



## 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, 9<sup>th</sup> July 2018 at 4.30pm**

**Present:**

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

**Apologies:**

Zoe Marsden	Tristan Selvage (SU President)	
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**In attendance:**

Sharon Harmon (Clerk)	Marcus Isherwood (SU Vice President)	Joe Yeadon (Head of ILT Services and Data Protection Officer) for item 3
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<b>1.</b>	<b>Apologies for Absence</b>
	Zoe Marsden and Tristan Selvage had sent their apologies for the meeting.
<b>2.</b>	<b>Declarations of Interest</b>
	There were no declarations of interest.
<b>3.</b>	<b>GDPR Presentation and Data Protection Policy</b>
	<p>Joe Yeadon (Head of ILT Services and Data Protection Officer) presented to the Board on General Data Protection Regulation (GDPR). The presentation included the following</p> <ul style="list-style-type: none"> <li>• Individuals rights under GDPR</li> <li>• What is personal information</li> <li>• Regulations for handling personal information</li> <li>• How the College uses personal information</li> <li>• How personal data is tracked and where it is held</li> <li>• Duties under GDPR relating to trustees</li> </ul> <p><u>Data Protection Policy</u> The Board reviewed revisions to the Data Protection Policy. The Data Protection Policy has been revised to reflect the changes in legislation following introduction of the new Data Protection Act 2018.</p> <p><b>The revised Data Protection Policy was approved by the Board of Trustees.</b></p> <p>The Board thanked Joe Yeadon for his informative presentation and for his work on the Data Protection Policy. Joe Yeadon left the meeting.</p>
<b>4.</b>	<b>Draft minutes of the meeting held on 21<sup>st</sup> May 2018</b>
	<p>The minutes were signed as an accurate record by the Chair with two minor corrections.</p> <p>Item 5 bullet point 3 insert word 'to'</p> <p>Item 5 final paragraph amend 'Committed' to 'Committee'</p>

5.	<b>Matters Arising from the previous minutes</b>
	<p>Douglas Jack updated the Board on the appointment of new trustees. Further to the last Full Board meeting, as agreed, two applicants were offered a trustee post. One applicant, Justin Knight, has accepted the position. The second applicant declined the offer due to work commitments. Douglas Jack advised the Board that one further application had since been received and the applicant will be interviewed on 10<sup>th</sup> July. The Board agreed to delegate authority to the interview panel to appoint applicant if successful at interview.</p> <p>Douglas Jack also noted that Helen Kay's (Audit External Consultant) term of office comes to an end on 31<sup>st</sup> August 2018. The Chair asked the Board to get in touch if they have suggestions for a suitable audit person to take up the role.</p>
6.	<b>Chairman's Report and Actions</b>
	<p>Elizabeth Graham noted that it had been a very busy year with the completion of academisation and getting to grips with the new role. Highlights included working on the appointment of new trustees, carrying out professional reviews of SMT and also a very positive meeting last term with the Chair of Governors at Broadwater School to discuss the continued strong working relationship between the College and the School.</p>
7.	<b>Principal's Report</b>
	<p>Emma Young noted that as this academic year draws to a close the report reflects on what has been another exceptionally busy year. The College has been working hard dealing with a lot of change including academisation and curriculum reform. Emma outlined highlights from the report including:</p> <ul style="list-style-type: none"> <li>• S7 Senior Managers Day</li> <li>• Waverley Federation</li> <li>• Let's Celebrate evening</li> </ul> <p>The Principal also noted the excellent work that continues to go on across the College including fantastic extra-curricular activities.</p>
8.	<b>Committee Reports</b>
	<p><u>Curriculum and Quality</u></p> <p>Shirley thanked the Curriculum and Quality committee members and particularly the staff for all they had contributed to the meetings this academic year. Shirley Price reported on the meeting of the Curriculum and Quality committee on Monday, 4<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>• Shirley noted an excellent presentation on Learning Support by Nick Levy, Learning Support Manager.</li> <li>• The Committee reviewed and approved the Substance Misuse Policy for recommendation to the Full Board for approval.</li> </ul> <p><u>Finance and Estates</u></p> <p>Douglas Jack (Deputy Chair) reported on the meeting of the Finance and Estates committee on Monday, 11<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>• The committee reviewed and agreed the future format for accounts reporting for the benefit of the Finance and Estates Committee.</li> <li>• The committee reviewed and approved the College Budget 2018-19 for recommendation to the Full Board.</li> <li>• The committee agreed that the proposed capital works for the summer were approved to proceed on the basis of budget.</li> </ul>

	<ul style="list-style-type: none"> <li>The committee reviewed and had a full discussion on student parking. Emma Young reported that there had been a positive response to the recent communication sent to local residents. The College will continue to work to resolve any future issues relating to student parking.</li> </ul> <p><u>Governance and HR</u> Douglas Jack reported on the meeting of the Governance and HR committee on Monday, 11<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>Skills Audit ongoing.</li> <li>Trustees training review ongoing.</li> <li>The committee approved the updated Complaints Procedure for recommendation to the Full Board for approval.</li> <li>The committee approved the updated Equality, Diversity and Inclusion Policy for recommendation to the Full Board for approval.</li> </ul>
<b>9.</b>	<b>Documents for approval from the Committee Meetings</b>
	<p><u>Substance Misuse Policy</u> The Board reviewed the updates to the Substance Misuse Policy. <b>The updated Substance Misuse Policy was approved by the Board of Trustees.</b></p> <p><u>Complaints Procedure</u> The Board reviewed the updates to the Complaints Procedure. <b>The updated Complaints Procedure was approved by the Board of Trustees.</b></p> <p><u>Equality, Diversity and Inclusion Policy</u> The Board reviewed the updates to the Equality, Diversity and Inclusion Policy. <b>The updates to the Health and Safety Policy was approved by the Board of Trustees.</b></p> <p><u>College Budget 2018-19</u> The Board reviewed the College Budget 2018-19. <b>The College Budget 2018-19 was approved by the Board of Trustees.</b></p> <p><u>RSM Audit Plan Financial Year End August 2018</u> The Board reviewed the RSM Audit Plan for the Financial Year End August 2018. <b>Action:</b> Emma Young and Elizabeth Graham agreed to review the document ‘The Right People Around the Table’ referenced on page 28 and circulate to the Full Board if useful. <b>Action:</b> Emma Young agreed to review the audit timetable to ensure the lead time for review and approval of financial statements is sufficient. <b>Noted:</b> Emma Young reported that the system of internal audit is under review. <b>Action:</b> Sharon Harmon to include ‘Internal Audit’ as an agenda item for the next Audit Committee meeting. <b>The RSM Audit Plan Financial Year End August 2018 was approved by the Board of Trustees.</b></p> <p><u>Academy 3 Year Forecast</u> The Board reviewed the ESFA Academy 3 Year Forecast. It was noted there was a difference in the reporting of the total income figure for 2018/19 in the ESFA Academy 3 Year Forecast and the College Budget 2018/19. <b>Action:</b> Emma Young agreed to provide clarity to the Board on the difference between the reporting of the figures.</p>

	It was agreed that following further explanation of the reason for the difference in the reporting of income for 2018/19 the Academy 3 Year Forecast would be approved by the Board of Trustees via email.
<b>10.</b>	<b>For information</b>
	Emma Young presented the draft Strategic Plan 2018-21. The Strategic Plan was discussed in full at the Faculty Management Day in May. It was agreed the strategic aims should hang around learning. Emma Young invited the Board to feed back any observations on strategic aims. Feedback from staff is most focused on changing the 'G' in aims perhaps to 'Guidance'. <b>Action:</b> Sharon Harmon to include 'Strategic Plan' on agenda for Full Board meeting on 17 <sup>th</sup> September for a more comprehensive review and discussion.
<b>11.</b>	<b>Future Trustee Training Event</b>
	The Board had a full discussion of training for trustees and the timing and format of the trustees Away Day. <ul style="list-style-type: none"> <li>• It was agreed a half day would be sufficient. An afternoon during the College day was preferred. The College was the preferred venue.</li> <li>• It was agreed the autumn term was a more useful point in the academic year at which to have an Away Day.</li> </ul> <b>Action:</b> Sharon Harmon to confirm date and time of Away Day in autumn term with trustees.
<b>12.</b>	<b>College Development Plan 2017-18 and Risk Register – Summer updates</b>
	The Board reviewed the summer term updates to the College Development Plan 2017-18.  The Board reviewed the summer term updates to the Risk Register. No substantive changes.
<b>13.</b>	<b>Board of Trustees Meeting Dates 2018/19</b>
	The Board reviewed the provisional meeting dates for the next academic year. The meeting dates were approved by the Board of Trustees with the exception of changes discussed to Away Day and Audit Committee. <b>Action:</b> Sharon Harmon to reschedule the Away Day to a date in November 2018 and include Chairs' Forum meeting dates.
<b>14.</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li>• Hannah Roberts reported that the History Department had run a very successful trip to Germany and praised the engagement and behaviour of the students on the trip.</li> </ul>
<b>15.</b>	<b>Dates of future meetings for the next Academic Year</b>
	<ul style="list-style-type: none"> <li>• Monday, 17<sup>th</sup> September at 4.30pm</li> <li>• Monday, 10<sup>th</sup> December at 4.30pm</li> <li>• Monday, 25<sup>th</sup> March at 4.30pm</li> <li>• Monday, 8<sup>th</sup> July at 4.30pm</li> </ul>

The meeting closed at 6.50pm

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