

## MOULTON COLLEGE

### CORPORATION

#### Minutes of the Corporation meeting held on Thursday, 12<sup>th</sup> December 2024 M6 10.00am

<b>Present:</b>	David McVean (Chair)	Independent Governor
	Oliver Symons	Principal
	Charles Matts	Independent Governor
	Ashley Clarkson	Independent Governor
	Pauline Hawkesford	Independent Governor
	Lucille Knapp	Independent Governor
	Suzanne Ijewsky	Independent Governor
	Andy MacCaig	Independent Governor
	Alastair Thomson	Independent Governor
	Mark Wakeford	Independent Governor
	Craig Ablett	Independent Governor
	Elaine Limond	Independent Governor
	Dr Mohamed Saeudy	Independent Governor
	Becky Bradshaw	Independent Governor
<b>In attendance:</b>	Karen Squires	Staff Governor
	Amy Griffiths	Staff Governor
	Ivy Knowles	Student Governor
	Faye Williams	Vice Principal
	Alicia Bruce	Chief Operating Officer
David Aldridge	Executive Director of Human Resources	
Catherine Duro	Head of Governance (Teams)	
Sana Mumtaz	External Auditor – Beaver and Struthers (Teams Items 66-75)	

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

##### **FINANCIAL STATEMENTS – (Agenda item 10, Papers F1 and F2)**

**66.** It was agreed to review the Financial Statements first, whilst the Audit representative could be present.

**67.** Accounts had been shared in advance. The recommendation for approval, following scrutiny by the Finance & Resources and Audit Committees was shared.

**68.** The Finance Director and external auditor invited questions.

**69.** A governor asked for confirmation that they were comfortable that the college was a going concern and there had been no impropriety.

**70.** Both committees confirmed this was the case, from their perspectives.

**71.** The only change to the management accounts was explained as a pension adjustment

**72.** One note had been added, regarding a pension contingent liability, this was explained, by the external auditor, and context provided on recent case law, for this prudent note. It was asked if it could be limited and explained why this was not possible. The potential future impact was questioned.

73. The Principal was asked if he was comfortable with what was presented, to sign off a period largely overseen by their predecessor.

74. An unqualified opinion was provided. The one trivial adjustment was explained.

75. It was resolved that the following be approved for signing

- Audit Highlights Memorandum and Management Letter
- Moulton College financial statements 2023-24

#### **Apologies for absence (Agenda item 1)**

76. Apologies for absence were received from George Crick

#### **Declarations of interest (Agenda item 2)**

77. There were no declarations of interest.

#### **Minutes of last meeting (Agenda item 3, Paper A)**

76. The minutes of the meeting held on **Thursday, 7<sup>th</sup> November 2024** were approved as a true and accurate record.

#### **Actions from last meeting (Agenda item 4 List)**

77. All actions were progressing as expected.

### **SECTION B – PERFORMANCE**

---

#### **Strategic Update and Balanced Score Card (Agenda item 5, Presentation)**

78. The Principal presented the new balanced scorecard and confirmed it would be uploaded and made available via teams for governors to access at all times. It was confirmed it would be updated monthly.

79. Deep consideration had been given to what was important to be measured.

80. Some items are important to measure but the data was not yet available, this process has flagged the importance of these measures, and the development of data processing and the digital development strategy. It was asked where the data would come from and how it flowed. Still some manual collection, working to automate as much as possible, to reduce opportunity for human error and remove subjectivity.

81. It was reported the targets were intentionally ambitious. Governors supported this approach.

82. Student experience and people targets were discussed as key measures of the organisation's health.

83. Governors were asked to reflect on which were most important to us as a board, which show if we are on track and which address the strategic risk register, overtime we will evolve how was assess these.

84. **Resolved** that the balance scorecard and targets be **Approved** for use and thanks were given for the hard work and consideration put into it.

### **Strategic Risk Register (Agenda item 6, Paper B)**

85. It was confirmed that the strategic risk register did and should link back to the balanced scorecard, actions across both documents should be aligned. Governors are asked to challenge the consistency and seek assurance on risks being managed.
86. It was confirmed that the report had been reviewed by F&R and audit to provide assurance of the process and the risks being assessed.
87. Questions were invited. Concern was raised on risk 2 and the description of impact on staff retention, from a CQS perspective is about quality of teaching and student experience, nothing in mitigating this impact, this risk must be considered beyond finance. **Action ABr/FW**
88. Assurance was offered that this impact was managed with care though articulation within this document needed improving. There was a **robust discussion** around potential options to address this issue.
89. **Resolved** that the risk register be approved.

### **Stakeholder Voice (Agenda item 7, Paper C)**

#### **Safeguarding Link Governor report**

90. Reported finding safeguarding to be very strong. It was agreed the Safeguarding newsletter should be shared with governors. Monitoring is secure at the time of reporting.
91. All policies are in place as they need to be.
92. Team are doing an excellent job, in a challenging term, with a high number of referrals.

#### **Student Voice –Student Leader meeting feedback**

93. Governors appreciated the honest report. Were disappointed to see some of the issues. Managers reassured governors that there was nothing raised they were not aware of and was being worked on. The underlying issues and potential remedies were discussed at length.
94. Underlined the need to prioritise IT infrastructure, which was being presented to the next meeting of the Corporation.
95. The need to have the student governor present in the student hub meetings was encouraged.
96. Managers asked to take away issues and report back to the finance and resources committee as most were IT and estates driven. **(Action)**
97. The need for all staff and students to be more vigilant was asked, with a culture that encouraged reporting of incidents to report behaviours that are not respecting people of college resources.

98. Thanks were given for the report, governors wanted to see these regularly.

#### **Staff Voice**

99. A report will come to the next meeting from the staff council and staff wellbeing groups.

#### **Link Governors' Feedback**

100. The digital link governor confirmed that they had attended the pillar meeting and were assured that work had started and was moving in the right direction.

### **SECTION C – CORPORATION MATTERS**

---

#### **ITEMS FOR APPROVAL**

101. The following items were presented by the Committee Chair's for approval, with a summary of their committee scrutiny and recommendation provided.

#### **CQS Committee Chair's report (Agenda item 8, Paper D)**

102. Committee confirmed it has received its first AI report. The JSIC policy and 5 principles would be adopted. The importance of developing this at speed was agreed. GDPR policies were to be updated.

103. Each Committee to consider what AI meant to their committee, and its potential impact. AI should be embedded across everything we do, it cannot be stand alone. It was confirmed that this will also be covered by the Digital Development policy that would be presented in January.

104. The board was advised that the following papers had been scrutinised and were shared with the board for questions and approval,

- **College SAR & QIP\*** It was recognised that this was a top line summary. The underlying detailed activity was challenged and reassured.
- It was asked and confirmed that SLT and their teams were confident where their energy needed to be focussed, to drive improvement in student experience. It was reinforced that this behaviour was it less about Ofsted and more about delivering the best student experience we can, Ofsted would then fall into place.
- It was asked if these elements were visible in the balanced scorecard – it was confirmed that all elements of the QIP are reflected in the balance score card.
- **HE SED & QIP\*** - scrutinised by HEBoS, provision is not where we want it to be, but HBOS confirmed it had seen the plans for the future and shared areas of good practice. Partnerships would be reviewed later in the academic year.
- Thanks were given to Elaine for work in HEBoS, bringing expertise to the HE review.
- **Residential SAR & QIP\***  
Reminded that the Ofsted inspection had happened and scored us as good. Staff were confident that if all actions were met, an outstanding grade would be achieved.
- **Resolved that the** College SAR & QIP, and HE SED & QIP, and Residential SAR & QIP be approved.

### **Finance and Resources Committee Chair's report (Agenda item 9, Paper E)**

105. Detail was offered on the items discussed at the recent meeting, adding detail to the minutes presented.

106. The Carbon baseline position and actions were discussed.

107. **Resolved** that the ESFA Finance Record be **approved** for submission.

### **Audit Committee Chair's report (Agenda item 10, Paper F)**

108. The Committee Chair gave a review of the recent meeting, confirming the scrutiny that had taken place, to recommend the audit reports and financial statements reviewed earlier in the meeting.

109. Resolved that the following policies be approved as presented.

- Risk Management Policy
- Anti-Fraud and Bribery Policy

### **Search and Governance Chair's report**

---

#### **Governor Recruitment (Agenda item 11, Paper G)**

110. A summary was provided to governors, providing information on the candidates that Peridot had put forward, following the DFE supported recruitment exercise, for a Finance and Resources Committee Chair.

111. **Resolved** that following recommendation from the Search and Governance Committee it be approved that:

- the College standing orders temporarily increase the Corporation membership to twenty members, until 31 July 2025 - with an increase from 13-15 independent members
- Mark Whitehouse and Michelle Pledger be appointed to the Corporation Board
- Michelle Pledger be allocated as Chair Designate of the Finance and Resources Committee
- Mark Whitehouse be allocated to the Audit Committee.

112. The Board was advised that an additional F&R committee meeting would be held in January to scrutinise the financial position forecast for 2025.

113. The Board supported the committee's intention to review the governor code of conduct.

### **SECTION D – COMMITTEE REPORTS FOR INFORMATION AND COMMENT**

---

114. Governors confirmed they had received the following reports for information, following scrutiny at the relevant committee.

#### **CQS Committee (Agenda item 12, Paper H)**

- Safeguarding update report

- Residential OFSTED report

#### **Finance and Resources Committee (Agenda item 13, Paper I)**

- Quarterly management accounts
- Gender Pay Gap Report

#### **Audit Committee (Agenda item 14, Paper J)**

- Audit Committee Annual Report
- Board Assurance Framework Report
- Regularity Audit Questionnaire
- GDPR Annual Report
- Health and Safety Report
- Business Continuity Plan\*

### **SECTION E – CLOSING ITEMS**

---

#### **Any other items of urgent business (Agenda Item 15 Verbal)**

115. No additional items were raised.

#### **Impact of Governance (Agenda Item 16, Verbal)**

- **A new approach**, with detailed strategic conversations
- **Priority** on triangulation, progress reporting and items for approval, whilst noting important information had been received.
- **Student experience** – tour of residential and social space, the students' home, followed by lunch in the foundation learner corner café, immersed governors in student life.

#### **Date of next meeting (Agenda item 17)**

116. 23 January 2025

Meeting closed 11.32