

MOULTON COLLEGE

SEARCH AND GOVERNANCE COMMITTEE

Minutes of the meeting held on Thursday, 9th May 2019

Present: Mr D McVean (in the Chair), Mr A Clarkson, Mr C Matts, Ms A Turner, Mr A Thomson and Mr T Neville

In attendance: Mrs G M Hulley

19/18 Apologies for absence (Agenda item 1)

There were no apologies for absence.

19/19 Minutes of the last meeting (Agenda item 2, Paper A)

The minutes of the last meeting held on the 28th March 2019 had been circulated previously. The minutes were approved as a true and accurate record.

19/20 Actions outstanding from the last meeting (Agenda item 3, Paper B)

Action 19/05, Governor appointments

Mr T Neville reported that he had followed up on the skills shortage area: HE Quality and would be able to provide CVs for 2 prospective governors. (Closed).

All actions were now closed.

19/21 Committee terms of reference (Agenda item 4, Paper C)

The report was outlined and discussed.

The Chair emphasised the importance of each Committee having a Vice Chair. This was still to be resolved in two Committees.

The Vice Chair commented on his attendance at the Landex conference the previous day and the different workshops that he had attended. He identified a potential risk for the College if it lost its perceived land-based status. The Vice Chair proposed that a business advisory group should be convened to consider this point further. The group could also advise on the curriculum. Membership would include industry experts to provide advice to governors. Other priorities for this group could include food and drink. In the first instance, the Vice Chair would chair the group. Following discussion, *it was agreed to recommend the formation of this group to the Corporation.*

Members considered the different progression pathways that were available to students at the College from the age of 16. It was important for students to be able to have the opportunity to leave the College with a degree if this was their chosen route. Partnership arrangements could also enhance this further. Mr Neville suggested that a special open day could be offered at the University of Northampton for level 3 students from the College. This would provide an opportunity for these students to find out more about the University and experience it first-hand.

Terms of reference

a. Audit Committee:

- It was important for the Board to have a list of those areas that needed assurance and how to obtain those levels of assurance either internally or externally. A Board assurance framework had been produced by the Chief Finance Officer. This was monitored by the Audit Committee and was due to be updated for the June meeting.
- Where risks and associated assurances were concerned, it was agreed that some thought should be given to any that were more critical than others and whether there was any need to prioritise some. Examples included, employer engagement, the partnership with the University of Northampton and marketing. The Audit Committee would give some consideration to the prioritisation of these assurance processes at its next meeting in June 2019.
- As a result of the feedback from Ofsted in relation to attendance, there was a need to give greater consideration to ICT and how that relates to the work of each Committee. The findings from the review of IT that would be reported to the Audit Committee in June 2019 may provide prompts to inform other Committees. The terms of reference for each Committee should have ICT as a fundamental part of how each Committee would operate and to have a positive impact on attendance. Where the Finance and Resources Committee was concerned, ICT related to value for money. For TLA it would be about how ICT was used to help students to learn.

b. Finance and Resources Committee:

- The terms of reference needed to specifically mention the need to monitor commercial activities.
- A greater emphasis was needed on the utilisation of assets in terms of value for money. This was currently partly covered in item 5 but needed to be extended. In addition to 'efficient use of assets' an additional bullet point was required saying, 'staff and student utilisation.'
- The terms of reference should include the role of the Committee in having sight of the Board assurance framework.

c. Teaching, Learning and Assessment Committee:

- The focus and priority for this Committee had to be on teaching and getting staff to have higher expectations of their students. This should be incorporated into point 1a.
- Where value added was concerned, it was agreed that the Committee needed to agree what this would be. The incoming Principal would have some practical ways of doing this and would be invited to contribute to this discussion at the first Committee meeting in the autumn term 2019.
- The Committee should be more focused on the actual delivery of teaching and the experience of students. An example of active blended learning was cited by the Chair of Finance and Resources Committee as having a positive impact. An offer for subject leaders from the College to visit the University and see blended learning in action was made.
- The terms of reference for Finance and Resources were about staff efficiency and retention of staff. For TLA, the terms of reference should reflect the levels of investment in CPD. A report would be required for the TLA Committee on what CPD was being completed and the associated impact on staff.

- An additional bullet point should be added to the 'Quality' section to place more emphasis on what was being done collectively on the different stages of the learner journey whilst at College. The TLA Committee needed an assurance around how had each stage improved the learner experience.
- The terms of reference should include the role of the Committee in having sight of the Board assurance framework.

d. Key performance indicators:

Each Committees' terms of reference included 'measures of performance'. It was agreed that each Committee should develop its own key performance indicators (KPIs) for this and make a recommendation to the Corporation for approval. Each Committee would need to take into account:

- Targets should be set for a 3-year period with Year 1, just below national average; Year 2, at national average; and, Year 3, above national average.
- Committees should have a greater input into what the targets should be.
- The importance of ICT had been discussed earlier in the meeting. As a target, for the TLA Committee this should be about the delivery of the curriculum in terms of content and delivery method. ICT should be an enabler for staff and students. The Audit Committee would take a collective view of how ICT was delivered. Where the Finance and Resources Committee was concerned, ICT would be about value for money.
- KPIs should be agreed for the start of the academic year.
- Where practicable, opportunities should be sought for some KPIs to relate to more than on Committee.

e. Search and Governance Committee:

The KPIs for this Committee should relate to what the group was doing that had a direct impact on the learner experience, for example, the link governor scheme. KPIs should also address governor skills across the Board and on each Committee and take into account equality, diversity and inclusion.

This Committee should take a strategic view of the link governor scheme. The TLA Committee would have a detailed operational view of this scheme.

f. Remuneration Committee:

Further work was required on the terms of reference for the Remuneration Committee. A draft version would be circulated to members during the summer for feedback. Once agreed by the Committee via a written resolution, a recommendation would be made to the Corporation for approval.

19/22

Any other business

There was no other business.

19/23

Date of next meeting

Thursday, 4th July 2019 at 8.30 am in M5.

The meeting closed at 9.20 am.