

THE BOARD OF TRUSTEES OF GODALMING COLLEGE

Minutes of the meeting of the full Board of Trustees of Godalming College
held virtually on Monday, 7th December 2020 at 4.30pm

Present:

Peter Aitken (PA)	Hamish Cameron Blackie (HCB).	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 Revers (DR)
Nigel Roberts (NR)	Helen Warren (HW)	Emma Young, Principal (ELY)

Apologies:

Anne Wakefield (AW)		
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In attendance:

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

1.	Apologies for Absence
	Apologies for absence were received from Anne Wakefield.
2.	Declarations of Interest
	There were no declarations of interest.
3.	Minutes of the meeting held on 14th September 2020
	The minutes of the last meeting on 14 th September 2020 were approved by the Board as an accurate record.
4.	Matters Arising from the previous minutes
	In relation to Item 5 - EG confirmed a communication had been sent to all staff, on behalf of the Board of Trustees, thanking them for their ongoing hard work and commitment.
5.	Chair's Update
	<p>The Chair provided the Board with an overview of activities since the last meeting, including the following activities:</p> <ul style="list-style-type: none"> • Regular meetings with the Principal and Chair have continued. • The Chair attended the virtual SFCA Regional meeting. • The Chair attended a virtual Waverley Federation meeting. • Departmental and Cross College Self-Assessment Review (SAR) panel meetings are ongoing and are being conducted remotely this year.

<p>6.</p>	<p>Principal's Update</p> <p>The Principal reported to the Board on College activities highlighting the following points:</p> <ul style="list-style-type: none"> • Health and safety has been a priority this term and a great deal of work is being done to ensure all safety guidance in relation to the Covid-19 pandemic is being followed, and staff and students are as safe as can be. • Since the start of term 15 student cases of Covid-19 have been confirmed within a cohort of approx. 2000. As a result of the 15 cases, 60 students have had to isolate. There have also been 3 staff cases of Covid-19; no students have been required to isolate as a result of staff cases. These numbers demonstrate that the blended learning approach is resulting in minimal disruption to teaching and learning. • Focus has also been on supporting staff and students with blended learning in a situation that is difficult for everyone. Staff are working hard and doing a fantastic job as reflected in the Self-Assessment reviews. Departments are on track with schemes of work. • SMT continue to gather and review feedback from students, staff and parents on the College's blended learning approach. • The Department of Education have confirmed the summer exams will go ahead albeit delayed by a few weeks. Exams will run 7th June – 2nd July. There is additional guidance in relation to Covid-19 with more details to follow. • The College will be running an A-Level mock exam week in February 2021. • The College held a virtual Open Evening in October which was well received. • Virtual Parents' Evenings for both U6 and L6 took place this term. • A virtual Course Advice Session this term went well. • The College website is under review and will be developed and relaunched this academic year. • The Music Department are holding 2 online Christmas concerts. • The Drama Department are performing a drive- in Nativity. <p>The Board asked the Principal about student application numbers for 2021/22. The Principal advised the Board that applications are up on this point last year. The meeting discussed the increase in the student demographic going forward.</p> <p>The Board discussed the potential learning in terms of innovation and technology generated in response to the pandemic which might be carried forward post Covid-19. The Principal confirmed the College would carry out a review once the situation returned to normal.</p> <p>The Board asked how the College was preparing for a potential increase in cases in Covid-19 post the Christmas relaxation of restrictions, and what messages are going out regarding social distancing and testing. The Principal confirmed that the College was continuing to follow Government guidance and is well set up for remote teaching and learning for any staff or students requiring to self-isolate.</p>
<p>7.</p>	<p>Committee Reports</p> <p>Curriculum and Quality</p> <p>Shirley Price reported on the meeting of the Curriculum and Quality Committee on Monday, 9th November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • Oliver Stevens, Deputy Principal, provided an update on Curriculum matters, including a full overview of blended learning and measures in place relating to the COVID-19 pandemic. • Carol Horlock, Assistant Principal, provided the Committee with a full briefing of measures in place to support staff and students. • Adam Duce provided the committee with an update on EDI activities across the College. • The Committee reviewed and approved the College's Child Protection and Safeguarding Policy for recommendation to the Full Board for approval.

