

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Chair's Forum of Godalming College held on Thursday 25th
November 2010 at 6.00pm

Present: Hugh Pile (Chairman)
David Adelman(Principal)
Stephen Dennison
Brenda Jenner
Sharon Ward

In Attendance: Stella Halloran(Clerk to the Corporation)

ACTION

1. **Apologies for absence**
Apologies were received, and accepted, from David Wheatley and Philip Knights.
2. **Declaration of Interests**
No member had any interests to declare on items on the agenda.
3. **Minutes of the last meeting and matters arising**
The minutes of the meeting held on 16th June 2010 were approved and signed.

Matters arising:

- Safeguarding – the Chair noted that there were still some governors who had not undertaken the Safeguarding training. The clerk agreed to send the on-line link to these governors again to encourage them to do it.
- Trips and Visits – the new protocol for notifying and risk assessing trips and visits was going well.
- Inspection visits – the Principal thought it unlikely that the College would receive an Ofsted visit in the near future as the last one was 'Outstanding'. However, should there be a short notice inspection, the College was well prepared.
- Aerial – the planning application by O2, to re-site the mast, would be heard on 26th November 2011.

4. **College SAR and Development Plan**
The Principal guided members through the Review and Plan:

Final Review of 09-10 Development Plan

Section 1 – apart from AS results, which were slightly lower than target, the results had been good and targets met. The BTEC results had been very good. Value Added scores had slipped slightly from previous years, but were still judged to be 'Good'.

Governors discussed how BTEC might fare in the light of the latest education paper, which outlined a move to a more traditional curriculum. It

was felt that, should A levels return to their 'one examination at the end' format, more students might wish to take BTECs, so long as they remained in their current form.

Section 2 – all targets had been met

Section 3 – all targets met

Section 4 – re-shaping the tutorial approach (Shaping Futures) was an on-going project, but with good results so far. The Student Union had been formed and was very active. The Principal considered it one of the most effective student bodies to date; the environmental group was also very active.

CLERK

Section 5 – The targets in this section had either been achieved, or were on-going. May O'Keeffe was heading up the Equality and Diversity agenda to good effect.

The College had graded itself as '1', 'Outstanding', in all 5 areas identified.

Governors considered what this meant; was the College judging itself to have achieved an 'Outstanding' grade by judging its outcome against its targets or was it judging its outcome against other colleges?

It was agreed that the College should grade itself according to its achievements against other colleges, while putting into place an action plan to address any areas in which targets set in the Plan had not been wholly met .

On this basis the Chair's Forum recommended acceptance of the Review of the 09-10 Plan to the Corporation, along with the judgement of 'Outstanding' in all five areas.

Governors questioned whether the slip in AS results was likely to have a knock-on effect to A2. The Principal explained that this was not anticipated and past experience had been that A2 results picked up in similar circumstances.

The Chair of the Curriculum Committee noted that discussion in that meeting had been informed about underperformance in some subjects, compared with other departments in the College; in all cases an action plan had been put in place to address this.

Development Plan 2010-11

Section 1 – achievement targets had been tightened, with a targeted overall success rate for all departments of 85% and 95% at A2. All departments were targeted to get a 50% A-B grade result. Although not mentioned specifically in the Plan, a target of 10% getting A* at A2 was being assumed.

Section 2 – focussed on developing the student voice and improving work ethic. Students often found the change from school to College, in terms of independent learning, difficult to manage, which was why an emphasis was continuing to be placed on it.

Section 3 – SFBac was the one area of innovation in this section. This being the first year of SFBac, it would be interesting to see, at the end of the year, how many students would ask to be given their testimonial. They

would not automatically be given the qualification. A new Admissions Policy would be developed and brought to the Corporation during the year.

Section 4 – this sections continued to embed the reforms started in the 2009 -10 plan.

Section 5 – the financial targets were self-evident. Staffing levels would have to be thought about in January.

The Chair's Forum recommended the 2010-11 Development Plan to the Corporation for approval.

The Chair asked the Principal if there was any further information on funding or cuts.

The Principal reported that the latest information indicated that there could be convergence of funding between school 6th forms and Sixth Form Colleges; probably a single rate of funding for both.

EMA – the grant for students in the sixth form whose parents have low income, had been cut from January, but with those currently receiving it continuing to get it until the end of this academic year.

5. Controls and Safeguards Register and Risk Register 2010 -2011

The Principal said that there had been some minor updates to the Controls and Safeguards Register, but that it followed the same basic framework as previous years.

Governors discussed the format of the Risk Register. How valid was it, when the mitigating actions were limited? Writing down the risks was useful, but the problem was always the risks that are not thought of and so not written down. On the other hand, a more extensive list of risks and possible mitigating actions would be more bureaucratic and time-consuming to produce. Governors agreed that their job was to use the Register as the basis for questions.

The Risk Register was approved for recommendation to the December Corporation meeting.

6. Governors Self-Assessment and SAR

The Chair presented the Governance Self-Assessment Report for 2009-2010, including the Review of the Development Plan 2009-2010, and the Development Plan for 2010-2011.

The self-assessment of strengths and weaknesses, prepared by the Clerk from questionnaires completed by Governors at the last Corporation meeting, showed a generally satisfactory or very satisfactory result. However, the Chair said that was not a reason for complacency and asked that if any Governors had any reason for dissatisfaction during the course of the year, on any grounds, they should raise them with him or the Clerk.

Governors commented that there had been a positive evolution in the

willingness of fellow Governors to contribute and to challenge, and that it was important that that willingness continued to grow.

The Governance Self-Assessment Report for 2009-2010, the Review of the Development Plan 2009-2010, and the Development Plan for 2010-2011 were approved for recommendation to the December Corporation meeting.

7. **Estates**

It was agreed that this item should be taken as Confidential.

11. **Dates of meetings**

Thursday 10th March 2011 at 6pm

Wednesday 15th June at 6pm **(Please note that this has changed from the original date of Thursday 16th June 2011)**

The meeting closed at 7.35 p.m.

Signed:

Date: