

## THE BOARD OF TRUSTEES OF GODALMING COLLEGE

### Minutes of the meeting of the Full Board of Trustees of Godalming College held on Monday, 20<sup>th</sup> September 2021 at 4.30pm

**Present:**

Peter Aitken (PA)	Rachel Gray (RG)	Peg Hulse (PH)
Justin Knight (JK)	Jeremy Pattison, Chair (JP)	Hannah Radwanski (HR)
Dawn Reves (DR)	Nigel Roberts (NR)	Helen Warren (HW)
Emma Young, Principal (ELY)		

**In attendance:**

Sarah Baudains, Finance Director (SB)	Christian Brunton, SU President (CB)
Ken Kehoe, Clerk (KK)	Oliver Stevens, Deputy Principal (ODS)

<b>1.</b>	<b>Apologies for Absence</b>
	Apologies were received from Hamish Cameron Blackie (HCB), Geoff Howes (GH) and Shirley Price (SP). The Board accepted their apologies.
<b>2.</b>	<b>Declarations of Interest</b>
	There were no declarations of interest.
<b>3.</b>	<b>Minutes of the meeting held on 5<sup>th</sup> July 2021</b>
	The minutes of the last meeting on 5 <sup>th</sup> July 2021, subject to a drafting amendment, were approved by the Board as an accurate record.
<b>4.</b>	<b>Matters Arising from the previous minutes</b>
	The Chair noted that the discussion of the role of LINK Trustees, which had been due to take place at the September meeting, had been postponed until the December meeting to allow for discussion in each committee.  <b>Action: The Clerk to add discussion of the LINK Trustee role to the agenda of each committee and to the next agenda for the full Board.</b>
<b>5.</b>	<b>College Update</b>
	<p><b>Reopening</b> The Principal briefed the Board on the mass testing programme that had been required before the start of term. The take up among new entrants was very good but less so among second year students. The exercise had been useful and 7 positive cases had been identified. The Principal expressed her thanks to Sarah Baudains and Rachel Gray for their work on the process.</p> <p>As per the DfE guidelines, the use of Lateral Flow Tests for staff and students would continue until at least the end of September. Infection control measures such as ventilation, voluntary face coverings and seating plans, remained in place. The College had also retained Cohorts A/B and lanyards so that it could move to a blended/online approach, if this was required for infection control.</p> <p>The College has £55K available from the DfE for catch up funding but this had come with certain conditions: it is for students who have achieved a Grade 4/5 in English and Maths, the staff used to provide tuition must not be drawn from existing staffing hours and the students must be taught in groups of no larger than 5. A number of options to support student literacy and numeracy have been planned, initially new students will be allocated. Upper 6<sup>th</sup> students are currently being</p>

supported through the College coaching programme, and will also be allocated to additional support if capacity allows.

### **Results**

The Board reviewed the College's results for the 2020/21 academic year. The Principal noted that the Teacher Assessed Grades had all been accepted by the exam boards.

The Principal noted that there had been twenty-four Stage 1 appeals from students, much lower than last year, and ten Stage 2 appeals to the exam boards. Of the Stage 1 appeals, two had been upheld for administrative errors. Of the Stage 2 appeals, one had been partially upheld by the exam board. The College's performance with the number of appeals received compares favourably overall with other S7 Colleges.

In response to questions from Trustees, the Principal said that:

- The reduction in Stage 1 appeals from last year's level reflected the confusion over last year's process with the use of an algorithm that was later rejected and then the use of Centre Assessed Grades. The appeals process this year had been clearer and more straightforward.
- The number of appeals direct to the exam board in a pre-pandemic period is typically higher than this year's level.
- There will likely be a realignment to national exam performance levels back to those of 2019. More detail is expected from Ofqual/DfE.
- Given the context, S7 data on results was being pulled together but inter-year and inter-institution comparisons should not be made as the results was not comparable.

Finally, the Board welcomed the news that over 85% of students had achieved their preferred third level destination.

### **Enrolment**

The Principal briefed the Board on student enrolment, noting that enrolment, applications and course advice interviews were all higher. On the first day of term, there had been 2120 students on roll. Given that every year there is a bit of churn as students settle into College, it is likely that the overall student numbers will be slightly down on the planned numbers target of 2097.

The Board reviewed and discussed the conversion rates from different areas and school types.

In response to questions, the Principal said that:

- The College was about to undertake a survey of the students.
- The gap between actual numbers on roll and the budget assumption would affect next year's budget rather than the 2021/22 budget which was already set.
- The College would do more work to determine how many of the applications were realistic; this year there had been applications from Kent and from areas with difficult transport links.

