

# Meeting of the Corporation

Tue 14 May 2024, 18:30 - 20:30

At SGMC

## Attendees

### Board members

Andy Boucher (Chair), Kwame Amoako-Atta (Member), Xavion Xavion Amegbe-Gustave (Student Member), Tayma Bachoo (Student Member), Maurine Lewin (Member), Pat Morton (Member), Nazerine Noorani (Member - Teaching Staff), Rosali Pretorius (Member), Dave Vasse (Principal), Sara Whittaker (Member), Kay Sandford-Beal (Director of Governance)

Absent: Angela Foster (Member (Non Teaching Staff)), Marian Orafu (Member), Philippe Chaudhry (Member), Jamie Davies (Member), Tracey Inverary (Vice Chair), Tim Stockings (Member), Natalie Firth (Member)

## Meeting minutes

### 1. Welcome, apologies for absence and quoracy

#### Information

To welcome governors to the meeting, acknowledge apologies for absence and confirm that the meeting is quorate

Andy Boucher

The Chair welcomed governors to the meeting and introduced Hussa Ali to all, congratulating her on her promotion to the role of Finance Director. Apologies had been received from Angela Foster, Tim Stockings, Philippe Chaudhry, Marian Orafu, Tracey Inverary, Jamie Davies, Usha Puri-Dewage and Natalie Firth.

### 2. Declarations of interest

#### Information

To welcome declarations against any items on this agenda

Andy Boucher

There were no declarations of interest against any item on the agenda.

### 3. Minutes of the previous meeting of the Corporation on the 12th December 2023

#### Decision

To formally approve the minutes of the last full Corporation Meeting on the 12th December 2023 as a true record

Andy Boucher

**DECISION:** The minutes of the meeting on the 12th December were formally **approved** as a true record.


### 4. Matters arising

#### Discussion

To monitor the completion of actions not covered elsewhere on the agenda

Andy Boucher

The action log had been shared with governors to reflect the completion and progress of actions generated from the meeting on the 12th December.

 4. Action log Corporation 12 12 23 updated.pdf

### 5. Governance Matters

#### Information

To provide Governors with a verbal update on the latest Governance matters, including the Scheme of Delegation, attendance, membership and training opportunities.

Kay Sandford-Beal

KS provided governors with updates on specific governance matters:

1. Scheme of Delegation - Further to the recommendation from the External Governance Review, a draft of the new document had been shared with the Governance and Remuneration Committee in January. Following this,

all committee chairs had been given an opportunity to comment, and suggestions had now been incorporated.

**ACTION:** KS to add Scheme of Delegation to all summer term committee agendas for review and recommendation to the Board for approval in July.

2. KS summarised committee and board attendance percentages to date (23-24) compared with final percentage attendance at the end of 22-23):

Corporation - 81% to date (79% 22-23)

Resources - 93% to date (78% 22-23)

Audit - 80% to date (58% 22-23)

External Relations - 79% to date (90% 22-23). It was highlighted that attendance had been low at the first meeting of the year, but that the Feb 24 meeting had achieved 100% attendance following some changes and increase in membership.

Quality and Performance - 90% to date (77% 22-23)

Governance and Remuneration - 89% to date (94% 22-23)

3. Membership - KS shared that interviews were due to take place on Tuesday 21st May 24 for new potential full governors, and co-opted governors, specifically to bolster the Audit Committee. Maurine Lewin is due to complete her 8 year term in October 2024 and a replacement would be required. In addition to this, there was also currently one vacancy for an Independent Governor.

4. KS highlighted training opportunities for Governors including;

AOC Finance Masterclass - 4th June

Governor Summit - 21st and 22nd May

Ofsted for Governors Masterclass - 5th June

Governors were asked to contact KS separately should booking be required.

5. The majority of governors had now signed the Monoux IT user agreement and policy and instructions on how to access Monoux email accounts had been shared with all Governors. Emails had been sent to the new addresses with a request that governors respond to confirm that the set up had been successful. All Corporation related communications will then be shared using the Monoux email accounts only.

**ACTION: Governors to access Monoux email accounts and confirm with KS**

## 5.1. External Governance Reviews - outcomes and themes:

The Chair highlighted the findings summarised in a recent video focussed on outcomes of external governance reviews. The emerging key themes were:

1. The centrality of the governance professional
2. The nature of the agenda to address the Governing Board's core responsibilities
3. The quality and accessibility of reports to address the strategic agenda (maximum of 2 pages).

The Chair asked governors for their thoughts of areas where Monoux Corporation governance could be improved.

Feedback included:

1. A Governor Buddy/Mentor system
2. Alternative visits to Learning Walks eg well-being or building work visits
3. Visits that were less formal than Learning Walks, which may develop from the Link Governor Programme
4. Executive Summary for each set of minutes to focus meeting highlights (suggested use of inclusion of the action log to avoid duplication)

**ACTION: KS to facilitate and share details of External Governance Review webinar with Governors.**

## 6. Report of the Governance and Remuneration Committee

## Information


Maurine Lewin

Governors to receive the approved minutes of the 23rd January 24 Governance and Remuneration Committee meeting, the Chair approved minutes of the 23rd April 24 Governance and Remuneration Committee, together with a verbal report on the its business and summary of key risks.

The Chair of the Governance and Remuneration Committee emphasised work detailed by KS under agenda item 5. In addition, the work on the Cycle of Business, Link Governor role descriptions, potential adoption of the AOC Code of Good Governance, together with the creation of template Governor visit reports was highlighted to all Governors. The Chair also encouraged governors to take up the offer of training that had been budgeted to support governor development.

A new Safeguarding Link Governor would be required to replace ML at the end of her term. KS reported that she had received approaches from 2 Governors to take on this role and would follow up with individuals to ensure that ML is accompanied on her Safeguarding next and final termly visit.

**ACTION: KS to share Governor Visit report template with Governors for future visits and follow up on replacement Safeguarding Link Governor.**

 6. Minutes\_Governance and Remuneration Committee\_230124.pdf

## 7. Report of the External Relations Committee

## Information

Tim Stockings

To receive the Chair approved minutes of the External Relations Committee Meeting on the 6th February 2024, together with a verbal report on its business and summary of key risks.

Updates from the External Relations Committee were provided by the Vice Principal in the absence of the Committee Chair (who had had to send apologies).

The meeting had covered progress with the skills strategy, including work experience offers through partnering with employers on a live brief, the shifting curriculum, which would have greater focus at the June meeting, and the need to grow learner involvement. JG reported that the college was currently on track to achieve its recruitment targets.

Significant marketing of T levels is in place, but still attracting little interest.

A formal Safeguarding report had also been provided to the group; the 14-16 Risk Assessment had been reviewed and approved, together with a review of the SEND policy which aimed to have final formal approval at the June Committee meeting.

**Q - Gov: How are employers reacting to T level employer involvement?**

**A - JG: Strong partnerships have been developed as a result of the newly dedicated member of staff, but the relationship management of forty 6 week placements can be high maintenance and there can be challenges once the full process is detailed to employers.**

The Staff Governor (Teaching) explained that each placement requires 315 contact hours. An attempt was being made by college staff to simplify the process so that employers could more easily offer the range of activities required to cover key skill sets.

**Q - Gov: Are there any incentives for employers to participate in the scheme?**

**A - NN: There has been funding in the past, but this is no longer the case.**

JG highlighted that there is some college budget for the work experience programme should it be required.

JG informed Governors that there had been a change in the work experience provider (to ELBA) and this has proved a higher quality and more relevant offer for students.

The Corporation Chair shared that Linklaters had provided him with very positive feedback on their experience of working with the college and its students.

The Principal reported that the retention rate for T level programmes nationally, was low. There was also the risk that with a new Labour government, there would be a pause to the defunding review. It was confirmed that external funding secured for T level provision was being targeted at areas of the college that most would have the greatest, longer term impact. The Principal confirmed that there would be a reduction in the number of Btec groups, but that a funded foundation year for those choosing to enter the T Level qualification would be introduced.

## 8. Report of the Quality & Performance Committee

### Information

Sara Whittaker

Governors to receive the Chair approved minutes of the Quality and Performance Committee together with a verbal report on its business and summary of key risks.

The Committee Chair reported that the updated SAR had been reviewed, together with reports from the Assistant Principals on Live Coaching, the Showing up Charter, Graduation points and Attendance, plus Learner Voice.

**ACTION: JG to collate responses from students to the question: What action have you taken to recommend the College?**

## 9. Report of the Resources Committee

### Information

Rosali Pretorius

Governors to receive the Chair approved minutes of the Resources Committee on the 12th March 2024 and a verbal report on its business and summary of risks.

The Committee Chair highlighted the topics of focus as follows:

1. Review of management accounts, thanks to the work of HA
2. Strong KPIs including surplus, cash in bank, projected income and expenditure for the year.
3. The uncertainties surrounding T levels had also been a subject of discussion.
4. Governors had received an annual HR report from the Head of HR, which highlighted positive improvements in staff recruitment and sickness and absence management.
5. The Risk management report had been noted and a report on the Pension liability was also reviewed and would continue to be kept under review by the Committee. It was however noted that the college has an obligation to offer employees the local authority scheme and as such, is unable to mitigate any potential risk.
6. Property Development work was progressing and was on track to be delivered on time, and potentially under budget. JG reported that the property strategy would be refreshed over the summer ahead of the Autumn term and that the college will look to secure an improvement fund bid.

## 10. Report of the Audit Committee

### Information

Kwame Amoako-Atta

Governors to receive the Chair approved minutes from the Audit Committee on the 26th March 2024 and a verbal report on its business and summary of risks.

The Committee Chair highlighted the following topics of note in the March 24 meeting of the Audit Committee:

1. Review of the Risk Register to incorporate looked Risk Appetite
2. Internal audit reports received:  
Cyber security - Reasonable Assurance  
Health and Safety - Reasonable Assurance. There had been significant improvement in the Health and Safety Audit since the previous internal audit had been completed.  
Examinations – Significant Assurance.
3. The internal auditors had highlighted a general growing trend and concern for internal fraud.  
DV confirmed that the auditors had already been in touch with him to discuss current and future sense of risk and the audit plan for 2024-25 would be agreed over the summer.

## 11. Governor Development Day Follow Up

### Discussion

Andy Boucher

To discuss and clarify next steps following the Governor Development Day on the 13th April 2024.

This agenda item was covered under Reserved Business.

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## 12. Board Level Risks

## Discussion

Governors to be provided with a review of Board Level Risks.

Dave Vasse

The report had been shared with the Corporation and taken as read, following review and interrogation by the Audit Committee.

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## 13. AOB

## Discussion

To discuss any urgent items not covered elsewhere on the agenda.

Andy Boucher

The Corporation Chair shared that he would be contacting individual governors to set up 1 to 1 meetings in due course.

The Principal reported that a Ted Talk would take place at the college in October 2024

KS informed Governors that over the next couple of weeks the annual Accountability Statement would be shared via email using Chairs' Action to submit ahead of this year's deadline of 30th June 2024.

**ACTION: KS to share draft of Accountability Statement for approval via Chair's Action before 30th June 24 deadline.**

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## 14. Next Meeting date

## Information

To confirm the next meeting of the full Corporation as Tuesday 2nd July at 6.30pm at the college

Andy Boucher

The next meeting of the Corporation was confirmed as Tuesday 2nd July at 6.30pm at the college.

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## 15. Meeting close

The meeting closed at 8.32pm