

**Sutton College Governing Body
Part A Minutes of meeting
22 May 2023, 18:30, Sutton College Room D4**

Sue Aldridge (SA)	Staff Governor	Present	
Elsbeth Clarke (EC)	Business & Community Governor	Present	
John Dodds (JD)	Business & Community Governor	Present	
Raywen Ford (RF)	Business & Community Governor	Present	
Kevin Standish (KS)	Ex-officio / Principal	Present	
Jim Gritton (JG)	Business & Community Governor	Present	
Cllr Ed Joyce (EJ)	Co-opted Governor		Absent
Catherine Winslow (CW) CoG	Business & Community Governor / Chair	Present	
Laurie Nicholls			Absent
Richard Choi (RCh)	Business & Community Governor	Present	
Jenny Sims (JS)	Business & Community Governor	Present	
Helen Binnie (HB)	Business & Community Governor	Present	

In attendance:

Kevin Standish (KS) (Interim Principal)
Lorna Valcin (Clerk)

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Welcome and Apologies for Absence</p> <p>CW opened the meeting at 18:40 and welcomed those present.</p> <p>It was noted that 3 new governors had joined the Board. Each of the governors, including the new governors, introduced themselves, giving their backgrounds.</p> <p>RF to arrange for Richard Choi (RCh) to meet with the IT manager because of his IT expertise.</p> <p>ACTION</p> <p>Apologies had been received from Laurie Nichols and Councillor Ed Joyce. These were accepted and AGREED by the Board.</p> <p>The meeting was confirmed as quorate.</p> <p>Nominations of new governors</p> <p>Richard Choi was nominated by RF and seconded by SA Helen Binnie nominated by RF and seconded by JG Jenny Simms nominated by JG and seconded by EC.</p> <p>It was confirmed that the new governors (RCh, HB, JS) had carried out DBS and safeguarding training.</p>	37
2	<p>Declarations of interest</p> <p>There were no declarations of interest in agenda items for this meeting.</p>	
3	<p>Minutes of meeting 20 February 2023 (Parts A & B)</p> <p>A correction to the minutes was noted that JD and JG had both given their apologies in advance of the meeting.</p> <p>Minutes of meeting 27 March 2023 (Parts A & B)</p>	

	<p>A correction on Page 2. Reference to ILJ should be to Individual Learner Journey and not to Initial Learner Journey</p> <p>The list of attendees shows SA online for the meeting but that was incorrect.</p> <p>Minutes of meeting 25 April 2023 (Part B only)</p> <p>Subject to the corrections, it was AGREED the minutes of the meetings held on the 20th February 2023 (Parts A & B), 27th March 2023 (Parts A & B) and 25th April (Part B only) were approved as an accurate and true account of those meetings.</p> <p>Matters arising To be discussed at next meeting.</p> <p>It was AGREED the Chair to go through with KS the actions arising from previous meetings.</p> <p>Marketing feedback on NHS Maths course (c/f from previous meeting) had been included in Curriculum update.</p>	38
4	<p>Principal's update (verbal update)</p> <p>First week's activities:</p> <ul style="list-style-type: none"> Many meetings with various Council staff, including the Chief Executive Helen Bailey, Chair and Vice Chair of Governors and with 19 College leaders to find out about them, their roles and the college that will allow the preparation and proposal of a plan of action going forward. Led an SLT meeting Attended a supported learning singing class. Provided advice on safeguarding issues. <p>First impressions:</p> <ul style="list-style-type: none"> College staff were very positive and upbeat keen to improve the College's reputation The curriculum offer needed expanding in the future noting that the courses were heavily dominated by ESOL, English and maths. Quality improvement plans were at an advanced stage but too soon to judge the impact of those plans. KS will be able to comment further after the planned learning walks. Many support staff have fractional contracts as opposed to permanent contracts. <p>Emerging issues:</p> <ul style="list-style-type: none"> Most tutors and all LSA's are sessional workers meaning there is less control on quality of education, staff development and retention. KS would like to see more established contracted staff by way of more commitment. Several staff on long term sickness. A number of vacancies have not been advertised meaning remaining staff are having to cover. Getting an understanding of finance so not much to say currently. <p>Q. What is KS' experience of apprenticeships and what he would suggest as a way to improve the situation? Ultimately the only way to generate more apprenticeships is to promote it to employers. The first point of call as an employer would be the Council.</p>	

