

# External Relations Committee Meeting

Tuesday 5 November 2024, 18:30 - 20:00

Over Teams

## Attendees

### Board members

Dave Vasse (Principal (joined at 6.50pm)), Tim Stockings (Member and Committee Chair), James Gould (Vice Principal), Jamie Davies (Member), Marian Orafu (Member), Jonathan Service (Assistant Principal), Kay Sandford-Beal (Director of Governance), Pat Morton (Member and Safeguarding Link Governor), Tayma Bachoo (Student Member), Zainab Khan (Director of Marketing and External Relations)

Meeting ID: 323 360 901 838

Passcode: hZCY6S

## Meeting minutes

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

Information

Tim Stockings

To welcome members, accept apologies for absence and confirm that the meeting is quorate.

The Chair welcomed members to the meeting. No apologies had been received, apart from the Principal who would be slightly late due to transport issues. The meeting was confirmed as quorate.

The Chair ensured that all governors had received the notification that an enhanced Ofsted would take place at the college next week, from the 12th to the 15th November inclusive. This would involve governors, some to a greater extent than others. The Chair reminded governors of the importance of their role and to support the college team to achieve the best result possible. The meeting would therefore focus on critical items.

#### 1.1. Confidentiality Statement

Information

Tim Stockings

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**.

The Chair drew members' attention to the standard confidentiality statement.

### 2. Declaration of interests

Information

Tim Stockings

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

None were declared.

### 3. Minutes of the previous meeting

Decision

Tim Stockings

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

**DECISION:** The minutes were **approved** as a true record.

 3. ChairApprovedMinutes\_External Relations Committee\_040624.pdf

## 4. Matters arising

Tim Stockings

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

It was noted that all outstanding actions from the previous meeting had been completed.

 4. Action Log ER 040624 Updated.pdf

## 5. Strategic Safeguarding and Prevent

James Gould and Jonathan Service

Decision And  
Information

### 5.1. Annual Safeguarding Report

Jonathan Service

Information

Governors to receive the Annual Safeguarding Report.

Governors received the annual safeguarding report and the Chair thanked Jonathan Service for his work on this, particularly as he had been unwell during the half term break. Members' attention was also drawn to the accompanying appendices. The Vice Principal outlined the forthcoming enhanced Ofsted Inspection the following week, which would include focus on how the college meets local and regional skills needs. He outlined that this evening's meeting should focus on questions regarding how governors are reassured that robust processes are in place for all areas of safeguarding; in particular with regard to the 14-16 cohort and the Safeguarding and Prevent Risk Assessment (which had been signed off by the Local Authority). All these were key areas that had been under constant review by the committee over the last year. JG also invited any clarification that governors required over Keeping Children Safe in Education guidance.

Questions from Governors were welcomed.

**Q - Gov:** We see from the Annual Safeguarding Report that child exploitation and self harm have become more prevalent – can we please hear how confident you are that staff are sufficiently trained to be able to deal with this?

**A - JS:** We have identified increased numbers of students suffering with low mood, self harm and suicide ideation and seen increased numbers of students accessing the support we provide. Students have lower resilience and resort to self harm as a strategy. We do feel confident going into Ofsted that with the level of awareness we provide in full assemblies, combined with training offered, that staff are very aware of how to deal with any safeguarding issues. Teachers have their specialisms but all staff have the confidence to report and refer safeguarding issues, so that students are confident to speak with any member of staff with a concern.

**Q - Gov:** Do you have the evidence to track attendance at those briefings and training sessions?

**A - JG:** Yes. The Safeguarding Link Governor reviews the SCR (Single Central Register) and is provided with data on attendance. HR identify and follow up with those who have not attended to ensure completion of appropriate training.

JG also highlighted the implementation of 'Time out' cards, and the raising of awareness of hidden disabilities, introduced by Jonathan Service. This had encouraged increased levels of questions, which in itself was considered positive.

