

MOULTON COLLEGE

CORPORATION

Minutes of the meeting held on Thursday, 7th April 2022 in Kelmarsh

- Present:** Mr D McVean (in the Chair), Mr S Greener, Mr B Hansford, Mrs P Hawkesford, Mrs C Harris, Dr P Jones, Miss L Knapp, Mr M Knibbs, Mr C Matts and Mrs P Prow
- In attendance:** Miss A S Bruce, Mrs G M Hulley, Mrs C Smith and Mrs F Williams (observer)

SECTION A – ROUTINE AND STANDING ITEMS

22/22 Apologies for absence (Agenda item 1)

Apologies were received from Mr A Clarkson, Mrs S Ijewsky, Mr T Neville OBE, Mr A Thomson and Mr M Wakeford

22/23 Welcome (Agenda item 2)

Mrs Faye Williams was welcomed to the meeting as an observer prior to her joining the College in June 2022 as Vice Principal Curriculum and Quality.

22/24 Declarations of interest (Agenda item 3)

There were no declarations of interest.

22/25 Minutes of the last meeting (Agenda item 4, Paper A)

The minutes of the meeting held on the 27th January 2022 had been circulated previously and were approved as a true and accurate record.

22/26 Actions from last meeting (Agenda item 5, Paper B)

The Chair confirmed that any governor who had not completed the KCSIE (Keeping Children Safe in Education) e-assessment must do so by the next meeting in July 2022. There were 2 other actions which would remain open.

22/27 Governance (Agenda item 6)

- a. **Independent Governor:** The Chair confirmed that he had accepted Ian James' resignation on behalf of the Corporation. Ian's contribution to the Corporation had been invaluable.
- b. **Search and Governance Minutes:** The minutes confirmed that two independent governors would be leaving the Corporation in 2022 resulting in a vacancy as Chair of the Finance and Resources (F&R) Committee. Subject to the Corporation's agreement, Ashley Clarkson had agreed to be Chair of this Committee. As this appointment would leave a vacancy on the Audit Committee and subject to the Corporation's agreement, Lucille Knapp had agreed to be Chair. Lucille would wish to relinquish her role as Link Governor for Health, Safety and Wellbeing. Four governor applications had been received with 2 interviews held to date.

Resolved: Ashley Clarkson would become Chair of the F&R Committee and Lucille Knapp would become Chair of the Audit Committee when these vacancies arose during 2022.

The appointment of Noel Inge as a co-opted member of the Audit Committee was recommended by the Search and Governance Committee. This followed an

interview by the Chair of F&R Committee and the Vice Chair of Corporation. Noel was a retired Managing Director of a professional body for legal executives and had many years' experience of working on the executive side of the Board.

Resolved: To approve the appointment of Noel Inge as a co-opted member of the Audit Committee from June 2022.

The appointment of Mohamed Saeudy as a full member of the Corporation when a vacancy became available and a co-opted member of the Teaching, Learning and Assessment (TLA) Committee was recommended by the Search and Governance Committee. This followed an interview by the Chair of the F&R Committee and the Chair of the Investment Appraisals Advisory Group. Mohamed had extensive experience in education and currently held a senior position at the University of Bedfordshire. Mohamed had a strong background in accounting and sustainability and demonstrated a passion and commitment to the student voice.

Resolved: To approve the appointment of Mohamed Saeudy as a co-opted member of the TLA Committee from May 2022 and when a vacancy became available, a full member of the Corporation.

It was agreed during the Governor Development Day held earlier in the day that the Skills Audit would be reviewed to ensure the full breadth of skills were included. The methodology and scoring would remain the same. The next meeting of the Search and Governance Committee would be used to review the current balance of skills and allocations to committees.

c. Student Governor:

Following an election, the appointment of:

- a. Edward Brown as student governor (higher education) commencing 7th July 2022.
- b. Pelin Burnett as student governor (further education) commencing 7th July 2022.

The Chair highlighted the importance of ensuring that student governors received a comprehensive induction and were supported throughout their tenure. There was also a need to promote the roles with the wider student body. Attendance of a minimum of 85% at Corporation was expected. The student governors also had the option to be a member of the TLA Committee throughout the year subject to availability.

Resolved: To approve the appointment of Edward Brown (HE) and Pelin Burnett (FE) as student governors commencing in July 2022.

d. Student voice:

The Vice Chair of TLA highlighted the importance of gathering feedback from students on all course levels. A proposal was made for 1 or 2 governors to meet with a small group of students twice a year to gather feedback on their experiences at Moulton and thoughts on how their experience would be improved. This would then be shared as part of the standing item for student voice.

