

## MOULTON COLLEGE

### CORPORATION

#### Minutes of the meeting held on Thursday, 25<sup>th</sup> February 2021 at 12.15 pm via Teams

**Present:** Mr D McVean (in the Chair), Mrs C Harris, Mr A Clarkson, Miss S Frederiksen, Mr B Hansford, Mrs P Hawkesford, Mrs S Ijewsky, Mr I James, Dr P Jones, Miss L Knapp, Mr M Knibbs, Mr C Matts, Mr T Neville OBE, Mrs P Prow, Mr A Thomson and Mr M Wakeford

**In attendance:** Mr D Aldridge, Miss A S Bruce, Mrs G M Hulley, Mr S Parkes (ESFA Observer), Mr J O'Shea, Mrs C Smith and Mrs S Titmuss (Agenda item 5)

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

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**21/01 Apologies for absence (Agenda item 1)**

Apologies were received from Miss E Cohen Neighbour, Mr M Pate and Mrs K Riley (ESFA observer).

**21/02 Declarations of intent (Agenda item 2)**

There were no declarations of intent.

**21/03 Election of Chair and Vice Chair (Agenda item 3)**

The Clerk to the Corporation confirmed that following an election held in January 2021, the Corporation had been unanimous in its approval that David McVean continued as Chair of Corporation for the period 1<sup>st</sup> February 2021 to 31<sup>st</sup> January 2023 and Charles Matts continued as Vice Chair for the period 1<sup>st</sup> February 2021 to 31<sup>st</sup> January 2022.

**21/04 Minutes of last meeting (Agenda item 4, Paper A)**

The minutes of the meeting held on the 10<sup>th</sup> December 2020 had been circulated previously and were approved as a true and accurate record.

**21/05 Matters arising (Agenda item 5)**

The Corporation was informed of progress to date with the Moulton College's centenary plans. The report included an outline schedule and an update on the status of the various projects. Permission had been granted by the Parish Council to erect a monument in the local village. Following a question about student involvement, the Marketing Manager outlined a number of activities that were planned. Ideas were also being gathered from meetings with the student voice forum. In terms of governor involvement, governors were invited to contribute photos for a story board; identify contacts from the region who had a connection with the College; and, to gather birthday wishes. They would also be invited to the event on the 25<sup>th</sup> June 2021.

Sue Titmuss left the meeting.

**21/06 Actions outstanding (Agenda item 6, Paper B)**

Of the 3 outstanding actions, 2 were subject to discussion at the next meeting of the Investment Advisory Appraisal Group planned for (TBC). One action was not due for consideration until June 2021.

#### **21/07 Written resolutions (Agenda item 7)**

Members noted the approval by a majority of members:

- a. **Financial Recovery Plan:** The Financial Recovery Plan to be submitted to the ESFA by the 31st January 2021.
- b. **Additional Bank Security:** To approve granting the additional security and to delegate authority to the Principal and Chair of Corporation to execute the deed and any other necessary documents as required to complete the transaction.

#### **21/08 Health and Safety (Agenda item 8)**

The Chief Finance Officer (CFO) reported that there had been a major focus on actions relevant to Covid-19 and ensuring the College remained fully compliant. Governors were thanked for offering to be involved with the test centres. The College had been inspected by Public Health England whose report had been extremely positive. The Link Governor Champion explained that between meetings, he was in regular contact with the team via email. No concerns were raised. In response to questions raised at a recent meeting in relation to remote learning, the CFO confirmed students would be returning to College on the 8<sup>th</sup> March 2021. Risk assessments were being completed for staff returning to work and in the event of any issues that had developed during lockdown, adjustments were being made as appropriate. Risk assessments had been completed for a query raised in relation to Food and Drink.

