

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Tuesday 17th March 2009 at 7.00pm

Present:	Hugh Pile (Chairman) Peter Bolton Stephen Cooper Robin Galliver David King Sonja Polimac Sharon Ward	David Adelman(Principal) Angela Gallagher-Brett Stephen Dennison Philip Knights Valerie Martin-Long Jo Thorne David Wheatley
Apologies:	Desmond Houghton-Connell Brenda Jenner	Margaret Jack Michael Laver
In Attendance:	Stella Halloran(Clerk to the Corporation)	

Hugh Pile welcomed the three new members to the meeting.

ACTION

- 1. Apologies for absence**
Desmond Houghton-Connell, Margaret Jack, Brenda Jenner and Michael Laver apologised for their non attendance – these apologies were accepted.
- 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 11th December 2008 were approved and signed.
There were no matters arising from the minutes that would not be considered elsewhere on the agenda.
- 4. Corporation Business**
 - The updated members list had been circulated with the agenda.
 - The Chairman reported that Angela Gallagher-Brett had agreed to act as Child Protection Governor
 - The Chairman reported that he had approved ten educational visits since the last Corporation Meeting, eight of which had been going abroad and two in this country.
- 5. Report of the Principal**
The report had been circulated with the agenda and the Principal highlighted the following:

(a) Framework for Excellence

Godalming was a pilot College for this initiative and this year should have been the first year it was rolled out to all Colleges, but the

Government had changed its mind and gone back to the drawing board, to try to blend a scheme with schools.

(b) 6th Form College Forum (SFCF)

This organisation consists of Senior Managers and Governors from 6th Form Colleges across the country. With 6th Form Colleges becoming independent, but under Local Authority auspices, in 2010, it was important that the organisation had a higher profile. The purpose of the SFCF is to negotiate pay as well as run committees to consider a wide range of initiatives, e.g. the Principal of Godalming College sits on the Curriculum Committee.

(c) Celebration of Achievement Event

The newly designed event will take place on the evening of 26th June 2009 and governors will be invited

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(d) Student activities

The report highlighted the many and varied activities that students at the College undertake. In answer to a question it was noted that there was a high level of student participation in Drama, Music, Sports and other activities and that some activities were proving more successful now that they could be performed in the new Performing Arts building. Governors congratulated the College on all these activity reports.

e) David Adelman reported that he had spoken at the National Conference on Teaching and Learning about good practice at Godalming College.

6. Committee Reports

The minutes of each of this term's committee meetings had been circulated with the agenda.

(a) Human Resources

The minutes were self-explanatory.

The Corporation approved the recommendations from the Human Resources Committee that the revised Code of Conduct for Staff, Professional Duties policy and Whistle-blowing policy be adopted.

Investors in People – the review had been undertaken and the draft report received. This was a very good report and indicated that the College would be re-accredited with the IIP quality mark. The full report will be presented to the Human Resources Committee in the Summer term, and then to the full Corporation meeting.

CLERK

(b) Audit

Sharon Ward reported that this is a quiet time of year for the Audit Committee and the meeting had focussed mainly on the introduction of the new Financial Accounting System. It was reported Lake Sun Systems had been appointed to provide the system.

The Internal Auditors, Tenon, would include auditing the change - over into their plan and further information would be available at the

June Audit Committee meeting.

The Principal reported that the project had gone well so far and a successful changeover was anticipated.

A governor questioned whether the methods of funding the BTS activities was covered by audit. Sharon Ward explained that it was – partly by internal audit and partly by external audit. The system of funding for the various BTS activities was very complicated.

(c) Finance and Estates

Valerie Martin-Long, chairman of this committee, reported that the new format for the budget monitoring report was working very well and made it far easier to track the financial situation of the College at any time. It was agreed that a copy of the budget monitoring report to 31st January should be circulated to Governors.

CLERK

The situation at 31st January was that income was about £100,000 less than expected, but that expenditure was £220,000 less than budgeted. The less than expected income was due to BTS receiving less funding per student than expected. A special meeting of this committee had been planned to look again at the BTS figures.

