



THE BOARD OF TRUSTEES OF GODALMING COLLEGE

Minutes of the meeting of the full Board of Trustees of Godalming College
held on Monday, 12th December 2022 at 4.30pm

Present:

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

Apologies:

Peter Aitken (PA)	Dawn Revers (DR)	Helen Warren (HW)

In attendance:

Sarah Baudains, Assistant Principal (SB)	Oliver Stevens, Deputy Principal (ODS)
	Ken Kehoe, Clerk (KK)

1.	Apologies for Absence
	Apologies for absence were received from Peter Aitken, Shirley Price, Dawn Revers and Helen Warren.
2.	Declarations of Interest
	There were no declarations of interest.
3.	Minutes of the meeting held on 10th October 2022
	The minutes of the last meeting on 10th October 2022 were approved by the Board as an accurate record.
4.	Matters Arising
	<p>A couple of actions from the last meeting remained outstanding:</p> <ul style="list-style-type: none"> Vice-Chair posts for the Curriculum and Quality, and the Audit Committee, needed to be filled; Some Trustees had not yet completed all this year's safeguarding training. The Clerk should circulate a list of the safeguarding training undertaken by all Trustees in the new year. <p>Action: Clerk to circulate list of the safeguarding training completed by Trustees, after the Christmas holidays.</p>

5.	Chair's Report
	JP introduced his termly report. There were no questions.
6.	Autumn Term Report
	<p>The Principal gave a presentation to the Board on the key developments affecting College, highlighting:</p> <ul style="list-style-type: none"> • The absence of any specific reference to the 16-19 sector in the Autumn Statement. The SFCA were pressing the Government to honour the 2021 Spending Review commitment to at least the 2% uplift spending per student; • The continuing importance of the Protect Student Choice campaign, following the appointment of the new Secretary of State for Education; • The recent OFSTED Inspections of members of the S7 group, and the success of the group in securing "Outstanding" judgements contrary to developments elsewhere. ELY advised on the possible timing of an OFSTED Inspection of the College and JP underlined the role that Trustees would play in any Inspection; • Pay negotiations for non-teaching staff had been completed but those for teaching staff continued. There had been industrial action; • The College had reduced energy consumption in response to the increase in energy prices; • The planned Schools Bill, that would have required the formation of Multi Academy Trusts, had been scrapped; • The Self-Assessment Review cycle had been completed and ELY thanked the Trustees that had taken part; • The Open Evening had been a great success with 2255 families visiting; • Two CIF bids had been submitted for the replacement of the Art Block windows and doors and to fully replace the roof on the 900s building. The outcomes for the bids would probably not be known before May/June; • New staff had settled in well and the new Upper Management Structure has been positive. <p>ELY also outlined the range of enrichment activity at the College from drama and music productions, through to sporting success.</p> <p>Trustees asked for a copy of the College's Prospectus and a new organisation chart.</p> <p>Action: ELY to circulate College prospectus to the Board.</p> <p>Action: ELY to provide new organisation chart to Board.</p> <p>Trustees asked the following questions:</p> <p><u>What impact had the industrial action had?</u> ELY advised that just under 50% of the staff that could strike did so and that 75% of lessons had carried on as normal;</p> <p><u>What was the relationship between the numbers attending the Open Evening and the numbers enrolling at the College?</u> ELY noted that there would be another Open Evening in the Summer Term and all the indications were to date that there would be sufficient applications. Data on Open Evening attendees has not been collected in quite this way before. The relationship will be explored and modelled using this years' experience. The MIS Manager plays a central role in the forecasting of admissions numbers.</p>

