

## THE BOARD OF TRUSTEES OF GODALMING COLLEGE

### Minutes of the meeting of the full Board of Trustees of Godalming College held virtually on Monday, 6<sup>th</sup> July 2020 at 4.30pm

**Present:**

Peter Aitken (PA)	Adam Duce (AD)	Geoff Howes (GH)
Rachel Gray (RG)	Elizabeth Graham, Chair (EG)	Douglas Jack (DJ)
Justin Knight (JK)	Jeremy Pattison (JP)	Shirley Price (SP)
Hannah Radwanski (HR)	Dawn Reves (DR)	Nigel Roberts (NR)
Anne Wakefield (AW)	Helen Warren (HW)	Emma Young, Principal (ELY)

**In attendance:**

Sarah Baudains, Finance Director (SB)	Dominic Ferris, SU President (DF)
Sharon Harmon, Clerk (SH)	Oliver Stevens, Deputy Principal (ODS)

	<b>The Board welcomed to the meeting newly appointed Trustees, Dawn Reves, Nigel Roberts and Helen Warren.</b>
<b>1.</b>	<b>Apologies for Absence</b>
	Apologies for absence were received from Hamish Cameron Blackie (HCB).
<b>2.</b>	<b>Declarations of Interest</b>
	There were no declarations of interest.
<b>3.</b>	<b>Minutes of the meeting held on 11th May 2020</b>
	The minutes of the last meeting on 11th May 2020 were approved by the Board as an accurate record.
<b>4.</b>	<b>Matters Arising from the previous minutes</b>
	None.
<b>5.</b>	<b>Chair's Update</b>
	<p>The Chair provided the Board with an overview of activities since the last meeting. The Chair confirmed that regular weekly meetings with the Principal and Clerk are still happening remotely, and the Principal and Chair are in regular contact.</p> <p>The Chair reported that Trustee recruitment had gone well and three new Trustees had been appointed to the Board of Trustees, as discussed above. The Chair thanked those involved in the recruitment process for their support.</p>
<b>6.</b>	<b>Principal's Update</b>
	<p>The Principal provided the Board with an overview of some of the key activities over the past academic year.</p> <ul style="list-style-type: none"> <li>• The year started well with a great set of results, including an increase in the value added measures.</li> <li>• The introduction of the +Enrichment programme has gone very well and was well received by students.</li> <li>• The Introduction of the enhanced induction (Five Fridays) programme worked well.</li> <li>• The new SMT members, Olly Stevens, Deputy Principal and Sarah Baudains, Finance Director, settled brilliantly into their roles.</li> <li>• The College introduced a number of measures to improve student applicants' experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• There have been a number of successful College events including the Armistice Day 80 year Anniversary service: Safety Week, the College production of Chicago, the College Hustings tied to the General Election.</li> <li>• OFSTED inspection of the College in December 2019 went very well and the College achieved an Outstanding grade under the new inspection framework.</li> <li>• As a result of the COVID-19 pandemic lockdown, the College closed the campus and moved to remote learning in March. This has involved a tremendous effort on the part of all staff.</li> <li>• The College continues to work through and follow government guidance on the COVID-19 pandemic. The Principal provided the Board with an overview of present government guidance and the plans the College currently has in place for exams, enrolment and the start of the new academic year, with emergency timetable – blended learning approach most likely to be adopted at the start of next academic year.</li> </ul> <p>The Board had a full discussion around exams, enrolment and the start of the autumn term. The Board acknowledged there are a vast number of considerations to work through and still a number of unknowns. The Board recognised the College is doing a tremendous job in managing the evolving situation and the remarkable amount of work being done to plan for the various contingencies.</p>
<b>7.</b>	<b>Committee Reports</b>
	<p><b><u>Curriculum and Quality</u></b></p> <p>SP reported on the meeting of the Curriculum and Quality Committee on 8<sup>th</sup> June 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• The Committee discussion focused on delivery of curriculum via remote learning during the Covid-19 pandemic.</li> <li>• The committee reviewed the Mental Health and Resilience Action Plan and discussed particular challenges during the current situation.</li> </ul> <p>SP recorded the Committee’s thanks for the tremendous amount of work and planning that has gone into supporting students and delivering an excellent remote curriculum under these challenging circumstances.</p> <p><b><u>Governance and HR</u></b></p> <p>DJ reported on the meeting of the Governance and HR committee on 15<sup>th</sup> June 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• The Committee discussed Trustee induction and agreed to introduce a new Trustee checklist.</li> <li>• The Committee discussed Trustee training and asked that any Trustees with training requests submit these to the Clerk.</li> <li>• The Committee approved the Grievance Procedure, the Disciplinary Procedure, the Capability Procedure and the Redundancy Procedure for recommendation to the Full Board for approval.</li> </ul> <p><b><u>Finance and Estates</u></b></p> <p>PA reported on the meeting of the Finance and Estates Committee on 25<sup>th</sup> June 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• The committee reviewed the Management Accounts 2019-2020 and reported a small underspend.</li> <li>• The Committee reviewed and approved the proposed College Budget for 20/21 and the 3 Year Plan for 21/22 and 22/23 for recommendation to the Full Board for approval.</li> <li>• The new College Sage finance system went live on 1<sup>st</sup> April 2020 and is working well.</li> <li>• The Finance Director reported that the College has been successful in the CIF bid submitted for works to the Gill Building roof and windows. Works will begin over the summer.</li> <li>• The Committee discussed green initiatives.</li> </ul>

