

**Sutton College Governing Body  
Minutes of meeting  
21 September 2020, 6pm**  
*(Meeting held virtually due to Covid 19)*

Michelle Bagshaw (MB)	Staff Governor	Present	
Elsbeth Clarke (EC)	Business & Community Governor	Present	
John Dodds (JD)	Student Governor	Present	
Raywen Ford (RF)	Business & Community Governor	Present	
Dipa Ganguli (DG)	Ex-officio / Principal	Present	
Jim Gritton (JG)	Business & Community Governor	Present	
Cllr Ed Joyce (EJ)	Co-opted Governor	Present	
Jenny MacDonnell (JM)	Business & Community Governor		Absent
Catherine Winslow (CW)	Business & Community Governor / Chair	Present	

**In attendance:**

- Tom Dillon (TD) - Curriculum Director
- Laurie Nicholls (LN) - Learner Services Director
- Rosemary Oram (RO) - Clerk

AGEND A ITEM	MINUTES	ACTION NO:
<b>1</b>	<p><b>Welcome and Apologies for Absence</b> CW welcomed everyone to the virtual meeting.</p> <p>Apologies had been received from JM and were accepted.</p> <p>CW advised Governors that Helen Binnie (HB) has resigned as a Governor, due to ill-health. Governors wished her well and CW said that she may re-apply in the future.</p> <p>The meeting was confirmed as quorate.</p> <p>No declarations of interest in items at this meeting were made. Pecuniary Interest declaration forms will be sent to Governors to be completed for 2020/21.</p> <p><u>Re-appointment of Governors</u> CW's term as Governor has ended, and the Board unanimously agreed to extend this for a further term, and to remain as Chair until this term ends in December 2020. An election will take place at the next meeting.</p> <p>An election for Vice Chair will also be necessary, due to HB's resignation. Governors will be asked to submit nominations to RO before the next meeting, including self-nominations, for Chair and Vice Chair.</p> <p><b>Action: RO to ask for nominations for Chair and Vice Chair prior to the next meeting (07 December 2020).</b></p>	<b>1</b>
<b>2</b>	<p><b>Minutes of meeting 06 July 2020</b> The minutes from 06 July 2020 were agreed as a true and accurate record of the meeting, with the following typo correction on page 4 - "Income will be affected by the number of learners and assumptions may <u>need</u> (not <u>been</u>) to be revisited." They will be signed by the Chair at the earliest opportunity.</p>	

	<p>All actions have been completed.</p> <p><u>Matters arising</u> The Governor profiles have been completed and uploaded to the College website. JG said that he had not been able to find them, and TD was asked to circulate the link. <b>Action: TD to circulate the link to the Governor profiles on the College website.</b></p> <p>The Learner Voice survey questions have been adjusted due to Covid 19 changes and TD will circulate them with the final report by the end of September. <b>Action: TD to circulate the Learner Voice final report and survey questions to Governors by the end of September 2020.</b></p>	<p><b>2</b></p> <p><b>3</b></p>
<p>• <b>3</b></p>	<p><b>Head of Service update</b> <i>(document circulated in advance – to be taken as read)</i></p> <p><u>Policy development</u></p> <ul style="list-style-type: none"> <li>• There is no clear guidance as to whether the “rule of 6” covers further education (FE). Sue Pember, the HOLEX Policy Director, will be attending a Select Committee tomorrow (22 Sep) and will state the case for FE.</li> <li>• The FE White Paper has been delayed due to Covid.</li> <li>• Digital Skills has been launched and will be fully funded. This is aimed at those who are assessed as below level 1.</li> <li>• The college will benefit from GLA funding.</li> <li>• Ofsted will be carrying out interim and monitoring visits to further education and skills providers from 28 September 2020. The college has not received a notification, so a visit is unlikely. Visits will focus on how providers have dealt with the virus and how leaders adapted to community needs. They will also be carrying out research relating to online versus face to face learning.</li> </ul> <p><u>Service update</u></p> <ul style="list-style-type: none"> <li>• Three bids have been successful, including GLA Covid 19 emergency funds, amounting to £89,280. This will be used to cover expenses incurred, eg purchase of Perspex screens and exam desks.</li> <li>• The college worked on a bid to the Department of Work and Pensions (DWP) with the LA relating to a youth hub. This was not successful as the DWP wanted a youth centre only, with no training provision.</li> <li>• The college is in talks with the Probation Service concerning future partnership working on Offender Learning.</li> <li>• Outcome for Londoners – DG is on the Outcomes Advisory board of the GLA and the college has been selected for a pilot of the outcomes survey being undertaken. Learners will test the survey questionnaire, completing this at the start of the course and again after they have finished.</li> </ul> <p><u>Equality, Diversity and Inclusion</u> DG will cover this item in her report going forward, instead of inclusion in the individual reports.</p> <ul style="list-style-type: none"> <li>• A new equality statement has been written and is part of our Mission and Values and actively promoted on our vacancy page. DG will circulate it to Governors and asked for feedback. CW said that this could be formally endorsed at the next meeting, reinforcing Governor engagement. <b>Action: DG to circulate the new Equality statement to the Link Governor for E &amp; D, to be formally endorsed at the next meeting.</b></li> <li>• Provision for Black History Month in October has been advertised.</li> <li>• A staff forum has been set up for staff to contribute ideas, discuss issues or raise concerns or suggestions. SLT in not represented to ensure that staff</li> </ul>	<p><b>4</b></p>

