

MOULTON COLLEGE
CORPORATION BOARD

Minutes of the meeting held on Thursday, 27th September 2018 at 9.30 am

Present: Mr R Thompson (in the Chair), Ms A Turner, Mrs K Delamain-Blunt, Mr A Eastland, Mr B Hansford, Mr L Howarth, Ms L Knapp, Mr T Neville, Mr R Sadler and Mr A Thomson

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

SECTION A – ROUTINE AND STANDING ITEMS:

- 18/177 Apologies for absence (Agenda item 1)**
Apologies were received from Mr A Clarkson, Mr I James and Mr C Matts.
- 18/178 Declarations of interest (Agenda item 2)**
Mr T Neville and Mr L Howarth both declared an interest in agenda items 6, 7 and 9.
- 18/179 Minutes of previous meetings (Agenda item 3, Paper A)**
The minutes of the meeting held on the 27th September 2018 had been circulated previously and were approved as a true and accurate record.
- 18/180 Actions outstanding from the last meeting (Agenda item 4, Paper B) 18/100, Audit reports (Health and Safety and Safeguarding)**
A Health and Safety audit was planned for November 2018. An audit for Safeguarding was also planned for around the same time.

All other items were either progressing in line with deadlines or were on the agenda for discussion.

SECTION B – GOVERNANCE

- 18/181 Governance (Agenda item 5)**
- a) Governor resignations**
The Chair reported that Mr S Gordon had resigned from the Board due to personal circumstances. Mr Gordon was thanked for his valuable contribution throughout his term of office as a governor.
- b) Governor appointments**
The appointment of Mr D McVean was recommended by the Search and Governance Committee using a written resolution. David McVean had been interviewed by the Principal and Chair. His appointment as a governor and member of the Teaching, Learning and Assessment committee *was approved unanimously*.
- The appointment of Mrs P Hawkesford was recommended by the Search and Governance Committee using a written resolution. Pauline Hawkesford had been interviewed by the Principal and Chair to join the Teaching, Learning and Assessment Committee as a co-opted member. Her appointment as a co-opted member of the TLA committee *was approved unanimously*.

SECTION C – PRINCIPAL’S UPDATE:

18/182

Strategic plan update (Agenda item 6, Paper C)

The report had been circulated prior to the meeting. It provided Corporation members with an update on the current position in relation to performance linked to each of the College’s strategic aims. The information and data for both years were subject to further updates. National benchmarks had been used where these were available.

Governor questions:

- Where retention is concerned, does this include all the years, including the 3rd year into higher education? *No, this is something we are looking into at the moment; to explore internal progression in order to find out which areas are particularly good at retaining students at a higher level.*
- What changes have you implemented to improve student satisfaction? *We were extremely disappointed with the results of our student satisfaction surveys. Our approach is one that is even more student-centred and will include meetings with students throughout their time on his/her course. We are actively seeking out issues that students have identified so that we may take appropriate action quickly.*
- Tell us about the food and drink innovation centre – how is that coming along? *We are pleased to report that the centre is now open. We are actively following up any student who applied but who did not subsequently enrol.*

The Corporation was keen to find out about staff recruitment and what progress had been made since the last meeting in July 2018. Members were informed that the College was now up to having a full complement of staff. Due to the importance of the student experience around continuity, there were some instances where fixed term contracts would be used until permanent replacements were recruited. Following discussion, *the report was received.*

SECTION D – TEACHING, LEARNING AND ASSESSMENT

18/183

Post-inspection action plan (Agenda item 7, Paper D)

The Corporation was informed of progress to date. A number of actions had been completed and for some actions, there had been quite a lot of progress made. One action was identified as ‘red’ and this was being discussed with the area concerned.

Governor questions:

- Are you satisfied that the actions taking place are at a fast enough pace on this plan? *The actions that would have the greatest impact on student experience were the actions that had been prioritised. These actions have been completed. In some instances, we have also been mindful of the need to provide extra help so that actions can be completed more quickly.*
- Tell me about the support you are receiving from the management team? *There have been a number of staff changes that we have previously reported on that are having a positive impact, for example, Higher Education. There have been quite a few new members of staff appointed over the summer period. Staff morale was much more positive than at the end of the academic year.*
- I very much appreciate the priority that has been given to date with staff recruitment and student experience, what is happening around quality of teaching and learning? *Observations of teaching, learning and*

assessment are due to start very soon. We have two new coaches in place. The lesson observation process was trialled in the summer term. We will continue with that process. This will be started by half-term.