	<p><b><u>Audit</u></b>  GH reported on the meeting of the Audit Committee on 25<sup>th</sup> June 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• The Committee reviewed and approved the Whistleblowing Policy and the Data Protection Policy for recommendation to the Full Board for approval.</li> <li>• The Committee reviewed and approved the RSM Audit Plan for 2019/20 year end for recommendation to the Full Board for approval.</li> <li>• The Committee discussed plans for internal audit, and the tender process for the appointment of internal auditors.</li> <li>• The Committee discussed the Risk Register format and proposed this should be reviewed by the internal auditors once appointed.</li> </ul> <p><b><u>Chairs' Forum</u></b>  EG reported on the meeting of the Chairs' Forum on 2<sup>nd</sup> July 2020. EG noted there were two agenda items, executive pay and the Risk Register format. The Forum agreed the Risk Register format should be reviewed by the internal auditors once appointed and that going forward the Risk Register will be reviewed each term by the Audit Committee and Full Board.</p>
<b>8.</b>	<b>Documents for Approval</b>
	<p><b><u>College Budget 2020-21</u></b>  The Board reviewed the proposed College Budget 2020-21 and 3 Year Plan. It was noted the budget was considered and approved for recommendation to the Full Board for approval by the Finance and Estates Committee on 25<sup>th</sup> June 2020.</p> <p>The Board had a discussion around the impact of any variation in student numbers. SB confirmed that student number modelling is discussed by the Finance Monitoring Group and updates provided to the Finance and Estates Committee as appropriate.</p> <p><b>The Board of Trustees approved the College Budget and 3 Year Forecast and the assumptions on which it is based.</b></p> <p><b><u>Data Protection Policy</u></b>  The Board reviewed the Data Protection Policy. It was noted the Data Protection Policy was considered and recommended to the Full Board for approval by the Audit Committee on 25<sup>th</sup> June 2020.</p> <p><b>The Board of Trustees approved the Data Protection Policy.</b></p> <p><b><u>Whistleblowing Policy</u></b>  The Board reviewed the Whistleblowing Policy. It was noted the Whistleblowing Policy was considered and recommended to the Full Board for approval by the Audit Committee on 25<sup>th</sup> June 2020.</p> <p>The Board discussed the name of this policy. AW presented research from Whistleblower UK and other whistleblowing charities. Research suggests that the use of the policy is more influenced by the culture of the organisation than the name of the policy. The majority of individuals surveyed had no issue with the title 'whistleblowing' as they know what that means. The Board agreed, all points considered, 'whistleblowing' was still the most appropriate title for the policy.</p> <p><b>The Board of Trustees approved the Whistleblowing Policy.</b></p> <p><b><u>Employment Procedures</u></b></p>

	<p>The Board reviewed the Grievance Procedure, the Disciplinary Procedure, the Capability Procedure and the Redundancy Procedure. It was noted that all four procedures were considered and recommended to the Full Board for approval by the Governance and HR Committee on 15<sup>th</sup> June 2020. ELY reported that all four procedures have been updated to more closely align with the Sixth Form College Association model guidance.</p> <p>The Board requested one minor update to paragraph 5.7 of the Grievance Procedure, namely at the end of the last sentence to add the condition ‘or if a staff member requests this’.</p> <p><b>The Board of Trustees approved all four employment procedures.</b></p> <p><b><u>RSM Audit Plan for 2019/20 year end</u></b></p> <p>The Board reviewed the RSM Audit Plan for the year end 2019/20. It was noted the RSM Audit Plan had been considered and recommended to the Full Board for approval by the Audit Committee on 25<sup>th</sup> June 2020. SB provided the Board with an outline of the timing of the Audit and noted two new risks have been added to the Audit Plan: a generic risk relating to the COVID-19 pandemic and a risk in relation to the implementation of a new College finance system. SB also reported that there is a small increase in fees this year.</p> <p><b>The Board of Trustees approved the RSM Audit Plan for the year end 2019/20.</b></p>
<b>9.</b>	<b>Strategic Documents</b>
	<p><b>College Development Plan 2019/20</b></p> <p>The Board reviewed the College Development Plan 2019/20. The Principal noted the Development plan was last updated in the Spring term 2020 and that progress on a number of targets has been suspended due to the COVID-19 pandemic. The Principal noted that the Development Plan for 2020/21 will have a number of targets relating to the COVID-19 pandemic.</p> <p><b>Risk Register</b></p> <p>The Board reviewed the College Risk Register. The Principal highlighted that the College has a dedicated live Healthy and Safety Risk document relating to the COVID-19 pandemic, which has been shared with the Board – with some useful feedback provided. The Chair has also reviewed the COVID safety measures in place on the campus. Any further updates to the COVID Health and Safety Risk Assessment will be shared with the Board as appropriate.</p>
<b>10.</b>	<b>Management Accounts to 31<sup>st</sup> May 2020</b>
	<p>The Board reviewed the Management Accounts to 31<sup>st</sup> May 2020. It was noted that this set of accounts had been considered by the Finance and Estates Committee on 25<sup>th</sup> June 2020. The Finance Director provided the Board with an overview of the figures and reported that the College is on track to deliver the budget for this academic year.</p> <p>The Board confirmed it was satisfied with the Management Accounts to 31<sup>st</sup> May 2020.</p>
<b>11.</b>	<b>Reports from Link Trustees</b>
	<p><b>Safeguarding</b></p> <p>EG reported on discussions with the College’s Lead Safeguarding Officer. Discussion focused on navigating the COVID-19 pandemic and how the College is supporting students, particularly vulnerable students during this challenging time. Teachers and the Learning Support Team continue to be in regular contact with students. A counselling service is still available to students.</p> <p><b>Equality, Diversity and Inclusion</b></p> <p>AD, EDI Officer, reported on the Festival of Equality. SP reported that with AD the College is looking at collaborations with the University of Surrey on initiatives promoting Equality, Diversity and Inclusion.</p>
<b>12.</b>	<b>Meeting Dates 2020-21</b>

	The Board reviewed and approved the proposed meeting dates for 2020-21.
<b>13. AOB</b>	
	None.
<b>14. Date of the next meeting</b>	
	Monday, 14 <sup>th</sup> September 2020 at 4.30pm
<b>15. Confidential Item</b>	
	None.

The meeting closed at 6.30 pm

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