

THE BOARD OF TRUSTEES OF GODALMING COLLEGE

**Minutes of the meeting of the full Board of Trustees of Godalming College
held in the Main Hall at Godalming College
on Monday, 5th July 2021 at 4.30pm**

Present:

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

Apologies:

Hamish Cameron Blackie (HCB)	Anne Wakefield (AW)
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In attendance:

Sarah Baudains, Finance Director (SB)	Christian Brunton, SU President (CB)
Sharon Harmon, Clerk (SH)	Grace McCarthy-Holland, SU Vice President (GMH)
Oliver Stevens, Deputy Principal (ODS)	

1.	Apologies for Absence
	Apologies for absence were received from Hamish Cameron Blackie and Anne Wakefield.
2.	Declarations of Interest
	There were no declarations of interest.
3.	Minutes of the meeting held on Monday 29th March 2021
	The minutes of the last meeting of the Full Board of Trustees, held on Monday 29th March 2021, were approved by the Board as an accurate record.
4.	Matters Arising from the previous minutes
	Item 5 – The Board noted that the Principal had shared the Centre Policy for Summer 2021 assessment with them. Item 9 – Following on from discussion at the previous meeting, the Board agreed that a Trustees Meetings Etiquette Policy was not required and that the Trustee Code of Conduct provided sufficient guidance on Trustee conduct.
5.	Chair's Update
	The Board received the Chair's report on meetings, activities and College business since the last meeting. The Chair noted that in addition to the activities set out in the report the Chair had recently attended the Waverley Federation Chairs' meeting. The Board had no questions and thanked the Chair for the detailed report.
6.	Principal's Update
	The Principal reported to the Board on College activities in the Summer term. The Principal provided the Board with a detailed overview of the ongoing situation and the College's position in relation to the COVID-19 pandemic. The Principal reported that the in person Open Evening, which was scheduled to take place in July, has been cancelled due to updated DfE guidance. The College now plans to hold two Open Evenings in the Autumn term. The Principal further reported that the 'Going to Godalming' taster days for incoming students, which were planned to be in person, will now be held online as virtual events.

	<p>The Principal provided the Board with a comprehensive overview of the teacher assessed grades process for upper sixth students, the assessment cycle for lower sixth students, plans for results day, plans for enrolment 2021 and staff recruitment.</p> <p>The Board discussed enrolment and acknowledged that there was some uncertainty around what government guidelines in relation to the Covid-19 pandemic may be in place at the time of enrolment. Particularly, whether there will be a need for onsite testing of students. The Board were reassured that the College had robust planning in place to cover various eventualities.</p> <p>The Principal reported that the CIF bid for additional roofing works had been successful and the works would be carried out over the summer.</p> <p>The Principal confirmed that the preparations for the in-house catering operation were on track and the operation would be ready to open in September.</p> <p>The Principal reported that the new College website was ready to be launched this week.</p> <p>The Principal reported that the College's Arts Festival was taking place this week. The Trustees noted the students had produced some exceptional art.</p> <p>The Board asked about the take up of home testing. The Principal reported that the numbers students still participating in home testing was declining and that this was a national picture across the sector not just specific to the College.</p> <p>The Board had no further question and thanked the Principal for the thorough report on College activities.</p>
7.	<p>Committee Reports</p>
	<p><u>Curriculum and Quality</u></p> <p>Jeremy Pattison reported on the meeting of the Curriculum and Quality Committee on Monday, 7th June 2021. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • Full discussion of teacher assessed grades and next steps. • Received an update on Student Support. • Received an update on Equality, Diversity and Inclusion. • Reviewed and recommend for approval the Learning Support Policy. • Reviewed and recommend for approval the Access Arrangements Policy. <p><u>Governance and HR</u></p> <p>Nigel Roberts reported on the meeting of the Governance and HR committee on Monday, 14th June 2021. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • Full discussion on Board membership and succession planning for Trustee vacancies and Clerk role. Discussed the role of Link Trustees. The Board agreed the role of Link Trustees should be discussed at the September Full Board meeting. Action: Clerk to include an item on Link Trustees on the September Full Board meeting agenda. • Reviewed and recommend for approval the Complaints Procedure.

	<p><u>Audit</u></p> <p>Geoff Howes reported on the meeting of the Audit Committee on Monday, 21st June 2021. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • The Head of IT provided the Committee with a presentation on Cyber Security. • Received two internal audit reports from external auditors Wylie Bisset covering Procurement and Student Records. The audit of Procurement found the level of assurance was strong. The audit of Student Records found the level of assurance was strong. • Reviewed and recommend for approval the Data Protection Policy. • Reviewed and recommend for approval the Fraud Policy and Response Plan. • Reviewed and recommend for approval the RSM 20/21 External Audit Plan. • Reviewed updates to the Risk Register and agreed the addition of a definition of impacts table. <p><u>Finance and Estates</u></p> <p>Peter Aitken reported on the meeting of the Finance and Estates Committee on Thursday, 24th June 2021. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • Discussed the College’s Treasury position. • Reviewed management accounts. • Discussed summer works and the College’s Catering operation. • Reviewed and recommend for approval the College Budget 2021-22 & 3 Year Financial Plan. • Reviewed and recommend for approval the Health and Safety Policy. • Reviewed and recommend for approval the Bursary Policy.
8.	Financial Reports
	<p><u>Management Accounts</u></p> <p>The Board reviewed the Management Accounts to 31st May 2021. 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 with a slight overspend.</p> <p>The Board confirmed it was satisfied with the Management Accounts to 31st May 2021.</p> <p><u>College Budget 2021-22 and 3 Year Financial Plan</u></p> <p>The Board reviewed the proposed College Budget 2021-22 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 24th June 2021.</p> <p>The Board had a discussion around the impact of various assumptions including student numbers, staffing costs, pension contributions and the in-house catering operation. SB confirmed that student number modelling is discussed by the Finance Monitoring Group and updates provided to the Finance and Estates Committee as appropriate. The Finance Director further explained that the Catering Operation should be cash neutral.</p> <p>The Board of Trustees approved the College Budget and 3 Year Forecast and the assumptions on which it is based.</p>
9.	Documents for approval from the Committee Meetings
	<p><u>Learning Support Policy</u></p> <p>The Board reviewed the Learning Support Policy. The Board noted that the policy had been reviewed and recommended for approval by the Curriculum and Quality Committee.</p> <p>The Board had no further questions on the policy.</p> <p>The Board of Trustees approved the Learning Support Policy.</p>

