

Meeting of the Corporation

Tue 02 July 2024, 18:30 - 20:30

At SGMC

Attendees

Board members

Dave Vasse (Principal), Angela Foster (Member, Non-teaching Staff), Tim Stockings (Member), Kwame Amoako-Atta (Member), Maurine Lewin (Member), Usha Puri-Dewage (Member - attended remotely), Sara Whittaker (Member), Andy Boucher (Chair), James Gould (Vice Principal), Hussa Al-Mima Ali (Director of Finance), Jamie Davies (Member), Rosali Pretorius (Member - attended remotely), Kay Sandford-Beal (Director of Governance), Tracey Inverary (Vice Chair - attended remotely), Pat Morton (Member), Nazerine Noorani (Member - Teaching Staff)

Absent: Marian Orafu (Member), Natalie Firth (Member), Philippe Chaudhry (Member), Tayma Bachoo (Student Member), Xavion Amegbe-Gustave

Meeting minutes

1. Welcome, apologies for absence and quoracy

Information

To welcome members to the meeting, acknowledge apologies and confirm that the meeting is quorate.

Andy Boucher

The Chair welcomed members to the final Corporation meeting of the academic year. Apologies had been received from Xavion Agegbe-Gustave, Tayma Bachoo, Marian Orafu and Natalie Firth. Philippe Chaudhry was absent but no apologies had been received.

1.1. Confidentiality Statement

Information

All matters discussed during this meeting are confidential until the minutes are approved. Any items recorded as Reserved business remain confidential after the Reserved business minutes have been approved.

Andy Boucher

The Chair drew members' attention to the confidentiality statement.

2. Declarations of interest

Information

To ask for declarations of interest against any item on the agenda.

Andy Boucher

There were none declared.

3. Minutes of the previous meeting of the Corporation on the 14th May 2024

Decision

To formally approve the minutes of the last full Corporation Meeting on the 14th May 2024 as a true record.

Andy Boucher

To formally approve the minutes of Reserved Business from the Corporation Meeting on the 14th May 2024 as a true record.

DECISION: The minutes of the Corporation meeting, together with the Reserved Business minutes from the meeting on the 14th May 2024 were formally **approved**.

 3. Minutes_Meeting of the Corporation_140524 Chair Approved.pdf

4. Matters arising

Discussion

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

Andy Boucher

The Chair referred all Governors to the updated Action Log, illustrating completion of matters arising from the previous meeting.


The new Link Governor Visit Report Form had been shared with governors in advance of the meeting. A Governor suggested that this be renamed to reflect use for all governor visits and that the template be shared electronically for future use during the new academic year. The Chair requested clarity of process for future use.

A Governor emphasised the importance of the completion and dissemination of Governor Visit reports to inform all members of monitoring activity and to provide reassurance to all members of the Corporation.

Jamie Davies arrived at 6.50pm.

The Chair requested that the form be used in the next academic year. Feedback or any further suggested improvements would be welcome.

ACTION: KS to create appropriate filing area within Admincontrol for Governor visits, upload and share word template and process for future use.

 4. Action log Corporation 140524 updated.pdf

 4. Link Gov Form Template March 24 1.pdf

5. Governance Matters

Matters for approval and information as below:

Information And Decisions

Kay Sandford-Beal

5.1. Approval of the Scheme of Delegation

To review and approve the Scheme of Delegation.

Decision

Kay Sandford-Beal

KS informed members that the new Scheme of Delegation was a recommendation that had come out of the External Review of Governance. The document, drafted by KS had been shared with the Governance and Remuneration Committee twice, and with all Committee Chairs, incorporating all suggested amendments. The draft had been reviewed by all committee members over the Summer term, alongside each committee's annual review of terms of reference. The final copy provided with papers had been updated and highlighted to consistently reflect changes to those terms of reference. The final document, once approved would have all changes accepted and uploaded to Admincontrol as a clean copy.

The Chair asked for a show of hands to confirm Corporation approval.

DECISION: The Scheme of Delegation was formally **approved**.

 5.1 Scheme of Delegation FINAL 020724.pdf

5.2. Approval of the appointment of new members of the Corporation

Decision

To review and approve the appointment of new Governors and Co-opted Members as recommended by the Governance and Remuneration Committee.

Andy Boucher

Following a skills audit carried out by KS, proactive recruitment had taken place to identify new governors as Full Corporation Members and Co-opted members, specifically with expertise in Audit to succession plan for those Governors approaching the end of their term of office. 1 full potential Corporation member (Chloe Hall) had applied through Governors for Schools and KS had identified two potential candidates to become Audit Committee Co-opted members.

KS and the Governance and Remuneration Committee had interviewed all 3 candidates and all were recommended to the Corporation for approval. The Chair asked for a show of hands to reflect formal approval of the 3 candidates.

DECISION: Chloe Hall was formally **approved** as a full Independent Member of the Corporation.

DECISION: Emilia Avetska was formally **approved** as an Independent Co-opted Member of the Audit Committee

DECISION: Graham Briscoe was formally **approved** as an Independent Co-opted Member of the Audit Committee

A Governor asked if the recruitment had been carried out with a focus on diversity. The Chair responded that there was a standing advertisement on the Corporation website to attract new full and co-opted Governors and

those who had come forward had gone through the interview process and been able to fulfil a number of skills gaps which had been identified through the Governor Skills Audit Process. The Chair confirmed that the diversity of the candidates was reflected in their backgrounds and in their journey to becoming a Governor.


KS explained the intention to conduct an EDI survey of Governors in the new academic year, to proactively monitor the constitution make up. This had not been implemented previously and would be completed on an annual basis going forwards.

A Governor suggested that the diversity of the student population be articulated on the Corporation website to inform potential governors of a desire for the Corporation to reflect the student population.

A 4th potential Governor had been interviewed that evening. This would then be discussed at the October 1st October 2024, for recommendation for approval by the Board on the 8th October. The candidate had a very strong background in Higher Education which would fill an identified gap in expertise. A Governor asked if the Corporation had members competent in the area of Sustainability. It was confirmed that both Sara Whittaker and incoming Chloe Hall have these areas of interest and expertise. Another area where just one governor had expertise (Tim Stockings) was property and estate management and development. Considering the current scale of building development, an additional Governor with this knowledge would be helpful.

ACTION: KS to revise wording on Corporation website to reflect diversity of student cohort.

 5.2 Chloe Hall_School Governor_March 2024.pdf

 5.2 Emilia Antevska CV March 24.pdf

 5.2 GRAHAM BRISCOE CV.pdf

5.3. AOC Good Governance Code


Governors to review and approve the adoption of the AOC Code of Good Governance as recommended by the Governance and Remuneration Committee.

Governors were provided with a paper outlining the recommendation by the Governance and Remuneration to adopt the AOC Code of Good Governance, which had also been recommended by the External Governance Reviewer. KS highlighted that, as a further education college, Monoux was in the minority by not having adopted the AOC code. A Governor commended KS on the paper and the way in which the information had been presented to allow governors to easily make the decision to approve. The Chair asked for a show of hands to support approval.

DECISION: The adoption of the AOC Code of Good Governance was formally **approved**.

 5.3 Adoption of the AOC Code of Good Governance 020724.pdf

 5.3 Summary Comparison of Governance Codes.pdf

 5.3 Codes of Governance 12 23 Network Survey.pdf

5.4. Corporation Meeting Schedule and Cycle of Business 2024-2025

To provide Governors with the schedule of meetings and business focus for 2024-2025

Governors were provided with the schedule of all forthcoming Corporation and Committee Meetings for the 2024-25 academic year and were asked to note the dates. All meetings would be added to Admincontrol over the summer and calendar invitations sent in advance to Governors.

ACTION: KS

The Cycle of business had been created throughout the last academic year following the recommendation from the External Governance Review. The document included planned agenda items for each Corporation and Committee meeting throughout the year. The schedule would be a dynamic document to facilitate annual planning. Suggestions for inclusion were welcomed.

KS to amend following suggestions and distribute via Admincontrol for Governors' information

A Governor advised that the Corporation Schedule should fit with the internal schedule of the college to be the most effective. The Principal confirmed that this had been taken into consideration in the drafting of the Cycle of Business around available meeting dates.

A Governor queried if an Ofsted inspection was definitely anticipated. The Principal explained that inspection was anticipated up to two years of 14-16 year old recruitment being implemented. Governors would continue

Decision

Kay Sandford-Beal

Information

Kay Sandford-Beal

to be prepared for an inspection, with the SAR being continually reviewed and updated and relevant material uploaded to the Governor Ofsted Preparation folder within the Reading Room of Admincontrol.

ACTION: KS to amend the Cycle of Business in line with suggested additions and circulate via Admincontrol for Governors' information

 5.4 Corporation Meeting Schedule 2024-25 FINAL 020724.pdf

 5.4 Monoux Corporation Cycle of Business 2024-25 020724.pdf

5.5. Update on External Governance Review Action Plan

Governors to be provided with a report outlining progress made against the External Governance Review Action Plan.

Governors had been provided with a report outlining updates on the recommendations from the External Governance Review. Progress had been made in the first year, but there had not been capacity to complete all recommendations. A Governor queried if there would be a move from the use of Admincontrol as the governance portal, to the more user friendly Governorhub. KS reported that within the first year of the role, there had not been capacity to research alternative portals or to project manage a transition. Governorhub was considered by both KS and DV as superior and more intuitive to use, allowing efficiencies in ways of working and in the generation of reports.

A Governor queried what tangible examples could be provided against progress made in 2.f.

KS provided examples of greater guidance to SLT around reporting appropriately to Governors and the Principal outlined how more reliable benchmarked data was now being provided to members through the committee structure. DV also emphasised that this was essentially the continuing role of the college external auditors.

A Governor also advised the review of the reasons behind the 2.f recommendation in the original External Governance Review to ensure that the recommendation could result in being completed.

ACTION: KS

 5.5 Monoux Governance Action Plan June 24 updates.pdf

6. Budget for 2024-2025

Governors to review and approve the proposed budget for 2024-2025 and Forecast 2025-2026 as recommended for approval by the Resources Committee.

The Finance Director outlined the key highlights of the budget and forecast paper, which had been approved by the Resources committee to recommend to the Board for final approval. The college was set to generate a small surplus of £10k in the next financial year. The Chair noted that some of the college's risks were out of the control of the Corporation and Monoux staff, so would need to be regularly and effectively monitored.

A Governor commended HA on the presentation of the report.

A Governor queried why the Corporation was not able to achieve any of the Financial Targets, as outlined on Page 8 of the paper and suggested that the targets be amended to be more achievable. As Governors, it was considered that targets not achieved should be challenged. DV explained that the purpose of the paper is to present a carefully calculated budget to Governors for their approval. It was agreed that future phrasing should be amended from 'Targets' to 'Aims' or 'Goals'. HA shared that Targets 3 and 4 are sector led targets. Governors asked to be provided with further insight into these sector led targets.

ACTION: HA

The Principal confirmed that the overall financial health of the college was considered to be good and HA confirmed that ESFA income is guaranteed.

The Chair requested a show of hands to approve the budget for 2024-25 as recommended by the Resources Committee.

DECISION: The budget for 2024-25 was formally **approved**.

 6. Budget 202425 and Forecast 202526 with Balance Sheets 020724.pdf

Information

Kay Sandford-Beal

Decision

Hussa Al-Mima Ali

6.1. Key Estimates and Judgements for the Financial Statements


Decision

To approve the Key Estimates and Judgements for the Financial Statements as recommended by the Resources Committee.

Hussa Al-Mima Ali

The Finance Director presented the Key Estimates and Judgements for the Financial Statements as recommended for approval by the Resources Committee. The Chair asked for a show of hands to support approval.

DECISION: The Key estimates and judgements for the Financial Statements were formally **approved**.

 6.1 Key Estimates and Judgements for the Financial Statements 020724.pdf

7. Principal's Report

Discussion

To provide Governors with updates against each strategic objectives. Questions are invited in advance of the meeting via the Director of Governance.

Dave Vasse

The Principal presented a Progress Report against the strategic objectives. He expressed concern over how accurately the college is predicting high grades. In the previous year 35% had been predicted with an achievement rate of 25%. This had therefore led to greater caution this year and had been lowered to 20%.

Q Gov: Do staff lack confidence in predicting grades? Do they not know what A or A Star looks like or do they still have concerns over the impact of the Covid pandemic?

A - DV: We attract a high number of students with very low grades at GCSE level. We encourage caution as we must have the evidence that students are reaching the required standards.

A Staff Governor explained there is a standardised process of marking and that marks are verified by other members of staff to provide assurance to support the predictions.

The Principal emphasised that there will still be concern if the results are not improved this Summer, as the college has set itself the ambition of being competitive.

Q - Gov: Is there work the college can do in terms of aiding improvement?

A - DV: To collect data based on evidence and to continue to respond to that data by implementing strategic interventions.

Q - Gov: What is the rate of staff retention?

A - DV: This has improved over the last year and a report was recently presented by HR to the Resources Committee. There is an increase in the recruitment of staff, not only due to the college growth but also due to turnover resulting from staff leaving both London and the UK.

 7. Progress Report on Strategic Plan 2024.pdf

7.1. Mission Statement

Decision

Governors to consider and approve the revised mission statement.

Dave Vasse

The Principal presented the proposed new mission statement to Governors, outlining the need to attract the interest of young people by using appropriate language. He emphasised that there is a need for the statement to be brief and easy to remember and recognise. Governors commended the revised mission statement, in particular the inclusion of the word 'skill'. DV explained the importance of learning with the skills that can be acquired at Monoux.

Q - Gov: Do we think this will appeal to those at Waltham Forest?

A DV: We hope that it will attract both future and current learners. We know that students benefit from designing their own future and we believe the statement keeps us true to our aims. It is key for students to know that they will be well supported here at Monoux.

The Chair asked for a show of hands to support the approval of the mission statement.

DECISION: The revised mission statement was formally **approved**.

 7.1 Mission_Statement_Corporation_paper_JULY_2024.pdf

8. College Risk Management Report

Information

Governors to note the College Risk Management Report

Dave Vasse

Governors were asked to note the Risk Management Report which had recently been shared with the Audit Committee. The Audit Committee had discussed the new format of the Risk Management Report at length and the Principal was aware that this needed to be revisited, together with the Risk Management Policy in preparation for the next Audit Committee meeting in the Autumn term.

ACTION: DV

 8. SGMC_Risk Register_12_June_2024 2 (2).pdf

9. Reports from the Committee Chairs

Information






To receive the summary report from recent Committee meetings

Committee Chairs

To receive verbal updates from the Committee Chairs on areas of meeting focus:

KS had included a new paper, as requested by Governors, summarising key areas of discussion and actions from each of the Summer term's Committee meetings. The minutes of the Governance and Remuneration Committee meeting had not been included as these had been reviewed at the 14th May Corporation Meeting.

Committee Chairs also provided members with a verbal summary of each of the Committee's key meeting topics. UPD had to leave the meeting at 8.26pm.

-  9. Committee Summaries June 2024 FINAL.pdf
-  9.1 DRAFT Minutes_External Relations Committee_040624.pdf
-  9.2 Chair Approved Minutes_Quality and Performance Committee_100624.pdf
-  9.3 Chair Approved Minutes_Audit Committee_110624.pdf
-  9.4 Draft Minutes_Resources Committee_180624 v2.pdf

10. AOB

Information

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

Andy Boucher

There were no other urgent items of business to be discussed.

The Chair thanked the Principal and the Director of Governance for the progress made throughout the last 12 months.

11. Date of Next Meeting

Information

To confirm the date of the next Corporation Meeting as Tuesday 8th October 2024.

Andy Boucher

The next Corporation meeting was confirmed as Tuesday 8th October 2024 at 6.30pm on site at the college. Maurine Lewin would attend the October Board meeting, which would be the last of her second term of office. Kwame Atta would also attend the October Board meeting at the end of his first 4 year term of office and confirmed that he would not be renewing for a 2nd term.

12. Meeting Close

The meeting closed at 8.35pm.