



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 21st May 2018 at 4.30pm**

Present:

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

Apologies:

Claudia Rowell	Zoe Marsden	
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In attendance:

Sharon Harmon (Clerk)	Tristan Selvage (SU President)	Marcus Isherwood (SU Vice President)
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1.	Apologies for Absence
	<p>Claudia Rowell and Zoe Marsden 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>
2.	Declarations of Interest
	There were no declarations of interest.
3.	Draft minutes of the meeting held on 26th March 2018
	The minutes were signed as an accurate record by the Chair.
4.	Matters Arising from the previous minutes
	<p>Emma Young confirmed that Anne Milton had visited the College on Friday, 18th May. The visit went well and provided the opportunity to have a one to one discussion with Anne. Points were raised about funding amongst other subjects. Anne also had a tour of the College and met with members of the Student Union. Anne was very complimentary about the College.</p> <p>Emma Young reported that, as the Away Day in June has been cancelled, Joe Yeadon (Data Protection Officer) will present on GDPR at the next Full Board meeting on Monday 9th July.</p>
5.	Committee Reports
	<p><u>Finance and Estates</u></p> <p>Julia Roberts reported on the meeting of the Finance and Estates committee on Wednesday, 9th May.</p> <ul style="list-style-type: none"> • The committee discussed bank account options and confirmed the College's intention to open a second account with HSBC in order to spread/minimise risk. • The College accounts to 31st December 2017 were approved for recommendation to the Full Board.

	<ul style="list-style-type: none"> • The committee had a full and useful discussion about student parking. It was agreed that the College would continue to work positively with local residents and students and continue to promote public transport and green travel initiatives. As well as looking carefully at the campus for options for additional parking. • The committee reviewed and approved the updated Health and Safety Policy. <p><u>Audit</u> Geoff Howes reported that the Audit Committee had reviewed the College Accounts to 31st December 2017 and approved for recommendation to the Full Board.</p>
6.	Documents for approval from the Committee Meetings
	<p>College Accounts to 31st December 2017 The Board reviewed the College Accounts to 31st December 2017. It was noted that with a move to a new accounting model the format of the accounts would be reviewed going forward. It was confirmed that no significant issues had been raised by the External Auditors. It was noted that there was a minor typo on some of the dates. Emma Young confirmed the typos would be corrected and the accounts would go through a final proof reading.</p> <p>The College Accounts to 31st December 2017 were approved by the Board of Trustees.</p> <p>Health and Safety Policy Emma Young outlined the updates to the policy. Updates had been made to management of asbestos and approach to ‘hot works’. New arrangements relating to risk assessments for trips and visits have been added. ‘Lockdown’ arrangements were added under Emergency Procedures. It was noted the policy has been reviewed by external consultants Smart FM.</p> <p>The committee discussed first aid arrangements for trips and visits.</p> <p>It was suggested the Health and Safety Policy should be cross referenced with the Safeguarding Policy in relation to contractors on site.</p> <p>The updates to the Health and Safety Policy was approved by the Board of Trustees.</p>
7.	Board of Trustees Meeting Dates 2018/19
	<p>The Board reviewed the provisional meeting dates for the next academic year. The Board noted dates that were not possible.</p> <p>Action: Sharon Harmon to reschedule the Governance/HR Committee meeting on 19th November and the Audit Committee meeting on 17th June. Circulate dates once confirmed.</p>
8.	Election of the Vice-Chair of the Board of Trustees
	<p>Nick Poulter was nominated and seconded for the post of Vice-Chair of the Board of Trustees.</p> <p>Nick Poulter’s appointment to the post of Vice-Chair of the Board of Trustees was approved by the Board of Trustees.</p>
9.	AOB
	<p>Elizabeth Graham invited the Board to attend the College’s Arts Festival which showcases Students artwork on 3rd July.</p>

	<p>Douglas Jack reported to the Board on the recruitment of new Trustees. Three strong applications had been received. All three candidates were invited to interview. As a result of the interviews Douglas Jack, as Chair of the Governance/HR Committee, recommended the appointment of two candidates with very strong finance skills.</p> <p>The Board of Trustees agreed the appointment of the two candidates.</p>
10.	Date of next meeting
	Monday 9 th July 2018, 4.30pm

The meeting closed at 5.15pm

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