The cash-flow situation was at its lowest point, but this was expected. An overdraft facility is now in place to support the cash flow situation until April when it will pick up again. A governor questioned whether the bank had asked for security against the overdraft, but this had not been the case.

The Summer refurbishment had gone well and come in under budget. The proposals considered previously for a 4th build were 'on hold' for an indefinite period, but should there be signs of revival, the Corporation would be informed.

The Finance and Estates Committee had considered the Disaster Recovery Plan and commended it to the Corporation for approval. Governors questioned whether there were plans to 'practice' it. The Principal informed governors that there were no such plans at present, but that it was something that should be considered by SMT.

D ADELMAN

The Corporation approved the Disaster Recovery Plan.

(d) Curriculum and Quality

Stephen Dennison reported that Carol Horlock, Assistant Principal (Student Guidance) had taken the committee through the plans to radically change the tutorial system, as outlined in the minutes.

The Principal reported that this should result both in a better quality of tutoring and a better quality of input from experts on the PSHE-type subjects that would be covered in larger groups.

The Internal Quality Reviews that had been presented to the Committee by May O'Keeffe outlined two areas that were requiring input, but the committee was confident that the actions being put in place would prove effective.

The BTS report had outlined new business and the enthusiasm of Dan Power and his team.

There was a discussion about the Every Child Matters (ECM) agenda for the benefit of new governors

The Principal reported that the Extended Project Qualification had reached its presentation stage and that the panel watching the

presentations from students had been very impressed with the overall standard.

(e) Chairman's Forum

Hugh Pile reported that this group had considered the process for production of the next 3 – 5 year Strategic Plan. This would be considered further at Summer term committee meetings, the Away Day and Corporation meeting.

The Freedom of Information Publication Scheme was approved by the Corporation on recommendation of this committee.

Machinery of Government Changes – the Principal reported that the most significant proposal included in this paper, which had been circulated to governors, was that 6th Form Colleges would become independent, under the Department for Children, Schools and Families (DCSF) rather than under the Department for Universities, Innovation and Skills (DIUS). It was hoped that a speaker on this could be arranged for the Governors Away Day.

7. College Development Plan

Every committee had considered their area of the plan for 2008-2009 and the February updates to it. The role of the Plan in developing the College was explained. There was a request from new governors that the acronyms be explained.

The Chairman's Forum had considered the whole plan and the February update and noted:

Section 1 was mainly concerned with performance and the outcomes could not be included until the Summer results were known. The 'Retention' and 'Attendance' targets were both being exceeded for the time of year.

Section 2 had a new target, for A* achievement, and was otherwise on course.

Section 3 targets were all on course and aspects of it had been discussed previously in this meeting.

In Section 4, there was an emphasis on looking at Learning Support. Under section 5 it was noted that it would no longer be possible to achieve 'Outstanding' under Framework for Excellence as the grades had disappeared. The Marketing Plan and Environmental Plan will be presented in the Summer term.

Governors acknowledged the enormous amount of work being done in the College and were pleased to agree the February Update to the Development Plan.

8. Risk Register

The Chairman's Forum and SLT1 had considered this in depth.

There were no high impact risks for 08-09.

BTS income and student numbers is less secure, especially this year with the financial climate.

The Corporation accepted the Risk Register, noting that the introduction of the New Financial Accounting System might need to be

D ADELMAN

considered a risk under 'Failures of College System' for the Summer term update.

9. **Away Days**

The Governors and SMT Away Day would be on June 18th from about 11am at Horsley Park. The agenda would include Government of Machinery Changes and Strategic Planning. All Governors would be invited.

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The Faculty Away Day would be held on 1st July and governors attached to faculties would be invited, although all governors would be welcome to attend. Governors would be informed if they were attached to a Faculty and if so, which one. Governors who had attended in previous years commended the event to those who hadn't.

*D ADELMAN / S
HALLORAN*

12. **Date of Summer Term meeting**

Due to the College Open Evening being on July 8th it was proposed that the Corporation meeting be moved to Monday July 6th or Tuesday July 7th.

CLERK

An email would be sent to Governors concerning this.

The meeting closed at 8.45pm

Signed:

Date: