



THE BOARD OF TRUSTEES OF GODALMING COLLEGE

**Minutes of the meeting of the full Board of Trustees of Godalming College
held virtually on Monday, 28th March 2022 at 4.30pm**

Present:

Hamish Cameron Blackie (HCB)	Rachel Gray (RG)	Stuart Hibbert (SH)
Geoff Howes (GH)	Justin Knight (JK)	Jeremy Pattison (JP) Chair
Shirley Price (SP)	Dawn Revers (DR)	Nigel Roberts (NR)
Ed Sylvester (ES)	Helen Warren (HW)	Emma Young, Principal (ELY)

Apologies:

Peter Aitken (PA)	Peg Hulse (PH)	
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In attendance:

Sarah Baudains, Finance Director (SB)	Nour El-Serry, SU President (NES)
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 and Peg Hulse.
2.	Declarations of Interest
	There were no declarations of interest.
3.	Minutes of the meeting held on 13th December 2021
	The minutes of the last meeting on 13 th December 2021 were approved by the Board as an accurate record, with one typographical error.
4.	College Update
	<p>The Principal reported to the Board on College activities and briefed on external developments that could affect the College, highlighting the following points:</p> <ul style="list-style-type: none"> • COVID cases were rising, up from 20 cases per week among students to 65 to 70 per week. There had been 18 to 20 cases among staff, including the Principal. 'Living with COVID' guidance is such that the advice for students and staff going forward is to follow the NHS guidelines. The rise in cases had not reached the Covid contingency thresholds and so there had been no need to involve the UK Health Security Agency or Surrey County Council. The rise in COVID cases had thankfully not had a significant impact on Teaching and Learning as some staff have been able to continue to teach remotely via Teams. • There had been a review of the operation of the Education and Skills Funding Agency and it had proposed that Regional Directors replace the Regional Schools Commissioners. This move will see a more focused approach on 16-19 education, with the development of a Skills Group to consolidate all post 16 policy, delivery and work into one place. This was a good development.

	<ul style="list-style-type: none"> • The development of Government policy on BTECs continued. A House of Lords amendment for a moratorium on the defunding of BTECS was due to go back to the House of Commons. Further Government guidance on the defunding, including the first list of affected courses, was due soon. • Planned changes to the Higher Education Admissions process had been scrapped. • The Government had, that day, published a White Paper on education. Two key proposals were that all schools should be in Multi-Academy Trusts by 2030 and confirmation that new teachers should have a starting salary of £30k. • The College had appointed 3 new Directors: – An additional Director of Faculty, a Director of Safeguarding and Intervention, and a Director of Transition and Progression. • The students had set their first mock examinations for a long time. There had been some challenges including storm disruption. The College had run back-up mocks for those students affected by COVID. The results of the mocks would form part of the evidence for Teacher Assessed Grades if the examination contingency plan was required. • The new Student Union executive had been elected. The students had raised £500 for Children in Need; the Physics students had won a local competition; the mixed hockey team were through to AoC national final; and the Spring Concert would be held. <p>The Board thanked the Principal and asked the following:</p> <p><u>Why would schools have to join MATS by 2030?</u> It was Government policy. ELY would be going to see a 6th Form Multi-Academy Trust in the Midlands. Trustees agreed that they would need to develop a position of MATs for the College.</p> <p><u>What would be the role of the Board if Surrey Council or the Health Security Agency made recommendations for dealing with COVID cases?</u> ELY advised that she would approach the Board if she thought that the proposals from external agencies were not in the best interests of the students and the College.</p> <p><u>What were the rules for students with COVID that could not sit A-Level examinations?</u> ELY explained that a student would have to have attended 25% of the examination to be given a mark. As students are not legally required to self-isolate, if a student has COVID it definitely poses an issue. There is further guidance on this due from Ofqual/JCQ.</p>
7.	<p>Committee Reports</p>
	<p><u>Finance and Estates</u></p> <p>The Board considered the draft minutes of the Finance and Estates meeting of 7th March 2022. Trustees asked about the risks associated with the increasing cost of living. SB advised that the 3% pay award had been included in the 3-year plan and that the Budget proposals that would come to the Board in July would include higher inflation assumptions. The Government’s commitment to maintaining revenue funding in real terms was noted. Trustees also noted that competitive pressures for support staff may have an impact as they can move to other sectors.</p> <p><u>Audit</u></p> <p>GH briefed the Board on the meeting of the Audit Committee on 14th March 2022, highlighting the briefing that the committee had received from the Director of IT on cyber-threats and noting that a successful cyber-attack would have a significant impact on the College.</p>

