

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Tuesday 7th July 2009 at 7.15pm

Present:

Hugh Pile (Chairman)	David Adelman(Principal)
Peter Bolton	Angela Gallagher-Brett
Stephen Cooper	Robin Galliver
Desmond Houghton-Connell	Philip Knights
Brenda Jenner	Jo Thorne
David Wheatley	

Apologies:

Stephen Dennison	Margaret Jack
David King	Michael Laver
Valerie Martin-Long	Sonja Polimac
Sharon Ward	

In Attendance: Stella Halloran(Clerk to the Corporation)

Hugh Pile welcomed the three new members to the meeting.

ACTION

1. **Apologies for absence**

Stephen Dennison, Margaret Jack, David King, Michael Laver, Valerie Martin-Long, Sonja Polimac 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 meetings held on 17th March 2009, 23rd April 2009 and 1st June 2009 were approved and signed.

The only matters arising from these minutes that would not appear elsewhere on the agenda were:

- SLT and Governors Awayday
It was agreed that this had been an excellent day, with a good discussion on ideas for the 2009 – 12 Strategic Plan. It was also good to have had Councillor Peter Martin to speak, helping to build relationships with members of the Local Authority. The presentations from Senior Management were also useful
- Faculty Awayday
Those governors who had been able to attend the day thought it very worthwhile and learnt about the Extended Project and 'Stretch and Challenge'

4. **Chairman's Actions**

Hugh Pile reported that he had authorised seven College trips in June and July, 5 of which were outside the UK.

5. **Corporation Business**

The proposed dates as circulated were agreed.

Governors please note that there have been changes since committee meetings.

ALL
GOVERNORS
- DATES

6. **BTS**

The current expectation was that learners, who had not completed courses, would transfer to Guildford College, although this will not be finalised for another day.

Guildford College undertook a due diligence exercise, the result of which was that there would be no transfer of undertaking of BTS to Guildford College. Therefore the BTS staff will be made redundant. There had been one appeal against redundancy, which had been withdrawn before being heard.

The BTS staff have put a determined effort into ensuring that as many learners as possible have been able to complete their courses by the end of July and thus there are only 79 students who will need to transfer.

The only unforeseen financial liability would be the amount that Godalming would pay Guildford to take on the learners in mid-course.

7. **Report of the Principal**

The report had been circulated with the agenda and the Principal highlighted the following:

(a) Celebration of Achievement Event

All those who attended agreed that it had been a good event, well organised and with a good atmosphere. The Principal thanked Hugh Pile for arranging for Greg Dyke to be the guest speaker.

(b) Teachers Pay Settlement

A staged pay offer of a 1% increase from 1st September, rising to 2.3% from April 2010 has been offered, but is still under negotiation; talks will continue and therefore it will be well into the Autumn term before it is finalised.

(c) Student activities

The report highlighted the many and varied activities that students are involved in and governors were very impressed to see all that was being undertaken and enjoyed. The Principal highlighted the success of the Rugby team.

Governors praised the use of the Performing Arts Centre during the year and were interested in the Staff / Student Council, which was explained by a student.

8. **Committee Reports**

The minutes of each of this term's committee meetings had been circulated with the agenda.

(a) Human Resources

David Wheatley reported that it was proving difficult to make the desired efficiency savings due to few members of staff leaving this year.

The Investors in People re-accreditation had gone well and the 'opportunities to improve' had been discussed.

Policies for approval:
Equal Opportunities
Harassment
Staff Absence

These were discussed, the latter with particular reference to swine flu and cover for absent staff.

The Corporation approved the recommendations from the Human Resources Committee that the Equal Opportunities, Harassment and Staff Absence policies be adopted.

The minor changes to the Staff Pay Policy were noted and agreed.

The Principal informed governors that Ilena Mariell was to be the head of the Admin Support Unit and that plans were advanced for turning this into a (physical) reality during the Summer holidays.

(b) Audit

In the absence of Sharon Ward, Philip Knights reported on the Audit Committee.

The 'Anti – Fraud' policy had been re-written to make it read more easily, although the principles in the previous 'Fraud Response Policy' had not be changed.

The Corporation approved the recommendation from the Audit Committee that the Anti-Fraud Policy be adopted.

The smooth changeover from old to new accounting system had been thoroughly explored and it was anticipated that all would go well on August 1st.

The Disaster Recovery Plan would be taken up again at a later date, when the new accounting system was embedded.

(c) Finance and Estates

In the absence of Valerie Martin-Long, Brenda Jenner reported that the new format for the budget monitoring report was working very well. The figures presented were to the end of April, at which point there was a shortfall in funding due to BTS fees. This situation having been resolved, the funding position was looking more healthy. The primary concern was the number of cash days in hand – the target being 30. As this had fallen to 9.1 in March an overdraft facility had been arranged with the bank, but in the event this was not required. Cash will still be an issue in the coming year.

The proposed budget for 2009-10 was presented:

A discussion about the value of assets and the depreciation rates on assets was entered into and clarified the position that although depreciation rates were 3 years on ICT equipment, 10years on furniture etc and 50 years on buildings, no money was being put aside to replace

buildings in 50 years time. The reasons for this were discussed and agreed.

The budget for 2009-10 was unanimously approved.

(d) Curriculum and Quality

In the absence of Stephen Dennison, Desmond Houghton-Connell reported that, as always, May O'Keefe and Dave Cartwright had presented very good information to the committee.

The Complaints Procedure was discussed and it was acknowledged that there was a gap between the College Complaints Procedure which stopped at the Principal, and the Corporation Complaints Procedure which dealt with complaints against the Corporation. It was noted that this would be considered again at the Autumn term Curriculum and Quality Committee and then by Chairs' Forum.

The College Complaints Procedure, as presented was approved by the Corporation.

The Substance Abuse Policy was approved by the Corporation.

(e) Search

It was proposed that the terms of office for students run, in future, from Easter to Easter to allow incoming students to join the Corporation before their AS exams and A2 students to relinquish their posts before their A2 exams

This was unanimously agreed by the Corporation.

Accordingly the terms of office for Victoria Elliott and Sally Seymour would end at the end of the Spring term 2010.

(f) Remuneration

During this week, David Adelman, Hugh Pile and David Wheatley, in various combinations, had undertaken the Performance reviews of the Senior Postholders and the Clerk. They had all gone very well. They would be reported further at the autumn term meeting of this committee.

The Senior Postholders Employment procedures and the Staffing and Remuneration Policy for Senior Postholders were approved by the Corporation.

(g) Chairman's Forum

The minutes were self-explanatory.

9. Review of Confidential Minutes

It was agreed that all minutes from the 2008 – 2009 academic year, that were hitherto marked as confidential should no longer be considered to be so and that they would be published on the website.

10. Development Plan 2008 -2009

Due to technical difficulties this was unable to be displayed.

As Committees had all considered their sections in detail, it was agreed to have a detailed look at the review stage in the Autumn term.

11. **Risk Register**

When this had been drawn up there was still an on-going risk with BTS.
This had now been removed.

Otherwise the Principal reported that there were no high level risks foreseen.

12. **Budget 2009 – 10**

This had been taken under the Finance Committee Report

13. **Three year Financial Forecast**

The Principal requested that presentation of this be deferred to the Autumn term as there were assumptions upon which it was currently based which were rapidly becoming out of date.

An additional meeting of Finance and Estates would be called prior to the Corporation September meeting to consider this.

14. **Strategic Plan 2009 – 2012**

There have been good discussions in various fora concerning this.
The draft plan will now be compiled and presented in September.

15. **Corporation appointments**

Committee membership: Sally Seymour had agreed to join the Finance and Estates committee and Victoria the Curriculum and Quality committee.

The recommendation of the Search Committee that Hugh Pile be Chairman and Sharon Ward be Vice-chairman for the 09-10 academic year was unanimously endorsed.

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

Monday September 28th 2009 at 7pm in Room 139

The Chairman thanked the student governors, Jo Thorne and Sonja Polimac who were now leaving College, Desmond Houghton-Connell who was no longer eligible to be a Parent Governor and Dave King who had come to the end of his term of office as a Staff Governor. Their contributions to the work of the Corporation had been greatly appreciated. As Dave King was unwell, Hugh Pile would contact him to thank him, Jo Thorne would pass on thanks to Sonja Polimac.

*H PILE
J THORNE*

Governors expressed their thanks to the Chairman and the Clerk for good first years in their respective positions.
The meeting closed at 9.30pm

Signed:

Date: