

MOULTON COLLEGE

CORPORATION

Minutes of the meeting held on Thursday, 21st October 2021 via Teams

Present: Mr D McVean (in the Chair), Mr A Clarkson, Mr S Greener, Mr B Hansford, Miss S Harlow, Mrs C Harris, Mrs S Ijewsky, Miss L Knapp, Mr M Knibbs, Mr C Matts, Mr T Neville OBE and Mr M Wakeford

In attendance: Mr D Aldridge, Miss A S Bruce, Mrs C Smith, Mrs G M Hulley, Mr J O'Shea and Mr M Vince (agenda item 2)

SECTION A – ROUTINE AND STANDING ITEMS

21/80 Apologies for absence (Agenda item 1)

Apologies were received from Mrs P Hawkesford, Dr P Jones, Mrs P Prow and Mr A Thomson.

21/81 Governor Development Day: Matters arising (Agenda item 2)

Governors had attended workshops earlier in the day as part of the Governor Development Day. One workshop (*What is the role of technology in our curriculum?*) had prompted detailed discussions around the need for further investment in IT. The Director of IT and Digital Transformation had been invited to the start of the meeting to meet the governors and receive feedback from the workshop. He was encouraged to explore radical solutions to the current IT systems with a focus on what was needed; financing of any options would follow. Feedback should be gathered from governors, in particular, Mark Wakeford, Terry Neville and Ashley Clarkson.

Mr Vince left the meeting.

21/82 Declarations of interest (Agenda item 3)

Mr T Neville OBE declared an interest in agenda items 13, 14 and 16.

21/83 Minutes of last meeting (Agenda item 4, Paper A)

The minutes of the meeting held on the 8th July 2021 had been circulated previously and were approved as a true and accurate record.

21/84 Actions from last meeting (Agenda item 5, Paper B)

Action 186, Risk Management:

Search and Governance Committee had agreed the Corporation would focus its attention on 8 top risks which were also subject to close scrutiny by named committees. In some instances, more than 1 committee would need to scrutinise a risk from more than one perspective, for example, impact vs cost-effectiveness. Chairs of Committee would work collaboratively to achieve this and reports to Corporation would report as appropriate. The SLT would monitor all other risks and the Audit Committee would maintain an overview of all risks. Of the remaining actions, the majority were subject to discussion at the meeting.

21/85 Governance (Agenda item 6)

a. Student governor election: Following an election, the appointment of: Sam Harlow as student governor (FE) commencing 21st October 2021.

- b. **Search and Governance Committee:** The Committee had approved its annual report 2020-21 at its meeting held earlier in the day. A copy would be circulated via Teams.
- c. **Professional Training and Development Plan 2021-22:** A Professional Training Plan had been considered by the Search and Governance Committee. Governors were invited to share any other ideas at the next meeting. Three areas were recommended as additional training for all governors. These were:
 - a. Finance and funding particularly as the curriculum would evolve during the year to include Apprenticeships and T Levels as well as other aspects of the Government's post-16 strategy.
 - b. Risk management and having a clear understanding of the College's approach to this and the individual and collective roles and responsibilities for each governor.
 - c. Supporting governors to know what outstanding looks like based on first-hand experience from visits to other organisations in the FE and HE sectors.

Resolved: To approve the Professional Training Plan.

21/86 Formal record (Agenda item 7)

- a. **College seal:** Members noted the College Corporation seal had been affixed to a deed of sale for the properties known as 'Boughton Barn' and '24 West Street' authenticated on both occasions by David McVean, Chair of Corporation and Corrie Harris, Principal and CEO.
- b. **Written resolution: FE Capital Transformation Fund (Stage 2):** A written resolution had been used to approve the content of the FECTF bid for which a significant majority had agreed. The written resolution was approved. Carrie Smith and Alicia Bruce were thanked for their contributions to this bid which had been significant.

21/87 Link Governor Allocations 2021-22 (Agenda item 8, Paper C)

Corporation members agreed with the proposed allocations. No changes were requested.

Resolved: To approved the Link Governor Allocations 2021-22.

21/88 Health and Safety (Agenda item 9)

College report: A comprehensive report had been shared with the Finance and Resources (F&R) Committee at its meeting on the 18th October. In response to feedback from that Committee, the report included additional sections on safeguarding and keeping children safe in education due to overlap in remits between F&R and the TLA Committees. The College continued to be fully compliant with all of its activities. Robust risk assessments and enhanced cleaning remained in place for Covid-19. The team would continue to ensure that any guidance or recommendations were applied and should the Government announce any changes from November, these would be implemented.

Governor Champion: Mr Wakeford provided assurance to the Corporation that the College was fully compliant. Once Ofsted had visited the College, attention could be focused on further developments around culture and staff engagement to support a number of activities that were planned to further encourage staff commitment, for example, running curriculum specific groups. A successful visit to the farm had been undertaken the previous week. In response to a question, the searchable function on Teams needed to be developed so that governors could easily search for documents in response to questions that may arise.

Resolved: To receive the reports on Health and Safety.

SECTION B – STAFF AND STUDENT VOICE

21/89 Staff Governor feedback (Agenda item 10):

The two staff governors provided a very helpful update of their own areas. For future meetings, it was agreed that the Corporation would also appreciate information from a staff perspective on their interpretation of Good and what that looked like in their own areas; and, staff views. In response to a question about staff morale, the Corporation was informed that in view of the impending Ofsted inspection, staff were understandably feeling some pressure to do well but #Team Moulton continued to be at the forefront of everyone's minds. The Principal and Chair confirmed that separate notes had been sent from them to all staff acknowledging how hard everyone was working and to thank them personally.

Resolved: To receive the report on staff voice.

Suzanne Ijewsky left the meeting.

21/90 Learning walks – Impact (Agenda item 11):

Since the start of term, 5 formal link governor visits had been completed to: EDI, Careers and employability, Quality, English and maths and Health and Safety. Written reports would be uploaded to Teams. In response to a question about the visit to Careers and employability, the Corporation was informed that this had been a positive visit which included meeting staff and students. There was a strong belief that the College was on a really good path and was clear of its direction of travel.

Resolved: To receive the report on impact.

21/91 Equality, diversity and inclusion (Agenda item 12):

The Governor Champion confirmed that a piece of work had been completed with an external EDI expert to develop a draft EDI 'strategy on a page' which was subject to further discussion at the next EDI Committee meeting on the 5th November 2021. The College would be submitting a proposal to the Education and Training Foundation as part of an invitation to tender for senior leaders and the Corporation to work collaboratively to develop that strategy further. Data gathering of EDI was good but it was also important to understand what happened to that data. The dashboard needed to be updated in light of any changes and in turn, heads of school should be held to account. The performance monitoring boards would be the most appropriate place for this to happen and progress reported to the TLA Committee.

Resolved: To receive the EDI report.

SECTION C – PRINCIPAL'S UPDATE

21/92 Strategic Plan and KPIs update including proposed KPIs 2021-22 (Agenda item 13, Paper D)

It had previously been agreed that there was a need for the Corporation to monitor a smaller number of critical success factors each year as part of a 1-year Operating Plan. This would be a more focussed approach that would help to assist in the achievement of longer-term overarching Corporate objectives in the Strategic Plan 2020-30. Business support and curriculum key performance indicators were included in the report. Following feedback from the Corporation, the Principal would update the Operating Plan so that it included quantitative and qualitative strategic outcomes and performance measures for 2021-22 and 2022-23.

The Chair highlighted the importance of this approach and that once aligned to the risk register, all of the necessary information and data would then be in one place. Governors agreed that this approach would complement the current reporting back from Committees and demonstrate that they were operating effectively. Teams also needed further development so that governors could easily access any information they might need which had been subject to discussion at Committee meetings they were not members of.

A question was raised around staff CPD days and it was agreed further work would be undertaken to ensure that once completed, to maintain records of the experiences and evaluate the impact. This would also help the work of Committees in terms of F&R making decisions about CPD budget whilst the TLA Committee who would give consideration to impact in the classroom.

Resolved: To agree the latest version of the draft Operating Plan and for the Principal, Chair and Clerk to further develop based on feedback.

SECTION D – COMMITTEE REPORTS AND RECOMMENDATIONS FOR APPROVAL

21/93 Teaching, Learning and Assessment Committee (Agenda item 14, Paper E)

The Corporation was informed of a number of key points from the meeting held on the 12th October 2021:

- **Data dashboard:** Good outcomes were recorded for the end of the year. All staff should be congratulated.
- **Safeguarding and Prevent annual report:** The Committee was confident by the information provided in the report and that the College was fully compliant with its statutory responsibilities. The recent governor training had prompted a whole series of questions which the team had found very helpful in understanding what governors were concerned about. The Corporation confirmed that the 24-hour support provided by Endsleigh was a powerful model. The student governor confirmed how students had been made aware of the service through tutorials and signage. A request was made for a report to be provided on the use of the service (Action 188 – Director of Student and Learning Support). Recommend for approval.
- **Policies:** The following policies were considered and the Committee agreed to recommend to the Corporation for approval:
 - **Safeguarding and Prevent:** No changes were requested.
 - **Stakeholder voice:** The Committee had asked for the policy to be strengthened in the future to make sure that students felt empowered in the running of the College. A vision for taking this forward as well as plans for introducing a student union would be included in the next version of the policy. Employer voice should also be included.
 - **Quality intervention and Quality improvement policies:** Although no changes were requested, consideration was given to the need to ensure that cost-efficiency was built into the quality aspect. The Corporation needed to know that the heads of school were using the most effective interventions.
- The TLA Committee had delegated authority as per agreed scheme of delegation to approve a number of policies and reports as follows: Compliments, Complaints and Suggestions 2020-21; English and maths; Observation of teaching, learning and assessment (TLA); TLA assessment; Tutorial; Peer on peer abuse; Disability; and, SEND.

Resolved: To receive the TLA report; and, approve the Safeguarding and Prevent annual report 2020-21 and the 5 policies as listed above.

21/94 Finance and Resources Committee (Agenda item 15)

The minutes of the meeting held on the 3rd September (Paper F.a) and 18th October 2021 (Paper F.b) had been circulated previously. The Chair drew attention to a new report that summarised the key discussion points from the meeting, issues or risks and agreed actions. The F&R Committee had delegated authority as per agreed scheme of delegation to approve a number of policies and reports as follows: Fire policy and procedures; Business support KPIs; Gender pay report; Bursary policy; Student association and student social club accounts; and, aware of student bursaries.

The Chair commended the new approach that had been adopted for the presentation of the management accounts and cash flow. This was now presented on 1-side of A4 which was much clearer and easier to interrogate. The report on bursaries confirmed that bursaries were awarded to 884 students and everyone who qualified, received an award.

Five reports were recommended by the F&R Committee for approval:

- **Financial regulations:** Four changes had been made relating to the latest OfS/ESFA requirements.
- **Health and Safety annual report 2020-21:** A summary of the key activities from the previous year. Comprehensive and relevant data included.
- **Health and Safety policy:** The Committee requested that a 1-page checklist should be produced as an aide memoire for all staff.
- **Introduction of sub-contracting provision:** Produced in response to new collaborative arrangement which will involve Moulton delivering Level 3 qualification to 20 students.
- **Fees and charges 2022-23:** Changes made were informed by market review to support the decision-making process.

Resolved: To approve the 5 reports as listed above; and, to receive the F&R report.

SECTION E – CLOSING ITEMS

21/95 Any other items of urgent business (Agenda item 16)

1. **Landex:** A letter had been received confirming that Moulton had qualified to continue in full membership of Landex. The Principal and CEO from Landex had met to discuss the practical implications. Feedback would be shared with the Corporation at the next meeting (Action 190 – Principal).
2. **Net Zero Strategy:** The Government had just published its new strategy. The Investment Advisory Appraisal Group would be the sub-committee that would explore the implications and debate what action Moulton would take. There was a huge opportunity for agriculture and construction. Further discussions were required around branding.

21/96 Date and time of next meeting (Agenda item 17)

Thursday, 9th December 2021 at 9.30 am.

Mr D Aldridge, Miss A S Bruce, Mr S Greener, Miss S Harlow, Mrs C Harris, Mr M Knibbs, Mr J O'Shea and Mrs C Smith