

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Tuesday 16th March 2010 at 7.00pm

Present:	Hugh Pile (Chairman) Peter Bolton Stephen Dennison Helena Hockridge Philip Knights Valerie Martin-Long Sally Seymour David Wheatley	David Adelman(Principal) Stephen Cooper Angela Gallagher-Brett Brenda Jenner Michael Laver Clive Morton Sharon Ward
Apologies:	Robin Galliver	Neil Parsons
In Attendance:	Stella Halloran(Clerk to the Corporation) Emma Lewis (student governor elect) Paul Millar (Chair of Governors, Oxford and Cherwell Valley FE College)	Karen Bryan (Governor elect) James Skeet (student governor elect)

Hugh Pile welcomed Clive Morton to his first Main Board Corporation meeting. He welcomed Karen Bryan, Emma Lewis and James Skeet to the meeting as they will take up their posts as governors after Easter and requested that other governors agree to their being observers at this meeting. This was agreed. Paul Millar was introduced as the Chair of the Oxford and Cherwell Valley FE College and observing under an arrangement with LSIS. His attendance was agreed, with the request that he leave for any confidential item.

ACTION

- 1. Apologies for absence**
Apologies were received from Robin Galliver and Neil Parsons, – these apologies were accepted. Victoria Elliott did not arrive.
- 2. Declaration of Interests**
No member had any interests to declare on items on the agenda.
- 3. Minutes**
The minutes of the meeting held on 8th December 2009, were approved and signed.

Matters arising:

Item 7 - Hugh Pile had written to the DCSF and as a result the Principal had been informed that Godalming College would be designated as a Sixth Form College from 1st April 2010.

CLERK

Item 3 - The slides would be circulated.

4. **Chairman's Actions**

Hugh Pile reported that he had signed 8 College trips and, together with the Principal had hosted a meeting with Jeremy Hunt. This would be referred to later in the agenda.

5. **Report of the Principal**

David Adelman indicated that this was a shorter than usual report; however as could be seen from it, there was a lot going on.

Governors congratulated the College on the production of Evita, which had been very impressive and exceedingly good.

Funding – David Adelman reported that there were mixed messages coming out about funding in future years; the latest was from Ed Balls who was talking about a real terms increase in funding for 16 – 19 Education in 2011/12 and 2012/13. Whilst this was heartening it would depend on him remaining in post during that time. This indicated a commitment to 16 – 19 Education since Universities and Adult Education were anticipating cuts.

The Principal also reported that he had, the previous evening, been invited to a reception at Downing Street along with the Principals of other successful Sixth Form and FE Colleges. He felt privileged to be there. Governors expressed their delight that the College had been recognised in this way.

6. **Committee Reports**

(a) **Human Resources**

The chairman of the committee, David Wheatley, had been unable to be at the committee meeting and therefore Hugh Pile gave the report.

- It was agreed to take 'Safeguarding' Item 7 on the Corporation agenda here, as it was referred to in the minutes.

The Principal apologised to governors that there had been a mix up about the on-line training for governors on Safeguarding.

He suggested that it would be useful for all governors to undertake the training through the link that had been sent to them.

Safeguarding was a major focus for Ofsted at present and from a 'Best Practice' point of view it would be good to have, not only all staff trained, but governors as well. Some governors had already completed the training.

The new ISA (Independent Safeguarding Authority) regulations would mean that in due course all governors would have to be registered with them. While further information was being sought, it looked likely that the best course of action would be to process all governors through the system in the Autumn. However, further information would be made available as it came to light.

- **Employment Procedures**
These had been scrutinised by the committee and recommended to the Corporation for adoption.

The Procedures were approved.

- Staffing and Remuneration Policy
This was recommended to the Corporation for adoption.
The Policy was approved.

(b) Curriculum and Quality

Stephen Dennison presented the report indicating that the two main topics of discussion were:

Shaping Futures – the changes to the tutorial system and SFBac – the minutes indicated the challenging discussion that had been held about this. In particular, recognition of the qualification by Universities and employers was considered.

The Committee was very happy to support the College in running the Pilot year and hoped that the students who embarked on it found it valuable.

(c) Finance and Estates

Valerie Martin-Long assured governors that the Disaster Recovery Plan now in place was as secure as was currently possible and that the new accounting system was proving to be a success.

BTS pensions – the College was still awaiting clarification of the reasoning behind the request for payment from SCC and therefore had not, to date, paid the invoice.

The accounts to 31st January showed a position whereby the College Financial Health could be rated as 'Satisfactory'. Building depreciation was the main cause of it not being able to be rated 'Good'. The cash-flow position was going according to plan and improving, as evidenced by the end of February figures.

Governors questioned what the impact of a 10% cut in funding would be. The Principal stated that it would mean £1 million off the College budget over three years, but that with the latest statement from Ed Balls, it was possible that this would not now happen. If such a cut were to be made, Godalming College would become a very different institution, there would have to be larger teaching groups, less innovative education and fewer staff. The reality was that until the election and decisions on funding made thereafter, nothing would be certain. The meeting held with Jeremy Hunt MP had not thrown any light on what the Conservatives would do about funding 14 – 19 education should they be in power after the election.

The planning application to change the windows on the 900 block had been deferred to the next meeting of Waverley's Planning Committee.

A governor asked how the allocation of budgets to departments in College was arrived at. The Principal explained that departments bid for their capitation and when the budget was set, so was each departments' allocation. He confirmed that all students were provided with materials essential to the courses they were taking.

(d) Search

The Chairman reported that Philip Knights had agreed to take over as Chair of Audit from 1st September 2010 and Brenda Jenner as Chair of Finance and Estates from 1st June 2010. **These were agreed.**

Karen Bryan had agreed to sit on Human resources and Curriculum and Quality committees from 1st June 2010. **This was agreed.**

The Corporation also agreed the proposal that Hugh Pile and Michael Laver each serve a further 4 year term on the Corporation when their current terms end in December.

(e) Audit

Sharon Ward presented the report and indicated that this was a quiet period as the Internal Auditors did not undertake their audit until the end of March. Their findings would be reported at the Summer term meeting.

The committee had therefore just received reports of progress against previous audit recommendations and it was noted that all such recommendations had been fully carried out or were well on the way to being completed.

(f) Chairman's Forum

It was noted that Carol Horlock would be invited to the Summer term Corporation meeting to talk on Safeguarding and Governors responsibilities.

The Risk management timetable and Policy was recommended to the Corporation for approval. **It was approved.**

8. College Development Plan 2009/10

The Principal explained that the Development Plan was the document that drove the College forward year by year. It was the summary of the major objectives for the College and formed the basis for the Self – Assessment report each year as well as being a conduit for identifying risk. Updates on progress against the Plan were given termly to the Corporation.

Each Section was considered by governors and the following noted:

- Recruitment, Retention and Attendance figures were all good
- The pilot for the SFBac would be looked at with interest, especially in relation to the destinations of students after leaving Godalming College. Governors indicated that there might be a role within marketing to ensure that both this, the EPQ and the notion of the Junior University were seen as high status by universities and employers.
- 260 out of 280 U6 students who started the course had completed the EPQ – at a very high standard. A student governor expressed her regret that Universities did not seem to count this in her application qualifications.

- There was now a Proposal Paper on 'Work Ethos' (target 27)
- The DDA impact assessment was being carried out this term.
- The risk identified in targets 57 – 59 was discussed and considered to be at an acceptable level at present. If there were to be constraints on budgets in future years this could impose a greater risk in this area.

9. **Governors Portal on Sharepoint**

The clerk reported that there was an expectation that this would be up and running by the end of the Easter holidays and governors would then be able to log on from home and access documents, as well as edit minutes etc.

The Clerk would update governors of progress as available.

CLERK

10. **Risk Register**

2.2 – high impact future years risk – government funding methodology – this had been explored earlier in the meeting
 4.2 – could be a medium impact risk in future years.

The Risk Register was approved.

11. **Dates of future Corporation meetings:**

Tuesday 29th June at 7pm
 The meeting closed at 9pm

As this was Valerie Martin-Long's last Corporation meeting, the Chairman thanked her for her 12 years of service to the College and wished her well for the future.

Not only had Valerie been a governor, but she had chaired the Finance and Estates Committee for eleven years and been a member of the Remuneration Committee and Chairman's Forum.

Governors thanked her for her wisdom and input over all these years.

Signed:

Date: