

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Monday 29th September 2008 at 7.00pm

Present:

Hugh Pile (Chairman)	David Adelman(Principal)
Peter Bolton	Stephen Dennison
Angela Gallagher-Brett	Michael Goodridge
Desmond Houghton-Connell	Margaret Jack
Brenda Jenner	David King
Michael Laver	Valerie Martin-Long
Sonja Polimac	Jo Thorne
Sharon Ward	David Wheatley

Apologies: Carol Dunnnett

In Attendance: Stella Halloran(Clerk to the Corporation)

Sonja Polimac and Jo Thorne were welcomed to their first meeting as Student Governors and Stella Halloran as Clerk to the Corporation.

ACTION

1. **Apologies for absence**

Carol Dunnnett apologised for her impending late arrival (but 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 3rd July 2008 were approved and signed.

4. **Matters arising from the minutes**

3(b) The Principal's appraisal had been carried out and was very satisfactory.

8(a)i) The appraisals of Dave Cartwright, May O'Keeffe and Martin McCarthy had been satisfactorily carried out.

8(c)ii) An advertisement for a governor had been placed in the press and on the college website with a closing date for expressions of interest of 20th October 2008. To date one had been received. Governors were asked to encourage people they were aware of to apply, if interested.

**ALL
GOVERNORS
BY 17th
OCTOBER**

5. **Chairman's Action**

The Chairman had applied the College Seal to a contract with O & D

Building Contractors Ltd for refurbishment to areas of the Dewar building, to a contract with Wettons Ltd for the supply of cleaning services and to a contract with Aramark Ltd for the supply of catering services.

The application of the Seal to these documents was endorsed.

6. Report of the Principal (verbal)

(a) Student achievements

The Principal reported that the A level results had been to standard, with a 99% pass rate (grades A – E). The A and B grades had increased to 59%, which was very good and had hit the target set for 2009 one year early.

AS level results were a little down at 90% pass rate with 40% at A and B grades. The reasons for this will be looked at in the Department self-assessment rounds.

Level 2 results sustained the improvement of the previous year.

Value Added had improved on both the ALIS and ALPS scales, which was very good.

Governors wished staff to be congratulated on these achievements.

DAVID
ADELMAN

(b) Student recruitment

Recruitment was on target for this year at 1684 (approx 15 – 20 over), with two weeks to go before the count for funding.

For 09/10, applications received to date indicate that the application list will be closed and a waiting list in operation by the time of Information Evenings (8th, 9th October). This could cause problems for those coming to the information evenings before applying. To questions, the Principal explained that the intake from Federation Schools was estimated, in order to establish a target for non-Federation applicants. He stated that the overall target for 09/10 was 1700. Students were accepted on a first come, first served basis, not on the subjects they wished to take.

(c) Estates Development

It was reported that apart from a little ‘snagging’ and equipment matters, the refurbishment of the Summer had been completed on budget. This has made a big difference to the feel of the main building. However, subjects that had had no refurbishment for the last 10 years or so were feeling a little left out.

The ROK issue had been settled, although there was still some retention to be paid on that.

The College had won an award from Godalming Civic Trust for the design of new buildings / areas of College. Governors were impressed with the improvements.

Future developments – MEA had been working with Scott-Wilson to provide a needs analysis for the College for the long term. The priority is to provide more space for English and Languages, replace the remaining huts and refurbish the canteen and refectory.

The Principal asked for a special meeting of the Finance and Estates Committee before half term to consider the above. This was **AGREED** by governors and authorisation given to continue to pursue plans through to the December Corporation meeting.

**CLERK TO
AGREE DATE**

(d) Pay Settlement

This had been agreed at 2.45% across all staff, but has yet to be ratified by unions. The college had budgeted 2.5%.

It was **AGREED** that the Chairman of the Corporation and the Chairman of HR, jointly sign this action at the appropriate time, so long as the final settlement was 2.5% or less.

**HUGH PILE &
CAROL
DUNNETT**

7. Corporation Business

(a) **Register of Interests** - please return completed form to clerk **ALL**

(b) Members Directory

Jo Thorne and Sonja Polimac had requested that they swap committees – this was agreed.

Jim Laity has resigned as a governor. Search Committee will consider his replacement.

CHAIRMAN

(c) **Meetings Schedule** – for information.

(d) **Code of Conduct** - please return signed sheet to clerk. **ALL**

(e) **Procedures Compliance Checklist** – approved by Governors.

(f) Child Protection and Waverley Federation Governors

It was **AGREED** that Carol Dunnett would remain as the Child Protection Governor and Hugh Pile as the representative on the Waverley Federation.

(g) Association with Faculties

Governors were invited to associate with a Faculty, attend Faculty meetings and Awaydays as appropriate and thus get to know more about the College.

ALL

(h) Attendance at Self Assessment Review meetings

Governors who had previously attended these meetings reported that they had found it very valuable. Governors were invited to attend if they wished.

ALL

8. Governance Self Assessment

(a) Individual self-assessment

Governors were invited to complete a self-assessment sheet.

(b) Governors split into three discussion groups to consider:

- Policy review schedule

- Format of minutes
- Communication
- Paperwork
- Timings of meetings and catering
- Involvement with college
- Committee structure and names

The agreed conclusions from these discussions were:

- To maintain a 3 yearly cycle of review for policies, unless there was a legal reason for a different review cycle. The Clerk would check this. **CLERK**
- To standardise the minutes and have an 'Action' column. **CLERK**
- To amalgamate the 'Minutes' and 'Matters arising' agenda items and possibly have matters arising identified on the agenda. **CLERK**
- In committee minutes to highlight recommendations from the committee to full Corporation. **CLERK**
- The word CHAIRMAN to be retained (rather than Chair)
- Minutes to be circulated electronically soon after the meeting, hard copy to be sent with the agenda for the next meeting. **CLERK**
- Each committee to consider the timing of their meetings, refreshments prior to it and whether they need to meet every term. The clerk would check whether termly meetings were legally necessary. The first round of meetings will be as scheduled, any changes to be made thereafter. **COMMITTEE CHAIRMEN CLERK**
- Corporation meetings to remain at 7pm, with refreshments (but fewer)
- To reduce paperwork by issuing documents that remained unchanged only once (with copy on website or emailed as appropriate), by not having the front covers for meetings' papers and by committees deciding how much of their paperwork needs to be given to all governors. **COMMITTEES AND CLERK**
- Governors were keen to become more knowledgeable about College by having a tour of the site or visiting the site of a proposed building / refurbishment project. Some Governors would also like to visit the College in operation, to get a feel for it when the students were about. **GOVERNORS to express wishes to DAVID ADELMAN**
- The Curriculum, Performance and Quality Committee to be known as the Curriculum and Quality Committee.

The meeting closed at 9.05pm

Signed:

Date: