

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Tuesday 28th September 2010 at 7.00pm

Present:

Hugh Pile (Chairman)	David Adelman(Principal)
Peter Bolton	Karen Bryan
Robin Galliver	Helena Hockridge
Brenda Jenner	Philip Knights
Michael Laver	Emma Lewis
Clive Morton	Neil Parsons
David Wheatley	

Apologies:

Angela Gallagher-Brett	Stephen Cooper
Stephen Dennison	Philip Knights
Sharon Ward	

In Attendance: Stella Halloran(Clerk to the Corporation)

ACTION

1. Apologies for absence

Stephen Cooper, Stephen Dennison, Angela Gallagher-Brett, Philip Knights and Sharon Ward 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 29th June 2010 were approved and signed.

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

Item 6 – Transport

The railcard has gone up, but only to £25 and the number 43 bus will continue to run.

Item 7 (b) Performance Reviews

These took place for Senior Postholders and the Clerk and will be reported to the Remuneration Committee

Item 7 (f) Audit Committee

Robin Galliver has agreed to join this committee- this was approved by the Corporation.

A letter had been received from Tenon concerning planning a deficit budget. This agreed that there was no regulation that specifically forbade colleges from preparing deficit budgets, but that it was not good practice so to do.

Item 8 Salaries

No further news on this.

4. Review of Confidential Minutes

The minutes from the 2009 – 10 academic year, which had been treated as 'Confidential' were reviewed and it was unanimously agreed that in each case they should remain confidential until the next review.

5. Chairman's Actions

Hugh Pile reported that he had written letters on behalf of the Corporation concerning:

- Travel – to Surrey County Council
- Mobile Phone mast – in reply to letters received from neighbours
- Thanking staff for the A2 and BTEC results

He also reported that he had been involved in matters concerning Application Day – that would be reported upon later in the agenda.

6. Report of the Principal

David Adelman gave a verbal report, accompanied by a power point presentation on the current state of the College. Topics covered were:

- Student Achievement Summer 2010
The A2 pass rate was 98.7%, with 61.7% A / B grades
The AS rate was down from 2009. Governors questioned whether this was likely to follow through to A2s, but the Principal suggested that experience was that it didn't.
ALPs, the comparative, value added score, had dropped a point from 3 to 4, however, this was still classed as 'good'

Governors questioned what could be done to improve the AS and ALPS scores. David Adelman explained that conversations were being had with those subjects where results were lower than expected. Changes to be made will be reflected in their action plans, which will be presented at their Self Assessment Review. The College will continue to support as necessary.

- Student numbers – were at 1750 on 13th September, which is about right.
- Improving Student Work Ethic
There was currently a great emphasis being placed on this. All students had been spoken to explaining what was expected of them; in particular that they should work 30 hours a week in College with an additional 10 hours of homework.
- There was a lot of work going on in ILT
- The SFBac was being promoted with students
- The Student Guidance programme had been assessed and improvements were being made
- Nationally, the YPLA had taken back funding from Local Authorities
- Financially, the spending review is awaited. It is anticipated that

the College could weather a 10% cut over 4 years so long as there was a pay freeze. More than that would be hard to manage.

The Chair thanked the Principal for his presentation and governors commented that they had found this helpful.

David Adelman explained to governors what had happened on Application Day, 18th September. He explained that 1100 applications were received in 2.5 hours on that morning and that some parents and potential students had been queuing since early morning. The application process had gone smoothly once inside College, but as the doors were opened at 10am a surge of people had made for unfortunate behaviour, which had resulted in a situation which was difficult to control. As a result the police were called, although by the time they arrived, College staff had largely regained control.

The Principal assured governors that a different application method would be put in place next year and that governors would be kept informed of developments with this as they were finalised. A system was currently being modelled based on proximity to the College.

As last year's conversion rate, from applications to taking up the place was lower than anticipated, there will be a problem this year if it rises. The College would then become over-full.

D ADELMAN

The Principal agreed to keep the Corporation informed of developments with the new Admissions Policy.

7. **Corporation Business**

(a) Register of Interests

To be completed by governors and given to the Clerk please.

(b) Members Directory Update

This had been circulated with the agenda – if any entries were incorrect, governors to notify the Clerk please.

(c) Terms of reference

The Terms of Reference of the Chairs Forum which had been circulated with the agenda were agreed.

All other Committee Terms of reference, which were unchanged from last year, were agreed.

(d) Procedures Compliance Checklist

This was agreed as correct.

(e) Child Protection and Waverley Federation Governors

Hugh Pile agreed to continue as the Waverley Federation Governor.

Confirmation of the Child Protection governor would be brought to the next meeting of the Corporation.

**S
HALLORAN**

(f) Attendance at SARs (Self Assessment Reviews)

Dates had been circulated and governors were encouraged to let the Clerk know their availability. Thanks to those who had already done so.

8. **Student Union Constitution**

This had been circulated with the agenda. Hugh Pile explained which sections would have an impact upon the Corporation and the Clerk.

It was proposed and agreed that on page 26, 3.2.2 the Corporation would delegate this function to the member of staff who was the Student Activities Officer as it was not practical for the Corporation to oversee elections.

With this amendment the Student Union Constitution was unanimously approved.

9. **Instruments and Articles**

The YPLA's proposed changes to the Instruments and Articles had been circulated and it was noted that comments on this draft had to be received by the YPLA by 8th October.

The Corporation had no comments to make.

10. **Estates**

Mobile Phone Mast

The Principal notified governors that O2 had asked for planning permission to move their mast from the roof of the College to a site to the left hand side of the front of the main building. Since it would appear that the College would not be able to have the mast removed altogether, the College was supporting this application. There was some opposition from 3 or 4 neighbours.

If planning permission is agreed, the College will re-negotiate the contract and rental agreement.

It was agreed that a second item under 'Estates' would be taken as 'Confidential'

11. **Governors Self-Assessment**

Governors were requested to complete the self-assessment forms which they had received in their pack and governors new to the Corporation since September 2009 to complete a skills audit. These to be returned to the Clerk please.

**ALL
GOVERNORS**

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

Tuesday December 7th 2010 at 7pm in Room 139

The meeting closed at 9.05pm

Signed:

Date: