



## 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> December 2019 at 4.30pm

### Present:

Peter Aitken (PA)	Hamish Cameron Blackie (HCB)	Adam Duce (AD)
Elizabeth Graham, Chair (EG)	Douglas Jack (DJ)	Justin Knight (JK)
Jeremy Pattison (JP)	Nick Poulter (NP)	Shirley Price (SP)
Hannah Roberts (HR)	Emma Young, Principal (ELY)	

### Apologies:

Geoff Howes (GH)	Oliver Boyd, SU Vice President (OB)
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### In attendance:

Sarah Baudains, Finance Director (SB)	Peter Hopwood, SU President (PH)
Oliver Stevens, Deputy Principal (OS)	Sharon Harmon, Clerk (SH)

<b>1.</b>	<b>Apologies for Absence</b>
	It was noted that Geoff Howes and Oliver Boyd 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>Minutes of the meeting held on 16<sup>th</sup> September 2019</b>
	The minutes of the last meeting on 16 <sup>th</sup> September 2019 were approved by the Board and signed as an accurate record by the Chair with one minor amendment. Under Item 7 change 'usual' to read 'user'.
<b>4.</b>	<b>Matters Arising from the previous minutes</b>
	In relation to Item 6 of the minutes of the previous meeting 'Board of Trustees attendance figures' the Clerk confirmed that the publication of attendance data for the Board is in line with ESFA guidance. The Academies Financial Handbook 2019 stipulates that the attendance data for Trustees should be published on the College website in 'readily accessible format'. Trustees' attendance data is documented in the College Report and Financial Statements which is uploaded to the College website.
<b>5.</b>	<b>Chair's Update</b>
	The Chair provided the Board with an overview of activities since the last meeting. <ul style="list-style-type: none"> <li>The Chair attended the SFCA South East Regional meeting. The main item of discussion was teachers' pay. It was reported that there is no resolution on the pay award as yet.</li> <li>Two Trustees have resigned from the Board of Trustees as of 25<sup>th</sup> November 2019 James Fargus (Parent Trustee) and Zoe Marsden (Link Trustee for Safeguarding). In addition, a further two Trustees, Hannah Roberts (Staff Trustee) and Nick Poulter (Vice Chair) have both submitted their resignation as of 31<sup>st</sup> December 2019. We will start</li> </ul>