It was agreed that the Corporation would be informed of the arrangements for students returning to College on the 8<sup>th</sup> March 2021 once consideration had been given to the implications of testing (**Action 169** – VPC&Q or CFO). The Vice Principal Curriculum and Quality outlined a robust support programme that had been arranged for all students during the first week of their return

**Resolved:** To receive the Health and Safety Report.

#### **SECTION B – PRINCIPAL’S UPDATE:**

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##### **21/09 Strategic Update and KPIs 2020-21 (Agenda item 9, Paper C)**

The Corporation was informed that the College would be applying for the mental health guide mark which would be excellent for the College if successful. Staff mental health and wellbeing continued to be a high priority and it was important that all staff felt supported. KPIs were progressing as planned. The Corporation’s attention was drawn to student numbers where there had been a significant change since the last report. Work had started on potential capital investment in the future subject to successful bids and affordability. The CFO outlined an opportunity that was being pursued for capital funding for the animal welfare centre. This was very much in its early stages. An internal oversight group would consider small projects and ensure there was an appropriate process for departments to follow. Where growth in student numbers was concerned, the Corporation was assured that the College had the capacity to support the growth and it was now a question of ensuring the facilities were used to best effect. Apart from one area, no issues were identified for the next 3 to 5 years.

**Resolved:** To receive the Strategic update and KPI report.

#### **SECTION C – STUDENT AND STAFF VOICE:**

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##### **21/10 Student voice (Agenda item 10)**

The student governor highlighted information, advice and guidance (IAG) as an area that could be developed further. This was in relation to internal progression and

helping students with their career aspirations which may involve exploring opportunities at Moulton or other institutions. The VPC&Q outlined the current IAG that was made available to students and the importance of impartial advice. The Principal was very pleased with the progress that had been made with IAG since she had been in post. She highlighted that there was still a need for all students to be very clear about the skills and knowledge they had and how they related to their future career as well as longer-term career. A note would be circulated to the Corporation explaining the Gatsby benchmarks and metrics in terms of Apprenticeships (**Action 170** – Director of Student Support).

**Resolved:** To receive the student governor report.

#### **21/11 Staff Voice (Agenda item 11)**

The staff governor was currently a member of the staff voice forum which he explained was a useful mechanism to share staff views and support effective communication. He was keen to enhance lines of communication between his role and governors. As a result, governors would be invited to short 1:1 meetings so that he could develop his understanding further. (**Action 171** – Staff Governor Michael Knibbs)

The Chair of Corporation explained that he was in the process of holding 1:1 meetings with governors; this would help further to develop a cohesive Board.

**Resolved:** To receive the staff governor report.

#### **21/12 Equality, Diversity and Inclusion (Agenda item 12)**

The Link Governor Champion reported that there was now a comprehensive action plan in place which was being closely monitored. The dashboard was being further enhanced with EDI data. All governors had access to this. A new development was an EDI calendar of events so that these events could be incorporated into the curriculum. Two student representatives were now part of the EDI cross-College group and this would ensure better involvement with training staff and curriculum development.

From a governance perspective, work was being completed with the Clerk to ensure that terms of reference had EDI fully embedded throughout and considered at every meeting. The Chair of Corporation recommended that this work should feed into the governance review. It would be important to have a shared understanding of what 'good' or 'outstanding' looked like in a diverse organisation and to agree what benchmarks needed to be set.

**Resolved:** To receive the report on Equality, Diversity and Inclusion.

### **SECTION D – QUALITY AND CURRICULUM:**

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#### **21/13 Teaching, Learning and Assessment Committee (Agenda item 13, Paper D.1 and Paper D.2)**

The Corporation's attention was drawn to the notes from a recent meeting between a small number of governors and the College Executive about the remote learning offer. The notes confirmed the actions that had been taken throughout the lockdown period and offered the necessary levels of assurance for the Corporation. When considering risk management, the Committee gave consideration to the College's next steps following the recent Ofsted monitoring visit. Assurance was received about the actions that had been implemented since the visit and how they could be resolved quite quickly. As a result of this assurance and the evidence of significant improvement in the last 12 months recognised by external agencies, the Committee

agreed unanimously to recommend to the Corporation to request a full inspection. Members' attention was also directed towards the HE Quality Plan which was scrutinised in some detail. The Curriculum Plan was subject to detailed feedback from the Committee. Members were in agreement to recommend the Curriculum Plan (Quality and Curriculum) to the Corporation.

**Resolved:** To approve that the next visit from Ofsted should be a full inspection; to approve the Curriculum Plan (quality and curriculum); and, receive the report from the TLA Committee.