	<p>feel able to share their views freely. Participation has been good during the lock down, as meetings have been held on-line. MB said that she will participate in a forum to ask if there are any concerns staff would like to raise with Governors.</p>	
<p><b>4</b></p>	<p><b>Curriculum and Enrolment update</b> <i>(document circulated in advance – to be taken as read)</i></p> <p>TD spoke on the following:</p> <ul style="list-style-type: none"> <li>• The current enrolment total is 2,020. All areas are down on last year, but the numbers are increasing.</li> <li>• During lockdown, a lot of courses were offered by private organisations online which has presented competition for the college.</li> <li>• Some online non-funded courses have been brought back onsite and the numbers are slowly increasing.</li> <li>• Some learners have cancelled their courses since the “rule of 6” was announced, although it does not refer to education.</li> <li>• 80 courses have been cancelled due to low numbers, but some learners have been transferred to others where possible.</li> <li>• Meetings of curriculum and programme leaders regularly review enrolment numbers and consider how to address the loss of enrolments and income for the college.</li> <li>• A full review of curriculum and cancelled courses will take place at the end of September 2020 once all programmes have started.</li> <li>• Attendance has fallen, although it could have been worse under the current circumstances.</li> <li>• A lot of learners have engaged in online learning, with positive feedback on Learner Voice.</li> </ul> <p>DG advised that the update was based on current reporting data which only covers those who were in class. A new code has been set up for those who present as self-isolating. This should improve future figures.</p> <p><b>Q</b> – Governor asked if learners logging on could be counted as attending. <b>A</b> – TD said that Google Classroom does not log the time spent online, but this may change. LN said that staff are still following up with those students who do not log on as expected.</p> <p><u>Marketing</u></p> <ul style="list-style-type: none"> <li>• Social media paid adverts were created targeting various areas, age groups and interests on various platforms (full details are within the report).</li> </ul> <p><b>Q</b> – Governor asked if the team was happy with the results. <b>A</b> – TD said that website visits had increased, with the highest number since January.</p> <ul style="list-style-type: none"> <li>• Course guides have been distributed to local supermarkets, Sutton station and the libraries, and are being picked up by the public which has helped with enrolment numbers.</li> <li>• Targeted Facebook posts have also been used. DG said there can be an issue with people assuming there will be a 24-hour response from the college.</li> <li>• Leaflet drops have taken place, but there is no feedback from this to date.</li> <li>• Online information sessions have been held for prospective learners to find out about the courses from curriculum leaders, with good feedback. IT are looking at providing a live chat function on the website.</li> </ul> <p><b>Q</b> – Governor asked if plans are in place to address possible future restrictions. <b>A</b> – TD said that tutors are being trained in Google Classroom. Onsite learners will be shown how to access the online provision should it be necessary. The</p>	

