

## 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, 8<sup>th</sup> July 2019 at 4.30pm**

**Present:**

Hamish Cameron Blackie	Adam Duce	James Fargus
Elizabeth Graham (Chair)	Geoff Howes	Douglas Jack
Justin Knight	Zoe Marsden	Shirley Price
Hannah Roberts	Emma Young (Principal)	

**Apologies:**

Nick Poulter		
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**In attendance:**

Oliver Boyd (SU Vice President)	Sharon Harmon (Clerk)	Peter Hopwood (SU President)
Peter Aitken	Jeremy Pattison	Oliver Stevens

	The Chair welcomed to the meeting new Trustees Peter Aitken and Jeremy Pattison. Also joining the meeting, Oliver Stevens (Incoming Deputy Principal).
<b>1</b>	<b>Apologies for Absence</b>
	Apologies for absence were received from Nick Poulter.
<b>2</b>	<b>Declarations of Interest</b>
	There were no declarations of interest.
<b>3</b>	<b>Draft minutes of the meeting held on 25<sup>th</sup> March 2019</b>
	The minutes of the meeting on Monday, 25 <sup>th</sup> March 2019 were agreed and signed as an accurate record by the Chair.
<b>4</b>	<b>Matters Arising</b>
	The Chair updated the meeting in relation to Item 10 from the previous meeting 'Code of Conduct'. The Chair reported that work had begun on producing a set of procedures to deal with any issues that may arise in relation to breaches of the Code of Conduct. Once drafted the procedures will be brought to Full Board for consideration.
<b>5</b>	<b>Chair's Update</b>
	<p>The Chair updated the Board on developments this term. The Chair reported on the following activities:</p> <ul style="list-style-type: none"> <li>• It has been another busy term for recruitment with appointments in relation to the restructure of the Senior Management Team.</li> <li>• A Finance Director has now been appointed. Sarah Baudains will join the College on 9<sup>th</sup> September 2019. Diana Pogson will continue to cover the role in the interim until Sarah is in post.</li> <li>• A Director of Faculty has been appointed to replace Oliver Stevens from September when he moves on the Deputy Principal role. Jonathan Sparshott, an internal candidate, was appointed from an extremely competitive field of applicants.</li> <li>• The Chair continues to attend regularly weekly meetings with the Principal to keep abreast of College activities.</li> <li>• The Chair attended the Waverley Federation Head of Governance meeting this term.</li> </ul>

	<ul style="list-style-type: none"> <li>• On the behalf of the Board of Trustees the Chair presided at the College's 'Let's Celebrate' event which celebrates the many achievements of Godalming College students.</li> <li>• The Chair has brokered an initiative between Godalming College and the Godalming Film Society. College students studying on courses in related subjects can now attend Godalming Film Society screenings free of charge.</li> <li>• The Chair, Vice Chair and Chair of Finance and Estates attended the College Financial Planning meeting.</li> <li>• The Chair attended a meeting about local parking.</li> </ul>
<b>6</b>	<b>Principal's Report</b>
	<p>The Principal highlighted the following points in the Principal's Report.</p> <ul style="list-style-type: none"> <li>• The introduction of the +enrichment programme providing students a more comprehensive offer of enrichment activities.</li> <li>• Going to Godalming days went really well. Attendance was up on last year.</li> <li>• The College continues to promote the SFCA 'Raise the Rate' campaign.</li> <li>• The Principal, on behalf of the College, has taken part in the consultation on the future of Applied General Qualifications. Stage one of the consultation is now complete and the College waits to hear what will happen in the next stage. This is an area the sector is keeping a close eye on. Any decisions made centrally by the DfE could have an impact on the College curriculum.</li> <li>• Summer INSET went well.</li> <li>• The College has been happy to support the SFCA initiative promoting arts and creativity in the curriculum.</li> <li>• The Waverley Federation parents' conference was a successful initiative.</li> <li>• Another great term for extracurricular activities. Amongst the many sporting achievements, the College Men's Hockey team are the AoC league champions.</li> <li>• The College Drama and Performing Arts department have put on some fantastic performances.</li> </ul> <p>In relation to the consultation on Applied General Qualifications the Board asked what the timetable for the consultation was. The Principal confirmed that the next stage of the consultation is scheduled to start in the Autumn term.</p>
<b>7</b>	<b>Committee Reports</b>
	<p><u>Curriculum and Quality</u>  Shirley Price (Chair) reported on the meeting of the Curriculum and Quality Committee on Monday, 3<sup>rd</sup> June 2019. Shirley thanked College staff for all the work they put in keeping the committee informed, including the useful presentations from staff. The following items were highlighted from the meeting</p> <ul style="list-style-type: none"> <li>• The Committee had a full discussion of curriculum developments, including the government's introduction of T Levels and the impact on the future of Applied General Qualifications.</li> <li>• The Committee had a full discussion about the introduction of the new Ofsted Inspection Framework.</li> </ul> <p><u>Finance and Estates</u>  Douglas Jack (Chair) reported on the meeting of the Finance and Estates Committee on Monday, 10<sup>th</sup> June 2019. The following items were highlighted</p> <ul style="list-style-type: none"> <li>• The Committee reviewed the Management Accounts to April 2019. The Committee noted that the College financial position using the Sixth Form Colleges criteria is still within the Outstanding category.</li> <li>• The Committee agreed the proposed College Budget 2019-20 and recommended it to the Full Board for approval.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Committee reviewed the College’s three year financial forecast and approved the assumptions in the forecast for recommendation to the Full Board for approval.</li> <li>• The Committee reported that the College had been successful in the Condition Improvement Fund Bid for re-roofing works to the Catering Building.</li> </ul> <p><u>Audit</u> Hamish Cameron Blackie reported on the meeting of the Audit Committee on Monday, 10<sup>th</sup> June 2019. The following items were highlighted</p> <ul style="list-style-type: none"> <li>• The Committee reviewed and approved the RSM Audit Plan for 2018/19 Year End.</li> <li>• The Committee discussed the Internal Audit process. The Committee agreed, in light of the appointment of a new Finance Director, this could be a good time focus on Financial Systems.</li> <li>• The Committee reviewed the Data Protection GDPR Peer Audit Report. The Committee agreed that overall the findings of the audit were reassuring.</li> <li>• The Committee reviewed the College’s Freedom of Information Policy and agreed the policy required further revision and should be reviewed again at the next Audit Committee meeting.</li> </ul> <p><u>Governance and HR</u> Elizabeth Graham (Chair) reported on the meeting of the Governance and HR Committee on Monday, 17<sup>th</sup> June 2019. The following items were highlighted</p> <ul style="list-style-type: none"> <li>• The Committee discussed Safeguarding training. The Chair reminded the Board of the need to complete Safeguarding training.</li> <li>• The Committee discussed the Trustee Annual Conference agenda. The Chair asked the Board for their suggestions for agenda items and training requests. The Board noted possible items including, OFSTED Inspection Framework, Finance training, Skills Audit, GDPR and College systems.</li> <li>• The Committee reviewed the Terms of Reference for both the Link Trustee for Safeguarding and the Link Trustee for Equality, Diversity and Inclusion. The Committee approved both Terms of Reference and recommended them to the Full Board for approval.</li> </ul> <p><u>Chairs’ Forum</u> Elizabeth Graham (Chair) reported on the meeting of the Chairs’ Forum on Monday, 8<sup>th</sup> July 2019. The meeting had a single item agenda and discussed the Staff Pay Award.</p>
<b>8</b>	<b>Documents for Approval</b>
	<p><u>Management Accounts to April 2019</u> The Board reviewed the Management Accounts to April 2019. <b>The Board of Trustees approved the Management Accounts to April 2019.</b></p> <p><u>College Budget 2019-20</u> The Board reviewed the College Budget 2019-20. <b>The Board of Trustees approved the College Budget 2019-20.</b></p> <p><u>Academy 3 Year Forecast</u> The Board reviewed the Academy 3 Year Forecast. The Principal outlined in detail the key assumptions behind the forecasted figures.</p> <p>The meeting further discussed student number forecasts.</p> <p><b>The Board of Trustees approved the Academy 3 Year Forecast.</b></p>