In a wider discussion about the Corporation's expectations of student voice in 12 months' time, the Principal outlined the many different ways in which student voice was captured. It was agreed this should be revisited in autumn 2022 when

the student voice schedule had been agreed with the TLA Committee (**Action 196 – Clerk**).

Resolved: To approve the proposal for twice yearly meetings with small groups of learners to capture feedback.

22/28 Health, Safety and Wellbeing (Agenda item 8)

A formal report had been presented to the F&R Committee which was also available on Teams. The College had been awarded distinction in the International Safety Awards. This demonstrated the College's commitment to HSWB. There would be a press release after Easter.

The Link Governor confirmed that her planned site visit was cancelled due to the recent storms. The last meeting of the HSWB Committee was cancelled which the Chief Operating Officer (COO) confirmed was due to staff absence as a result of Covid-19. The Link Governor raised the importance of having curriculum representation on the HSWB committee. Continuing professional development relating to the delivery of key elements of HSWB would help to ensure better staff coverage. There was a need to make HSWB part of the broader culture. From a governance perspective, it was important for the Corporation to receive assurances for HSWB. A broader piece of work was required to explore what options were available to achieve this (**Action 197 – HSWB Manager**).

Resolved: To note the HSWB report.

22/29 Risk Management (Agenda item 9, Paper C)

The College continued to have 2 of the 8 strategic risks above the College's risk appetite for securing long-term financial viability and reliance on bankers. The current inflationary pressures was having an impact on the College's budget and ability to hold non-pay costs in the short-term and manage staff pay expectations into the future. The College would need to robustly review the curriculum delivery model to ensure efficiency was maximised and that growth targets were realistic and achievable. The Audit Committee had received a proposal that a new strategic risk was introduced relating to the College's ability to invest in the IT infrastructure. This had an impact on student and staff experience and further increases pressure on the financial position of the College. A recommendation would be made to the Corporation on behalf of the Audit Committee as part of the next agenda item.

Resolved: To receive the Risk Management report.

22/30 Minutes of the Audit Committee (Agenda item 15, Paper G)

The minutes of the meeting held on the 30th March 2022 had been circulated previously. An additional 'overview of risk' document had been circulated which governors were urged to read. Key decisions to note included:

- A proposal to add a 9th strategic risk relating to the College's ability to invest in the IT infrastructure. The Committee agreed to recommend the proposal.
- The Public Interest Disclosure (Whistleblowing) Policy had been updated in line with recent legislation. The Committee agreed to recommend the policy.
- A proposal to commission an external auditor to take effect for the year ending July 2023 was reviewed. The tender exercise would be completed in 2022. The Committee agreed that with some minor changes, to recommend the external audit proposal to the Corporation. The COO confirmed the likely expected minimum and maximum cost for this service.

Resolved: To approve the Audit Committee's recommendations: the addition of a 9th strategic risk in relation to IT infrastructure; the Public Disclosure Interests (Whistleblowing) Policy; and, the external audit tender proposal.

SECTION B – STAFF AND STUDENT VOICE:

22/31 Staff voice (Agenda item 10):

Feedback had been received from staff in relation to positive impact from CPD training. Heads of School now had more autonomy to prescribe CPD for their teams. Positive feedback had also been received from staff who commented that they continued to feel more valued. Both staff governors were working with the Clerk to create a governance area on the staff hub. Staff would be invited to provide feedback on a range of themes. If governors had any ideas around topics to explore with staff, these should be sent to the staff governors. The Chair queried the extent to which governors were known to staff and if there were any more opportunities to develop people's understanding. The staff CPD event in July 2022 would be an opportunity for the Chair of Corporation to present to staff; and, for staff governors to share their experiences as part of a dedicated slot. Staff governors were invited to speak to their colleagues to find out what they would like to talk to governors about either via email or face to face.

Resolved: To receive the staff governor report.

Charles Matts and Pauline Prow left the meeting.

22/32 Equality, diversity and inclusion (Agenda item 11)

The Link Governor Champion confirmed that the College's position in relation to EDI was quite positive. The project funded by the Education and Training Foundation was completed at the end of March 2022 with all outputs delivered. The joint practice dissemination event was held on the 23rd March 2022 and had been a great success. It was now important to ensure that the progress achieved to date with EDI was maintained. The person that would lead on this priority area would need to: have sufficient time to be successful in the role; and, build an effective relationship with the Link Governor. Now that a Strategy on a Page had been developed it was important to produce an action plan that outlined the key priorities for 2022-27. Such a plan would clearly articulate actions needed to ensure excellence in all aspects of the College's EDI. This would need to be scrutinised by the TLA Committee along with a final version of the Strategy on a Page, approved by the Corporation. The Principal confirmed that a member of staff had been identified to take a lead on EDI and more details would be available at the next meeting.

Resolved: To note the EDI report.

SECTION C – PRINCIPAL'S UPDATE:

22/32 Principal's report including Operating Plan and KPIs 2021-22 (Agenda item 12, Paper D)

The Principal's report provided a comprehensive overview of the progress that had been made throughout the year towards achieving the critical success factors (CSR) agreed in the Operating Plan. Key points to note included:

- The Deputy FE Commissioner had contacted the Principal on behalf of the DfE to confirm that an effective practice register was being compiled. Moulton College would have an entry in the register for: student focused leadership; and, cultural change. As a result, the College would be able to support other colleges in these 2 areas.

- The Curriculum Plan was very robust. Adult provision would be strengthened further in the 2022-23 Plan.
- The College had been invited to re-apply onto the Register of Apprenticeship Training Providers.
- Other priorities for the College included topics that had been discussed in the Governor Development Day and T Levels. Long-term financial viability was another priority; the financial recovery plan was being renewed. The ESFA had confirmed that a 3rd growth case was possible.
- A meeting was planned for the following week to discuss the short-term requirements of the IT roadmap and to discuss funding options.

In response to a question about other capital funding opportunities, the COO confirmed that at the moment there were no other ESFA funds currently available to bid for although there may be some in the future. Part of the Estate Plan was to develop an appropriate pipeline of projects. Discussions were also being held with the Local Authority in relation to Levelling Up funding.

Resolved: To receive the Principal's report, Operating Plan and KPIs.

SECTION D – COMMITTEE REPORTS AND RECOMMENDATIONS FOR APPROVAL

22/33 Minutes of Investment Advisory and Appraisals Group (Agenda item 13, Paper E)

The minutes of the meeting held on the 9th February 2022 had been circulated previously. Key decisions to note included:

- A revised IT roadmap would be presented to the F&R Committee. This would include a list of costed actions that needed to be completed before the end of the financial year.
- An update on progress made to date with the Estate Plan and agreement of a number of actions to be completed before the next meeting.

Resolved: To receive the report from the IAAG.

22/34 Minutes of Finance and Resources Committee (Agenda item 14, Papers F)

The minutes of the meeting held on the 21st March 2022 had been circulated previously. An additional 'overview of risk' document had been circulated which governors were urged to read. Key decisions to note included:

- The financial element of the Curriculum Plan would be reviewed at the same time as the Period 8 budget reconciliation; draft budget 2022-23; and, updated IT Roadmap at the May F&R Committee meeting.
- The Committee had delegated authority to approve the: People Policy; Adoption Policy; Maternity Policy; Paternity Policy; and, Right to Work Policy. All had been updated with minor changes.

Resolved: To receive the report from the F&R Committee.

22/36 Minutes of the Teaching, Learning and Assessment Committee (Agenda item 16, Paper H)

The minutes of the meeting held on the 31st March 2022 had been circulated previously. An additional 'overview of risk' document had been circulated which governors were urged to read. Key decisions to note included:

- A comprehensive Curriculum Plan was presented to the Committee. Feedback in relation to a number of themes was discussed (growth, EDI, curriculum, staff development and resources). The Committee agreed to recommend the Curriculum Plan to the Corporation pending any actions raised at the meeting.

The Vice Chair of TLA highlighted the Government's consultation: Lifelong Loan Entitlement (LLE) which was due to close in May 2022. The LLE would provide individuals with a loan entitlement to the equivalent of four years of post-18 education to use over their lifetime. The VPC&Q would be asked for an update on progress.

Resolved: To approve the Curriculum Plan as recommended by the TLA Committee.

SECTION E – CLOSING ITEMS

22/37 Any other items of urgent business (Agenda item 17)

There were no other items of business.

22/38 Date and time of next meeting (Agenda item 18)

Thursday, 7th July 2022 at 9.30 am