#### **21/14 Quality Improvement Plan (Agenda item 14, Paper E)**

The Quality Improvement Plan (QIP) had been subject to scrutiny at the last meeting of the TLA Committee. There were no red RAG rated items. The next proposed milestone would be mid-February. The draft Ofsted monitoring report highlighted the many advances in quality of the new leadership team; quality of systems; investment in CPD; curriculum planning; and, sequencing. The next version of the QIP would incorporate a post-Ofsted monitoring plan and outlining actions needed for any areas for improvement. A question was raised about the extent to which level 1 and 2 students received independent advice on all types of provision available in the county, including courses not available at Moulton but suitable for these learners. **(Action 172 – VPC&Q)**

Feedback from the Corporation included:

- The need for robust data as a reference point and ideally, to benchmark with other land-based colleges as well as other colleges who had Ofsted outstanding. Any metrics should clearly show what successful looks like so that they can be measured over time.
- The importance of a comprehensive CPD programme for staff in August so everyone is fully prepared for the new term.
- To ensure new staff and students were fully aware of the College's expectations in terms of quality and student experience.
- Having the right systems in place at the start of the term so that all student feel fully supported.

**Resolved:** To receive the Quality Improvement Plan.

### **SECTION E – FINANCE:**

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#### **21/15 Meeting of the Finance and Resources Committee (Agenda item 15)**

##### **c. 7<sup>th</sup> December 2020 (Paper F):**

The minutes of this meeting were noted.

##### **d. 25<sup>th</sup> January 2021 (Paper G)**

The Principal updated the Corporation on the latest situation in relation to the sale of a piece of land. All contracts had been signed and funds were awaited.

The minutes of this meeting had been circulated previously. The Chair of the Committee summarised key discussion points or decisions taken:

- FE and HE recruitment: extremely positive position with a significant increase in FE 16-18 applications compared to the same time last year.
- Management accounts: there had been a slight deterioration on the commercial side which was attributed to Covid-19.
- Treasury management: the rolling credit facility (RCF) was due to mature in the summer and the Committee had highlighted the importance of converting the RCF to a fixed term. This was being discussed with the bank.

Two reports had already been approved by the Corporation via written resolution reported on earlier in the meeting. The Committee reviewed the Gender Pay Report and recommended its approval by the Corporation.

**Resolved:** To approve the Gender Pay Report and receive the Finance and Resources Committee report.

**21/16 Risk Management (Agenda item 16, Paper I)**

The overall risk profile remained relatively stable with 3 of the 11 strategic risks remaining above the College's risk appetite. The SLT continued to be confident that the risks relating to the quality of teaching and learning were on target. A revised Risk Management Report would be presented to the next meeting of the Audit Committee on the 8<sup>th</sup> March 2021. The Chair of Corporation asked for an extended session on risk management at the July meeting (**Action 173 – CFO**).

**SECTION F – RESOURCES:**

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**21/17 Staff Voice (Agenda item 17, Paper H)**

The Staff Voice Forum (SVF) had been reinvigorated over the last term and attention was now focused on the key priorities to come out of the last staff survey in October 2020 as well as the survey from the SVF in February 2020. The SVF now had a dedicated page on the Staff Hub and the newly appointed Chair of the group presented an update to staff in the last staff meeting in December 2020.

The Chair of Corporation emphasised the importance of having a flexible and agile workforce with a system in place to recognise and reward talented individuals. The Executive Director confirmed that the People Plan Action Plan would be presented to the next meeting of the Finance and Resources Committee. An update would be shared with the Corporation in March 2021. The next meeting of the Corporation should have an agenda item that focused on any risks linked to the Ofsted monitoring report so that a more detailed discussion can take place.

**Resolved:** To receive the Staff Voice report.

**SECTION G – CLOSING ITEMS:**

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**21/18 Any other business (Agenda item 18)**

The next meeting of the Corporation would focus on: Quality, Finance and the College workforce. An additional meeting in April would also be arranged.

**21/19 Date and time of next meeting (Agenda item 19)**

Thursday, 25<sup>th</sup> March 2021 at 9.30 am.

The meeting closed at 1.40 pm