

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Tuesday 29th June 2010 at 7.00pm

Present:	Hugh Pile (Chairman) Peter Bolton Stephen Cooper Angela Gallagher-Brett Emma Lewis James Skeet	David Adelman(Principal) Karen Bryan Stephen Dennison Brenda Jenner Clive Morton Sharon Ward
Apologies:	Helena Hockridge Philip Knights David Wheatley	Neil Parsons Michael Laver
In Attendance:	Stella Halloran(Clerk to the Corporation)	Carol Horlock (to end of item 3)

ACTION

- 1. Apologies for absence**
Apologies were received from Helena Hockridge, Philip Knights, Michael Laver, Neil Parsons and David Wheatley, – these apologies were accepted. Robin Galliver did not arrive.
- 2. Declaration of Interests**
No member had any interests to declare on items on the agenda.
- 3. Safeguarding**
Carol Horlock spoke to the meeting about Safeguarding, Equality and Diversity and Every Child Matters, all of which were important issues themselves and important within the inspection framework.

She stated that it was important for all staff and governors to have undertaken the safeguarding training and urged governors to do the programme if they hadn't already done so.

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It was also important that the students, especially those who went out to primary schools on reading programmes understood the implications for them. A training programme had been put in place by the College.

Child Protection – Carol was the Child Protection Liaison Officer (CPLO) and liaised with any member of staff who had concerns about a student. If appropriate, such cases were referred to outside agencies.

Governors questioned their role in all of this and Carol explained that they needed to understand the whole process, as, should anything go wrong at Assistant Principal or Principal level, the governors would have to step in. A governor asked who supported Carol when there were difficult situations and she explained that the whole team of SMT, Senior Tutors and Counsellors supported each other.

On the other side, those within College responsible for employing staff were required to undertake a sufficiently robust process to ensure that no potential abuser was employed.

The College was sure it had sufficient and sufficiently robust processes in place to cover all the safeguarding requirements.

The Chairman thanked Carol for her time and input to the meeting and she left.

4. **Minutes**

The minutes of the meeting held on 16th March 2010, were approved and signed.

Matters arising:

Governors' Portal – Peter Bolton explained the system for those who had not been at the Awayday – it was noted that passwords could only be changed from a computer within College or by ringing the helpdesk.

5. **Chairman's Report and Actions**

Hugh Pile reported that he had signed 9 College trips to Europe, USA, Tanzania, Brecon Beacons and the Lake District.

He and David Adelman had met with Peter Martin, David McNulty (Chief Executive of Surrey County Council) and David Johnson (SW Surrey leader); they had been shown round the College and had agreed that there was a lot of very good work going on.

Both the Chairman and Principal had attended a meeting with SCC at Reigate, but there was little new to report from it.

6. **Report of the Principal**

David Adelman highlighted the following from his report:

- SCC was involving the College in its 14 – 19 Education strategy.
- Withdrawal rate – as in previous years there had been a high number of applications for September 2010, but there had been a high number of withdrawals during the year. As a consequence students on the waiting list had been interviewed. The Principal was confident that the target of 1702 would be met.
- Transport – there was a proposal that the cost of a student railcard would rise from £10 to £135; a consultation on this was supposed to have been put on the SCC website on Monday, but had not appeared to date. If this were to eventuate it could have a detrimental effect on College enrolment next year. This matter would be discussed at a meeting of 6th Form College Principals on Thursday; meanwhile a letter would be sent from the Principal and Chairman of the Corporation.
- Inspections – the current expectation is that for 'Outstanding' colleges, there would be short inspections only.
- Diploma funding – the programme would not be expanded, as planned by the previous government, and diplomas would become one option among several. BTEC would be continuing in its present

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form, which was good news.

- Federation event – staff from the federation schools had visited the College on 25th June to see it in operation. It had been a very good day.
- Range of Activities – governors congratulated the College and its staff on the vast range of activities in which the students could , and did, participate.

7. Committee Reports

(a) **Curriculum and Quality**

Stephen Dennison reported that the highlight of the meeting was the presentation on 'Stretch and Challenge' from Dan Wright. He explained the change in the way IQRs were being addressed. The Disability Discrimination Act Impact Assessment was recommended to the Corporation. ***This was approved by the Corporation.***

(b) **Remuneration**

The Committee recommended the Employment Procedures for Senior Postholders to the Corporation. ***This was approved by the Corporation.***

The Performance reviews for the Principal, Senior Postholders and the Clerk would be undertaken before the end of the term.

(c) **Human Resources**

The chairman of the committee, David Wheatley, was unable to attend this meeting and therefore Stephen Cooper gave the report.

The Committee had endorsed the approval of the DDA Impact Assessment, approved in (a) above and were keen to ensure that the benefits of this were extended to staff as well as students. The review of Equality and Diversity was also commended to the Corporation.