The Safeguarding Link Governor drew Governors' attention to the Welfare Booklet, which had been shared via the Admincontrol Reading Room. This was considered to provide a plethora of information and had been compiled in such a way to be a positive and welcoming resource.

JG shared with Governors that he would also be writing a position paper on safeguarding which would be provided to Ofsted inspectors. This would include updated statistics, including confirmation that training had been completed. This was not currently detailed within the annual safeguarding report. This would not require Governor approval but would provide additional assurance.

The new Safeguarding Link Governor emphasised the positive experience of her recent visit, having viewed the immaculate SCR and training spreadsheets. She highlighted that she felt reassured by how the college was dealing with the Prevent agenda through the handling of the current middle east situation and how it might

impact students.

The Chair thanked JG and his team for all their hard work.

**ACTION:** KSB to ensure appropriate material uploaded to Admincontrol Reading Room for Governors to access.

 5.1 Safeguarding Annual Report October 24.pdf

### 5.1.1. Appendices 1-3

Jonathan Service

Supporting documents to Annual Safeguarding Report

Appendices provided for reference.

 5.1.1 Appendix 2 Reselling parent letter.pdf

 5.1.1 Appendix 1. READY SC Offer 2024.pdf

 5.1.1 Appendix 3 SG visitor guide.pdf

## 5.2. Prevent Risk Assessment

James Gould

Governors to review and approve the Prevent Risk Assessment.

Governors reviewed the Prevent Risk Assessment, which had been consistently reviewed by the committee on a regular basis. JG highlighted that, with the support of continued Governor scrutiny, the Prevent Risk Assessment was now a significantly improved document. JG thanked JD in particular for his specific input into the 14 -16 Risk assessment over the past year. The Chair emphasised that the Governor role was to ensure that mitigation measures are in place.

**Q - Gov:** I note an amber grading relating to a chemical risk on page 16. Should this be amber or green?

**A - JG:** Yes. Despite being very unlikely, it is currently amber. We have implemented a new strategy regarding the risk of a terrorist attack, which will be tested in the next couple of weeks. There is also currently a minor technical issue to be addressed.

**ACTION:** JG to ensure risk assessment is accurately colour coded and to double check that comments against outstanding actions are up to date and valid.

 5.2 Sir George Monoux Prevent Risk Assessment.xlsx

## 5.3. 14-16 Safeguarding Risk Assessment Review

James Gould

Governors to note the updated 14-16 Safeguarding Risk Assessment.

Governors reviewed the 14-16 Safeguarding Risk Assessment, which is a live document under constant review by Governors, through this committee. This document had also been signed off by the local authority.

 5.3 14-16 Safeguarding risk assessment Sept 2024.pdf

## 5.4. Safeguarding Governor Compliance

Kay Sandford-Beal

Verbal update on completion of statutory training.

KS had made the Committee Chair and Vice Principal (as college DSL) aware that Governors were in the process of completing their Governors Training Plan 24-25, available via the TES Develop Training Portal. This online training was supplementary to the Safeguarding and Prevent training which had taken place in person at the 8th October 2024 Board meeting.

Information

Decision

Information

Information

## 5.5. Link Governor Visit Reports - Safeguarding and SEND

Pat Morton and Jamie Davies

Governors to note the recent reports from the Safeguarding and SEND Link Governors' visits.

The Chair thanked Pat Morton, as Safeguarding Link Governor and Jamie Davies, as SEND Link Governor for their Governor Visit Reports, using the newly created report template. PM commented that the template was helpful, allowing for observations to be documented, providing more qualitative data to be shared with governors, together with the opportunity to check quantitative data, such as attendance reports. The completed reports would feature as agenda items for this committee but KSB would also make available via the Admincontrol Reading Room to be available to all governors.

JD commented that his SEND Link Governor Learning Walk had been incredibly positive, providing the opportunity to meet with students with special needs within a number of classes. He was reassured that teaching staff were aware of the special need of each student, and that individual students were aware of how to obtain support if and when required.

