

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Monday 28th September 2009 at 7.00pm

Present:	Hugh Pile (Chairman) Peter Bolton Stephen Dennison Angela Gallagher-Brett Margaret Jack Valerie Martin-Long Sally Seymour David Wheatley	David Adelman(Principal) Stephen Cooper Victoria Elliott Robin Galliver Philip Knights Neil Parsons Sharon Ward
Apologies:	Michael Laver	Brenda Jenner
In Attendance:	Stella Halloran(Clerk to the Corporation)	

Hugh Pile welcomed Victoria Elliott and Sally Seymour to their first meeting as members of the Corporation and Neil Parsons as the new Staff Governor.

ACTION

- 1. Apologies for absence**
Michael Laver and Brenda Jenner 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 7th July 2009, were approved and signed.
Matters arising from these minutes that would not appear elsewhere on the agenda were:
 - 8(a) Efficiency Savings – the Principal explained that the target had been to reduce staffing by £160,000 Over 3 years by natural wastage. However, this year the only person who had left had been the Head of English, who had had to be replaced. He was confident that the target could still be met.
- 4. Chairman's Actions**
Hugh Pile reported that he had authorised three College trips during September.

Parent Governor election – the Chairman reported that there had been three strong nominations for the position; a ballot was now being held and the count would be on 13th October 2009.

An advertisement had been placed in the Surrey Advertiser for a governor to replace Margaret Jack as her term of office ends in December.

5. **Report of the Principal**

David Adelman reported on the following aspects of College life:

(a) Student Achievement

A summary of the results had been sent to Corporation members. There was a pass rate of 99% at A2 with 61% at A and B grades (an improvement on last year). AS results were better than last year and were back on target with a 93% pass rate and 44% at A – B grades. Level 2s produced an A – C grades of 74% (above target) and BTEC a 100% pass rate with 64% gaining distinctions – an excellent set of results.

The Value Added on all these results was strong.

Hugh Pile reported that he had written to staff congratulating them on the results and the governors were pleased to endorse his action.

(b) Recruitment

In the current year (09/10) the 1678 target would be achieved and possibly exceeded by 10 or 20 students (there was still 2 weeks to go until enumeration day). However, the conversion rate from non-federation schools had been lower than anticipated at 51% (*cf* 60% previously) and additional students had been drawn from the waiting list.

Applications for September 2010 opened on 16th September 2009 and within 48 hours places were filled and a waiting list started. Governors discussed alternative ways of applying other than handing the form in, in person, but no satisfactory alternative could be found at this time.

40% of applicants come from the feeder 11 – 16 schools and these have a very high conversion rate.

The Strategic Plan indicates a target to increase the percentage of applicants from maintained schools (other than Federation schools).

(c) BTS

BTS closed as agreed and the equipment etc is being re-allocated to the main college site. By and large it has gone smoothly with just a few loose ends re learners transferring to Guildford.

An unexpected cost had been notified during the week – for pension costs for staff aged over 50 made redundant from BTS – estimated at £100,000. Further details to follow when known.

(d) Estates Development

Compared with previous years, not a lot had been taken on during the Summer period. A new Admin Unit had been created and the Principal had moved offices. The negotiations to remove the aerial from the building were progressing, with the possibility of siting a new aerial elsewhere on the campus. Waverley had refused permission to change the windows in the 900s building – this would now have to be subject to a planning application.

(e) Pay Settlement

The settlement was likely to be a 2 phase agreement working out at 1.84% across the year. The proposal was now with the unions and would not be agreed imminently (although would be back-dated to

September 2009 when agreed).

Governors agreed that should agreement be reached before the December meeting of the Corporation, the Chairman would have delegated power to sign the agreement on behalf of the Corporation. **HUGH PILE**

(f) Machinery of Government

The Principal reported that the Local Authority (Surrey County Council) would take over some functions of oversight of the College from the LSC from next April, but quite what the impact of this would be on the College was as yet unclear.

The Corporation might need, at some point, to decide whether the College should become a 6th Form College in its own right or stay as part of the FE sector.

A meeting on 6th October at which David Adelman and Hugh Pile would meet with the LA might give more detail of how the new system would work.

In the light of lack of information, governors agreed that processes now in operation should continue, for the College's own satisfaction and to ensure accountability, even if not required elsewhere.

8. Corporation Business

(a) Register of Interests

To be completed by governors given to the Clerk

(b) Code of Conduct

To be signed by governors and given to the Clerk.

(c) Members Directory Update

This had been circulated with the agenda – if any entries were incorrect, governors to notify the Clerk please. The clerk would email dates of meetings this year.

S HALLORAN

(d) Terms of reference

These were agreed as the Terms of Reference for the Corporation and all committees for the 2009/10 academic year.

(e) Procedures Compliance Checklist

This was agreed as correct.

(f) Child Protection and Waverley Federation Governors

Angela Gallagher-Brett had agreed to continue as the Child Protection Governor and Hugh Pile as the Waverley Federation Governor.

(g) Association with Faculties

Clarification was sought as to the role of the governor associated with a Faculty. The Principal suggested that it was to attend the Faculty Away Day, the SAR, to keep an eye on the Faculty's results and generally show an interest.

(h) Attendance at SARs (Self Assessment Reviews)

Dates had been circulated and governors were encouraged to let the Clerk or the Principal's PA (Kate Kaye) know their availability

ALL GOVS

9. Governance Self-Assessment

Governors were given time to complete a Self-Assessment sheet and Skills Audit.

10. Strategic Plan 2009 - 2012

Governors and staff have been involved in developing this and it has been consulted upon.

There are 68 objectives – it was noted that some did not seem to be very definite, but all were considered worthy.

The idea of a “Junior University” was explored – a way to give a step up to the identity of a 6th Form College.

The objective of improving recruitment to Modern Foreign Languages was discussed. In order to improve this, this year had seen the option of Italian being offered to Federation School students (at Godalming), which had proved very popular.

The recent resurgence in science and maths may have led to other subjects being less popular.

The question of “Kite marking” the curriculum was raised. A sixth Form bac was being investigated – providing subjects in packages rather than as individual subjects.

Following a lot of interested discussion, it was agreed that this would be considered further in committees as a natural progression from the 3 year plan to the annual Development Plan.

The Corporation approved the 3 Year Strategic Plan.

11. Three Year Financial Plan

Valerie Martin-Long introduced this item, following a Finance and Estates meeting prior to this meeting, at which it was agreed to recommend the Plan to the Corporation.

She explained how difficult it was to forecast due to the current economic climate and the forthcoming general election.

The possibility of growth in income was very small, any increase in student numbers would be offset by a reduced increase in funding.

Reduced expenditure would be required – through Efficiency Savings as discussed in Item 3 of this agenda and through only replacing equipment if essential.

Budgeting for an operational surplus was a problem due to the depreciation costs, which were discussed.

The ratios and key indicators show what impact identified risks might have. Table 1 (Income and Expenditure) shows a modest deficit over each of the three years, but the Cashflow Statement was OK.

The SMT and College Accountant were complimented on the quality of

both the Strategic Plan and the Financial Plan.

The Corporation approved the 3 Year Financial Plan.

12. **Briefing on College Funding**

As a development session for Governors, David Adelman had presented a short presentation on how the College was funded – this showed that, overall, students were funded at approximately £5,000 per student per year.

Governors found this presentation very helpful and asked for the slides to be emailed to them

D ADELMAN

16. **Date of next Corporation meeting:**

Tuesday December 8th 2009 at 7pm in Room 139

The meeting closed at 9.05pm

Signed:

Date: