

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Chair's Forum of Godalming College held at The Manor House (following the Awayday) on Wednesday 15th June 2011 at 4.30pm

Present: Hugh Pile (Chair)
David Adelman (Principal)
Stephen Dennison
Brenda Jenner
Philip Knights
Sharon Ward

In Attendance: Stella Halloran (Clerk to the Corporation)

ACTION

The Chair asked for members' agreement that two additional items be put on the agenda. Item 9 would be the possible amalgamation of the Remuneration and Chairs Forum committees and item 10 would be external financing. Item 9 would become item 11 and item 10 would become item 12. This was agreed.

1. **Apologies for absence**

Apologies were received from David Wheatley; these were accepted.

2. **Declaration of Interests**

No member had any interests to declare on items on the agenda.

3. **Minutes of last meeting and matters arising**

The minutes of the meeting held on 10th March 2011 were approved and signed.

Matters arising:

- Item 5 – a governor asked whether the statement that 'efficiency savings could be made without compulsory redundancies' still stood in light of the correspondence about HE. The Principal stated that no compulsory redundancies had to be made this year – current reductions in staffing were due to retirement.

4. **Instruments and Articles**

It was agreed that the committee did not require any comments on this to be forwarded to the YPLA.

5. **Data Protection**

Following the data leak, which had been reported to governors at the end of the Spring term, the College had reviewed its procedures for handling data and had written a new Data Protection Policy.

The Principal informed governors that a report on the incident and subsequent action had been provided to the Information Commissioner and it was possible that a fine would be imposed upon the College.

Within College, the Principal had asked May O’Keeffe to review the College’s procedures on Data Protection through a series of questions. This had been completed and, as a result, a new Data Protection Policy had been written.

This had proved to be a good exercise and the policy was presented to this committee for discussion.

The Committee recommended to the Corporation that the Data Protection Policy be approved.

Governors questioned whether there should be any tie-up between this and the Whistle-blowing policy. It was agreed that this would be scrutinised when the Whistle-blowing policy came up for review.

Governors also enquired whether there had been any on-going adverse consequences of the leak upon the students involved. The Principal reported that he was not aware of any.

6. **College Charter**

This had been scrutinised by the Curriculum and Quality Committee, who had recommended some changes. The updated version had been circulated to this committee with the agenda.

With the removal of one line under ‘Employers’, ***the Charter was approved for recommendation to the Corporation.***

7. **College Development Plan 2010 – 11, June update**

All committees had considered the sections of the Plan relevant to them.

The compatibility of a minimum attendance target of 85%, in light of the requirement to attend 90% of lessons in a subject was explained. It was agreed that it was compatible.

Governors questioned whether chairing S7 was adding significantly to the Principal’s workload. The Principal responded that, whilst it did inevitably add to his workload, he felt it was a very worthwhile activity.

The June update of the College Development plan was commended to the Corporation.

8. **Risk register 2010-11 February update**

Governors agreed with a suggestion that Data Protection should, from this point on, be added as a risk at 5.5 and that all of Section 5 should be reviewed every 2 years.

The possible effect of Industrial Action was discussed. As 30th June was near the end of term, and after exams had finished, the Principal felt that any disruption would be minor. The College had a procedure in place to deal with it.

The Risk Register was recommended to the Corporation.

9. **Remuneration Committee and Chair’s Forum**

As a result of consideration of committee membership by the Search Committee, a suggestion had been put forward that the Remuneration Committee be subsumed within Chair's Forum. The motivation for this was to make the Corporation more efficient and release members to serve on other committees without over-burdening them.

Accordingly, a draft set of Terms of Reference for a revised Chair's Forum was tabled and considered alongside the existing Terms of Reference for Remuneration.

CLERK

The clerk was requested to look into whether there might be a conflict of interests for the Chair of Audit.

So long as there was no such conflict, the committee agreed that the draft Terms of Reference for the new Chair's Forum be recommended to the Corporation for approval.

It was noted that should this be agreed, there would need to be a small amendment made to the Terms of Reference for the Corporation.

10. **External Financing**

Stephen Dennison explained that he had asked for this matter to be discussed following representation from an ex-parent suggesting that she might be able to assist the College in this way.

Following discussion of the advantages and disadvantages of sponsorship and non-commercial fund raising, it was agreed that the parent, and any other such expressions of interest, be directed to the Principal, who would take a decision in the light of the message given out by such an exercise, the amount of money it would be likely to generate and the amount of additional work for college staff.

The committee agreed that the decision of the Principal with regard to the query first raised would be final.

11. **Estates**

It was agreed that this would be taken as a confidential item.

12. **Dates of meetings for 2011-12**

These were agreed – the next meeting of this committee would be held on Thursday 24th November 2011 at 6pm.

The meeting closed at 5.50 pm.

Signed:

Date: