

Meeting of the Corporation

Tue 10 December 2024, 18:30 - 20:30

Sir George Monoux College

Attendees

Board members

Dave Vasse (Principal), Angela Foster (Member, Non-teaching Staff), Tim Stockings (Member), Sara Whittaker (Member), Andy Boucher (Corporation Chair), James Gould (Vice Principal), Hussa Al-Mima Ali (Director of Finance (attended remotely)), Marian Orafu (Member), Rosali Pretorius (Member), Kay Sandford-Beal (Director of Governance), Tracey Inverary (Vice Chair), Pat Morton (Member), Nazerine Noorani (Member - Teaching Staff), Xavion Xavion Amegbe-Gustave (Student Member), Chloe Hall (Member), Jessica Douthwaite (Member)

Absent: Usha Puri-Dewage, Jamie Davies, Tayma Bachoo

Meeting minutes

1. Welcome, apologies for absence and quoracy

Information

Andy Boucher

To welcome all governors to the meeting, record apologies and to confirm quoracy.

The Chair welcomed Governors to the meeting. Apologies had been received from Tayma Bachoo, Jamie Davies and Usha Puri Dewage.

The Chair welcomed Jessica Douthwaite as a new Independent Member to her first full Corporation meeting. It was noted that this would be the last Corporation meeting for Student Governor, Xavion Amegbe-Gustave and Governors wished him good luck in his forthcoming exams.

The Chair also recorded his thanks on behalf of the Corporation to James Gould, the Vice Principal, who would be leaving the college at the end of term to take up the role of Deputy Principal at Newham College.

JG thanked the Principal and Governors for all their support during his time at Monoux College.

The meeting was confirmed as quorate.

1.1. Confidentiality Statement

Information

Andy Boucher

To remind Governors of the standard arrangements around confidentiality:

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. Declarations of interest

Information

Andy Boucher

To welcome declarations against any items on this agenda.

None were declared.


3. Minutes of the previous meeting on the 8th October 2024

Decision

Andy Boucher

To approve the minutes of the Corporation meeting on the 8th October 2024 as a true record.

DECISION: The minutes of the previous meeting on the 8th October 2024 were **approved**.

 3. DRAFT Minutes_Meeting of the Corporation_081024.pdf

4. Matters arising

Discussion

Andy Boucher

To monitor the completion of actions not covered elsewhere on the agenda (review of Action Log).

The Chair referred members to the updated Action Log, showing that the majority of outstanding actions had been completed. 2 actions were noted to be carried forward:

- The creation of a 'Governance Engagement Strategy'
- Ensure the 1 March 2025 Governor Development Day has an agenda item focussed on risk tolerance and appetite

 4. Action log Corporation 081024.pdf

5. Committee Reports

Information

Kay Sandford-Beal

To note the report summarising the key themes from the Autumn Term Committee meetings

Governors noted the Committee Report summaries and the Chair thanked KS for this helpful documentation, accompanying the term's sets of minutes

 5. Committee Summaries December 2024.pdf

5.1. Report of the Governance, Search and Remuneration Committee

Information

Pat Morton

To note the Committee Membership report and provide a short verbal report of activity since the last Corporation meeting (minutes of 1 October G, S and R Committee previously shared at 8th October Corporation meeting).

Pat Morton provided further updates regarding interviews that had taken place with potential independent governors, recommended for formal Board approval within the agenda. She and JG also thanked all Governors for completing statutory Safeguarding training early in the term and ahead of the Ofsted inspection.

PM was also pleased to report that members of the committee would be interviewing a potential Parent Governor next week on the 17th December. It had proved challenging to recruit a Parent Governor over the last year and it was hoped that the candidate would be good match for the role.

 5.1 Corporation and Committee Membership Dec 24 FINAL.pdf

5.1.1. Appointment of Julian Cambridge as Independent Member of the Corporation

Decision

Andy Boucher

To approve the appointment of Julian Cambridge as Independent Member of the Corporation, as recommended by the Governance, Search and Remuneration Committee.

DECISION: Governors **approved** the appointment of Julian Cambridge, subject to receipt of a clean DBS certificate. The process had been started by Monoux HR but not yet received.

 5.1.1 Julian Cambridge - Governor Application.pdf

5.1.2. Appointment of Patrick Philpott as an Independent Member of the Corporation (by Chair's Action)

Andy Boucher

To note the approval of Patrick Philpott as an Independent Member of the Corporation (by Chair's Action) as recommended for approval by the Governance, Search and Remuneration Committee and approved by the Corporation.

Patrick Philpott had been recommended as Independent Governor by the Governance, Search and Remuneration Committee, for approval by the Corporation. Members of the Corporation had **approved** the appointment over email using Chair's action. Members noted the formal appointment of Patrick Philpott as Independent Governor.

A Governors raised the issue that certain information, on Members' application forms should be redacted from the papers for the future. Governors agreed that this was a useful point to note. KS reassured that all data shared on the Admincontrol governance portal was confidential and that only minutes of meetings were shared in the public domain. Governors agreed for information to be redacted in the future.

ACTION: KS

 5.1.2 Patrick Philpott - Governor Application.pdf

5.2. Report of the External Relations Committee 5 November 2024

Tim Stockings

To receive the draft minutes and a short verbal report on Committee business.

The Chair had little more to add to the Committee summary report, but highlighted that for future External Relations Committee meetings next year, there was a need to focus on further developing and improving the local network. As the Committee Chair role was now vacant, it was important that a new chair would bring with them these local networks.

 5.2 DRAFT Minutes_External Relations Committee Meeting_051124.pdf

5.3. Report of the Resources Committee 12 November 2024

Rosali Pretorius

To receive the draft minutes and a short verbal report on Committee business.

RP reported that the Resources Committee had received assurance that the college's financial health is good and that the Committee had welcomed Chloe Hall as a new member to its first meeting of the term. Governors were also informed that the college's building development work had been completed on time and within budget.

Discussion had taken place around challenges that the college may encounter in the raising of NI contributions for agency staff.

RP also shared that there continued to be challenges around the staffing of the Monoux Finance Team. DV reported that it was hoped that this would soon be resolved with the transition of current fixed term staff to permanent roles.

 5.3 DRAFT Minutes_Resources Committee Meeting_121124.pdf

5.4. Report of the Quality & Performance Committee 18 November 2024

Sara Whittaker/ Pat Morton

To receive the draft minutes and a short verbal report on Committee business.

The Chair, Sara Whittaker had been unable to attend the most recent meeting of the Quality and Performance Committee. Acting Chair, Pat Morton updated Governors in addition to the Committee summary report.

Initial Ofsted feedback had been discussed and the Self Assessment Report had been reviewed and recommended to the Corporation for approval. SLT had been required to separate the SAR from the College Improvement Plan, as two separate documents, in preparation for Ofsted. The Chair thanked them for this

additional piece of work.

 5.4 DRAFT Minutes_Quality and Performance Committee Meeting_181124.pdf

5.4.1. The Self Assessment Report

Andy Boucher

If thought fit, to approve the Self Assessment Report, as recommended by the Quality and Performance Committee.

The Principal provided Governors with context around the review and approval of the Self Assessment Report.

The SAR is produced each year and is an internal evaluation of the college's performance, aligned to the Ofsted inspection framework. It is used in circumstances of an inspection to identify any weaknesses and to deal with them accordingly. The document is then required to be submitted to the DFE and, as such is in the public domain. The Quality and Performance Committee had recommended the SAR to the Corporation for approval.

DECISION: The Corporation **approved** the SAR

A Governor queried if the SAR and College Improvement Plan would remain as two separate documents, to monitor progress appropriately. The Principal confirmed that one document would be presented to the committee, allowing for updates to relevant actions to be monitored effectively within the SAR. Feedback had been received that the College Improvement plan links appropriately to the college KPIs.

 5.4.1 College SAR 23-24.pdf

Decision

5.5. Report of the Audit Committee 26th November and 5th December 2024

Tim Stockings

To receive the draft minutes and a short verbal report on Committee business and to note the Risk and Assurance Annual Report 23-24.

TS, as Chair of the Audit Committee explained the role and purpose of the Audit Committee and the roles of both the Internal auditors and external auditors.

Scrutton Bland are employed on the college's behalf to work to a programme, approved and led by DV and SLT, to probe specific areas and provide assurance in those areas identified as requiring closer inspection.

Mha are employed as the External Auditors, with a focus mainly on finance, providing the statutory reporting to the

Corporation to provide collective assurance. TS highlighted that all Governors had been given the opportunity to attend the Audit Committee meeting in November, in line with the recommendations of the Audit Code of Practice.

TS advised Committee Chairs to familiarise themselves with the findings report and the risks relevant to their committees.

ACTION: KS to share feedback summary reports with Committee Chairs

A Governor queried if there was a process in place for audit recommendations to be tracked. TS reported that this was something that was in progress of being implemented and had been a recommendation from two new Independent Co-opted members of the Audit Committee.

 5.5 DRAFT Minutes_Audit Committee Meeting_261124.pdf

 5.5 Risk and Assurance Annual Report - Sir George Monoux College - 2023-24.pdf

Information

5.5.1. Audit Committee Annual Report 23-24

Andy Boucher

If thought fit, to approve the Audit Committee Annual Report as recommended by the Audit Committee.

DECISION: **Approved**

ACTION: TS to sign

 5.5.1 Annual Audit Committee Report 23-24 FINAL.pdf

Decision

5.5.2. Annual Report and Financial Statements 23-24

Andy Boucher

If thought fit, to approve the Annual Report and Financial Statements 23-24 and to authorise the Chair to sign, as recommended by the Audit Committee.

DECISION: Approved in principle (small typo to be amended and recirculated)

ACTION: AB and DV to sign

 5.5.2 SGM Financial Statements 2024 Corporation meeting 10.12.24.pdf

5.5.3. Regularity Self-Assessment Questionnaire 23-24

Andy Boucher

If thought fit, to approve the Regularity Self-Assessment Questionnaire 23-24 for signing by the Chair of the Corporation, as recommended by the Audit Committee.