	<p>It was noted the cost to an employer would be 0.5% of payroll.</p> <p>SA commented that there had been some issues with apprenticeships not remaining at the end of their training.</p> <p>JS commented that it was a problem nationally and suggested that KS should look at the local area where you have 2 training institutes that are very successful.</p> <p>Q. How many sessional staff have been employed for more than 2 years? KS would need to look at the situation in more detail, noting that this was just his first impression. It could be that those working on a sessional basis are doing so because they are working elsewhere. The concern is around losing good people.</p> <p>The College needs to make a decision on growing income, noting that apprenticeships was a good way of growing income after the apprenticeship levy. Certainly, some marketing needs to be done.</p> <p>There was no quick fix to the issue, but there was a need to improve the quality. It was further noted that some businesses have said having apprenticeships involved too much work.</p> <p>Q. Is it economically related? KS believes that the issues are more generic.</p> <ul style="list-style-type: none"> • Relocation to the high street site. <p>KS did not have access to what the previous Principal had said to the college. After carrying out some market analysis KS would speak to the council on the subject.</p> <p>SA noted that there is a risk that in 5/6 years when ready to proceed, the market might have changed.</p> <p>Q. How do you maintain consistency dealing with a comment made by Ofsted of inconsistency of work? It is about bringing people together through good communication, video presentations and maintaining quality. There are no shortcuts. You have to give face to face training to teachers and observe good practice. KS believes that is happening right now in colleagues being encouraged to observe good practice.</p> <p>Aspects from agenda Item 4 were identified as confidential and placed in the Part B CONFIDENTIAL minutes.</p>	
5	<p>Finance Update. – Item 6 Report 1 <i>(Document circulated in advance – to be taken as read)</i></p> <ul style="list-style-type: none"> • Budget 22/23 to date • Breakdown of £79k deficit (c/f from previous meeting) <p>It was noted the document had not been produced by KS.</p> <ul style="list-style-type: none"> • Summary based on financial year and not the college year • £127k surplus and commentary shows the areas where the College has over or under achieved. Will not know the position for sure until KS has seen the consolidated accounts. • Had a meeting with the Jane Kortlandt (head of finance) so all very positive, especially as there had been a loss in the 3 years preceding. 	

	<p>It was noted that the College had been very successful in getting additional grant funding and hope that as part of managing finance KS will make that a priority. KS confirmed that he was interested in all income lines.</p> <p>KS noted that he had not seen a budget for next year as yet.</p> <p>Q. Will there continue to be 2 sets of accounts? Yes, for the financial and academic years.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • Re-establishing a finance sub-committee was important. • The Board would like a much more detailed consolidated view against the budget for next year when KS is back in July. • Would be helpful if the Jane Kortlandt could attend as she has the level of detail. <p>Aspects from agenda Item 5 were identified as confidential and placed in the Part B CONFIDENTIAL minutes.</p>	
6	<p>Facilities and Learner Services Update - Item 6 Report 2 (Document circulated in advance – to be taken as read)</p> <p>It was noted the report had been prepared by Vicky Lucas.</p> <p>KS had met with VL in relation to the safeguarding and prevent area. It was noted referrals continue to rise and that some of the cases can be complex.</p> <p>There had been 2 formal complaints, one of which had arisen from a safeguarding issue, but which had now been resolved. Having discussed the details, it was confirmed that RF, as the safeguarding lead, had been aware of it.</p> <p>KS emphasised the importance of the College following its procedures at all times and will be making that message very clear.</p> <p>It was noted that the reference to referrals date of September 2023 must be an error. Also, a further typographical error on the final page in the spelling of “complimentary”.</p> <p>Q. Would you like a more detailed breakdown of the safeguarding incidents? The Board would like to be assured that safeguarding is being dealt with. Would be helpful to have the background information, the types of issues and also to know the mix in terms of gender and other groups.</p> <p>It was noted safeguarding is a rising trend at most colleges and schools with mental health being the most common issue raised. Obligation to take those issues seriously and that is what is causing the increase in numbers.</p> <p>Discussed the need for another trained safeguarding officer and for KS to find someone to take on that role. Although KS is a DSL, because of long term illness and some staff on fractional contracts, it was agreed there was a need to find someone else.</p> <p>Work on the arena flooring to be put on hold while there was consideration of the broader question of the extent of the work that was necessary to be undertaken and prioritising the “must do” work.</p> <p>Finally, it was noted capital expenditure should be funded by the Council.</p>	
7	<p>Curriculum update – Item 7 Report 3 (taken as read)</p>	

