

MOULTON COLLEGE

CORPORATION

**Minutes of the Corporation meeting held on Thursday, 7th November 2024
Sedgebrook Hall 2.00pm**

Present:	David McVean (Chair)	Independent Governor
	Oliver Symons	Principal
	Charles Matts	Independent Governor
	Pauline Hawkesford	Independent Governor
	Lucille Knapp	Independent Governor
	Suzanne Ijewsky	Independent Governor
	Andy MacCaig	Independent Governor
	Alastair Thomson	Independent Governor
	Mark Wakeford	Independent Governor
	Craig Ablett	Independent Governor
	Dr Mohamed Saeudy	Independent Governor
	Becky Bradshaw	Independent Governor
	Karen Squires	Staff Governor
	Amy Griffiths	Staff Governor
	George Crick	Student Governor
	Ivy Knowles	Student Governor
 In attendance:	 Faye Williams	 Vice Principal
	Alicia Bruce	Chief Operating Officer
	David Aldridge	Executive Director of Human Resources
	Catherine Duro	Head of Governance
	Pauline Odulinski	Consultant – External Review of Governance

SECTION A – ROUTINE AND STANDING ITEMS:

Apologies for absence (Agenda item 1)

01. Apologies for absence were received from Ashley Clarkson and Prof. Elaine Limond.

Welcome & New Appointments (Agenda item 2)

02. Becky Bradshaw the newly appointed independent governor and Amy Griffiths the newly elected teaching staff governor, were welcomed to the Corporation Board.

Declarations of interest (Agenda item 3)

03. There were no declarations of interest.

Minutes of last meeting (Agenda item 4, Paper A)

04. The minutes of the meeting held on **Thursday, 4th July 2024** were approved as a true and accurate record.

Actions from last meeting (Agenda item 5, List)

05. The action tracker was reviewed. All actions had been progressed.

06. A revised time scale was agreed for the review of the strategic plan and risk register, so as not to be a knee jerk response from the new Principal.

07. The action to ensure the KPI's were appropriate was to be addressed by the presentation of a balanced score card later in the meeting. Targets would be brought back to the next meeting, for approval.

SECTION B – STRATEGIC UPDATE

Governor Development Day – Key Learnings (Agneda Item 6, Verbal Update)

08. Thanks were given to Jude Pinson for his patient comprehensive support to governors to improve their access to IT.
09. Polly's introduction to trauma informed teaching and leadership was reflected on. Governors were made aware that this trauma informed approach has been happening within the organisation, and its success was illustrated by the success of the Animal Care school who have embedded this approach. This success needs to be celebrated across the organisation and communicated up. Student governors reinforced and reassured governors that this was trauma informed approach was understood by students and appropriate to them.
10. The introduction of the three pillars as cross cutting themes was welcomed. The approach to EDI and Sustainability were recognised as values and behaviours we wanted all college stakeholders to recognise and embody. The Digital pillar all agreed was critical to the delivery of excellence across the college.

Suzanne left the meeting

Strategic Plan and PIMS update (Agenda item 7, Paper B)

11. Governors were reassured that actions were progressing the delivery of the strategic objectives.
12. It was asked if students were being given the skills to progress to levels four and five. Governors were informed that this was done very well in one area but remained a work in progress in other areas. Assurance was offered that these progression routes were part of the current curriculum planning process for 2025/26 to provide higher skills options for progression.
13. It was challenged how it was possible to plan for an uncertain future, how do we know what will be needed. It was agreed that we need to develop an agile curriculum to respond to employer needs, and cognisant of the impact of AI progress.
14. A previous reluctance to move towards T Levels was challenged. It was agreed that this wasn't an acceptable response and there was a need to develop a preparedness, to focus on the future delivery. Absolute assurance was given that T Levels in animal care and agriculture would be delivered in September 2025.

Strategic Risk Register (Agenda item 8, Paper C)

15. Feedback was shared from the recent Ofsted, residential inspection. Minutes from team meetings, and response to feedback on the quality of catering were both identified as areas of improvement.
16. Governors were asked if they were comfortable, following all that had been considered today, to approve the risk register as presented.

17. There was a robust challenge to do something different to address risk 2, regarding staff recruitment and retention. Feedback was offered on reviewing and improving actions to ensure the retention of staff. Governors challenged what was or could be done differently, a more radical solution was sought. **(Action DA – for feedback to F&R).**
18. It was asked if the Business Continuity Plan (BCP) covered the continuity of all current activity. It was confirmed this was tested by a BCP forum; tabletop exercise each term. The HSE link governor gave reassurance that he had observed one of the days and was reassured of a strong response. Governors were advised that the Safe Zone App had been well used and its adoption had improved college responsiveness to incidents.

Balanced Score Card – Proposal (Agenda item 9, Presentation)

19. A balance score card was proposed. The structure was presented, highlighting themes, measures of success, owners, targets and committing to, monthly updates, with categories including financial, quality and people. This would show at a glance performance against the KPI's.
20. The structure and layout were considered. It was agreed the targets should be discussed with the chair of each committee, to agree KPI's for the year, next year's targets would be agreed in advance of the new academic year.
21. It was agreed that a new strategic plan and targets would be developed next year, to be launched September 2026. The current strategic plan, the key objectives, mission, vision and values were agreed relevant and suitable to cover the period until then.
22. It was asked how governors would have visibility of these KPI's. It was explained this would be an online tool. Every governor needed access to the whole scorecard. Will be owned by a committee, influenced by a committee. Encouraged to be a live, online document, easy to see at a glance, and identify the areas of priority. The digital link governor offered support.
23. Governors reflected that it must be remembered that this is only one view, it remained important that governors hear the student voice and understand the lived experience.
24. Governors welcomed the progressing of the balanced score card with targets to be presented to the next meeting for approval. **(Action OS)**

SECTION C – CORPORATION MATTERS

Written Resolutions and Seal Application (Agenda item 10, Paper D)

25. The following written resolutions and seal applications were presented to the Corporation for ratification
- a. Appointment of Becky Bradshaw
 - b. Refinancing security with the DFE
 - c. Deed of Easement – Substation

26. **Resolved** that all resolutions and the two uses of the seal were ratified, as quorate written resolutions.
27. It was asked if today's reduction in the bank of England rate could lead to a renegotiation with the DFE, it was explained that this wasn't possible the treasury set an annual rate.

Chair's Actions (Agenda item 11, Paper E)

28. The following Chair's Actions were presented to the Corporation for ratification
 - a. Access and Participation Plan
 - b. Policy Approvals
 - c. Skills Bootcamp 5 grant agreement
29. Thanks were given to Elaine and Alastair for their significant contributions in reviewing the Access and Participation plan.
30. **Resolved** that all resolutions and the two uses of the seal were ratified, as quorate written resolutions.

Mark Wakeford left the meeting

SECTION D – COMMITTEE CHAIR REPORTS AND RECOMMENDATIONS FOR APPROVAL:

CQS Committee Feedback (Agenda item 12, Paper F)

31. The committee feedback was offered, with the caveat, that despite 6 governors being present it hadn't been quorate. The meeting had gone ahead to allow those present to be informed and prepared for this meeting. The Chair asked the Search and Governance Committee to reconsider the quoracy of the Committee. The S&G Chair confirmed that this had been considered by the Committee the previous day.
32. The Safeguarding update report was received. There were no questions raised.

Policies presented for approval (Agenda item 13, Paper F)

33. The following items had been circulated for review and were presented for approval.
 - a. Attendance Policy
 - b. Disability Policy - **revised**
 - c. English and Maths Policy
 - d. Special Educational Needs Policy
 - e. Anti-bullying policy
34. Special thanks were given to the student governor for their diligent review of the disability policy and ongoing work to support the consideration for the practical application of it.
35. **Resolved** that the five policies be approved as presented.

Finance and Resources Committee (Agenda item 14, Paper G)

36. The Chair's report was received in their absence.
37. The Tuition Fees, Accommodation and Transport 2025-26 policy recommended for approve was considered.
38. Accommodation fees have been rising each year the rooms and facilities haven't changed, Inflationary, investment, energy, staffing costs. We try not to increase beyond inflation but would be remis not to increase. Are benchmarked against competition and comparable organisations.
39. **Resolved** that the fees, transport and accommodation policy be **approved**.

SECTION E – GOVERNANCE

Search and Governance Committee held on 6th November: (Agenda item 15, Paper H)

40. The Chair provided a verbal update on the previous evenings meeting and recommendations.
41. The need for a governor development and succession plan was highlighted, as several long-standing governors were coming to the end of their terms during the next 18 months. The Head for Governance was to speak with every governor to understand their intentions and governance ambitions before finalising a development and succession plan.
42. The consideration of a change to the committee quoracy for the CQS Committee was also discussed.
43. The potential to recruit from the Peridot recruitment exercise was detailed.
44. The need to recruit a new Corporation Chair to enable a handover period was discussed.
45. **Resolved** that:
 - a. An external recruitment plan be developed to find a new chair during 2025.
 - b. The quoracy of the CQS Committee be revised to 3 including 2 independent governors.

SECTION F – POLICY

Annual EDI Report 2023-24 (Agenda item 16, Paper I)

46. The Annual EDI report was received. The progress and priority given to this important fundamental cross cutting piece of work was celebrated. The need to deepen this value into all elements of the college was agreed.
47. The publication of the 2023/24 Annual report was ratified.

Noting of Updated Polices (Agenda item 17, Paper J)

48. The three policies which had minor typographical amendments approved by the Head of Governance on behalf of the board had been received for ratification.
 - a. Quality Intervention Strategy
 - b. Health, Safety & Welfare Policy

c. Support for Continuing Studies Policy

49. **Resolved** that the approval of the amended policies be ratified.

SECTION G – CLOSING ITEMS

Any other items of urgent business (**Agenda Item 18 Verbal**)

- Remembrance
- Additional Diary Dates

50. Governors were invited to the Moulton Village Remembrance Service and reminded of other upcoming events across the college which they were welcome to join.

Impact of Governance (Agenda Item 19, Verbal)

- The availability of live KPI data through the balance score card
- The need to evolve the strategic plan for an uncertain future
- A detailed mitigation of risks was sought

Date of next meeting (Agenda item 20)

Thursday 12th December at 9.30 am.

All members of staff, student governors and observers left the meeting before the confidential part began.

Meeting closed 3.25