	recruitment to fill these vacancies in January. With Zoe's resignation, as an interim measure, Elizabeth Graham will take on the Safeguarding Link Trustee role and Shirley Price will take on the Equality, Diversity and Inclusion Link Trustee role.
<b>6.</b>	<b>Principal's Update</b>
	<p>The Principal reported to the Board on College activities.</p> <ul style="list-style-type: none"> <li>• The College OFSTED inspection report will be received in approximately 15 days. Indications are that the inspection has gone well. The Deputy Principal gave the Board an overview of the areas the inspection had focused on.</li> <li>• Funding rate increase of approximately £188 per student. Additional funding for students taking at least two STEM A Levels or vocational course in STEM subjects. The increased funding will be paid from 2020/21.</li> <li>• The introduction of the Explore+ courses for first year students has been very well received. Attendance on the courses is strong.</li> <li>• The Student Union organised a Hustings event attended by representatives of the three main parties and chaired by Peter Hopwood (SU President). The event was very well attended by students.</li> <li>• The College put on a brilliant Christmas Concert.</li> <li>• The College is running a production of Chicago.</li> <li>• Safety week at the College this week</li> <li>• 8 students have been selected for English National Colleges hockey team.</li> </ul>
<b>7.</b>	<b>Committee Reports</b>
	<p><b><u>Finance and Estates</u></b></p> <p>Douglas Jack reported on the meeting of the Finance and Estates Committee on Monday, 11<sup>th</sup> November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• Reviewed and approved the College's Annual Report and Financial Statements to 31<sup>st</sup> August 2019.</li> <li>• Considered and approved update in College's Financial Systems. Updates to follow.</li> <li>• Reviewed and approved Student Union annual accounts.</li> <li>• Reviewed report on the works to the roof of the Catering Building. The project had gone very well.</li> <li>• Reviewed and approved updated Terms of Reference for the F&amp;E Committee.</li> </ul> <p><b><u>Audit</u></b></p> <p>Nick Poulter reported on the meeting of the Audit Committee on Monday, 11<sup>th</sup> November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• Reviewed and approved the College's Annual Report and Financial Statements to 31<sup>st</sup> August 2019.</li> <li>• Received feedback from Auditors and reviewed Auditors Findings Report. No material issues were raised. The Audit process went smoothly.</li> <li>• Reviewed and approved the Annual Report from Audit Committee.</li> </ul> <p><b><u>Curriculum and Quality</u></b></p> <p>Shirley Price reported on the meeting of the Curriculum and Quality Committee on Monday, 18<sup>th</sup> November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• Received a presentation from Jenny Hunter Philips, Senior Tutor on Mental Health Action Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oliver Stevens, Deputy Principal provided an update on Curriculum matters, including new OFSTED Inspection Framework and introduction of Explore+ courses.</li> <li>• Reviewed and approved updates to the College Risk Register.</li> </ul> <p><b><u>Governance and HR</u></b></p> <p>Elizabeth Graham reported on the meeting of the Governance and HR committee on Monday, 25<sup>th</sup> November. The following discussions and actions from the meeting were noted:</p> <ul style="list-style-type: none"> <li>• Received a presentation from Carolyn Lucas, Personnel Manager on the work of the Personnel Team.</li> <li>• Reviewed and approved Family Friendly policies including Adoption Leave, Maternity Leave existing, Maternity Leave from January 2020, Maternity Support Policy and Sabbatical Leave Policy.</li> <li>• Considered structure of committees and Board in light of resignations discussed above. Planned a schedule of recruitment for Trustees.</li> </ul> <p><b>Chairs' Forum</b></p> <ul style="list-style-type: none"> <li>• LGPS Policy reviewed and approved.</li> </ul>
<b>8.</b>	<b>Documents for approval from the Committee Meetings</b>
	<p><b><u>Report and Financial Statements to 31<sup>st</sup> August 2019</u></b></p> <p>The Board reviewed the College's Report and Financial Statements to 31<sup>st</sup> August 2019. It was noted this document had been thoroughly reviewed at both Audit Committee and F&amp;E Committee and approved by both. It was noted the document is required to be uploaded to ESFA portal by 31<sup>st</sup> December 2019.</p> <p>It was agreed under list of Trustees that both James Fargus' and Zoe Marsden's resignation date should be recorded.</p> <p><b><u>Action:</u></b> Finance Director to update the College's Report and Financial Statements to 31<sup>st</sup> August 2019 to include the resignation date of both Zoe Marsden and James Fargus.</p> <p>The committee discussed income from the hire of College facilities and whether this source of income could be expanded. The Principal and the Financial Director agreed this could be further explored but explained the balance must be met between the needs and resources of the College and any income gained.</p> <p><b>The Report and Financial Statements to 31<sup>st</sup> August 2019 were approved by the Board of Trustees.</b></p> <p><b><u>Freedom of Information Policy</u></b></p> <p>The Board reviewed the College's Freedom of Information Policy. The Principal provided some background to the policy. It was noted the policy had been reviewed and approved by the Audit Committee.</p> <p>The committee sought clarity over who the independent panel referred to in the policy would be. It was agreed to the policy should be updated to clarify that any review of decision will be carried out by an 'independent panel of Trustees'.</p> <p><b><u>Action:</u></b> The Principal to amend the Freedom of Information Policy as agreed.</p>

**The Board of Trustees approved the Freedom of Information Policy pending update on independent panel as agreed.**

**Safeguarding Policy**

The Board reviewed the College's Safeguarding Policy. It was noted the policy had been reviewed and approved by the Curriculum and Quality Committee. It was also noted that the policy is in line with the SFCA and Surrey County Council guidelines.

It was agreed any staff names mentioned in the policy should be replaced with a post title.