Access Arrangements Policy

The Board reviewed the Access Arrangements Policy. The Board noted that the policy had been reviewed and recommended for approval by the Curriculum and Quality Committee.

The Board had no further questions on the policy.

The Board of Trustees approved the Access Arrangements Policy.

Complaints Procedure

The Board reviewed the Complaints Procedure. The Board noted the document had been reviewed and recommended for approval by the Governance and HR Committee.

The Board discussed the style in which the document was written. Following discussion the Board agreed the procedure set out in the document was appropriate and correct and the Principal should review the document and make the decision on the use of second / third person where appropriate.

The Board had no further questions on the procedure.

The Board of Trustees approved the Complaints Procedure.

Data Protection Policy

The Board reviewed and discussed the Data Protection Policy. The Board noted that the Audit Committee had reviewed and approved the policy.

The Board agreed the following minor grammatical updates to the policy:

- Page 5, under 'Data Protection Privacy Notice', update the first sentence to read 'The College will provide all students, staff, trustees and other stakeholders, via a data protection privacy notice, assurance of how their data will be held and processed according to this policy.'
- Page 5, under 'Responsibilities: Staff', third paragraph amend to read 'ensure access is limited to those individuals authorised to access it'.
- Page 7, under 'Rights to Access Information', third paragraph amend to read 'reasonably verify their identity.'
- Page 8, under 'Right to Erasure', second sentence, remove the 's' from 'provides'.

The Board had no further questions on the policy.

The Board of Trustees approved the Data Protection Policy pending minor updates agreed above.

Fraud Policy and Response Plan

The Board reviewed the Fraud Policy and Response Plan. The Board noted that the policy had been reviewed and recommended for approval by the Audit Committee.

The Board had no further questions on the policy.

The Board of Trustees approved the Fraud Policy and Response Plan.

Health and Safety Policy

The Board reviewed the Health and Safety Policy. The Board noted that the policy had been reviewed and recommended for approval by the Finance and Estates Committee.

	<p>The Board had no further questions on the policy.</p> <p>The Board of Trustees approved the Health and Safety Policy.</p> <p><u>Bursary Policy</u> The Board reviewed the Bursary Policy. The Board noted that the policy had been reviewed and recommended for approval by the Finance and Estates Committee.</p> <p>The Board had no further questions on the policy.</p> <p>The Board of Trustees approved the Bursary Policy.</p> <p><u>RSM Audit Plan for 2020/21 year end</u> The Board reviewed the RSM Audit Plan for 2020/21 year end. The Board noted that the document had been reviewed and recommended for approval by the Audit Committee.</p> <p>The Board had no further questions on the Audit Plan for 2020/21 year end.</p> <p>The Board of Trustees approved the Audit Plan for 2020/21 year end.</p>
10.	Risk Register
	<p>The Board reviewed the updated College Risk Register. The Board noted the Risk Register had been reviewed by the Audit Committee at the 21st June meeting. The Board noted the addition of risks associated with the College catering operation and cyber security.</p> <p>The Board discussed the addition of the definition of impacts table and agreed this was helpful. The Board asked the Principal to consider including potential frequency of risk as well as impact in future updates to the Risk Register.</p> <p>Action: ELY to consider including potential frequency of risk as well as impact in future updates to the Risk Register.</p>
11.	Reports from Link Trustees
	<p>Safeguarding DR reported that she had met with the Safeguarding team and was reassured that the team continue to support and provide reassurance to students via Tutors, Senior Tutors, the Learning Support team and the Safeguarding Team. DR also reported on the appointment of a new Health and Wellbeing Coordinator.</p> <p>Equality, Diversity and Inclusion SP reported on her meetings with AD, EDI officer.</p>
12.	AOB
	<p>The Board thanked the Principal, the Senior Management Team and all the College staff for the incredible amount of resilience and commitment they had shown to the College in what has been an exceptionally challenging year.</p> <p>The Principal, on behalf of the Board and the College, thanked AD for his valuable contribution and his support of the Board in the role of Staff Trustee for the past four years.</p> <p>The Principal, on behalf of the Board and the College, thanked AW for her contribution and support of the Board and the College in her role as Parent Trustee.</p>

	The Principal, on behalf of the Board and the College, thanked SH for her work and support of the Board and the College in her role as Clerk to the Board of Trustees.
13.	Dates of the next meeting
	To be confirmed.
14.	Confidential Item
	None

The meeting closed at 6.00 pm

Signed Date.....