 102** – Director of QI&SS and Governor Safeguarding Champion).

Mrs J Matthews left the meeting

## **SECTION D – FINANCE:**

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- 18/148 Management accounts: June 2018 (Agenda item 10, Paper H)**  
The Chief Finance Officer (CFO) updated Members with details of movements since Period 9. The report had been scrutinised earlier in the week by the Finance Committee. Management accounts for Periods 11 and 12 would be circulated by the Clerk during the summer. This would provide a level of assurance to the Board of the year end position. Work had also commenced with the external auditors, timelines had been agreed and the Corporation received an assurance that this remained on target.

The report was noted.

## **SECTION E – AUDIT:**

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- 18/149 Minutes of the last meeting of the Audit Committee (Agenda item 11, Paper I)**  
The minutes of the meeting had been circulated previously, Members' attention was drawn to a number of points. The risk management plan had been updated to reflect the findings of the Ofsted visit. The Audit Committee had received a number of assurances around how these risks were being monitored and managed. A number of internal audit reports had been considered. Further work was being completed and the College Executive was aware of the required actions and expectations of the Audit Committee. It was important that reports should be submitted in line with the College's deadlines. Following discussion, the report was noted.

- 18/150 Internal audit plan 2018-19 (Agenda item 12, Paper J)**  
The report included an internal audit plan for the period 2018-19 and an updated strategy for the year 2019-20. Just under forty days of work were planned for 2018-19 around 6 identified areas plus 2 non-risk areas. The report had been considered in detail by the Audit Committee. The Chair of the Committee explained how the report may need to be reconsidered in the autumn term to agree whether the audits were still appropriate. Following discussion, *the plan was approved*.

## **SECTION F – RESOURCES:**

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- 18/151 Health and safety (Agenda item 13)**  
**a) College report (Paper K)**  
Good progress was being made with the items identified in the action plan that had been created following the external review of health and safety. Everything was on schedule. The first meeting of the reformed health and safety committee had taken place. The membership now comprised of staff with different functions from across the College. In addition to attending the meetings, members of the committee would also be health and safety champions with responsibility for providing an interactive relationship with the members they represent. Mr Wakeford who is the governor health and safety champion would also attend the same committee from September 2018. A second meeting between the Principal, Deputy Principal and Mr Wakeford was planned for later in July to agree arrangements for reporting to the Board. Following discussion, the report was noted.

**b) Health and Safety policy**

The policy was outlined and discussed. Members were informed of three small changes that were recommended in relation to first aid boxes. The Deputy Principal explained the rationale for these changes.

**Governor questions:**

- a. If you work in an area where people do not hurt themselves, will there be a minimum check of first aid boxes, for example, once a year? *Although we have used the word 'regularly', we have risk assessed exactly how often each area will be checked so, for example, a construction workshop would be checked more often. There is a separate document that confirms how often for each area.*
- b. Is there a link to performance, for example, in appraisals so staff understand this is really important? *This would come under compliance with College processes which is a key factor in performance reviews. There has also been a lot of staff training in relation to compliance with this. It is also worth noting that further IOSH (Institute of Occupational Safety and Health) training is also taking place this week.*

The health and safety policy was approved.

**18/152 Paternity policy (Agenda item 14, Paper L)**

An annual review of the Parental Leave policy had been completed. It was agreed that the Senior Leadership Team should approve the policy in the future. Following discussion, *the policy was approved.*

**SECTION G – GOVERNANCE:**

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**18/153 Meeting dates 2018-19 (Agenda item 15, Paper M)**

Dates had been agreed at each Committee. Meeting dates for 2018-19 were noted.

**SECTION H – CLOSING ITEMS:**

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**18/154 Any other business (Agenda item 16)**

**i) Student governor 2018-19:**

Andrew Eastland had been interviewed by the Principal and Chair. His appointment to join the Corporation from September 2018 was proposed by Mr B Hansford and seconded by Mr R Sadler and *was approved unanimously.*

**ii) Written resolution: Lease agreements**

A written resolution had previously been circulated with a significant majority who had agreed. The written resolution was approved.

**iii) Governance**

A presentation was made to Mike Thomson who was leaving the Board after 12 years of service. The Chair thanked Mike for his hard work, dedication and contribution to the College. Mike was also recognised for the significant contribution he had made as Chair of the Audit Committee. The Principal extended her thanks on behalf of the College management and staff for Mike's time and commitment.

**18/155 Date and time of next meeting (Agenda item 17)**

Thursday, 27<sup>th</sup> September 2018 at 9.30 am in M6

Mr L Howarth left the meeting. Meeting closed at 11.00 am.