**SIR GEORGE MONOUX COLLEGE**

**Minutes of the Corporation Meeting held on 15 December 2020**

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| **Present** | Alan Wells (Chair of the Corporation), Alastair Owens (Senior Vice-Chair of the Corporation and Chair of the Quality & Performance Committee), Riddhi Bhalla (Vice-Chair of the Corporation and Chair of the Audit Committee), Kwame Atta, Adenike Betiku, Talia Chirouf, Tom Foakes (Chair of the Governance and Nominations Committee), Nehendra Jonas (Student Member – from Agendum 4), Stephen Jones, Farhana Juhera (Support Staff Member), Jagdev Kenth, Anisa Khadija (Student Member – from Agendum 4), Maurine Lewin, Stewart Maclean (Chair of the External Relations Committee – Agenda 1-6 only), Nazia Shah (Teaching Staff Member), David Vasse (Principal), Sara Whittaker, Jay Wint. |
| **In Attendance** | Holly Bembridge (Vice-Principal: Curriculum and Quality), James Gould (Vice-Principal: Student Services and Recruitment). |

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| **1** | **Apologies for Absence and Quoracy**  Apologies for absence had been received from the following member of the Corporation: Jonathan Bush.  The meeting was quorate.  David Ball (Vice-Principal: Corporate Services) was unable to be in attendance.  In the absence of the Clerk to the Corporation, minutes (including those of reserved business) were taken by the Chair of the Corporation. |
| **2** | **Declarations of Interest**  None. |
| **3** | **Appointment of Student Members of the Corporation**  The following resolution was approved:  THAT: *Nehendra Jonas and Anisa Khadija be appointed to serve as student members of the Corporation for the period from 15 December 2020 to 30 November 2021.*  The student members were duly welcomed into membership of the Corporation. |
| **4** | **Draft Minutes of the Previous Meeting (Ordinary Business): 13 October 2020**  It was noted that the draft minutes had received approval by the Chair of the Corporation for circulation.  They were approved as a correct record of the business transacted and *prima facie* evidence of the proceedings to which they relate. |
| **5** | **Matters Arising from the Draft Minutes (Ordinary Business): 13 October 2020**  None, apart from matters already provided for under the meeting agenda. |
| **6** | **Principal’s Report**  A verbal report was received from the Principal.  The Principal’s Report focused on the increase in Covid cases in the College as well as in Waltham Forest and surrounding areas in general.  There had been 40 positive cases among students since September and the rate had increased in recent weeks (8 cases in the last 7 days). 450 cases per 100k if we turned it into the benchmark. Estimates 180 students are self isolating, which is 10% of total college population. Some 300 staff days had been lost to Covid-related causes since March. Last week there had been 21 staff away.  The Principal stressed that there had not been a crisis but increasing stress in the last week. He also reported on a meeting he had attended with the Director of Children’s Services and the Director of Public Health, who were very concerned about prevalence in young people and want classroom teaching to cease.    He outlined the confusing messages being received about closure and online teaching.  He reported that a mass testing unit is coming onsite and that that everyone connected to the College can be tested. From January there will be a testing centre onsite that the College will need to administer.  The Principal reported that at the census date the College had 1,790 funded learners against the target of 1,820. However this is still an improvement on previous years.    There had been some concern expressed by teachers and students about preparations for the January examinations, especially as BTECs are not anchored to peer results. The Vice-Principal: Curriculum and Quality predicted that achievement will be adversely affected but not seriously. Nehendra Jonas (student member) has found the online weeks useful for keeping up with the need to teach online. Anisa Khadija (student member) agreed that teachers are managing well, though it varies from subject to subject.  Riddhi Bhalla asked about the expectations for students’ performance in the January examinations. The Vice-Principal: Curriculum and Quality responded that, while staff had worked as well as they could, weaker examination results that would have otherwise been achieved are expected. For A Levels this might not be as harmful as results are graded against the broader cohort, but for BTEC the results are not graded this way. BTEC results may therefore show a drop in performance. |