	<p><b>External Developments</b></p> <p>The Principal outlined the key external developments that could impact the College:</p> <ul style="list-style-type: none"> <li>• The Government announcement of how 2022 examinations would be handled was expected in early October; there was some speculation that the Government would retain the earlier results day which would create significant logistical issues in respect of the timing of enrolment.</li> <li>• The Spending Review might include a 3-year settlement for schools and colleges; the key issues would be whether Colleges retained the uplift that they had received, the extra funding for high value courses and the pension grant. There was a pay freeze for most of the schools and colleges but this did not cover the post-16 College sector.</li> <li>• The College, as a 16-19 academy, would have the costs of the recently announced National Insurance increase covered. Non-academies will not have the cost covered. The rise would have cost the College £40k, if not funded.</li> <li>• The Ministerial reshuffle may have an impact on the future of BTEC qualifications. Under current proposals, the Government would stop funding BTEC courses after 2023 as the focus shifted to T Levels. In response to questions, the Principal explained that approximately a 1/4 of the cohort took some form of BTEC. The Board agreed that the matter should be considered further by the Curriculum and Quality Committee.</li> </ul> <p><b>Action: A position paper on the future of BTEC provision should be considered by the next meeting of the C&amp;Q committee.</b></p>
<b>6.</b>	<b>Strategic Plan: Way Forward</b>
	<p>The Chair said that he would circulate a collaborative tool that would allow Board members to put forward their views on the key issues. The aim was to collect views over the next 4 to 5 weeks so that the Strategic Plan could be considered at the next Board meeting.</p> <p><b>Action: The Chair to circulate a collaborative tool to allow Board members to contribute to the development of the Strategic Plan.</b></p> <p><b>Action: Board members to use the collaborative tool to provide their views within 5 weeks.</b></p>
<b>7.</b>	<b>Chair's Report</b>
	<p>The Board welcomed the Chair's written report, circulated before the meeting.</p>
<b>8.</b>	<b>Board of Trustees Business</b>

	<p><b>Register of Interest</b> The Clerk reminded Board members that they needed to complete and return their Register of Interests forms for the academic year 2021/22.</p> <p><b>Committee Membership update</b> The Board reviewed the committee membership and noted that committee membership would need to be reviewed when the new Trustees joined the Board. HW said that she would be content to return to the Audit Committee if necessary.</p> <p><b>Action: Clerk to review committee membership after new Trustees join the Board.</b></p> <p><b>Attendance Figures 2020/21</b> The Board reviewed the Board of Trustees meetings attendance figures for the academic year 2020-21. HW noted an error in the record of her attendance and the Clerk undertook to amend the attendance summary.</p> <p><b>Action: Clerk to correct the attendance summary for HW.</b></p> <p><b>Staff Trustee Election</b> The Clerk advised that the Articles of Association did not contain provisions for the election of staff trustees and that the DfE advice was that staff should not sit on academy boards. The Board considered that trustees drawn from the staff brought valuable insight and experience to the Board's decision-making. The Board agreed that an election should be held to identify members of staff that could be appointed by the Board as trustees.</p> <p><b>Action: Clerk to draw up the plans necessary to allow an election among staff for candidates for the role of trustee.</b></p> <p><b>Parent Trustee Election: Term of Office</b> The Clerk advised the Board that, under the Articles, parent Trustees had the same 4 year term of office as other trustees. This term of office could extend beyond the date at which the parent had a child at the College. The Board agreed that, as there was no immediate vacancy, they should return to this issue next year.</p>
9.	<p><b>Draft 19/20 Year End Management Accounts</b> The Board reviewed the draft Year End Management Accounts to 31<sup>st</sup> August 2021. The Finance Director provided the Board with an overview of the figures and reported the College had broken even last year. She continued to look for opportunities to tap into the £4mn cash reserve. The Finance Director noted that the auditors would be in at the end of the week. The draft Report and Financial Statements would come to the next meeting of the Board.</p> <p>The Finance Director advised that the capital works, costing £400k, had gone well and had enhanced the Art Block and the storage areas. She noted that the IT programme had also gone well but that the programme had been affected by supply delays.</p> <p>Turning to the Balance Sheet, the Finance Director noted that the auditors had previously raised the underspend of the bursary fund and that she was, therefore, pleased that the bursary fund had overspent by £11k last year but this still left £60k accumulated underspend to be disbursed. In response to questions, the Finance Director explained that only financing for Free School Meals (FSM) was mandatory and that all other disbursements from the bursary fund were discretionary but means-tested.</p>

<b>10.</b>	<b>Draft Governance Self-Assessment</b>
	<p>The Chair briefed the Board on the draft Governance SAR and explained he wanted each committee to consider the draft SAR and to identify 3 key objectives in each committee area. The completed SAR would then come back to the Board at its next meeting. The Board agreed the Chair's proposal.</p> <p><b>Action: Clerk to add draft SAR to the agenda of the committees and the next Board.</b></p>
<b>11.</b>	<b>AOB</b>
	<p>The Principal noted that she would welcome the participation Board members in the departmental self-assessment review process and members would be asked to volunteer.</p> <p>The Board agreed that there would be merit in members being able to access data and briefing documents remotely and all members should have the necessary login credentials.</p> <p><b>Action: Clerk to ensure all Board members can access Governance area on College website and to develop the key documents area.</b></p>
<b>12.</b>	<b>Dates of future meetings</b>
	<ul style="list-style-type: none"> <li>• Monday, 13<sup>th</sup> December 2021 at 4.30pm</li> <li>• Monday, 28<sup>th</sup> March 2022 at 4.30pm</li> <li>• Monday, 11<sup>th</sup> July 2022 at 4.30pm</li> </ul>
<b>13.</b>	<b>Confidential Item</b>
	None.

The meeting closed at 6.40pm

Signed ..... Date.....