



## THE BOARD OF TRUSTEES OF GODALMING COLLEGE

**Minutes of the meeting of the full Board of Trustees of Godalming College  
held at the College on Monday 26<sup>th</sup> March 2018 at 4.30pm**

**Present:**

Adam Duce	Zoe Marsden	Julia Roberts
Elizabeth Graham (Chair)	Nick Poulter	Emma Young (Principal)
Geoff Howes	Shirley Price	
Douglas Jack	Hannah Roberts	

**Apologies:**

Konstantina Nouka (SU President)	Brian Richards	Claudia Rowell
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**In attendance:**

Sharon Harmon (Clerk)	Connor Tomlinson (SU Vice President)
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<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>Konstantina Nouka, Claudia Rowell and Brian Richards had sent their apologies for the meeting.</p> <p>Elizabeth Graham welcomed all members to the meeting of the full Board of Trustees of Godalming College.</p> <p><b>Noted:</b> Elizabeth Graham thanked Konstantina Nouka in her absence for her excellent service as the President of the Godalming College Students Union. This would have been Konstantina's last Board of Trustees meeting as President.</p> <p><b>Noted:</b> Brian Richards' term office comes to an end on 31<sup>st</sup> March 2018. Elizabeth Graham thanked Brian Richards in his absence for all his work as Governor/Trustee at the College.</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>
<b>3.</b>	<p><b>Draft minutes of the meeting held on 11<sup>th</sup> December 2018</b></p> <p>The minutes were signed as an accurate record by the Chair with two minor amendments.</p> <p>1.1 Amend – item 12.2 remove 'the' Shirley Price</p> <p>1.2 Amend – item 8 spelling correction 'Policy' not 'Plicy'</p>
<b>4.</b>	<p><b>Matters Arising from the previous minutes</b></p> <p>There were no matters arising.</p>
<b>5.</b>	<p><b>Chairman's Report</b></p> <p>Elizabeth Graham reported to the Board that considerable work had been completed in relation to Academisation. The DfE/ESFA had been officially notified of all changes. All required documents had been submitted to Companies House to ensure the College's</p>

	<p>company register and relating documentation is in order. The governance section on the College website has been updated to reflect the change to an Academy. A review is ongoing to ensure consistency across all documents and the College website.</p> <p>Elizabeth Graham notified the Board of Trustees that Claudia Rowell has submitted her resignation from the Board to take effect from 31<sup>st</sup> May 2018. Elizabeth Graham advised that the College would be advertising to recruit a Trustee to replace Claudia Rowell at the start of the Summer Term.</p> <p>4.45pm Geoff Howes arrived.</p> <p>Elizabeth Graham thanked the Board of Trustees for completing the recent Skills Audit questionnaire. A full skills audit and summary will be completed. On the initial review of responses it looks apparent that there are gaps in skills around Finance and Legal.</p>
<p><b>6.</b></p>	<p><b>Principals Report</b></p>
	<p>Emma Young reported on the highlights from the report.</p> <p>The College had been required to close for two days in February due to heavy snow.</p> <p>Funding – The Government has announced a ‘FE Sector Resilience Review’ to look at FE funding. This is without doubt influenced by all the work of the SFCA ‘Support Our Sixth-formers’ campaign. It is noted that Anne Milton has also agreed to come and visit the College on 18th May.</p> <p>Teaching and Learning - January INSET day was packed full with a range of topics covered, such as a review of the action plan initiative, GDPR, safeguarding and an introduction to the revised trips and visits procedures. A number of Teaching and Learning workshops also ran.</p> <p>Curriculum – the College has decided to add a couple of courses to its curriculum offer, namely Health and Social Care and Core Maths. Health and Social Care is a course that is often requested by prospective applicants and is a gap in our provision.  <b>Noted:</b> Shirley Price reported that she has asked her colleague at Surrey University (Dr Melanie Coward, Head of School of Health Science) to contact the College regarding the subject.</p> <p>External Partnerships – the College hosted the inaugural Year 10 Careers Event for students across the Waverley Federation schools. The day was well received and we had very positive feedback. The College’s Business Department has also forged an exciting new link with a local company, Craft Brewery, who are based in Dunsfold. Their CEO came to talk to our students about market competition and how to develop business markets overseas.</p> <p>Extra-curricular - The College Hockey team have done extremely well in their first season and have made it to the semi-final of the prestigious AoC mixed Hockey Cup. There was an excellent evening of music at the College’s annual Spring Concert in aid of the Dan Eley Foundation on 14<sup>th</sup> March.</p>

<p><b>7.</b></p>	<p><b>Committee Reports</b></p> <p><u>Curriculum and Quality</u> – Shirley Price reported that the meeting went through a number of areas. The committee reviewed both the College’s Progression Policy and Exams Policy. The committee requested some further development of the Exams policy but would be happy to approve once the suggested amendments are made. The committee reviewed the relevant sections of the College Development Plan and Risk Register and the committee was very pleased with work completed of both of these documents.</p> <p><b>Noted:</b> minor amend to be made to the C&amp;Q minutes of the meeting – item 7. should read ‘JCQ’ not ‘JQC’.</p> <p><u>Governance and HR</u> – Douglas Jack reported on the meeting. It was <b>noted</b> that Elizabeth Graham is currently acting as link trustee for E&amp;D but the role is open to fellow trustees if any would like to nominate themselves for the role.</p> <p>Skill Audit - noted gap in Finance and legal.</p> <p>Training – it was agreed that a review of governance training will be carried out. Looking at what provision is available to trustees. Also to further work with staff and students with presentations to committees.</p> <p>Policies – the College’s Admission Policy was approved.</p> <p><b>Noted:</b> there were no meetings of the Finance and Estates Committee and the Audit Committee this term. In light of academisation both committees will convene for additional meetings in the summer term in order to approve the final account to 31<sup>st</sup> December 2017 for Godalming Sixth Form College.</p>
<p><b>8.</b></p>	<p><b>College Development Plan 2017-18 and Risk Register</b></p> <p>The Board reviewed and noted updates to the College Development Plan and Risk Register.</p> <p>In relation to GDPR Emma Young reported that the College’s Data Protection policy will be updated to meet the regulations and that the Date Protection Officer will present to the Board of Trustees at the Away Day on 18<sup>th</sup> June to clarify GDPR in relation to trustees.</p>
<p><b>9.</b></p>	<p><b>Documents for approval from the Committee Meetings</b></p> <p><b>Admissions Policy 2019</b></p> <p>Emma Young outlined the minor update to the policy – added to the admissions criteria is the requirement for students applying with overseas qualifications to produce a NARIC certificate of equivalence. Also clarified the need to produce evidence of eligibility, for free education, if an applicant has been resident in the UK for less than 3 years. Emma Young confirmed that the College was not able to accept overseas students who were not eligible for funding. The Board questioned the need for preference to be given to children of Trustees in the oversubscription criteria. The majority felt this was not required. Emma Young agreed to given consideration to this clause.</p> <p>Julia Roberts thanked Emma Young for the introduction of the front coversheet outlining changes to College policies for approval. This has proved very helpful.</p> <p><b><i>The Admissions Policy was approved by the Board of Trustees with consideration to be given to the clause for preference to ‘child of Trustee’.</i></b></p>

<b>10.</b>	<b>AOB</b>
	<p>Skills Audit - Sharon Harmon to collate responses and provide a summary report to Board of Trustees on 9<sup>th</sup> July.</p> <p>Connor Tomlinson presented an overview of proposed updates to the Students Union Constitution. The Board of Trustees approved the proposed updates and thanked Connor for his work on the document.</p> <p>As this is Connor's last Board of Trustees meeting in post, Elizabeth Graham thanked Connor for his excellent service as the Vice President of the Students Union.</p>
<b>14.</b>	<b>Date of next meeting</b>
	<p>Monday 21<sup>st</sup> May 2018, 4.30pm  Monday 9<sup>th</sup> July 2018, 4.30pm</p>

The meeting closed at 5.45pm

Signed ..... Date.....