



THE BOARD OF TRUSTEES OF GODALMING COLLEGE

**Minutes of the meeting of the full Board of Trustees of Godalming College
held on Monday, 10th October 2022 at 4.30pm**

Present:

Rachel Gray (RG)	Peg Hulse (PH)	Stuart Hibbert (SH)
Geoff Howes (GH)	Justin Knight (JK)	Jeremy Pattison (JP) Chair
Dawn Reves (DR)	Nigel Roberts (NR)	Ed Sylvester (ES)
Julie Wagerfield (JW)	Emma Young, Principal (ELY)	

Apologies:

Peter Aitken (PA)	Shirley Price (SP)	Helen Warren (HW)
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In attendance:

Sarah Baudains, Assistant Principal (SB)	Carol Horlock, Assistant Principal (CXH)
Lee Henderson (LH)	Ken Kehoe, Clerk (SH)
Oliver Stevens, Deputy Principal (ODS)	Raphael O'Neill, SU Vice-President (RON)

1.	Apologies for Absence
	Apologies for absence were received from Peter Aitken, Shirley Price and Helen Warren.
2.	Declarations of Interest
	ELY and JP declared that they were being made Directors of the Sixth Form Colleges Association.
3.	Minutes of the meeting held on 11th July 2022
	The minutes of the last meeting on 11th July 2022 were approved by the Board as an accurate record, but with the term “bought forward” being replaced with the term “purchased forward”.
4.	Safeguarding Training
	<p>CXH briefed the Board on the statutory guidance, Keeping Children Safe in Education 2022, and confirmed that the College’s Safeguarding Policy 2022 had been amended to reflect KCSIE 2022. As previously agreed by the Board, the changes had been approved by ELY. In discussion, the Board asked:</p> <p><u>How was the College conducting the online checks?</u> CXH explained that, in addition to normal pre-employment checks on joiners, there was an online search of short-listed candidates.</p> <p><u>What was the College doing regarding EDI?</u> CXH explained that the College had taken a range of measures including establishing a Person of Colour Society, providing trans training and providing for the use of the person’s preferred pronoun.</p> <p>CXH noted that the new Student Behaviour Policy met the requirements of KCSIE 2022.</p>

	<p>JP noted that it was important that all Trustee training on Safeguarding was up to date and tasked the Clerk with following up with individual Trustees if their training was not complete. He noted that, in the event of an OFSTED Inspection, the failure of any Trustee to complete the required training would have an adverse impact on the judgement of the College.</p> <p>Action: Trustees to update Safeguarding Training, as required. Clerk to follow up with individual Trustees, as necessary.</p>
4.	<p>College Update</p>
	<p>The Principal reported to the Board on College’s examination results and other developments, highlighting the following points:</p> <ul style="list-style-type: none"> • The 2022 A-Level results were the best ever achieved at the College. The College’s performance put it in the 10% of all providers that subscribe to the A-level Performance System (ALPS), which was most providers. The GCSE retake results were also very good and above the national benchmarks. BTEC results were also significantly above national benchmarks. By value added, the College was in the top 25% of SFCA members. • 639 students had gained entry to their firm choice university, 27 to their insurance choice, 57 had gone into clearing and 104 were unplaced. 87.4% of those students that had applied to university had been placed. • 1196 students had enrolled at the College and, as at the date of the meeting, the College roll stood at 2145. This compared to the budget assumption of 2138. ELY expected the roll to be at c.2140 on census day. Surrey and out of county conversion rates were higher than last year but those from the Waverley Federation were down slightly, possibly due to changes to GCSE marking in 2022. Overall the conversion rate from application to enrolment was at its highest level. • The funding position was likely to get tougher. The greatest concern was energy costs. SB explained that the electricity and gas requirement for this year had largely been purchased in advance. The energy bill for 2022/23 was likely to be £254k compared with £166k last year. But the biggest impact would be in 2023/24 when the bill could rise to £410k. Pay negotiations were also proving difficult. • The Government policy was that next year’s examination results should be back to 2019 levels, but with a safety net so that they should be no worse. The College were also still waiting for further announcements on the BTEC courses that would be defunded. • The Summer Works programme had delivered the new Boardroom and associated new classroom, more LED lighting, a wider entrance to the student carpark, additional storage, a new firewall and immutable storage. It had not been possible to install the new EV chargers as there had been supply delays. • With regard to the 2021/22 Development Plan, retention rates for year 1 and year 2 were down. This was likely to be due to schools giving Teacher Assessed Grades that over stated the students’ abilities to complete courses. The College would be looking at national and S7 benchmarks in the coming months. <p>The Board congratulated the Principal and the staff and asked the following:</p> <p><u>What underlay the improvement from last year’s Teacher Assessed Grades?</u> ODS suggested that the introduction of mock examinations had really helped. The use of blended learning had also contributed to greater continuity of learning, as had the 50:50 approach to learning in the classroom and outside. It was noted the results also demonstrated that the College’s approach to TAGs had been fair but robust.</p>