	<p><u>Did the College get 6.1 students from other Colleges transferring to 6.2?</u> ELY and ODS explained that this rarely happened as there could be curriculum issues in the transfer.</p> <p>Action: ELY to ask the Director of Marketing to give a presentation to the Board.</p>
7.	Committee Reports
	<p><u>Curriculum and Quality Committee - 7th November</u> JP reported that the C&Q meeting had considered the 2022 examination results, the patterns of success by group and the developments around BTEC and T-levels. He also highlighted the developing data on safeguarding. Trustees noted the discussion of the challenge provided by the A-levels in Sociology, Psychology and English language and Linguistics and the actions that the College took to ensure that potential students understood those challenges.</p> <p><u>Governance and HR – 14th November</u> NR reported on the discussions regarding HR data, noting that absence as a percentage of hours worked data would become available for all staff, not just teaching staff. He also highlighted the very positive results of the staff survey. He drew attention to the decisions taken on Trustee attendance, the engagement of student representatives with the Board and its committees and the plan to conduct a governance review using the National Council for Voluntary Organisations self-assessment tool.</p> <p><u>Finance and Estates – 21 November 2022</u> JK noted that much of the Committee’s work was being considered elsewhere on the agenda, but he highlighted the Committee’s decision regarding the replacement of the guttering on the Sports Block and noted the higher-than-expected income in the Student Union accounts.</p> <p><u>Audit- 5th December 2022</u> GH noted that there were no minutes available. The meeting had only taken place the previous week as the initial meeting, planned for 28th November had had to be adjourned as it was not quorate. The meeting on 5th December had received a briefing from the external Auditors, Buzzacott, on the Annual Report and Financial Statements. The Auditors had given a clean bill of health, with minor recommendations. GH advised that the Committee were very grateful to SB for her work on the external audit.</p> <p>GH also noted that the Committee had considered the Risk Management Policy. There were only minor changes and he advised that a major review of the policy would be undertaken after the internal auditors had undertaken an audit of the College’s processes in the following academic year. The Committee had also considered the Freedom of Information Policy, which had minor changes, and the Risk Register. On the latter, he highlighted the Committee’s decision to retain Risk 9, relating to the catering operation, until the College had more experience of running the in-house operation. GH also noted that the Register would be reviewed to move proposed actions to controls in place as the actions were implemented.</p> <p>GH noted that, as a consequence of the need to re-schedule the Audit Committee meeting, it had not been possible to select a Vice-Chair or to agree this year’s objectives for the Committee at the meeting.</p>
8.	Documents for Approval
	Annual Report and Financial Statements to 31st August 2022

	<p>The Board reviewed the Annual Report and Financial Statements to 31st August 2022. It was noted this document had been reviewed and approved at the Audit Committee.</p> <p>The Report and Financial Statements to 31st August 2022 were approved by the Board of Trustees.</p> <p>Financial Statements Letter of Representation</p> <p>The Board reviewed the Financial Statements Letter of Representation. The Trustees agreed that no significant events had taken place since the time of Buzzacott’s audit that would have an impact on the financial statements.</p> <p>The Board of Trustees approved the Financial Statements Letter of Representation.</p> <p>Internal Audit Report for 2021-22</p> <p>SB noted that this Report would be submitted to the ESFA, alongside the Annual Report and Financial Statements. There were no major recommendations, and the small number of lower-level recommendations were in hand.</p> <p>The Board approved the submission of the Internal audit report for 2021-22.</p> <p>Examinations Policy</p> <p>The Board ratified the Examinations Policy.</p> <p>Examinations Access Arrangements Policy</p> <p>The Board ratified the Examinations Access Arrangements Policy.</p> <p>Safer Recruitment Policy</p> <p>The Board ratified the Safer Recruitment Policy.</p> <p>Remuneration Policy</p> <p>The Board ratified the Remuneration Policy.</p> <p>Freedom of Information Policy</p> <p>The Board ratified the Freedom of Information Policy.</p> <p>Risk Management Policy</p> <p>The Board ratified the Risk Management Policy.</p>
9.	College Self-Assessment Report and Development Plan

