

GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Monday 17 March 2008 at 7.00pm.

Mrs Margaret Jack + (Chairman)

Mr Dave King*	Mrs Sharon Ward *
Mr Hugh Pile *	Mr Peter Bolton *
Mrs Carol Dunnett +	Mrs Valerie Martin*
Mr Peter Shaw *	Mr William Segal
Mr David Adelman *	Mr David Wheatley *
Mr Jim Laity +	Mr Michael Laver *
Mr Michael Goodridge *	Mr Stephen Dennison *
Mr Desmond Houghton-Connell *	Mrs Brenda Jenner *
Mr Richard Pope *	

In Attendance Mr Mervyn Tremeer - Clerk to the Corporation

+ Apologies for absence * Present

In the absence of the Chairman, the Vice-Chairman, Michael Goodridge took the Chair.

Prior to the formal business agenda, the Principal gave a presentation on the new funding methodology to be implemented for sixth form colleges from 2008/09. (For this item Chris Kirton, external consultant on the audit committee was also present)

The Principal outlined the present funding system and indicated the changes that would occur in the new funding methodology that could have serious financial implications for the college. The college could loss up to £350k for 2008/09.

Fortunately any reduction in funding next year would probably be partially off set by including the additional 80 students on roll at present who are not included in the calculations for funding this year.

1. Declaration of Interests

No member had any interests to declare from the agenda items for the meeting

2. Minutes

The minutes of the meeting held on 10 December 2007 were confirmed and signed.

3. Matters Arising from the minutes

Any matters arising would be discussed through agenda items.

4. Chairman's Action

The Chairman had approved 12 educational visits that involved overnight stays. These visits complied with the college regulations.

The action of the Chairman was formally **endorsed**.

5. Report of the Principal

The Report of the Principal was received (copy in the minute book)

Arising thereon:

- a) Following the special meeting of the Corporation held on 6 March 2008, Carol Horlock, senior tutor at the college, had been offered the post of Assistant Principal – Student Guidance and had been delighted to accept this offer.
- b) The college was now interviewing all candidates who had made application to join the college in the new academic year. There is a waiting list of over 300 and it might be possible to take a few students from this list if the LSC agrees to fund 1670 full time students next year.
- c) Governors noted the Principal's comments regarding the changes likely when sixth form colleges revert to local authority responsibility in two years time.
- d) A copy of a discussion paper sent recently by the Principals of S7 colleges to the Sixth Form Colleges Forum was noted. The Principals felt that now was the time to strengthen the status of sixth form colleges and that with the change to local authority control imminent, it was appropriate that the sector should break away from FE colleges and for the newly formed government department for Children, Schools and Families to assume responsibility for the sector.

The Council for the FEFC had recently considered the paper and the proposals were welcomed

- e) Governors congratulated the college on the number of extra-curricula activities reported by the Principal.

6. Committee Reports

Reports of Committees were received as follows:

a) Remuneration - meeting held on 26 February 2008

- i) Governors noted that Brian Howseman should be asked to assist with the annual appraisal of the Principal during the summer.
- ii) Applications were being received in connection with the appointment of a new Clerk to the Corporation. A special meeting of the Corporation will be convened on 17 April 2008 to confirm any recommendation of the appointing panel.

b) Human Resources - meeting held on 26 February 2008

Governors formally **adopted** the college policy and procedures in respect of criminal records checks as recommended by the committee.

c) Search- meeting held on 3 March 2008

i) Members formally **approved** the recommendation of the committee that the size of the Corporation should be increased by one to allow for a second student governor. This change was required to comply with the new Instrument and Articles of Government that became effective on 1 January 2008. Other changes to the composition of the Corporation were noted including the need for a transitional period to allow for the revised composition to become effective. Members also **approved** the appointment of Richard Pope to the vacancy created for a second student governor.

ii) The terms of reference for the Corporation and the code of conduct for governors were being revised in order to comply with the new Instrument and Articles of Government.