	<p>plan is to keep as much provision onsite as possible, following health &amp; safety guidance. LN said that they are reviewing what did and did not work online during lockdown, including support areas.</p> <p>DG said that tutors have been told that they must have an online presence should they have to self-isolate. Furlough payments are no longer available and tutors will not be paid if they are not teaching.</p> <p>TD advised that some equipment is available to be sent to learners who have to isolate so that they can join in with the sessions. This has been bought with some of the successful bid funding.</p>	
<p><b>5</b></p>	<p><b>Finance update</b> <i>(document circulated in advance – to be taken as read)</i> <u>Management Accountant appointment</u> Interviews will be held on 30 September 2020. DG, JG and Sue Holmes from the LA will sit on the panel.</p> <p><u>Budget 2020/21</u> The report has been prepared by the Finance Business Manager (FBM) seconded from the LA and is based on Agresso information. DG highlighted the following:</p> <ul style="list-style-type: none"> <li>• A deficit of £231K has been forecast, but the report does not take into account the £220K granted by the GLA for the innovation funds and Strand 1 of the Covid-19 recovery fund.</li> <li>• The forecast is based on the latest curriculum plan figure. The plan is being reviewed and budget variations will be included in future forecasts.</li> <li>• Funding has been applied for from the GLA to cover any costs incurred to ensure the centres are Covid secure. A bid has also been made to the LA, which should be honoured.</li> <li>• A 2% pay award was built into the budget, but 2.75% has been agreed by the unions, which will have an adverse effect.</li> <li>• Deficit figures for the college do not include any previous year’s deficit. The statement of accounts for the Local authority show a £314k deficit against the College. An LA audit during the summer dealt with college queries and the 2019/20 budget has been signed off.</li> <li>• Furlough payments will no longer be made, and those included in the budget will be recovered from the LA.</li> </ul> <p><b>Q</b> – Governor asked if the two weeks’ cancellation fee for session workers will be shown in next year’s budget. <b>A</b> – DG said that it will show against the actuals in the academic year. Going forward, the forecast will take course cancellations into account. TD said that cancellations are up on last year, with a higher number possibly to come. Monthly figures will give a clearer picture and it is too early to give clear predictions.</p> <p><b>Q</b> – Governor asked if interim updates could be circulated before the next Board meeting. <b>A</b> – TD said that they could also report on the mitigating actions being taken. DG advised that the FBM is only in place until the end of October, and the new Management Accountant will not be in place until the beginning of December. It may not be feasible to circulate the figures as requested.</p> <p>CW asked if an update could be provided for Governors at the end of October, based on the monthly reports to the LA. DG said that the information was all</p>	

	<p>on Agresso, which is closely monitored by the LA. CW said that Governors also needed visibility of the budget, without making extra work for DG. DG said that she could share the monthly reports with caveats. JD said he appreciated that this was a difficult situation, but Governors needed a level of reassurance. It was agreed that the matter will be left with DG to consider.</p> <p><u>IT update</u> The IT team has received a lot of feedback regarding the introduction of Google Classroom and the change to Gmail. There has been a very effective transition and an increased ability to offer online learning.</p> <p>The IT apprentice is doing very well and has supported remote working during lockdown.</p> <p>CW asked DG to pass on thanks from Governors to the team.</p>	
<p><b>6</b></p>	<p><b>College Quality Improvement update</b> TD said that there had been issues synchronising the QIP and he will re-circulate it as soon as possible.</p> <p>He gave details of the actions that need to be addressed and said that some of the Amber rated entries will be moved to Green when the final learners' achievements are added.</p> <p><b>Action: TD to recirculate the QIP to Governors.</b></p>	<p><b>5</b></p>
<p><b>7</b></p>	<p><b>Facilities and Learner Services update</b> <i>(document circulated in advance – to be taken as read)</i></p> <p><u>Sutton Centre</u></p> <ul style="list-style-type: none"> <li>• Refurbishment work has taken place, including female toilets and changing rooms and the staff men's toilets.</li> <li>• GLA funding has been used for a digi-media room, and the Art &amp; Craft room has been improved.</li> <li>• Caretakers and technicians have all been working well.</li> <li>• New lighting systems have been installed.</li> <li>• Programme Leaders (PLs) have a new office and a bigger PDC, allowing more tutors back onsite.</li> </ul> <p><u>Wallington Centre</u></p> <ul style="list-style-type: none"> <li>• A new customer and staff friendly counter is to be installed.</li> <li>• The LA is surveying the windows and costs will be met by them.</li> <li>• The centre now only has to close on one night a week, with classes transferred to Sutton. This should only be for the Autumn term. There has been a small saving on cleaning costs. The site staff work at Sutton on the day Wallington is closed.</li> <li>• JACE has given up most of their office space, which will mean a loss of income of approximately £10,700. DG has written to the LA to inform them and request a rent reduction.</li> </ul> <p>LN said that a lot of work had been undertaken to make both centres were Covid safe. All rooms are set out for social distancing or not used. Tutors are two metres away from learners and face shields provided if necessary. Masks have to be worn in all communal areas and all staff have to be socially distanced. No complaints have been received about these arrangements.</p> <p>Risk assessments are ongoing and protective equipment provided, eg Perspex screens, sanitiser stands and sneeze screens. Use of the PDCs is limited, with</p>	

	<p>bookable slots. DG said that learners have reported to Reception that they have attended as they heard how safe the centres are. TD said that Marketing will be uploading a video to the website to show how classes are set up.</p> <p><b>Q</b> – Governor asked how courses require a minimum of eight to be cost effective, what happens if a room can only accommodate six socially distanced people.  <b>A</b> – LN said that decisions on which rooms to use are made based on predicted numbers when programme planning. Changes can be made if necessary. TD said that, if the numbers are too low, the course could be moved online.</p> <p>DG said that some courses have been postponed until sufficient learners have enrolled. Vocational courses leading to employment or upskilling are filling up, and it is the fee paying non-funded ones that are struggling.</p> <p>LN said that assessments are now being done online, and there is an appointments system for Customer Enquiries. Marketing has worked hard on signage in the centres.</p> <p>Before lockdown, welfare checks were made on any learner reporting Covid symptoms or self-isolating. There is now a form on the Intranet to report this, which populates a spreadsheet that is checked regularly. Any clusters in a classroom or on a particular day can be identified and followed up. The college is also part of the Track and Trace network.</p> <p>CW said that feedback shows how safe people feel at the centres and the duty of care shown to learners. She thanked LN and the facilities and office staff on behalf of Governors.</p>	
<p><b>8</b></p>	<p><b>Annual Strategic Plan update</b></p> <p>DG said that this is a working document which is reviewed regularly and displayed it on screen. DG spoke on the following:</p> <ul style="list-style-type: none"> <li>• It is not possible to show all achievements as yet, as some are not known due to assessments being delayed. The plan has to be submitted by the end of October 2020, and some achievements will not be shown until 2020/21. The current figure is 87%, with 1800 results still outstanding.</li> <li>• GCSEs – 82% achieved Grades 4-9 in Maths and 70% in English, with several being awarded Grade 9.</li> <li>• ICT use has increased, largely as a result of Covid.</li> <li>• New courses were introduced, including Journalism, Beauty and Digital Literacy.</li> <li>• Employer satisfaction levels are to be collated and sent by TD.</li> <li>• Enterprise and employer engagement – the number of apprentices only increased by four, as employers do not want to take them on, even with Government backing.</li> <li>• There were no traineeships last year.</li> <li>• Extending reach – St Mungo’s and the Sutton Women’s Centre both continued with online learning during the summer. It is hoped that this can be repeated in 2020/21. DG noted that domestic violence increased during lockdown and it is an LA priority.</li> <li>• Sutton Plan – Counselling and Wellbeing courses are available online now, with a good response so far.</li> <li>• The Fee target has not been met, due to Covid. If income does not increase, a more realistic budget will have to be considered. The new Management Accountant will be asked to look at this.</li> </ul> <p>CW said that cutting costs would lead to the college reducing the courses it could offer and make them vulnerable. Growth must be considered, which</p>	

	<p>has obviously been affected by Covid. DG said that the budget has had a 50/50 split for funding and fees which is a vulnerable position to be in. An 80/20 split would provide less dependency on fees.</p> <ul style="list-style-type: none"> <li>• Contracts and licences are being reviewed to ensure value for money.</li> <li>• Reducing carbon footprint – this has been difficult due to the need for masks and Perspex screens. There has been a reduction in photocopying and printing, leading to a saving in paper. LN said that all projects now have a sustainability element. CW said that this should be reflected in the comments for this item.</li> <li>• Staff – the college has tried to be flexible with working hours and equipment provision during lockdown. The college was the only LA department to offer furlough payments. MB said that staff have been very pro-active and worked well together, with new processes and ways of working being introduced. She gave her thanks to LN and DG.</li> </ul>	
<p><b>9</b></p>	<p><b>Any other business</b> <u>Link Governors</u></p> <p>JG suggested aligning Link Governors to Strategy pillars, providing more oversight, and DG said that this would be a good idea. CW asked if all required areas would be covered by this. JG said that it would need some thought, perhaps linking on two levels, eg the Strategic Plan and areas such as Equality and HR. CW suggested three levels – Strategic Plan, QIP, Thematic.</p> <p>It was agreed that Governors will continue with their current roles until further consideration has been given to this.</p> <p><b>Action: CW, DG and JG to look at how to develop the Link Governor roles.</b></p> <p>RF said that Governors should acknowledge HB’s service to the Board and College. Dg offered to arrange for flowers to be sent to HB, together with a Powerpoint containing messages from Governors. This was agreed.</p> <p>EC noted her thanks to DG and all staff for their efforts over the summer.</p>	<p><b>6</b></p>
<p><b>10</b></p>	<p><b>Dates of future meetings</b> (<i>Mondays, TBC</i>)</p> <ul style="list-style-type: none"> <li>• 07 December 2020</li> <li>• 08 February 2021</li> <li>• 29 March 2021</li> <li>• 17 May 2021</li> <li>• 05 July 2021</li> </ul> <p>It was agreed that the meeting on 07 December 2020 will start at <b>5pm</b>.</p>	
<p><b>11</b></p>	<p><b>Confidential business</b></p> <p>No matters were deemed to be Confidential.</p> <p>The meeting ended at 8pm.</p>	

Signed: \_\_\_\_\_ C. Winslow      Print Name: \_\_\_\_\_ C. WINSLOW  
Chair of Governors / Trustees

Date: \_\_\_\_\_ 07/12/2020

<b>ACTIONS RAISED IN 2020/21</b>				
<b>No:</b>	<b>Action</b>	<b>For</b>	<b>By</b>	<b>Status</b>
<b>1</b>	RO to ask for nominations for Chair and Vice Chair prior to the next meeting.	All	07.12.2020	
<b>2</b>	TD to circulate the link to the Governor profiles on the College website.	TD	ASAP	
<b>3</b>	TD to circulate the Learner Voice final report and survey questions to Governors by the end of September 2020.	TD	30.09.2020	
<b>4</b>	DG to circulate the new Equality statement to the Link Governor for E & D, to be formally endorsed at the next meeting.	DG	ASAP	<i>To be endorsed on 07.12.2020</i>
<b>5</b>	TD to recirculate the QIP to Governors.	TD	ASAP	
<b>6</b>	CW, DG and JG to look at how to develop the Link Governor roles.	CW / DG /JG	07.12.2020	