	<p>ELY introduced the draft Report, noting that the Report would be submitted to OFSTED after the Christmas break. She explained that the Report recorded what the College had achieved in the last year and set out the College’s objectives for the current year, based on the Strategic Plan. ELY noted that the Development Plan included an objective for the Board to carry out a self-assessment.</p> <p>Trustees asked about value added data. ELY and ODS explained that there were several value-added data sources including the A-Level Performance System (ALPS), the Six Dimensions project at the SFCA and the L3 VA measure prepared by the Government. Trustees asked if downstream value-added data was available. ELY and ODS explained that for those attending University, data was provided by the Higher education Statistics Agency (HESA) but that there was no such data for those not going into university. This was a real weakness in national data collection.</p> <p>Trustees noted that it was important to capture the Parent Voice, in addition to the Student Voice and Staff Voice. The Trustees agreed that RG and JW should work with ELY to produce a Parent questionnaire to be circulated in May 2023.</p> <p>Action: ELY, RG and JW to draw up a Parent Questionnaire for circulation to parents and carers in May 2023.</p> <p>The Board approved the Report and Development Plan.</p> <p>The Board also considered the report of HW setting out her reflections on her participation in the College’s Self-Assessment review. Trustees found it most useful and discussed their role in any future OFSTED Inspection and agreed that training would be beneficial.</p>
10	<p>Governance Self-Assessment</p> <p><u>Skills Audit</u></p> <p>The Board considered the Skills Audit results, noting that a few Trustees had not completed their returns. The Board agreed that:</p> <ul style="list-style-type: none"> • The Clerk should ask those that had not completed the Skills Audit to do so; • Each Committee should discuss whether it had the necessary skills and link any gaps to recruitment and training; • The Skills Audit Questionnaire should be completed at the start of each Training Day. <p>Action: Clerk to update Skills Audit results to include the results of those Trustees that have not completed the questionnaire.</p> <p>Action: Clerk to add discussion of Trustee Skills to the agenda of each Committee.</p> <p><u>Governance Objectives 2022/23</u></p> <p>The Board agreed that:</p> <ul style="list-style-type: none"> • GH and ELY should discuss after the Christmas break which in-depth Risk Reviews the Audit Committee should carry out this year; • An objective for the Audit Committee should be to refresh the Risk Register to reflect the embedding of actions to mitigate risks into the control framework; • The key performance measure should be the minutes of the Committees;

	<ul style="list-style-type: none"> JP, ELY and KK should draft the Governance SAR for discussion with Committee Chairs and then circulation to the Board. <p>Action: GH and ELY should discuss after the Christmas break which in-depth Risk Reviews the Audit Committee should carry out this year.</p> <p>Action: JP, ELY and KK should draft the Governance SAR for discussion with Committee Chairs and then circulation to the Board.</p>
11.	Management Accounts to 31st October 2022 and 3 Year Plan update
	<p>SB updated the Board on the Management Accounts for the period to 31st October. The budget for the year had projected an underspend on the profit and loss account of £300k, but higher staff costs (£150k) and utility costs (£200k) meant that the profit and loss account was now more likely to break even rather than generate an underspend. On staff costs, the budget had assumed 4% pay increases but the actual pay increases would be higher. Non-teaching staff pay increases ranged from 5% to 7.7%. The increase in the utilities bill came despite significant reductions in consumption.</p> <p>Turning to the capital account, SB advised that the budget had allowed for £800k of capital spending, but that capital expenditure would now be closer to £1mn, following the decision, approved by Finance and Estates Committee, to replace the roof of the 900s building.</p> <p>SB also advised that the College had been given £100k of extra capital grant funding to spend on energy efficiency measures; the grant would be used to place LED lights in the main building.</p> <p>Turning to the medium-term projections, SB highlighted that she had made pessimistic assumptions regarding increases in the funding rate and staff pay awards.</p> <p>The Board took note.</p>
12.	Risk Register
	<p>ELY introduced the Risk Register, noting that, following discussion at the Audit Committee, the risk related to the catering operation had been retained and that some of the proposed actions to mitigate risks had been moved to the controls section, following implementation.</p> <p>The Board approved the Risk Register.</p>
13.	Safeguarding LINK Trustee Report
	<p>The Clerk reported that DR was unable to attend the meeting but that she had offered to circulate a report to the Board.</p>
14.	Trustee Training Day
	<p>The Board agreed that the Trustee Training Day should take place on Friday 17th March 2023. Proposals for subjects to be covered on the day included: OFSTED, risk management training, Equality, Diversity and Inclusion training, marketing and the skills audit.</p>
15.	Any Other Business

	<p>RG said that she had reviewed the governance section of the College website and that it needed to be updated.</p> <p>Action: Clerk to update governance section of the College website.</p>
16.	Dates of future meetings
	<ul style="list-style-type: none"> • Monday 27th March 2023 at 4.30pm • Monday 10th July 2023 at 4.30pm

The meeting closed at 6.41 pm

Signed Date.....