

# CORPORATE GOVERNING BODY OF GODALMING COLLEGE

## Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Tuesday 7<sup>th</sup> December 2010 at 7.00pm

<b>Present:</b>	Hugh Pile (Chair) Peter Bolton Stephen Cooper Robin Galliver Helena Hockridge Philip Knights Clive Morton James Skeet	David Adelman(Principal) Karen Bryan Stephen Dennison Angela Gallagher-Brett Brenda Jenner Michael Laver Neil Parsons David Wheatley
<b>Apologies:</b>	Emma Lewis	Sharon Ward
<b>In Attendance:</b>	Stella Halloran(Clerk to the Corporation)	

### ACTION

#### 1. Apologies for absence

Apologies were received, and accepted, from Sharon Ward and Emma Lewis.

#### 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 28<sup>th</sup> September 2010 were approved and signed with the amendment that Philip Knights was not present.

Matters arising from these minutes that would not appear elsewhere on the agenda were:

*Aerial* – no further news.

*Walking the Site* – the Chair thanked governors who walked the site and to Martin McCarthy for leading it.

*Child Protection Governor* – Angela Gallagher-Brett had agreed to continue in this role. ***This was approved by the Corporation.*** The Chair thanked her for her assistance in this capacity.

#### 4. Chairman's Report and Actions

Hugh Pile reported that he had attended two meetings:

Waverley Federation meeting of Head and Chairs of Governors at which there was concern expressed about continued funding for the provision of Increased Flexibility Courses for 14 – 16 year olds.

The Chair of Governors of Collyers Sixth Form College (Horsham), together

with their clerk had visited Godalming and met with Hugh Pile, David Adelman and Stella Halloran. Their visit emphasised how fortunate Godalming College was in both its physical and human resources.

#### **5. Celebration Evening**

Governors were advised that Celebration evening 2011 would be held on the evening of Tuesday 5<sup>th</sup> July. They were requested to make a note of the date in their diaries.

**ALL  
GOVERNORS**

#### **6. Report of the Principal**

David Adelman spoke to his report, which had been circulated with the agenda:

- Student Work Ethic – students were being encouraged to work in a more focussed fashion in order to make maximum use of their time in the sixth form. This seemed to be having a real impact and students commented that they knew what the expectations were and how to achieve them.
- Student numbers – the number of students on roll, 1739, was 37 above target. The extra students would be funded for their second year. The current task was to devise a new admission policy which would maintain these numbers but would not lead to the problems with applications experienced in September 2010. Possible factors to be considered in formulating the new policy were discussed and although it would not be possible to get an on-line admissions procedure in place for September 2011 it was hoped that this could be achieved by September 2012. The admissions policy was the responsibility of the Corporation and it was agreed that it would be necessary to call an additional meeting of the Corporation in the Spring Term 2011 to agree a proposal.
- New Government White Paper – the increased cost of tuition fees at University might have an impact on numbers of students at sixth form and the types of courses they wished to enrol on. The way in which BTECs fitted in to this was considered, but at this stage it was not possible to guess the effects of the changes.  
The ending of EMA (Educational Maintenance Grant) was discussed. This was a grant paid to least well-off students to encourage them to remain in the sixth form. It will end in January 2011 for new applicants and at the end of this academic year for those already receiving it. The College and Students Union were considering ways of ensuring that students did not feel that they could not start, or continue in the sixth form because of financial difficulties.
- Funding – it had been agreed by government that there would be a convergence of funding between Sixth Form Colleges and sixth forms in Schools, but this was likely to mean a reduction in funding per pupil in schools, rather than an increase in Sixth Form Colleges' funding. It was unclear how the other inequalities, e.g. VAT liability, were to be addressed. Otherwise it seemed that there would be a stand-still in the unit of resource for 16 – 19 year olds, which would equate to a cut of 10% over 4 years in real terms. David Adelman hoped that he would be better able to inform the Corporation of the implications of funding cuts by their March meeting.
- Governors noted the many activities happening in College and congratulated the Student Union on raising £7,000 during Rag Week

and at the Ball.

The Chair thanked David Adelman for his report.

## 7. Committee Reports

### (a) **Remuneration**

Hugh Pile, Chair of this committee reported that the Performance Reviews of Senior Postholders and the Clerk had been very good.

There would need to be an additional meeting of the Remuneration Committee early in the Spring Term to consider the appointment or otherwise of a replacement for the Assistant Principal who would be retiring. That committee would also consider the appointment process, should that be considered to be the most appropriate course of action.

D ADELMAN /  
H PILE

### (b) **Human Resources**

David Wheatley, Chair of the committee, encouraged all governors who had not already done so to undertake Safeguarding training. The clerk would be reminding those who had not undertaken it that they should do so.

CLERK

Policies – the **Maternity, Paternity and Adoption policies, as presented, were approved.**

The wording of the Recruitment Policy was queried and it was agreed that it would be referred back to the Human Resources Committee for further scrutiny.

CLERK

Pay Settlement – The Principal reported that the current pay offer of 0.75% was very likely to be approved. However, a pay increase of 1.5% had been allowed for in the budget for the year.

**The Corporation unanimously agreed that a Pay Settlement of 0.75% be approved and that, in the unlikely event that negotiations suggest an amount higher than that, Hugh Pile and David Wheatley be authorised to sign an agreement up to 1.5%.**

### (c) **Curriculum and Quality**

The Chair of this committee, Stephen Dennison reported that there had been robust and rigorous discussion on the SARs considered at the meeting, all of which were fair, but openly acknowledged problems and areas for development.

**The Safeguarding Policy was unanimously approved.**

**The term Dates for 2011/12 were approved.**

### (d) **Finance and Estates**

*Accounts for the year ending 31<sup>st</sup> July 2010*

Brenda Jenner, Chair of the Committee, explained why the accounts were showing a surplus of £99,000 – due to the change in pensions calculations from RPI to CPI.

Even allowing for this anomaly, the accounts showed a position that was better than budgeted at the start of the 09-10 financial year. The Balance Sheet looked strong and the Finance rating was 'Good' which was an improvement on the previous year. The audit of the accounts by Baker Tilly had found no problems and the Corporation asked that the Principal and College Accountant be congratulated and thanked for producing a healthy outcome and for the improvement in the process.

***It was proposed by Stephen Cooper, seconded by Clive Morton and unanimously agreed that the accounts for the year to the end of July 2010 and the Representation letters that go alongside them be approved.***

*Management Accounts to 31<sup>st</sup> October 2010.*

The Chair alerted governors to the fact that it was early in the financial year to make judgements on the College finances and that timing issues, both on income and expenditure, were skewing the outcomes. These would be resolved as the year progressed. At 31<sup>st</sup> October 2010, the indicators showed the College to be 'Outstanding' in financial health.

The cash flow forecast for the year looked good.

*Health and Safety Policy*

It was noted that there were few changes to the policy which had been agreed in December 2009.

***The revisions to the Health and Safety Policy were unanimously approved.***

Estates – it was agreed that this would be kept as a Confidential part of the meeting.

**(e) Search**

***The Corporation unanimously agreed that David Wheatley be re-appointed for a further term of 4 years when his term of office ended on 1<sup>st</sup> March 2011.***

The Skills Audit had identified how valuable the skills of the new members were.

It was noted that the Corporation had moved away from the formal assessment of how governors rated themselves in areas of governance to a more generic assurance that all the required skills were covered.

**(f) Audit**

The minutes and paperwork from the Audit Committee had been emailed to members as the adverse weather had prevented postal copies. Hard copies were provided at this meeting.

Philip Knights, Chair of the Committee highlighted the following:

- The committee was content with the College's forecast deficit position due to capital depreciation. The Principal explained a recent change in responsibility for holding the deficit such

that it is now acknowledged in Central Government accounting procedures.

- The committee had considered, rigorously, the proposal for internal audit that only 3 discretionary days would be used and that IT systems would not be audited in the coming year. The conclusion had been that the Internal Audit Plan be agreed as presented.
- Re-appointment of auditors.  
Following recommendation of the Audit Committee:

***The Corporation unanimously agreed that Baker Tilly be re-appointed for the end of 2010/11 financial year audit.***

***The Corporation, having studied the Performance Indicators for Tenon, the Internal auditors, agreed that this contract be re-tendered for the 2012 audit.***

It was further agreed that the process be as detailed in the audit committee minutes.

- FMCE – it was explained that this document needed to be submitted as the end document of the Self-assessment regime.  
***It was unanimously agreed.***

Philip Knights presented his annual report on the work of the audit committee FOR 2009 -10 to the Corporation.

***It was unanimously approved.***

Hugh Pile again congratulated the Finance team on their good performance and thanked the Audit Committee for meeting on a night of very bad weather.

**(g) Chair's Forum**

The Governance Self-Assessment had been positive, but the Chair warned against complacency.

***The Governance SAR for 2010-11 was unanimously agreed.***

**8. College SAR and Development Plan 2010/11**

*Review of 2009 -10 Plan*

All committees had reviewed their areas of the 2009/10 plan and agreed that targets had been met or were well on the way to being met. A great deal had been achieved in 2009/10.

*Development Plan 2010/11*

The Principal highlighted the following aspects of the Plan:

- The targets for Results had been tightened and increased, with minimum success rates being targeted. These targets would be echoed in Departmental Development Plans.

- Student Work Ethic had been highlighted as important
- SFBac was being trialled
- The Shaping Futures programme was being boosted.
- Management of funding cuts would be an ongoing issue
- Equality and Diversity was being highlighted
- Environmental issues were progressing very well thanks to Martin McCarthy and the student committee.
- The publication of the new Admissions Policy was very important
- Maintaining innovation was key
- Working with the Waverley Federation, S7, SCC and the YPLA was all important.

A governor asked if the College had any statistics on how many students got their first choice of University and whether there was any knowledge of what happened to them regarding degrees etc. The Principal stated that at present the College did not have such information, but that it might be possible to collect these statistics at some point in the future.

Governors asked whether the Godalming College Development Plan was similar to other colleges'. David Adelman reported that many colleges had very large documents, but that the shorter and more concise plan adopted by this College was effective and powerful.

***The SAR and Development Plan for 2010-11 were unanimously agreed.***

**9. Risk Register 2010/11**

It was noted that the major risks were from funding cuts, especially since the likelihood of any capital building in the current year was receding.

There was a risk that the adoption of a new Admissions policy would lead to a loss of numbers of students and therefore of funding, but hopefully this would be would managed.

***The Risk Register was approved.***

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

Tuesday 22<sup>nd</sup> March 2010 at 7pm in Room 139

Governors should note that there could be additional Remuneration Committee and Full Corporation meetings in the Spring Term.

The meeting closed at 9.05pm

Signed: .....

Date: .....