The Chair explained to members that the auditors had taken more time than usual to reach assurance on this document, particularly in relation to the process followed by the college in relation to the settlement of a senior member of staff. This initially had not been input by college HR into the Regularity Self-Assessment Questionnaire. The College had not met the deadlines set by the external auditors. It had therefore taken longer than usual for the auditors to provide an appropriate level of assurance to Audit Committee members and an additional meeting with the external auditor had been required. Following this meeting, Audit committee members were able to recommend the Regularity Self Assessment Questionnaire be approved.

The auditors recommended that the HR process followed to ensure that the college was acting within the Managing Public Money, be more appropriately documented in the future to avoid any future delays.

DECISION: Approved

ACTION: AB to sign

ACTION: KSB to develop documented process for future use by HR.

 5.5.3 Regularity_self_assessment_questionnaire_2023_to_2024 FINAL.pdf

5.5.4. College Engagement Letter

Andy Boucher

If thought fit to approve the College Engagement Letter as recommended by the Audit Committee.

DECISION: Approved

ACTION: AB to sign

 5.5.4 Sir George Monoux College Engagement letter November 2024.pdf

5.5.5. Regularity Engagement Letter

Andy Boucher

If thought fit to approve the Regularity Engagement Letter and authorise the Chair of the Corporation to sign as recommended by the Audit Committee.

DECISION: Approved

ACTION: AB to sign

 5.5.5 Sir George Monoux - College Regularity engagement letter Nov 2024.pdf

5.5.6. Letter of Representations

Andy Boucher

If thought fit, to authorise the Chair of the Corporation to sign the Letter of Representations, as recommended by the Audit Committee.

The Audit Committee Chair confirmed that committee members had been reassured by the final version of the Audit Findings Report but shared that an additional meeting without college officers present was required to be reassured of the reasons behind the delay in the provision of reassurance. A Governor suggested that the college push back on the increased external audit fee resulting from the additional time required to deliver the final report. Once the college had queried the fee, the Audit Chair would also query the additional fee.

DECISION: Approved

ACTION: AB to sign

ACTION: HA and TS to follow up on external audit additional fee

 5.5.6 SGMC Letterhead - 2024 Sir George Monoux College Letter of representation.pdf

Information

6. Board Level Risks

Dave Vasse

Governors to note the college's Risk Register.

DV asked Governors to note the Risk Register and reported that the Risk Management Committee was working well, with the consideration of risk appetite and ensuring that the risk register better reflected alignment with the strategic objectives.

TS requested a further conversation, outside of the meeting, with the Principal regarding the Risk Register and queried if the risks listed in the Risk Register, including those identified by Ofsted, such as attendance, were mirrored within the risks detailed in the annual report and financial statements.

The Principal confirmed that the most relevant financial risks had been included within the annual report and financial statements and Governors verified that these accurately mirrored the themes within the College Risk Register.

 6. Risk Register 2024_25 01_12.pdf

Discussion

7. Principal's Report

Dave Vasse

To receive updates from the Principal in relation to progress against the Monoux Strategic Plan 2023-2027. Questions on the report are welcome in advance of the meeting. Please email Dave Vasse direct or contact the Director of Governance.

No questions had been received in advance of the meeting and the Principal asked Governors to note the report, which reflected progress against key strategic objectives.

 7. PRINCIPAL REPORT 10 DECEMBER 2024.pdf

Information

7.1. Draft Ofsted Cover Sheet

Dave Vasse

To update Governors on the draft Ofsted report

The Principal shared the initial draft reports with Governors, emphasising that these versions were not yet finalised or published. Requests for changes to some factual elements and the use of specific language had also been submitted for consideration. SLT had also expressed concerns that Monoux High school could have received a higher profile within the report.

The Chair congratulated the Principal and his team for all their hard work and thanked Governors for participating in the inspection. Governors reported that they had enjoyed their involvement, and considered the

environment of the inspection to be warm and positive.

 7.1 Draft Ofsted Report cover sheet.pdf

7.2. DRAFT Ofsted Report Confidential

Information

Dave Vasse

To update Governors on the draft Ofsted report

As above. See 7.1

 7.2 Draft Ofsted Report CONFIDENTIAL.pdf

8. AOB

Discussion

Andy Boucher

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

The Chair expressed his reflections on the term as it came to a close and the success of the Ofsted inspection and the hosting of Walthamstow TEDX. He congratulated the Principal and his team and thanked Governors for their support and hard work.

The Chair thanked Rosali Pretorius for brokering a 2nd Governor dinner at the Drapers' Hall on the 15th January. This would be an opportunity for Governors to share time together in a more informal setting.

9. Dates and times of next meetings of the Corporation

Information

Andy Boucher

To confirm the dates of meetings in 2025:

The following full corporation meetings were confirmed as:

1st March 2025 - Governor Development Day

29 April 2025 - Corporation Meeting

1st July 2025 - Corporation Meeting

10. Reserved Business (officers to leave the meeting)

Information

Andy Boucher

An item of Reserved Business was recorded separately, once college officers had left the meeting.

11. Meeting Close

Information

Andy Boucher

The meeting closed at 8.50pm