

# External Relations Committee

Tue 07 November 2023, 18:30 - 20:30

## Attendees

### Board members

Dave Vasse (Principal), Tim Stockings (Chair), Maurine Lewin (Member), James Gould (Vice Principal), Moshur Rahman (Member), Kay Sandford-Beal (Director of Governance)

Absent: Jamie Davies, Marian Orafu, Natalie Firth

## Meeting minutes

### 1. Apologies for absence and confirmation of quoracy

Information

To accept apologies for absence and confirm that the meeting is quorate

Tim Stockings

TS welcomed members to the meeting.

Apologies had been received from Jamie Davies, Natalie Firth and Marian Orafu.

The meeting was confirmed as quorate.

#### 1.1. Confidentiality Statement

Information

All matters discussed during this meeting are confidential until the minutes are approved. Any items recorded in Confidential Part II minutes remain confidential after the Part II minutes have been approved.

Tim Stockings

TS drew members' attention to the Confidentiality Statement.

### 2. Declaration of interests

Information

To ensure any conflicts of interest are declared against any agenda item for this meeting.

Tim Stockings

TS asked whether there were any declarations of interest. There were no declarations of interest against any item on the agenda.

#### 2.1. AOB

To identify items as AOB to be discussed under Agenda item 8:

TS identified the following as AOB:

1. Any ER committee related risks that need escalation to the Corporation to be included on College Risk Register
2. Highlight any ER committee business to be reported to the Corporation
3. Trustee Article disseminated by KS relating to ER Committee related governance matters

### 3. Minutes of the previous meeting held on the 5th June 2023

Decision

To approve the minutes of the last meeting as a true record.

Tim Stockings

The minutes of the previous meeting on the 5th June 2023 were formally approved as a true record of the meeting.

 3. Minutes\_External Relations Committee\_050623.pdf

## 4. Matters arising

## Discussion

To note and monitor any matters arising from the minutes not covered elsewhere on the agenda.

Tim Stockings

TS referenced the Action log of matters arising from the 5th June meeting. All actions were agreed as complete.

**ACTION: JG/KS to distribute a copy of the Final Strategy Document with next meeting papers**

 4. Action log ER 050623.pdf

## 5. Key Performance Indicators 2023-2024

## Discussion

To review the KPI targets for 2023-2024

James Gould

JG presented members with a newly formatted KPI table for the current academic year, explaining that the aim of the refresh was to support Governors in achieving the Committee's remit to regularly monitoring performance. JG highlighted the inclusion of both 'Lead' (ie happening now) and Lag indicators (ie looking back at impact). TS thanked JG for work on the revised format and welcomed questions from members of the Committee before finalising.

Members commented that it looked complicated and that there was a lot of information to review.

**Q - Governor:** Is this therefore the top of the KPI pyramid that we view here and there are other metrics beneath this that feed into this document?

**JG - A:** Yes.

A governor commented that the most important element to note was that this is a journey to improvement and that we need to ensure that it is possible to deliver what is proposed and that the table has is a useful document.

**Q: Governor:** Do you feel that you have adequately covered in this document what we, as governors should be looking at?

**JG - A:** Yes. The aim is that the indicators match the strategic plan.

TS agreed that the KPI table should be implemented and monitored to ensure that the document was useful in supporting the SLT.

DV commented that that this table was very granular but could be adapted to signpost the strategic plan to governors, and tweaked to highlight particular trends.

**ACTION: JG to tweak format, including clear key to colour coding.**

A governor commented that the document will be useful to review prior to each meeting.

 5. Indicator table JG011123.pdf

## 6. Safeguarding Annual Update

## Information

To review the Safeguarding Annual Update

James Gould

JG presented the Safeguarding Annual Update and thanked ML for her recent visit as Safeguarding Link Governor. The visit had included the newly introduced practice of reviewing the Single Central Record as part of the regular monitoring visits. It was noted that there had been an increasing number of Safeguarding concerns, which had resulted from the changing definitions within KCSIE 23. Analysis of incidents by type will follow next week, once the data has been reviewed and analysed. JG also shared that a number of college assemblies around Safeguarding had been delivered throughout the year and well received. TS thanked JG for the report.

 6. Annual Safeguarding update.pdf

### 6.1. 14-16 Safeguarding Risk Assessment

## Information

To review the 14-16 Safeguarding Risk Assessment

James Gould

JG presented a revised copy of the 14-16 Safeguarding Risk Assessment to governors. The Risk Assessment has been in place previously, but this refined version, which incorporated Local Authority feedback, was very important, due to the accountability to Ofsted for 14-16 year provision.

Governors expressed that they were pleased with the Safeguarding Report and Risk Assessment and also commented on how impressive the work of the College on the Single Central Record system was.

JG highlighted the use of yellow lanyards to distinguish 14-16 year old pupils from other year groups and asked the Student governor, in particular, if he considered the 14-16 year old group to be safe on site and what his experience was as a student.

The Student Governor shared that he did not feel scared to express his thoughts or ask for support from staff when experiencing a particular issue. There was also the opportunity to speak with a personal mentor, which he considered hugely beneficial.

TS emphasised how important and valuable it is to have Student governors within Corporation Committees to be able to share such feedback and provide helpful input.

