

THE BOARD OF TRUSTEES OF GODALMING COLLEGE

Minutes of the meeting of the full Board of Trustees of Godalming College held virtually on Monday, 11th May 2020 at 4.30pm

Present:

Peter Aitken (PA)	Hamish Cameron Blackie (HCB)	Adam Duce (AD)
Geoff Howes (GH)	Rachel Gray (RG)	Elizabeth Graham, Chair (EG)
Douglas Jack (DJ)	Justin Knight (JK)	Jeremy Pattison (JP)
Shirley Price (SP)	Hannah Radwanski (HR)	Anne Wakefield (AW)
Emma Young, Principal (ELY)		

In attendance:

Sarah Baudains, Finance Director (SB)	Sharon Harmon, Clerk (SH)
Oliver Stevens, Deputy Principal (OS)	

	The Board welcomed three new Trustees to their first Full Board meeting, Rachel Gray (Parent Trustee), Hannah Radwanski (Staff Trustee) and Anne Wakefield (Parent Trustee).
1.	Apologies for Absence
	None.
2.	Declarations of Interest
	There were no declarations of interest.
3.	Minutes of the meeting held on 9th December 2019
	The minutes of the last meeting on 9 th December 2019 were approved by the Board as an accurate record.
4.	Matters Arising from the previous minutes
	Item 8 SB confirmed the agreed amendments were made to the Report and Financial Statements to 31 st August 2019 and these have now been filed. ELY reported that the SFCA had been consulted with regards to Maternity Support Pay and confirmed the payment was in line with other SFCA colleges. The Board agreed that it would be best policy to remain aligned with the rest of the sector. The Board agreed any proposed changes should be lobbied to the SFCA to be applied across the sector.
5.	Chair's Update
	The Chair provided the Board with an overview of activities since the last meeting. The Chair confirmed that regular weekly meetings with the Principal and Clerk are still happening remotely, and the Principal and Chair are in regular contact as the situation with the COVID-19 pandemic unfolds. The Chair noted the Board of Trustees would be updated on developments when possible. The Chair noted she would be joining a virtual meeting of Waverley Federation Heads and Chairs next week. The Chair formally recorded the Board's thanks to the Principal and College staff for all their hard work in supporting students and managing the College through these difficult times.

6.	<p>Principal's Update</p> <p>The Principal reported to the Board on College activities.</p> <ul style="list-style-type: none"> • The College continues to follow government guidance on the COVID-19 pandemic. • Curriculum is being delivered to students remotely with consideration being given to all home working situations. • Provision for vulnerable students was offered at the start of the College closure but was not taken up by any students. Staff are in regular contact with these students and a regularly updated risk assessment in respect of the needs of these students is in place • The situation regarding a return to College is under constant review with contingencies being developed for possible return dates. • Heads of Departments have put together some transition materials for year 11 applicants. • Course Advice Sessions for Year 11 applicants have continued to be conducted via telephone. • SB reported on the impact of COVID-19 on the College's financial position. SB noted that the College's finances remained in good shape and due to the way the College is funded little changed by the current situation. The main impact has been on contractors and suppliers.
7.	<p>Committee Reports</p> <p><u>Finance and Estates</u></p> <p>Douglas Jack reported on the meeting of the Finance and Estates Committee on Monday, 9th March 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • The committee reviewed Management Accounts to 31st January 2020. No queries to report. • The Committee discussed progress with new College Finance Systems. The College will be using the new Sage finance system from the 1st April 2020. • The Committee considered College reserves and recommends for the present time the College should retain the current banking position with a view to invest more in the College going forward. • The Committee noted the College had submitted a CIF bid for works to the Gill Building roof and windows. <p><u>Curriculum and Quality</u></p> <p>Shirley Price reported on the meeting of the Curriculum and Quality Committee on Monday, 16th March 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • The Committee discussed in detail the potential impact of the COVID-19 pandemic on the delivery of the College curriculum and contingency planning to support students in the event of the College closing. • Oliver Stevens, Deputy Principal, provided an update on Curriculum and Quality matters, including quality initiatives across the College. • The Committee reviewed the College's Prevent Action Plan and agreed all new Trustees should complete appropriate training. <p><u>Governance and HR</u></p> <p>Elizabeth Graham reported on the meeting of the Governance and HR committee on Monday, 4th May 2020. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> • The Committee noted the current Chair's term of office comes to an end in April 2021. Nominations for the role will open in September 2020 with a view to appointing a new Chair at the December 2020 Full Board meeting. • The Committee agreed the following adjustments to Committee Membership to be recommended to the Full Board: <ul style="list-style-type: none"> ○ Doug Jack would move back to Chair the GHR Committee. ○ Peter Aitken will replace Doug Jack as Chair of the F&E Committee. ○ Hannah Radwanski will join the GHR Committee. ○ Adam Duce will move over to the C&Q Committee. ○ The Chair of the Audit Committee is to be agreed.

	<ul style="list-style-type: none"> The Committee approved the Admissions Policy for recommendation to the Full Board for approval.
8.	Documents for Approval
	<p><u>Admissions Policy</u></p> <p>The Board reviewed updates to the College’s Admissions Policy. It was noted the policy has been reviewed and approved by the Governance and HR Committee. The Board noted there is just one minor update to the wording of the policy to clarify the College’s position on the admission of students aged 18 and above.</p> <p>The Board sought reassurance that the College complied with the relevant admissions code. The Principal confirmed the College, as a 16-19 academy, acted as its own admissions authority. The Principal agreed to circulate to the Board the guidance on admissions policy.</p> <p>Action: ELY to circulate guidance on admissions policy to the Board of Trustees for their information.</p> <p>The Board sought clarity on the College’s position on the retention of applicant data. The Principal reassured the Board that this was covered at the point of application and within the College’s data retention policy.</p> <p>The Board of Trustees approved the Admission Policy.</p>
9.	Strategic Documents
	<p>College Development Plan 2019/20</p> <p>The Board reviewed the College Development Plan 2019/20. The Principal noted the Development plan was last updated in March 2020. Progress on a number of targets has been suspended due to the COVID-19 pandemic. The College will update the Development plan with revised targets for the July Full Board meeting. The Board noted the government has confirmed performance data tables will not be published for this academic year therefore the performance targets will be updated to reflect the new performance measures. The Board agreed performance targets 1-6 should be suspended given that performance measures are compromised.</p> <p>Risk Register</p> <p>The Board reviewed the College Risk Register. The Board noted that the focus of the updates was on the likely impact of the COVID-19 pandemic on key strategic areas. The Principal highlighted that teacher recruitment had been difficult in the current situation. Applications for teaching roles are significantly down.</p> <p>Action: ELY to update Risk Register with minor amendment to R3. The net risk should be 1 not 2.</p>
10.	Management Accounts to 31st March 2020
	<p>The Board noted that the Management Accounts to 31st January 2020 had previously been circulated the Board for information.</p> <p>The Board reviewed the Management Accounts to 31st March 2020. The Finance Director provided the Board with an overview of the figures.</p> <p>The Board sought further explanation on the forecast expenditure on IT equipment. The Deputy Principal confirmed that the forecast expenditure did take into account the College’s digital strategy.</p> <p>The Board confirmed it is happy with the Management Accounts to 31st March 2020.</p>
11.	Reports from Link Trustees

	<p>Safeguarding EG reported on discussions with the Lead Safeguarding Officer. EG noted Wellbeing week took place across the College in March. Post the COVID-19 pandemic, discussion has focused on how the College is supporting students, particularly vulnerable students during this challenging time. Teachers and the Learning Support Team are in regular contact with students. A counselling service is still available to students.</p> <p>The Board asked how many students were accessing the counselling service and whether numbers had increased. The Principal confirmed the service is being well utilised and agreed to provide some further context at the next Full Board meeting in July.</p> <p>Action: ELY to provide an update on counselling service utilisation at the July Full Board meeting.</p> <p>Equality, Diversity and Inclusion AD, EDI Officer, reported that the Feminista Film Festival in March was well attended by about 400 attendees.</p>
12.	AOB
	None.
13.	Date of the next meeting
	Monday, 6 th July 2020 at 4.30pm
14.	Confidential Item
	<p>Geoff Howes (Parent Trustee) was proposed and seconded for appointment to the Board of Trustees as a Board appointed Trustee. Geoff Howes left the meeting whilst the Board voted on his appointment to the Board.</p> <p>Geoff Howes' appointment as a Board of Trustees appointed Trustee was unanimously approved by the Board of Trustees.</p> <p>Geoff Howes was invited to rejoin the meeting and his appointment to the Board of Trustees was confirmed.</p>

The meeting closed at 6.00 pm

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