	<p>KS went through the report.</p> <ul style="list-style-type: none"> • Rates of attendance are good but still below targets which is 90%. • Questioned whether the target ought to be reduced if thought unlikely to be realistic, noting that previous experience had seen a grading of “needs improvement” where the target was 81%. • Ofsted’s concern is not about the numbers but about whether the College are aware of why a learner is absent. <p>It was noted that the attendance target had been set by the SLT. The Chair felt there should be a target that stretches you. Agreed it is important to know where the learners are, and the report makes clear that the College has a good process of chasing absent learners.</p> <p>HB would like to see some benchmarking against other colleges to measure attendance noting that there are national figures but are very much after the event so no current data.</p> <p>EC noted language learners often have to be away during term time abroad so that is likely to affect attendance for them.</p> <p>KS will see if he can find any evidence of trends. ACTION</p> <p>Q. Is the college part of Peer review group? There has been some review through the SAR and HOLEX so that should continue.</p> <p>It was noted that a SAR had not been written this year by the College. It was in the process of doing so in a different way following advice from a consultant. Consequently, there was an outline of each department and that was where the College SAR had come from. The importance of a SAR was discussed with regard to Ofsted inspections and used to measure and reflect on the previous year.</p> <p>It was AGREED the Board would discuss the preparation of a SAR at the next meeting noting a level of commitment to start it relatively soon.</p> <p>SA clarified that there is a Quality and Improvement plan as a live document that is no longer a departmental QIP; it is now across the college. However, it does need updating and ready for a review.</p> <p>The Board would like to return to external moderation noting that the previous Principal was a member of HOLEX. KS confirmed that the College will be renewing its membership.</p> <p>EC commented that the term ‘GLH’ mentioned in the section on MFL and British sign languages referred to guided learning hours.</p> <p>It was further commented that cancelling courses does ruin the reputation of providers.</p> <p>HB registering thanks for all the work that SA and her colleagues had been thrown into noting that it was undoubtedly very hard on them. It was very unfortunate that time had been lost as a result of not continuing with the work that had been paused by the consultants.</p> <p>It was noted the meeting on equality and diversity ran very well but wondered whether there might be another member of staff who might want to take that on. What comes out of the meetings of the different groups is of great value and with only one person running the meeting in the future would be difficult. It was indicated that there might be someone who might be interested in taking that role on. KS will follow up on that.</p> <p>The Governors expressed thanks to the staff and wished that their thanks be passed on to them, noting that a letter that had been sent by the Governors when the previous Principal left had been received.</p>	<p>40</p> <p>41</p>
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	Finally, it was AGREED KS would write a piece in the weekly newsletter (INFORM) expressing thanks to the staff.	42
8.	<p>Governors' update</p> <ul style="list-style-type: none"> Governor's Visits <p>The Chair, JG and RF had been in college many times over the last 3 months and would like to continue that over the remaining weeks. It was noted the consultants had put a halt on Governors visiting classes for a time.</p> <p>It was noted there are a few opportunities to come into school. Currently, there was the art exhibition that was due to take place on 13th June and other dates will be circulated by SA. Also, SA had invited Governors to attend her learning walks and would send out a list of any others that were happening.</p> <p>JS was happy to look at supported learning noting that as an area of concern in the Ofsted report.</p> <ul style="list-style-type: none"> Governor Recruitment/updates <p>Phase 1 successfully completed with the new governors and another has shown interest. RF will make contact with that new person. ACTION</p>	43
9	<p>Any other business</p> <p>Dates of future meetings to be agreed.</p> <p>26/9 13/11 18/12</p> <p>At 6.30</p> <p>It was hoped that there could be a Christmas meal of some sort.</p> <p>RF mentioned that she might find it difficult to attend in person some of the meetings and asked whether attending remotely might be possible. It was noted that previously the tech had not worked very well but using another room might improve things.</p> <p>HB expressed her thanks to the staff for the support given to the learners.</p> <p>EC mentioned a letter from Ruth Dombey reinforcing the Council's commitment to the college Ruth Dombey.</p> <p>RF welcomed KS and was very pleased that he has joined the College.</p> <p>Thanks were also expressed to the Chair and Vice-Chair doing a superb job at chairing and sorting things out.</p> <p>JS expressed thanks for warm welcome to her and the new governors.</p>	
10	<p>Confidential Items</p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <p>Item 4 Principal's update</p>	