It was noted that Shirley Price and Elizabeth Graham had reviewed the policy and provided subsequent written feedback to Carol Horlock.

The Board formally thanked Carol Horlock for her work on Policy.

**The Board of Trustees approved the Safeguarding Policy pending above agreed amendment and prior agreed amendments emailed to Carol Horlock.**

**Family Friendly Policies**

**Adoption Leave Policy**

The Board reviewed the College's Adoption Leave Policy. It was noted the policy has been reviewed and approved by the Governance and HR Committee. It was also noted that the policy is in line with the SFCA guidance.

**The Board of Trustees approved the Adoption Leave Policy.**

**Maternity Leave Policy (existing)**

The Board reviewed the College's Maternity Leave Policy (existing). It was noted the policy has been reviewed and approved by the Governance and HR Committee. It was also noted that the policy is in line with the SFCA guidance.

**The Board of Trustees approved the Maternity Leave Policy (existing).**

**Maternity Leave Policy (from January 2020)**

The Board reviewed the College's Maternity Leave Policy (from January 2020). It was noted the policy has been reviewed and approved by the Governance and HR Committee. It was also noted that the policy is in line with the SFCA guidance.

**The Board of Trustees approved the Maternity Leave Policy (from January 2020).**

**Maternity Support Policy**

The Board reviewed the College's Maternity Support Policy. The Board asked the College to consider whether payment of Maternity Support Pay should be reviewed to bring it in line with Maternity Pay.

The Board agreed the Principal would take this point to SFCA and report back to next meeting.

**The Board of Trustees approved the Maternity Support Policy pending clarification on point relating to pay.**

	<p><b>Action:</b> The Principal to investigate point on Maternity Support Pay and report back to the next meeting as agreed.</p> <p><b><u>Sabbatical Leave Policy</u></b> The Board reviewed the College’s new Sabbatical Leave Policy. It was noted the policy has been reviewed and approved by the Governance and HR Committee.</p> <p><b>The Board of Trustees approved the Sabbatical Leave Policy.</b></p> <p><b><u>Scheme of Delegation</u></b> The Board reviewed the College’s Scheme of Delegation. It was noted the document has been reviewed and approved by the Governance and HR Committee. It was also noted that a detailed scheme of Financial Delegations is set out in the College’s Financial Regulations.</p> <p><b>The Board of Trustees approved the Scheme of Delegation.</b></p> <p><b><u>Annual Report to Audit Committee</u></b> The Board reviewed the College’s Annual Report to the Audit Committee. It was noted the report has been reviewed and approved by the Audit Committee.</p> <p><b>The Board of Trustees approved the Annual Report to the Audit Committee.</b></p> <p><b><u>Terms of Reference for Committees of the Board of Trustees</u></b> The Board reviewed the Terms of Reference for each committee of the Board. It was noted all of the Terms of References had been reviewed and approved at each of the respective committees.</p> <p><b>The Board of Trustees approved the Terms of Reference for the Audit committee.</b></p> <p><b>The Board of Trustees approved the Terms of Reference for the Chairs’ Forum</b></p> <p><b>The Board of Trustees approved the Terms of Reference for the Curriculum and Quality Committee.</b></p> <p><b>The Board of Trustees approved the Terms of Reference for the Finance and Estates Committee.</b></p> <p><b>The Board of Trustees approved the Terms of Reference for the Governance and HR</b></p>
9.	<b>Strategic Documents</b>
	<p><b>College Self Assessment Report and Development Plan 2019</b> The Board reviewed the College Self Assessment Report and Development Plan 2019. The Principal explained the Development Plan is formatted to align with the new OFSTED Inspection Framework. The meeting noted that the document is to be submitted by 31<sup>st</sup> January 2020.</p> <p>The Principal explained that some of the Development Plan targets will be updated in light of recent OFSTED inspection.</p>