- You have mentioned that a number of staff are new, are we giving them the support that they may not have had previously? *New teachers are supported via the licence to teach work we have reported on previously.*
- How are the Monday afternoon CPD sessions for staff progressing? *These sessions are for standards training and team meetings. At the start of the academic year, the sessions have been for team meetings. These did start from the first week of term. Some training sessions have taken place and other training is planned. Next Monday is the standards training.*
- Do staff attend the session? *Yes, staff really seem to appreciate the sessions.*
- There is an action 'promoting the brand and identity', can you clarify what still needs to be done? *This is about a piece of work that still needs to be completed in relation to making greater use of case studies from students in the past. This is more about our internal marketing and is linked to the earlier point about progression.*
- I am conscious that staff turnover has been high. If there is anything that the Board can do to help and support the senior leadership team, we would be keen to be involved? *That would be very much appreciated. Staff would like that. We will give that some consideration and let you know how this could work in practice (Action 103 – Principal and Clerk).*

18/184

College policy: Sub-contracting annual review (Agenda item 8)

The College had one sub-contractor with a small number of students. Members were informed of the quality monitoring procedures that were in place for this type arrangement. No further enrolments were planned. Following discussion, *the report was noted.*

SECTION E – FINANCE:

18/185

Finance Committee (Agenda item 9a, Paper Ei)

The minutes of the meeting held earlier in the week had been circulated prior to the meeting for information. The Corporation's attention was drawn to some recommendations that had been made at the meeting relating to accommodation occupancy levels. Following discussion, *the minutes of the Finance Committee held on the 24th September 2018 were noted.*

18/186

Management accounts July 2018 (Agenda item 9b, Paper E)

The Period 12 management accounts had been subject to close scrutiny earlier in the week by the Finance Committee. Members' attention was drawn to the financial health scoring which remained at satisfactory. Bank covenants had been met. There were a small number of adjustments to be made between the P12 management accounts and the year-end financial statements. The latter were currently being audited and subject to final amendments. There was no adverse feedback to date. In response to a question about any impact on the budget for 2018-19 following the minor adjustments, the Corporation was informed that there would be some as a result of recruitment. The budget would not have to be reissued as a result but monthly monitoring would take place. Following discussion, *the report was received.*

18/187 Use of consultants 2017-18 (Agenda item 10, Paper F)
The annual report was outlined and discussed. The report confirmed details of expenditure on consultants which was in excess of £10,000 for 2017-18. The Board sought clarification around procurement and were informed of the arrangements in place. Following discussion, *the report was noted.*

18/188 Covenant amendment letter (Agenda item 11, Paper G)
A Board resolution was required to enable the three covenant amendment letters to be signed by the Chair and Principal. Each letter contained proposed minor change to the terms and conditions. The external auditors were comfortable with the proposed changes. Following discussion, *the Corporation approved the changes and that the Principal and Chair could sign each letter on behalf of the Corporation.*

SECTION F – ITEMS TO NOTE:

18/189 Award of student bursaries (Agenda item 12, Paper H)
The report provided a summary of how the College distributed its main bursaries and funds to students based on an assessment of their needs. A total of 610 awards were awarded to students in 2017-18 totalling c. £624k. Financial support was provided via 8 main sources. Since last year, processes had been reviewed to improve information about eligibility and to ensure applications were processed early. A review of residential bursaries would be completed. A recommendation was made for the report to include information on impact of the bursaries, for example, in relation to retention and achievement (**Action 104** – Assistant Director of Student Services). The Board extended their thanks to the various charities and recognised the contribution and impact these funds have on students. Following discussion, *the report was noted.*

SECTION G – GOVERNANCE:

18/190 Annual review:

- a) Instrument and articles of government (Paper li)**
The annual review of the Instrument and Articles of Government had been completed with one minor change recommended. Following discussion, the change was approved.
- b) Standing orders (Paper lii)**
The annual review of the Standing orders had been completed with no recommended changes. Following discussion, the report was approved.
- c) Code of conduct (Paper liii)**
The annual review of the Code of Conduct had been completed with no recommended changes. Following discussion, the report was approved.

SECTION H – CLOSING ITEMS:

18/191 Any other items of urgent business (Agenda item 7)

- a) Health and Safety:** The Deputy Principal reported on the number of accidents this term. These had reduced in number from the same time last year; the College remained committed to further reducing the figure. IOSH (Institution of Health and Safety) training had been delivered over the summer. Further health and safety training would be taking place during the evenings throughout the autumn term. Fire marshal, first aid and health and safety induction training had been completed. All staff had attended health and safety refresher training. The first meeting of the

Health and Safety Committee would be convened before half-term. The Corporation link governor would be invited to attend.

Following a recent incident locally relating to knife crime, the Corporation received clarification about the systems in place at the College should a similar situation arise. Changes to risk assessment in relation to the use of tools in the curriculum were also outlined.

- b) **Governance self-assessment** – governors were reminded to complete the self-assessment questionnaire by the agreed deadline.

18/192

Date and time of next meeting (Agenda item 8)

Thursday, 5th November 2018 at 9.30 am at Higham Ferrers. The Clerk would circulate a location map and post code.

Mrs J Mathews, Mr L Howarth and Mr A Eastland left the meeting.

Meeting closed at 12.00 pm.