	<ul style="list-style-type: none"> The Terms of Reference for C&Q Committee were reviewed and updated and recommended to Full Board for approval.
	<p><u>Governance and HR</u></p> <p>Douglas Jack reported on the meeting of the Governance and HR committee on Monday, 16th November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> Discussed training for Trustees and asked that Trustees should contact the Clerk with any specific training requests. Considered the structure of committees and Board in light of both Douglas Jack and Elizabeth Graham coming to the end of their office term in April 2021. Planned a schedule of recruitment for Trustees. Reviewed and approved updated Terms of Reference for the Governance and HR Committee for recommendation to the Full Board for approval. Reviewed Skills Audit and Self-Assessment report. DJ reminded the Board members to return questionnaires to the Clerk if they had not already done so. <p><u>Finance and Estates</u></p> <p>Douglas Jack, on behalf of Peter Aitken, reported on the meeting of the Finance and Estates Committee on Monday, 23rd November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> Reviewed and approved the College’s Annual Report and Financial Statements to 31st August 2020 for recommendation to the Full Board for approval. Reviewed and approved Student Union annual accounts to year end 31st August 2020. Reviewed and approved the Terms of Reference for the F&E Committee for recommendation to the Full Board for approval. <p><u>Audit</u></p> <p>Geoff Howes reported on the meeting of the Audit Committee on Monday, 23rd November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> Reviewed and approved the College’s Annual Report and Financial Statements to 31st August 2020 for recommendation to the Full Board for approval. Received feedback from Auditors and reviewed Auditors’ Findings Report. No material issues were raised. The Audit process went smoothly. Approved the Audit Findings Report for recommendation to the Full Board for approval. Received and considered the Internal Audit Assessment Needs reports from Internal Auditors. Reviewed and approved the Risk Management Policy for recommendation to the Full Board for approval. Reviewed and approved the Annual Report from the Audit Committee. Reviewed and approved the Terms of Reference for the Audit Committee for recommendation to the Full Board for approval. <p><u>Chairs’ Forum</u></p> <p>Elizabeth Graham reported on the meeting of the Chairs’ Forum on Thursday, 3rd November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> Discussion focused on executive pay and Senior Management reviews and targets. The Terms of Reference for Chairs’ Forum were reviewed and approved for recommendation to the Full Board.

8.	<p>Documents for approval from the Committee Meetings</p>
	<p><u>Report and Financial Statements to 31st August 2020</u> The Board reviewed the College Report and Financial Statements to 31st August 2020. It was noted this document had been thoroughly reviewed at both Audit Committee and F&E Committee and approved by both.</p> <p>The Board agreed it was satisfied with the College Report and Financial Statements to 31st August 2020 and had no further queries.</p> <p>The Report and Financial Statements to 31st August 2020 were approved by the Board of Trustees.</p> <p><u>Regularity Letter of Representation</u> The Board reviewed the Regularity Letter of Representation. The Board had no queries.</p> <p>The Board of Trustees approved the Regularity Letter of Representation.</p> <p><u>Audit of Financial Statements Letter of Representation</u> The Board reviewed the Audit of Financial Statements Letter of Representation. The Board had no queries.</p> <p>The Board of Trustees approved the Audit of Financial Statements Letter of Representation.</p> <p><u>Annual Report of the Audit Committee 2019-20</u> The Board reviewed the Annual Report of the Audit Committee 2019-20. It was noted the report had been reviewed and approved by the Audit Committee.</p> <p>The Board had no further queries on the Report.</p> <p>The Board of Trustees approved the Annual Report of the Audit Committee 2019-20.</p> <p><u>Risk Management Policy</u> The Board reviewed the College’s Risk Management Policy. It was noted the policy had been reviewed and approved by the Audit Committee.</p> <p>The Board had no further queries on the policy.</p> <p>The Board of Trustees approved the Risk Management Policy</p> <p><u>Child Protection and Safeguarding Policy</u> The Board reviewed the College’s Child Protection and Safeguarding Policy. It was noted the policy had been reviewed and approved by the Curriculum and Quality Committee.</p> <p>The Board had no further queries on the policy and thanked Carol Horlock for her work on Policy.</p> <p>The Board of Trustees approved the Child Protection and Safeguarding Policy.</p> <p><u>Terms of Reference</u> The Board reviewed the Terms of Reference for the Board of Trustees and for each of its committees. It was noted all of the Terms of References had been reviewed and approved at each of the respective committees.</p>

	<p>The Board of Trustees approved all the following Terms of Reference with no queries.</p> <ul style="list-style-type: none"> – Terms of Reference for the Full Board of Trustees – Terms of Reference for the Audit committee – Terms of Reference for the Chairs’ Forum – Terms of Reference for the Curriculum and Quality Committee. – Terms of Reference for the Finance and Estates Committee. – Terms of Reference for the Governance and HR Committee.
9.	Board Self-Assessment
	<p>The Board reviewed and discussed the Skills Audit Report, Self-Assessment Review Report and the draft Governance SAR and Development Plan.</p> <p>The Board noted that there is a strong set of skills across the Board with no obvious skills gap. It was agreed that the results of these surveys should be used to inform training and the recruitment of new Trustees in the year ahead.</p> <p>The Board agreed the Governance SAR and Development Plan required further input from the Board. The Chair asked that Board members contact the Clerk with any further contributions and targets for the Board. The Board noted that due to the Trustee Annual Conference being cancelled this year as a result of COVID-19 pandemic, the Board had not had the usual opportunity to contribute to the Governance SAR and Development Plan. The Board agreed that in future the Development Plan could be split between Committees with targets set against each area and planning beginning at the end of the previous year.</p>
10.	Management Accounts to 31st October 2020
	<p>The Board reviewed the Management Accounts to 31st October 2020. The Finance Director provided the Board with overview of the figures.</p> <p>The Board had no queries and confirmed it is satisfied with the Management Accounts to 31st October 2020.</p>
11.	Risk Register
	<p>The Principal presented the updated Risk Register to the Board. It was noted that the new format was produced in consultation with the College’s newly appointed Internal Auditors (Wylie & Bisset), and taking into account feedback from the Board and the Audit Committee.</p> <p>The Board reviewed the updated College Risk Register and noted new risks.</p> <p>The Board further discussed controls in place in relation to gross and net risks. After discussion the Board agreed the risks and controls set out in the Risk Register are appropriate.</p> <p>The Board of Trustees approved the College Risk Register.</p>
12.	Reports from Link Trustees
	<p>Safeguarding</p> <p>EG reported that the Safeguarding team had responded very well to the ongoing challenges brought about by the ongoing COVID-19 pandemic and blended learning. There is an effective system in place via Tutors, Senior Tutors, the Learning Support team and the Safeguarding Team for monitoring and supporting students. The College recently ran a Safety Week.</p>

	<p>Equality, Diversity and Inclusion</p> <p>SP reported on EDI activities across the College including Black History Month and Tutor Group discussion around unconscious bias. SP highlighted the link between the College and Surrey University now working together on EDI initiatives.</p> <p>AD (EDI Officer) provided further information on EDI initiatives. AD explained that much of the EDI discussion is currently delivered via Tutor Groups due to the COVID-19 pandemic and lack of opportunity for events.</p>
13.	Chair of the Board of Trustees Election
	<p>Jeremy Pattison was nominated for the post of Chair of the Board of Trustees. Jeremy Pattison left the meeting whilst the Board voted on his appointment as Chair.</p> <p>Jeremy Pattison's appointment to the post of Chair of the Board of Trustees was unanimously approved by the Board of Trustees</p> <p>Jeremy Pattison was invited to rejoin the meeting and his appointment to the post of Chair of Board of Trustees was confirmed to take affect from 22nd April 2021.</p>
14.	AOB
	None.
15.	Dates of future meetings
	<ul style="list-style-type: none"> • Monday, 29th March 2021 at 4.30pm • Monday, 5th July 2021 at 4.30pm
16.	Confidential Item
	None

The meeting closed at 6.25 pm

Signed Date.....