DV highlighted that the 14-16 year old cohort were currently in separate accommodation but, with plans for growing integration across the College, there is a need to look at the risks associated with movement across the campus and integration with other students, in some cases, up to the age of 19. DV emphasised a need to create a central log to record any potential breaches e.g the challenging if not wearing the identifying yellow lanyards. JG shared that risk assessments are also created in the instances where particular students cause an issue within the College.

TS commended the Risk Assessment and considered it to be comprehensive, and urging those Governors who were absent to review the document and provide feedback to JG.

**ACTION: Absent governors to review the 14-16 Risk assessment and feedback to JG**

The document is dynamic and needs to be kept live and relevant. TS encouraged governors to visit the site during the College day. This would present an opportunity for Governors to observe processes implemented to mitigate risk, and to challenge where appropriate.

Governors formally approved the the 14-16 Risk Register.

 6.1 14-16 Safeguarding risk assessment JG011123.pdf

## 6.2. Safeguarding - Governor Compliance

To receive a verbal update on the completion of Governor safeguarding training

KS informed members that all Governors had confirmed that they had read KCSIE 23 Part 1 as requested.

Online Safeguarding and Prevent training had also been provided to Governors through access to TES Develop. KS was monitoring completion and had chased a number of Governors to complete by the end of November. Governors who had completed the training shared that they considered improvements to have been made to the quality and accessibility of the training this year provided through TES Develop (via College HR).

## Information

Kay Sandford-Beal

## 7. Marketing and Enrolment Strategy Update

To receive an update on the Marketing and Enrolment Strategy

JG presented governors with the Marketing and Enrolment Strategy. There was limited change in this year's balance, but growth is anticipated, particularly in the take up of A-levels this year. In particular it was noted that the level of A-level drop outs needs to be reduced. A gap in communication was identified between the period of onboarding and the first day in College, which would need to be addressed. SLT will discuss which subjects to grow at the Away Day next Monday, through the analysis of the data provided. Governors asked for clarification of the different colours used:

Green = very popular course

Orange = doing well but not significant growth

Blue = low numbers

## Discussion

James Gould

JG highlighted that even if there were low numbers in some areas, it was important that the College provided a balanced offer of subjects offered.

Governors asked for a colour key to be included to facilitate their interpretation of the data. Governors interrogated some of the data and colour coding but agreed that this was a critical document and a useful metric to be used as an indicator of areas for future course growth in line with the London Skills Plan.

JG highlighted the importance of linking cross cutting themes with destination data and governors agreed on the importance of this committee's focus on pupil destination. Governors requested a development session on the Skills Programme to improve their understanding.


**ACTION: KS to collate themes and arrange Governor Development Day**

DV shared that there is the intention in January 24 to begin the recruitment process for attracting good quality 'A' Level teachers, not simply for specific pathways, but across wider themes (e.g. digital)

A governor commented that in a competitive market any growth plans need to add value and differentiation.

**ACTION: JG to distribute Strategy document to governors**

Governors commented on the recently improved governor engagement through the use of regular video updates and requested DV and KS to consider the distribution of a wider range bite size videos from other College staff which would further support governor engagement and communication.

 7. Marketing and Enrolment JG011123.pdf

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## 8. Skills Strategy Update

## Information

James Gould

To receive a verbal update on the Skills Strategy

JG presented a verbal update on the Skills Strategy, further to the last update in June 2023.

JG informed governors of the introduction of new guidance officers, working to develop work experience arrangements, providing multiple touchpoints with employers throughout the week.

JG and governors reflected on the benefits of the Monoux Passport and MR in particular praised the Skills Badge scheme, but had comments on the website. All agreed with the challenge of employers potentially influencing the curriculum.

**ACTION: MR to feed back to JG on website**

**ACTION: JG to provide a more formal update report to members at the February 24 meeting.**

DV invited Committee Members to attend the College's Open Day on Saturday 25th November and extended the invitation to all governors.

**ACTION: KS to email all governors with details of Open Day**

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## 9. AOB

## Information

Tim Stockings

To discuss additional items identified for urgent attention

Detailed below:

### 9.1. Any ER committee related risks that need escalation to the Corporation to be included on College Risk Register

JG reported that SLT were working closely on the monitoring of risk as the College grows. The finalised 14-16 Risk assessment will be shared with the Corporation.

**ACTION: TS to ensure that risks are fed back to the Corporation**

#### 9.1.1. Highlight any ER committee business to be reported to the Corporation

JG is due to meet with JD (SEND Link Governor) to review and scrutinise the current SEND policy and bring back to ER Committee at February 24 meeting.

Governors to be encouraged to visit the College in particular relation to the 14 -16 Risk Assessment and to challenge where appropriate.

### **9.1.2. Article discussed by KS relating to ER Committee related governance matters**

TS highlighted the Trustee article which KS had disseminated to governors with particular focus on Stakeholder Engagement (to include governor to governor engagement) fitting the remit of the ER Committee. This should be added as a standing item on each ER meeting agenda.

#### **ACTION: KS to add to ER agendas**

DV shared his thoughts on plans to develop a Monoux Awards Programme and Ceremony involving external stakeholders, which would demonstrate College confidence and would be an important event for Governors to attend.

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## **10. Any items identified as Confidential minutes**

**Information**

To identify any items that need to be minuted separately and confidentially

Tim Stockings

None.

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## **11. Dates of forthcoming meetings**

**Information**

To confirm the next meeting dates:

Tim Stockings

Tuesday 6th February 2024

Tuesday 4th June 2024

Both dates were confirmed

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## **12. The meeting closed at 7.50pm**