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| **7** | **Report of the Quality and Performance Committee: Meeting held on 1 December 2020**  The minutes of the above meeting, together with the College Self-Assessment Report (SAR), were received and noted. A verbal report by the Chair of the Committee was also noted.  It was noted that performance targets for next year will be assessed alongside those for 2018-19, as well as 2019-20, given that the latter has been a unique year.  It was further noted that the Quality and Performance Committee had recommended that the College SAR be approved by the Corporation.  Riddhi Bhalla asked two questions relating to the observations that "leaders have not done enough to strengthen the culture of numeracy and literacy" and secondly, that "some teachers do not set high enough academic expectations." She thought that this was surprising given the focus from SLT on both these areas. The Vice-Principal: Curriculum and Quality explained that, concerning the first, while this was a focus the pressure on maintaining it had slipped. Concerning the second, while it is acknowledged that that the College on the whole maintains high aspirations for its students, which new teachers have noted, they are not uniformly applied by all staff.  The College SAR was duly approved. |
| **8** | **Report of the External Relations Committee: Meetings held on 19 October 2020 and 2 December 2020m**  The approved minutes of the 19 October meeting, and the draft minutes of the 2 December meeting approved for circulation by the Committee Chair, were received and noted.  As the Chair of the Committee was not able to be present, members were asked by the Chair of the Corporation to raise any questions they may have on the two sets of Minutes.  Sara Whittaker asked about the text message interview reminder service being implemented for applicants. The Vice-Principal: Student Services and Recruitment reported that this is going through the procurement process and will be in place in the next few weeks.  Alastair Owens asked about how our recruitment compared with that of other local providers. The Vice-Principal: Student Services and Recruitment responded by offering some reassurance around our engagement with feeder schools and the quality of our events relative to those of others. |
| **9** | **Report of the Audit Committee: Meeting held on 24 November 2020**  The minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted. A verbal report by the Chair of the Committee was also received and noted. Her report focused on risk and the appointment of the new internal auditors.  The following resolution was approved:  THAT, *on the recommendation of the Audit Committee, Scrutton Bland is appointed as provider of internal audit services to the College for a period of three years (to be reviewed annually).*  On the advice of the Audit Committee, the following were approved:  *the draft annual report and financial statements for the year ended 31 July 2020 (also recommended for approval by the Resources Committee);*  *the internal audit service annual report for the year ended 31 July 2020;* and  *the risk management report* *(with special reference to those risks reviewed at the level of the Audit Committee and Corporation).*  The Chair of the Corporation was authorised to sign the Letter of Representation on behalf of the Corporation.  The following reports were received and noted:  *the financial statements’ audit findings report;* and  *the Audit Committee annual report 2019-20.* |
| **10** | **Report of the Resources Committee: Meeting held on 30 November 2020**  The minutes of the above meeting, approved by the Committee Chair for circulation, were received and noted.  As the Chair of the Committee was not able to be present, members were asked by the Chair of the Corporation to raise any questions they may have on the minutes.  There were no questions. |

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| **11** | **Dates and Times of Remaining Corporation Meetings 2020-21**  The following dates and times, approved at the July 2020 meeting, were noted:  ***Tuesday 19 January 2021 (6.30pm)***  ***Tuesday 30 March 2021 (6.30pm)***  ***Tuesday 11 May 2021 (6.30pm)***  ***Tuesday 6 July 2021 (6.30pm)***  For the protection of members and the College, the Winter/Spring term meetings will be held online.  Whether subsequent meetings are held physically or online will be determined by the public health circumstances as they affect participants at the time. |
| **12** | **Dates and Times of Corporation Meetings 2021-22**  The following dates and times were approved:  ***Tuesday 12 October 2021 (6.30pm)***  ***Tuesday 14 December 2021 (6.30pm)***  ***Tuesday 18 January 2022 (6.30pm)***  ***Tuesday 5 April 2022 (6.30pm)***  ***Tuesday 10 May 2022 (6.30pm)***  ***Tuesday 5 July 2022 (6.30pm)*** |
| **13** | **Any Other Competent Business**  The Chair of the Corporation indicated that he was considering reintroducing Development Sessions separate from Corporation Meetings. Until fairly recently Development Sessions had been held on Saturday mornings for governor training or for longer discussion and debate on strategy, the further direction of the College, etc. These had fallen into abeyance but he felt that they should be reintroduced. He stated that he would consult Corporation Members in advance of a decision being taken. |