(d) **Finance and Estates**

Brenda Jenner reported that the BTS pensions issue had now been finalised and that planning permission had been granted for the replacement windows in the 900 block.

The Management Accounts to the end of April anticipated a positive variance of £20,000 by the end of the financial year. The Financial Health rating was currently at 'Good' and the committee would like it to remain so.

Accommodation Strategy – the governors were very impressed with the document and understood how the assessment of each space within College led to the recommendation for increased teaching and student social spaces. The Corporation agreed that the College would not wish to borrow money to improve the accommodation.

The Accommodation Strategy was approved by the Corporation with thanks to Martin McCarthy for producing it.

An update was given with regard to the current situation with the aerial.

The decision not to recommend the Nursery proposal was explained.

The Day Course fees for EU nationals for 2010 -2011 were agreed.

(e) Search

Hugh Pile explained that, due to holidays, the final recommendation for the composition of the Audit Committee could not be confirmed, otherwise all recommendations were as in the minutes.

The following was agreed by the Corporation:

- The Chair of the Corporation for 2010 – 2011 would be Hugh Pile.
- The Vice Chair would be Sharon Ward.

The Corporation accepted the recommendation of the Search Committee that Helen Kay replace Melanie Richardson as an external member of the Audit Committee. It was noted that Chris Kirton had been an external member for many years and his work for the College was acknowledged and greatly appreciated.

(f) Audit

Sharon Ward explained the debate that had been held at the meeting concerning the budgeted deficit for the current and subsequent three years and that it had been difficult to understand the judgement that Tenon, the internal auditors had made. There had been a robust, but amiable discussion about this and in the end the committee had disagreed with Tenon that the budgeting process was in any way insufficient, but acknowledged that if there was a regulation stating that Colleges could not plan deficit budgets then Tenon were permitted their judgement.

The Corporation requested that Tenon be asked for details of the regulation that they inferred meant that the College could not run a deficit budget, even though it was in positive cash balance. The Principal and College Accountant had been unable to find it.

CLERK

It was agreed that re-tendering for the appointment of auditors would begin in the Autumn term. Meanwhile Baker Tilly would audit the financial accounts to the end of July 2010.

Governors requested that the document 'Emerging Issues' be circulated to them.

CLERK

(g) Chairman's Forum

The committee recommended the Trips and Visits Manual to the Corporation. It was noted that the process for authorising such trips would end at the level of Principal. Any material changes to the document would be brought to the Chairs' Forum.

This was agreed by the Corporation.

Following a proposal from the committee, ***the Corporation agreed that from September this committee would be re-named 'Chairs Forum' and that the Chairmen of the Corporation and committees would be called Chair of the Corporation or Committee.***

8. Proposed Budget 2010 – 11

Brenda Jenner presented the proposed budget. It was noted that income was expected to be slightly higher than this year even though a standstill in the funding rate was assumed. The increase would be due to an increase in the number of funded students.

The salary budget had assumed an increase of 1.5%, although this might not be the case.

All other costs had been maintained or reduced.

The result was that a deficit budget was recommended, but with a positive cash position. The deficit being due to allowing for depreciation on capital assets.

The Corporation approved the budget for 2010 – 11.

9. Three Year Financial Forecast 2010-2013

This document took the budget just approved and forecast it forward for a further two years. It showed a 'Good' financial assessment rating.

The Corporation approved the Three Year Financial Forecast.

10. College Development Plan 2009/10 – June update

The Principal took the governors through the June update to the plan – committees had considered and agreed the sections relevant to each of them.

Much of Section 1 was awaiting examination results.

In Section 2 most targets had been achieved.

The notable changes in Section 4 were the introduction of a Student Union, innovations in Careers and the Student Focus groups.

An explanation of target 42 – New Administration team was given for the benefit of new members and the role of the Marketing Manager in developing links with business was also explained.

The Corporation approved the June update to the 2009 -2010 Development Plan.

11. Risk Register – June update

The Risk Register as presented, was explained by the Principal and there was general agreement that there were no undue risks currently anticipated.

Governors were aware that should the situation change, any increased

risks would be identified and brought to the Corporation.

12. **Estates**

This item was taken as confidential.

13. **Corporation Appointments for 2010-2011**

This had been agreed under Item 7(e) on the agenda.

14. **Dates of meetings for the academic year 2010-2011:**

The dates for Corporation and Committee meetings for the 2010-2011 academic year were agreed as on the list circulated with the agenda.

The next Corporation meeting would be held at 7pm on Tuesday 28th September 2010.

The Chairman asked that thanks be recorded to Victoria Elliott and Sally Seymour for their service to the Corporation during their terms of office as student governors.

The meeting closed at 9.25pm

Signed:

Date: