

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

**Minutes of the meeting held on Thursday, 28<sup>th</sup> November 2019 at 4.00pm**

**Present:** Mr D McVean (In the Chair), Mr A Clarkson, Mr A Eastland, Mr B Hansford, Mrs C Harris, Mrs P Hawkesford, Mr I James, Ms L Knapp, Mr C Matts, Mr T Neville, Mr A Thomson and Miss L Watson

**In attendance:** Mr D Aldridge, Miss A S Bruce, Mr G Davies, Ms J Matthews, Mr R Plantier, Mr S Parkes (ESFA observer) and Mr J O'Shea

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

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**19/244 Apologies for absence (Agenda item 1)**

Apologies for absence were received from Mr M Wakeford, Ms S O'Connor and Mrs H King.

The Chair welcomed everyone to the meeting and provided an update on the Clerk to the Corporation. Thanks were expressed to Jan Matthews for stepping in to take the minutes in the Clerk's absence.

**19/245 Declarations of interest (Agenda item 2)**

There were no declarations of interest.

**19/246 Minutes of the last meeting (Agenda item 3, Paper A)**

The minutes of the meeting held on the 24<sup>th</sup> October 2019 were approved as a correct record and signed by the Chair of Corporation.

**19/247 Actions outstanding from the last meeting (Agenda item 4, Paper B)**

The Chair informed members that the report was included in their pack for information and demonstrated a number of actions that were closed. All other items were progressing in line with agreed timelines.

**19/248 Governor appointments (Agenda item 5)**

The Chair of Corporation extended his thanks to governors who had been involved in the recent round of interviews.

- a. The appointment of Mrs S Ijewsky was recommended by the Search and Governance Committee using a written resolution. Her appointment as an independent external governor and member of the Teaching, Learning and Assessment committee *was approved unanimously*.
- b. The appointment of Mr D Aarons was recommended by the Search and Governance Committee using a written resolution. Mr Aarons had been interviewed by the Chair of Corporation and Principal. His appointment as a co-opted member of the Audit Committee *was approved unanimously*.
- c. Malcolm Pate, Farm Manager: At the Corporation meeting on 31<sup>st</sup> January 2019, the Board agreed to change the composition and size of the Board and increase the membership to enable the appointment of two staff board members. Following an election, Malcolm Pate received the greatest number of votes. Malcolm Pate's appointment as Business Support and Commercial Staff Governor was approved unanimously.

## **SECTION B – QUALITY AND STUDENT EXPERIENCE:**

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### **19/249 Key Performance Indicators (Agenda item 6, Paper C)**

Members' attention was drawn to a number of key points:

- The KPIs were based on data compiled through the performance monitoring boards (PMB) which were held the third week of each month. For November there was actual (enrolments) and predicted data (achievement).
- Since October's PMB, the data had shifted both up and down. The emphasis in this round of PMBs, was trying to identify issues.
- Key indicators such as attendance had dropped by 3% from the previous month but this figure now included maths and English. Without maths and English, attendance was just below good. Maths and English attendance was poor and was a major area of intervention.
- Retention was high at 98.9% and reflected the work done by schools to ensure students were placed on the right course and transferred or removed if not engaged. Retention would decline through the year.
- Overall predicted achievement for the College was 78% which would be 23% higher than last year. This does not factor in a predicted decline in retention.
- High needs was indicating higher performance than mainstream provision and indicated support was working across the College for this group.

In a wider discussion, members of the Corporation agreed that in view of past experience, there was a need to develop a greater level of trust in the information that was being presented to them to ensure the correct direction of travel. It was agreed that the data provided from the PMBs (for example) would support this over time. Members challenged whether actions in relation to maths and English were sufficiently radical to see a quick turnaround but it was agreed a steady approach was most appropriate.

**Resolved:** To receive the KPI report.

### **19/250 Governor link scheme: Feedback from learning walks, PMBs and SAR Validation (Agenda item 7)**

Since the last meeting in October 2019, a number of governors had been involved in a range of activities linked to oversight of quality. This included:

- a. Self-assessment report and Quality improvement plan validation: Alastair Thomson and Pauline Hawkesford on the 20<sup>th</sup> November 2019.
- b. Learning Walks: Barry Hansford, Pauline Hawkesford, Ian James, Lucille Knapp, Terry Neville and Alastair Thomson completed a number of learning walks to a number of school areas during November 2019.
- c. Programme monitoring boards: Pauline Hawkesford, Ian James and David McVean.

**Resolved:** The Clerk to the Corporation would upload the findings from these activities to the Governor Link Scheme area on the shared governance portal (Teams).

## **SECTION C – FINANCE:**

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### **19/251 Minutes of the meeting held on (Agenda item 8): a. 21<sup>st</sup> October 2019 (Paper D)**

The minutes of the meeting held on the 24<sup>th</sup> October 2019 had been circulated previously. Any issues from that meeting had been taken forward to the meeting held earlier in the week.

**b. Key discussion points for the Corporation from the F&R Committee held on the 25<sup>th</sup> November 2019**

- a. **Risk management:** The Committee recommended the need to review the number of risks as there were far too many. The Board needed to focus on the top 5 or 6 red rated risks ranked in order of importance. The Committee needed to focus on all of the red rated risks, again ranked in order of importance. **Decision:** SLT to review the risk register to ensure Board and Committees were focussing on the correct risks and to reduce any duplication by bringing risks into one report.
- b. **Strategic Business KPIs:** This was a major discussion point particularly around exploring planned actions for student growth in 2020-21 and the Committee having some assurance that this was achievable. Discussed specific numbers linked to internal progression; student applications; the relationship to the curriculum planning process; and, setting of targets. There would also be some reliance on in-year growth and the risks associated with that. Members urged for forecasts that were not only achievable and believable.
- c. **Disposal of non-strategic assets:** In most cases, legal process was proceeding. With the CMC, planning application had been submitted to DDC. General view of the Committee was whether sufficient progress was being made. Members received an assurance that College solicitors were fully aware of the need for urgency. **Decision:** Committee recommended an action plan outlining alternative actions to be taken in the event of any non-strategic asset sales not happening/being delayed.
- d. **External validation of cash flow forecast:** A draft report was expected this week which would be circulated. The contractor would be invited to present at December's Finance and Resources Committee.

**Resolved:**

- To circulate a report setting out alternative plans in the event of any delay with the sale of non-strategic assets.
- To receive the report.

19/252

**Management Accounts (Agenda item 9, Paper E)**

The management accounts were circulated for information. They had been subject to close scrutiny at the Finance and Resources Committee held earlier in the week.

**Resolved:** To receive the management accounts.

**SECTION D – AUDIT:**

19/253

**Key discussion points for the Corporation from the Audit Committee held on the 18<sup>th</sup> November 2019 (Agenda item 10)**

The minutes were recorded in a confidential annex found at the end of this document.

**Resolved:**

- To receive the report.

**SECTION E – CLOSING ITEMS:**

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**19/254 Any other items of urgent business (Agenda item 11)**

There was no other business.

**19/255 Date of next meeting (Agenda item 12)**

Thursday, 19<sup>th</sup> December 2019 in Kelmarsh at 9.30 am

Mr D Aldridge, Miss A S Bruce, Mr G Davies, Mr A Eastland, Mr R Plantier and Mr J O'Shea left the meeting