	<p>GH set out the Audit Committee’s new approach to the Risk Register, with the committee taking an in-depth look at individual risks. He also briefed on the appointment of the new External Auditors and the reports that the committee had received from the Internal Auditors.</p> <p><u>Curriculum and Quality</u></p> <p>SP briefed the Board on the meeting of the Curriculum and Quality committee on 21st February 2022, highlighting the committee’s new approach to the life-cycle of students and the presentation by the Health and Well-being Co-ordinator. Trustees discussed the extent of the mental health challenge for 16-19 year old students within the College and more broadly. Trustees agreed that the Health and Well-being Co-ordinator was a real asset to the College. SP also highlighted the work of the DSL and her team in dealing with student safeguarding and the well-being of students.</p> <p><u>Governance and HR</u></p> <p>Nigel Roberts reported on the meeting of the Governance and HR committee on Monday, 28th February. He made the following points:</p> <ul style="list-style-type: none"> • HCB had announced that he would be stepping down at the end of his term. • The College would sign up to the National Governance Association Gold Membership and the SFCA Webinar series in the new academic year. Recordings of this year’s SFCA webinars were available on the website. • The Annual Trustee Training Conference would take place on 13th June 2022. The main focus would be on the College’s Strategic Plan and training on charity law. • The committee had agreed, in discussion of the draft Absence Policy, that there wasn’t an expectation, if staff were ill to set work for students. <p>GH noted that the new external auditors provided training for Trustees.</p>
8.	Chair’s Report
	The Chair briefed the Board on the Annual General Meeting of the Members of the Trust.
9.	Strategic Plan Update
	The Chair, Vice-Chair and Principal advised that the Strategic Plan update discussion would take place at the Trustee Training Conference in June.
10.	Documents for approval from the Committee Meetings
	<p><u>Admissions Policy</u></p> <p>The Board of Trustees approved the Admissions Policy.</p> <p><u>Staff Code of Conduct</u></p> <p>The Board of Trustees approved the Staff Code of Conduct.</p> <p><u>Absence Management Procedures</u></p> <p>The Board of Trustees approved the Absence Management Procedures.</p> <p><u>Sustainability Strategy</u></p>

	<p>SB introduced the draft Sustainability Strategy, noting that it would sit underneath the College Strategy. Trustees asked for confirmation that staff would be charged for their use of electric charging points and the possibility of carrying out a carbon audit. SB confirmed that staff would be charged and that the possibility of carrying out a carbon audit was being looked at. Trustees also asked that sustainability, and inclusion, should be considered when proposals for field trips were being developed.</p> <p>The Board of Trustees approved the Sustainability Strategy.</p>
11.	Management Accounts to 28th February 2022
	<p>The Board reviewed the Management Accounts to 28th February 2022. The Finance Director briefed the Board that the budgeted £300k overspend had now reduced to £180k and that the College may break-even this year. She advised that next year there was likely to be a healthy surplus so the College leadership were looking at more investment in Estates and IT. Regarding the performance of the catering operation, SB advised that she expected it to break-even this year. Trustees asked whether food prices were too high for economically disadvantaged students. SB noted that the Bursary Fund was available and that the College was seeking to hold prices down.</p> <p>The Board were content with the Management Accounts to 28th February 2022.</p>
12.	Risk Register
	<p>The Principal noted that the Risk Register had been amended in the light of the Director of IT's briefing for the Audit Committee.</p> <p>The Board of Trustees approved the College Risk Register.</p>
13.	Reports from Safeguarding Link Trustees
	<p>DR briefed the Board on her report. She had set out the safeguarding data as she wanted the Board to be aware of the pressures facing the the College Safeguarding Team. Extra resource had been made available with the appointment of a new Director of Safeguarding. Further investment could be a possibility going forward. In response to questions, DR noted that the DSL was working on developing safeguarding data by protected characteristics.</p>
14.	AOB
	None.
15.	Proposed Date of Training Conference
	The Board took note that this year's Training Conference would take place on Monday 13 th June 2022.
16.	Dates of future meetings
	<ul style="list-style-type: none"> Monday, 11th July 2022 at 4.30pm

The meeting closed at 6.12 pm

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