	<p><u>Terms of Reference for the Link Trustee for Safeguarding</u>  The Board reviewed the Terms of Reference for the Link Trustee for Safeguarding. It was noted that Zoe Marsden is the Link Trustee for Safeguarding. Zoe reported that she had met with the College’s Designated Safeguarding Lead and would provide a report to the next Full Board meeting.</p> <p><b>Action:</b> Clerk to correct numbering under bullet point 4.</p> <p><b>The Board of Trustees approved the Terms of Reference for the Link Trustee for Safeguarding.</b></p> <p><u>Terms of Reference for the Link Trustee for Equality, Diversity and Inclusion</u>  The Board reviewed the Terms of Reference for the Link Trustee for Equality, Diversity and Inclusion. It was noted that Elizabeth Graham is the Link Trustee for Equality, Diversity and Inclusion. Elizabeth reported that she had met with the College’s Equality, Diversity and Inclusion Officer and would provide a report to the next Full Board meeting.</p> <p><b>The Board of Trustees approved the Terms of Reference for the Link Trustee for Equality, Diversity and Inclusion.</b></p> <p><b>Noted:</b> Future Full Board meeting agendas will include a standing item to receive reports from both link trustees.</p> <p><u>Trustee Recruitment Policy</u>  The Board reviewed the Trustee Recruitment Policy.</p> <p>The meeting agreed the following amendments to the policy.</p> <ul style="list-style-type: none"> <li>• Correct minor spelling errors on page 1.</li> <li>• Page 2, paragraph 2, and amend wording to read ‘delegates the process of recruitment’.</li> <li>• Under paragraph relating to ‘Induction and Performance Management’ provide link to Trustees Code of Conduct.</li> </ul> <p><b>The Board of Trustees approved the Trustee Recruitment Policy with agreed amendments.</b></p> <p><b>Action:</b> Clerk to make agreed amendments to the Trustee Recruitment Policy.</p>
9	<p><b>Strategic Documents</b></p>
	<p><u>College Development Plan</u>  The Board reviewed the Summer Term updates to the College Development Plan. It was noted that the relevant sections of the College Development Plan had been reviewed at committee meetings. The meeting discussed progress under each target.</p> <p><u>Risk Register</u>  The Board reviewed the Summer Term updates to the Risk Register. It was noted that the relevant sections of the Risk Register had been reviewed at each of the Committee meetings. The Principal noted under point 3 that the College has received notice from the National Education Union (NEU) of a ballot on strike action against the government for continued underfunding of the sector. It is the NEU’s intention is to close the ballot in September with possible strike action in October. The meeting discussed the potential impact of any strike action.</p>

<b>10</b>	<b>Meeting Dates for 2019/20</b>
	<p>The Board reviewed the proposed meeting dates for 2019/20. It was noted the timing of the Chairs' Forum meeting had been revised this year to allow more time at the meeting. Chairs' Forum meetings will now take place on Thursday afternoons.</p> <p><b>The Board agreed the proposed meeting dates for 2019/20 with no revisions.</b></p>
<b>11</b>	<b>AOB</b>
	<p>The Chair formally recorded thanks on behalf of the Board of Trustees to both Martin McCarthy, Director of Services, and Dean Wyles, Assistant Principal for all their hard work and support as they are leaving these posts at the end of the academic year.</p>
<b>12</b>	<b>Dates of Future Meetings</b>
	<p>Monday, 16<sup>th</sup> September 2019 at 4.30pm  Monday, 9<sup>th</sup> December 2019 at 4.30pm  Monday, 30<sup>th</sup> March 2020 at 4.30pm  Monday, 6<sup>th</sup> July 2020 at 4.30pm</p>
<b>13</b>	<b>Confidential Item</b>
	<p>There were no confidential items to be discussed.</p>

The meeting closed at 6.00pm

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