	<p>The Equality, Diversity and Inclusion (EDI) Officer asked about EDI targets included in plan. The Principal explained that EDI is embedded within targets throughout the Plan.</p> <p>The Board briefly discussed including a statement about employability within the Statement of Intent. It was agreed employability was covered under curriculum.</p> <p><b>Action:</b> The Principal to circulate the updated College Self Assessment Report and Development Plan 2019 to the Board of Trustees for final approval in January.</p> <p><b>Risk Register</b></p> <p>The Board reviewed the College Risk Register. It was noted the relevant sections of the Risk Register had been reviewed at each of the committee meetings. It was noted updates to the document are highlighted in red.</p> <p>The Principal pointed out that the risk relating to OFSTED inspection will be updated in light of recent inspection.</p> <p>The Board discussed the future of applied general qualifications. The Board sought clarity on the timeline and process of the introduction of T Levels. The Principal explained the consultation timeline to the Board. The first stage of the consultation is now complete. The timing of the second stage of consultation is still to be confirmed.</p> <p>The Principal reported that R16 relating to the SMT restructure is now mitigated as staff in post and already having a positive effect.</p> <p><b>The Board of Trustees approved the College Risk Register.</b></p>
<b>10.</b>	<p><b>Management Accounts to 30<sup>th</sup> November 2019</b></p> <p>The Board reviewed the Management Accounts to 30<sup>th</sup> November 2019. The Finance Director provided the Board with overview of the figures.</p> <p>The Board confirmed it is happy with the new format of the Management Accounts although, going forward, it would be helpful to include a brief Executive Summary with the Accounts.</p> <p><b>Action:</b> Finance Director to include a brief Executive Summary with future sets of Management Accounts.</p> <p>Noted: 6.08pm Justin Knight left the meeting.</p>
<b>11.</b>	<p><b>Reports from Link Trustees</b></p> <p><b>Safeguarding</b></p> <p>As reported above, as Zoe Marsden has resigned from the Board of Trustees, Elizabeth Graham has taken on the Link Trustee for Safeguarding role in the interim. EG has already had a brief meeting with the Lead Safeguarding Officer and will be joining the Safeguarding Self Assessment review panel next week. EG will schedule termly meetings with the Lead Safeguarding Officer. There was nothing else to report in regard to Safeguarding matters.</p> <p><b>Equality, Diversity and Inclusion</b></p> <p>EG reported she had met with the EDI Officer and was pleased with the work going on in this area.</p>

<b>12.</b>	<b>Vice Chair Election</b>
	<p>Jeremy Pattison was nominated for the post of Vice-Chair of the Board of Trustees. Jeremy Pattison left the meeting whilst the Board voted on his appointment as Vice-Chair.</p> <p><b>Jeremy Pattison’s appointment to the post of Vice-Chair of the Board of Trustees was unanimously approved by the Board of Trustees</b></p> <p>Jeremy Pattison was invited to rejoin the meeting and his appointment to the Post of Vice-Chair of Board of Trustees was confirmed.</p>
<b>13.</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li>• The Principal explained the requirement for Trustees to supply an email contact address for each Trustee to the Department of Education. The Trustees agreed to email the Clerk with their preferred email address.</li> <li>• The Board discussed dates for the postponed Trustees Annual Conference. The Board agreed to email the Clerk with any dates they are not available in January/February.</li> <li>• The Board discussed the circulation of governance documents via email versus accessing documents via the College portal. The Board agreed to discuss this matter further at a future meeting.</li> <li>• The Board discussed the policy review cycle and agreed this should be reviewed to avoid too many policies having to be reviewed in any given term.</li> <li>• The Board thanked Hannah Roberts and Nick Poulter for their great contribution to the Board during their terms of office.</li> <li>• The Board also recorded its thanks to James Fargus and Zoe Marsden for their great contribution to the Board during their terms of office.</li> </ul>
<b>14.</b>	<b>Dates of future meetings</b>
	<ul style="list-style-type: none"> <li>• Monday, 30<sup>th</sup> March 2020 at 4.30pm</li> <li>• Monday, 6<sup>th</sup> July 2020 at 4.30pm</li> </ul>
<b>15.</b>	<b>Confidential Item</b>
	None

The meeting closed at 6.25 pm

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