

## **SIR GEORGE MONOUX COLLEGE**

### **Minutes (Ordinary Business) of the Corporation Meeting held on 30 March 2011**

**Present** James Hedges (Chair), Beverley Graham (Vice Chair), Shomsia Ali, Toby Grainger, Cerise Hau, David Johnston, Sue Medd, Paolo Ramella (Principal), Brian Westbury.

**Clerking Services** Robert Smith (Clerk to the Corporation).

**Observers** David Ball (Vice Principal: Corporate Affairs), John Kenyon (Interim Vice Principal), Louis Strover (Associate Vice Principal: Quality – Student Experience), Tina Street (Associate Vice Principal – Quality – Staff Experience)

#### **1 Apologies for Absence**

Apologies were received from the following members of the Corporation: Farid Ahmed, Ayoola Dixon.

It was reported that Olaoluwa Adetola, student nominee member of the Corporation, had resigned his office owing to pressure of academic work and other reasons, and that arrangements are in hand on the part of the Student Council to elect his successor.

#### **2 Declarations of Interest**

None.

#### **3 Minutes of the Previous Meeting (17 February 2011)**

The minutes were deemed to be correct and approved as a *prima facie* record of the proceedings to which they relate.

#### **4 Matters Arising from the Minutes**

None.

#### **5 Minutes of the Search & Governance Committee (2 February 2011)**

The draft minutes were received for information. It was noted that no items had been scheduled for consideration by the Corporation at this meeting. There were no matters arising from these minutes.

#### **6 Minutes of the Quality & Performance Monitoring Committee (9 February 2011)**

The draft minutes were received for information. It was noted that five items had been scheduled for consideration by the Corporation at this meeting. There were no other matters arising from these minutes.

## **7 Minutes of the Personnel, Finance and General Purposes Committee (8 March 2011)**

The draft minutes were received for information. It was noted that four items had been scheduled for consideration by the Corporation at this meeting. There were no other matters arising from these minutes.

## **8 Ofsted Partial Re-Inspection Report (Paper C 11-01)**

The report of the re-inspection which concluded on 9 February 2011 was received for information and discussion.

It was noted that:

- re-inspections had been conducted in science and mathematics, and in business accounting and law - in each case the grade 4 awarded at the full inspection in December 2009 had been raised to grade 3 (satisfactory);
- the College is deemed to have made significant progress with self-assessment, and quality improvement planning to drive advances in students' progress;
- the College is deemed to have made reasonable progress in raising overall success rates, particularly for students on A- and AS-level courses, and in developing good practice in teaching and learning in order to secure consistently higher standards in all areas of provision;

It was also noted that the following actions for future improvement had been identified:

- to raise success rates, especially in GCSE mathematics and AS sciences, by continuing to improve and monitor the content and delivery of teaching in relation to students' levels of literacy and prior attainment;
- in relation to business accounting and law, to promote the sharing of good practice in the quality of teacher feedback on written work, and to ensure that students are challenged to develop their learning and appropriate analytical and evaluative skills;
- in relation to self-assessment of teaching and learning, to place College improvements in the context of how success rates compare with those of similar colleges, particularly for AS-level and GCSE (grades A-C);
- in relation to GCSE, to improve high-grade pass rates so that they approach more closely the national average.

It was commented that benchmarking with other relevant colleges is attended with difficulty in that the data, unlike national averages, are not routinely made available, though it might be possible to establish informal data-sharing arrangements with providers who are not perceived to be competitors of the College.

The possible advantages of electronic marking and feedback schemes were discussed.

The Corporation noted the overall positive tenor of the report, and congratulated the Principal and his staff on the achievement.

## **9 Key Performance Indicators (Paper C 11-02)**

A paper, prepared by the Associate Vice Principal (Quality – Student Experience) and previously considered by the Quality and Performance Monitoring Committee (Minute 6 of the meeting held on 9 February 2011), was received and members noted its contents.

It was further noted that, at the suggestion of the Committee, national benchmark data, where it is reliably available, had been included to assist in monitoring College performance.

## **10 Quality Improvement Plan (Paper C 11-03)**

A paper, prepared by the Associate Vice Principal (Quality – Student Experience) and previously considered by the Quality and Performance Monitoring Committee (Minute 9 of the meeting held on 9 February 2011), was received and members noted its contents.

It was further noted that the paper had been revised to include updates of areas for improvement recorded at the 2009 Ofsted inspection, and that it is intended to be maintained as a live document.

## **11 Equality & Diversity: Comparison 2010 with 2009 (Paper C 11-04)**

A paper, prepared by the Associate Vice Principal (Quality – Staff Experience) and previously considered by the Quality and Performance Monitoring Committee (Minute 16 of the meeting held on 9 February 2011), was received and members noted its contents.

## **12 Appointment to the Quality & Performance Monitoring Committee**

Cerise Hau, student nominee member of the Corporation, was appointed to membership of the Committee. It is anticipated that a second student nominee member of the Corporation will be appointed to membership of the Committee on her/his future appointment.

## **13 Management Accounts as at 31 January 2011 (Paper C 11-05)**

A paper, prepared by the Vice Principal (Corporate Affairs) and previously considered by the Personnel Finance & General Purposes Committee (Minute 7 of the meeting held on 8 March 2011), was received and members noted its contents.

It was further noted that a 0.75% annual cost-of-living increase for support staff had recently been agreed between the Sixth Form Colleges' Forum and relevant trade unions, but that national negotiations in relation to teaching staff had not yet been concluded.

It was also noted that the College's net assets of £9,089,000, projected at 31 July 2011, are to be compared with a budget forecast of £8,912,000, and that the relevant draft minute will be amended in these terms.

#### **14 Impact on the College of the Abolition of the Educational Maintenance Allowance (Paper C 11-06)**

A paper, prepared by the Vice Principal (Corporate Affairs) and previously considered by the Personnel Finance & General Purposes Committee (Minute 9 of the meeting held on 8 March 2011), was received and members noted its contents.

It was further noted that, following recent government announcements, the sums payable in 2011-12 to current first-year students at the College would afford them a measure of protection, and that the Learner Support Fund (LSF) would be better resourced than previously indicated.

It was additionally noted that responsibility for conducting LSF assessments would be vested in the College, with potential implications for staff resources.

#### **15 Health & Safety Report (Paper C 11-07)**

A report, prepared by the Building and Site Services Manager and previously considered by the Personnel Finance & General Purposes Committee (Minute 10 of the meeting held on 8 March 2011), was received and members noted its contents.

Members discussed the problem of gang culture in Waltham Forest, and the measures taken to minimise its impact on the life of the College.

#### **16 Drapers' Company Medal (Paper C 11-08)**

A paper prepared by the Principal was received for information.

Members expressed their appreciation of the generosity of the Drapers' Company, and approved the Principal's outline proposals for its annual award.

#### **17 Relationship with Rush Croft School (Papers C 11-09a and C11-09b)**

Papers prepared respectively by the Principal and the Interim Vice Principal were received for information.

For the reasons stated in the Principal's paper, members approved the recommendation not to enter into a Trust partnership with Rush Croft School at this time.

Members also noted the proposals set out in the Interim Vice Principal's paper concerning the development of partnership projects between the College and the School over a range of activities.

## **18 Corporation Conference**

Members discussed a variety of potential topics for inclusion at the Conference. It was also reported that a significant number of members would be unable to attend on the first day.

**19** The item was transferred for consideration under reserved business (see Reserved Minute 4).

## **20 Schedule of Planned Meeting Dates (Paper C 11-10)**

Amendments to the planned meeting dates and times in the Summer Term 2010-11 were noted in the following schedule:

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Meeting</i>
Tue	17 May	6.30pm	Search and Governance Committee
Wed	25 May	6.30pm	Remuneration and Appraisal Committee
Thu	9 June	6.30pm	Quality and Performance Monitoring Committee
Wed	15 June	6.30pm	Personnel, Finance and General Purposes Committee
Wed	22 June	6.30pm	Audit Committee

It was also noted that the date of a Corporation meeting having a start time of **5.00pm** would be appointed in due course following consultation with members.

In relation to meetings during the 2011-12 academic year, members noted a consultative schedule and agreed that:

- a Corporation meeting be held on Tuesday 27 March 2012;
- Corporation meetings commence at 5.00pm for an experimental period;
- the start time for all committees, except as shown below, be 6.30pm;
- the Audit and Personnel Finance & General Purposes committees be held on the same evening with effect from the Autumn Term 2011-12 for an experimental period, the Audit Committee commencing at 6.00pm and the Personnel Finance & General Purposes Committee at 7.30pm.

It was noted that the proposed date of the Corporation meeting in the Summer Term 2011-12 is Tuesday 3 July 2012.

**21 Membership Biographies**

A request was made for new members to provide short biographies for inclusion in an internal College publication.

**22 Consent to the Limited Publication of Contact Details of Members of the Corporation**

The said consents were obtained.

**23 Any Other Competent Business**

None.

**24 Items for Future Agendas**

None.

**25 Date and Time of Next Meeting**

5.00pm on a date to be appointed.