iii) Governors had received an e-mail from the Chairman in respect of the appointment of Chairman and Vice Chairman for the next academic year.

d) Audit – meeting held on 3 March 2008

Governors noted that the committee had carried out the annual review of the contract for both internal and external auditors.

e) Finance and Estates – meeting held on 4 March 2008

i) Revised Financial Regulations and Procedures were formally **approved** on the recommendation of the committee.

ii) The committee had discussed in detail the next stage of the campus development. The refurbishment programme was likely to cost in the region of £1.4m in total and this work had been divided into three separate projects. The committee was recommending that the Corporation be recommended to proceed with phase 1 of the refurbishment at a cost of £821,031. This project would involve refurbishment of classrooms in the Dewar building, upgrading science facilities, refurbishment of facilities in the Waring building and minor alterations to the Goodridge building. The college was able to fund some £500k from reserves and the committee was also recommending that up to £400,000 should be borrowed from the college bankers repayable over a maximum of 10 years to help fund this project. Loan facilities of £1.5m had been set up a few years ago and renewed in the last two months.

If approved by the Corporation this work could be undertaken during the forthcoming summer recess.

Members fully endorsed these proposals particularly the upgrading of science facilities.

The committee was seeking authority to spend up to £900k and if tenders for the work on phase 1 were favourable, it might also be possible to proceed with phase 3 during the coming summer recess.

Phase 2 of the refurbishment programme together with a possible fourth new build would be considered at a later stage when funding levels for future years was known.

As recommended by the committee, the Corporation gave **approval** to proceed with phase 1 of the refurbishment programme at an estimated cost of £821,031 and that the overall spending was not to exceed £900,000. Governors also gave their approval for the college to obtain a loan not exceeding £400,000 from their bankers to help fund this project.

iii) At the recent meeting involving Eversheds and Mills and Reeve the college was recommended to accept the final offer from Mills and Reeve in the sum of £70,000 for compensation for costs incurred as a result of the failure of Mills and Reeve to establish the correct position in relation to the college's title over land that was sold to Michael Shanly Homes. This sum had not been provided for in the accounts and would therefore be a bonus for the College.

iv) The Performing Arts Centre was now in full use and would formally be opened by Ben Elton a former student at the grammar school, on Thursday 20 March 2008. The dispute with ROK over the final costs of the project was still outstanding although the college had not heard anything recently in respect of ROK's claim.

f) Curriculum, Performance and Quality - meeting held 5 March 2008

The committee had made comments on the need to ensure that the quality assurance process S7 membership in the last year.

g) Chairmans Forum meeting 6 March 2008

Governors noted the discussion that had taken place regarding the continuation of Speech Day (Celebration of Achievement Event) in its present format. The committee would be discussing this topic again at the summer term meeting when a decision will need to be made on the future of this event.

7. Development Plan & Risk Register 2007/08

The Development Plan for 2007/08 had been discussed in detail at the present cycle of committees and in all cases a recommendation was made that the Corporation endorse the Development Plan for this academic year as updated by senior staff in February. The document will be reviewed again in the early part of the summer term and members of the Corporation would receive a further update on progress at the summer cycle of meetings.

The Corporation unanimously **approved** the recommendations of the committees in relation to the Development Plan for 2007/08

8. Corporation/College Events

Governors noted the following dates:

- i) Official opening of the Performing Arts Centre by Ben Elton – Thursday 20 March
- ii) Corporation Away Day – 23 June 2008 at Horsley Management Centre

9. Date of next meeting

The next scheduled meeting of the Corporation would be held on 3 July 2008 commencing at 7.00pm

Vote of Thanks

Peter Shaw was attending his last meeting as a governor having served on the Corporation for the past twelve years. The Vice-Chairman expressed thanks and appreciation for the commitment and dedication that Peter had given over this long period, particularly whilst he has been Chairman of the Curriculum Committee.

Best wishes were also expressed to Val Martin on her forthcoming marriage and a bouquet of flowers was presented.