	<p><u>Had remarks affected the results?</u> ELY briefed that 96 students had asked for reviews and that 163 reviews had been carried out. This had led to 27 grade increases. The range of changes to marking was -19 to +17. There had been no grade reductions. The impact of the remarking was that the percentage of A-level entries that had achieved A* to B had increased from 69.8% on the results day to 70.1% when finalised.</p> <p><u>What percentage of students applied to university and had there been an increase in the numbers applying for apprenticeships?</u> ELY said that about 80% of Godalming students apply for university. There had been an increase in the numbers applying for apprenticeships but this was constrained because there were not enough places nationally.</p> <p><u>Did the Government's energy support package help? Why was the College's electricity bill so high?</u> SB explained that the Government's price cap was higher than the price that the College paid and so it did not help. Electricity usage was affected adversely by one building that had electric heating and air-conditioning. ELY underlined that the usage data showed the need to make the campus more sustainable and energy efficient.</p> <p>Trustees noted recent news coverage of the potential for electricity cuts this winter and asked the SLT to consider whether contingency planning was required.</p> <p>Action: SLT to draw up a contingency plan in case there were energy cuts over the Winter.</p>
8.	Chair's Report
	The Board took note of the Chair's Report.
9.	Board of Trustees Business
	<p>Register of Interests</p> <p>The Board asked the Clerk to amend the Register of Interests to reflect ELY's appointment to the SFCA Board.</p> <p>Action: Clerk to amend Register of Interests.</p> <p>Committee Membership Updates</p> <p>DR said that she was happy to move Committee if it helped. JP would consider moving to Finance and Estates and would attend the next two meetings.</p> <p>The Board also agreed that Vice-Chairs for each Committee should be appointed to cover for absences and to develop Board skills and experience.</p> <p>Action: Clerk to amend Committee memberships, as appropriate.</p> <p>Action: Clerk to add discussion of Vice-Chair roles to Committee agenda.</p> <p>Trustee Attendance</p> <p>The Board asked that this should be discussed at the next meeting of Governance and HR Committee.</p> <p>Action: Clerk to add Trustee attendance to the next agenda of Gov and HR Committee.</p>

	<p>Terms of Reference</p> <p>The Audit Committee Terms of Reference were approved, subject to the addition of Data Protection Policy to the list of policies to be reviewed.</p> <p>Action: Clerk to amend the Audit Committee Terms of Reference, as directed.</p> <p>The Curriculum and Quality Committee Terms of Reference were approved.</p> <p>The Finance and Estates Committee Terms of Reference were approved.</p> <p>The Remuneration Committee Terms of Reference were approved, subject to adding that it would cover the Senior Post holders' Remuneration Policy and clarification of which Trustees could sit on the Committee.</p> <p>Action: Clerk to amend the Remuneration Committee Terms of Reference, as directed, and to clarify which Trustees could sit on the Committee.</p>
10.	Year end Management Accounts
	<p>The Board reviewed the Management Accounts to year end. The Finance Director briefed the Board that there was a £162k overspend that reduced the College's cash balance below £4m. This reflected a major push on capital expenditure including the new firewall and immutable storage that had cost about £100k each. SB noted that Catering had done well, with strong sales and a net operating profit of £45k.</p> <p>The Board congratulated SB on the success of the catering operation.</p> <p>The Board were content with the year end Management Accounts.</p>
11.	Governance SAR
	<p>The Board considered the draft Governance SAR. They agreed that, where a target had not been fully achieved, this should be described as not achieved.</p> <p>Action: Clerk to amend Governance SAR, as directed.</p> <p>Trustees also agreed that the Clerk should move to distributing all Committee and Board papers via Teams, subject to confirmation that all Trustees had access to Teams.</p> <p>Trustees also agreed that the Clerk should ensure that they had all completed any necessary Safeguarding training on Educare.</p> <p>Action: Clerk to distribute all future Committee and Board papers via Teams.</p> <p>Action: Clerk to ensure that all Trustees have completed the necessary online Safeguarding training.</p>
12.	Policies
	<p>The Board ratified the 2022 Safeguarding Policy.</p>
13.	Co-opted Trustee

	<p>Lee Henderson left meeting. JP set out LH's skills and experience and proposed that LH be appointed a Co-opted Trustee and subsequently as an Article 50 Trustee by the Members.</p> <p>The Board agreed to the appointment of LH as a Co-opted Trustee and agreed to recommend to Members his appointment as Article 50 Trustee.</p> <p>Action: Clerk to draft a Written Resolution for Members to appoint Lee Henderson as Article 50 Trustee.</p>
14.	AOB
15.	Dates of future meetings
	<ul style="list-style-type: none"> • Monday, 12th December 2022 at 4.30pm • Monday 27th March 2023 at 4.30pm • Monday 10th July 2023 at 4.30pm

The meeting closed at 6.29 pm

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