 5.5 Safeguarding Link Governor Visit Report Pat Morton July 2024.pdf

 5.5 SEND Link Governor Visit Report Jamie Davies Feb 24.pdf

## 6. Communications and Marketing update including student enrolment

James Gould and Zainab Khan

To update governors on recruitment outcomes for 23/24 and student enrolment progress 2024-25.

The report was taken as read and a formal thank you was given to Zainab Khan for her contribution towards the report.

JG shared that enrolment now stood at 1915 students, which was close to the strategic plan target. The proportion of 'A' Level programme enrolment was however not as high as hoped. JG shared that inspectors would focus on the way in which the college had adapted the curriculum in response to the local and regional skills needs and reminded Governors how line by line analysis had taken place to develop the curriculum appropriately. JG assured Governors by informing them of the increase in enrolment in the key regional skill areas of Health and Digital.

Governor questions were welcomed.

**Q - Gov:** From reviewing Appendix 1, are you able to explain why the fall off in STEM subjects is so high?

**A - JG, ZK:** A decision was made at enrolment that those falling short by one grade would not meet the entry requirements to attract the right calibre of students for these challenging subjects.

**A - DV:** STEM subjects are not yet strong enough or attracting the right calibre of students. It is hoped that more rigorous selection now, will lead to better attainment and higher grades over time to attract an even higher calibre for the future. Higher levels of attendance are required to achieve higher grades. With STEM subjects, attendance is extremely important.

It was noted that T level Science had not been successful in its recruitment, as students were looking to do Applied Science and therefore looked elsewhere for this area of study. Both Digital and Social Care had recruited well this year.

Regarding 'A' Level recruitment, ZK highlighted the importance of effective onboarding and that improvements were in process to engage with future 'A' Level students during the summer break to ensure the right calibre are encouraged to enrol at Monoux as their first choice. Student ambassadors would be involved in this process and feedback would be obtained from the September 24 intake to support continuous improvement.

JG confirmed that there would also be a Skills Strategy position paper.

 6. Marketing and Enrolment Update October 2024.pdf

## 7. Key Performance Indicators 2024-25

Information

James Gould

Governors to note the KPIs set for 2024-25.

Governors were happy to note the KPIs for the forthcoming academic year, highlighting areas for improvement. The Chair thanked staff for their time and huge efforts carrying out this piece of work.

JG considered that more could be done to provide examples of how employers influenced the curriculum. The Chair considered that the recent hosting of TED X was a significant example of the college generating multiple points of external contact.

 7. KPI Table November 2024.pdf

## 8. Committee Related Risks

Information And Discussion

Tim Stockings

The Risk Register is provided to Governors for information to help identify if any additional committee related risks need to be escalated to the Corporation.

The Chair highlighted the risk register, provided to Governors for reference as an overview of key college risks. This was to ensure that Governors were happy with what was included within the register.

The Chair queried if there was any external guidance provided within the education sector as to key risks that must be included within the register. The Principal informed Governors that the Risk Assessment processes had received scrutiny through external audit.

Governors queried if there should be representation of the physical risk of the 14-16 cohort. It was noted that reference is already made to this as a financial risk only.

The Principal agreed that the 14 -16 provision was a critical part of what the college was now delivering, but considered that the question revolved more around whether or not Safeguarding should feature more heavily on the risk register. It was agreed that this be reviewed at the next college Risk Committee Meeting.

**ACTION: DV to review**

 8. Risk Register 2024\_25 02\_Sept\_2024.pdf

## 9. AOB

Discussion

Tim Stockings

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

DV highlighted that there would be pre-Ofsted briefing sessions for Governors, exact times to be confirmed over the coming days.

## 10. Next Meeting Date

Information

Tim Stockings

To confirm the next meeting of the committee as **Tuesday 4th February 2025 at 18.30.**

Confirmed.

## 11. Meeting Close

Tim Stockings

The meeting closed at 7.48pm.