	(TO INCLUDE ANY OTHER IDENTIFIED CONFIDENTIAL ITEMS)	
10	Dates of future meetings (<i>Mondays, 6.30pm</i>) <ul style="list-style-type: none"> • 17 Jul 2023 in B1 – apologies were given by SA as on annual leave • 26/9 • 13/11 – JS gave apologies for that meeting because of a prior commitment. • 18/12 	
11	Closure The meeting closed at 20:30 having started at 18:40	

Signed: _____ Print Name: _____
Chair of Governors / Trustees

Date: _____

ACTIONS RAISED IN 2022/23				
No:	Action	For	By	Status
14	Monitoring Visit to be included as standing agenda item	DG	Ongoing	
Meeting 12 December 2022				
16	Share plan for funding application/bid with the Board	DG	20/02/2023	Completed – Closed
17	LT to confirm area (m ²) of The White Building	LT	20/02/2023	Ongoing
Meeting 20 February 2023				
18	DG to share Accountability Plan with governors and to be added as Agenda item at the next meeting, for discussion.	DG	27/03/2023	
19	Part B minutes – Item 4 Principal's Update	DG	asap	Completed - Closed
20	Marketing feedback on NHS Maths course be added to the Agenda for the next meeting.	DG	27/03/2023	Completed - Closed
21	DG to supply a breakdown of the £79k deficit for the next meeting.	DG	27/03/2023	Ongoing
22	SA to arrange meeting to discuss Questionnaire response with MS and report back at next meeting.	SA	27/03/2023	Completed - Closed
23	BE to liaise with governors to arrange informal visits. Governors to supply BE with available times.	BE/Govs	asap	Completed - Closed
24	DG/BE to send details of governor candidates to Chair.	DG/BE	asap	Completed - Closed
25	DG to send information relating to complaint to RF.	DG	asap	Completed - Closed
26	DG to request Outcomes and Success Report from IR and MS	DG/IR/MS	27/03/2023	Completed – Closed
Meeting 27 March 2023				
27	BE to investigate Governors having access to the staff intranet	BE	asap	Completed – Closed
28	ILJ dashboard to be reported on in the Curriculum update going forward	RL	22/05/2023	On agenda
29	DG to forward email sent to staff updating them of who will be managing what areas temporarily in the absence of SS and SR.	DG	asap	Completed – Closed
30	To update the Curriculum Report to read that there are potential staffing implications attached to the report	BE	asap	Completed – Closed
31	DG to put out the request via email to staff for a volunteer to become a Safeguarding Officer as a priority. The Level 3 qualification will need to be completed. If possible, it would be good to have a male volunteer.	DG	asap	
32	Governors to send through photo to BE with request for photo ID if they do not already have this.	Govs	asap	Completed - Closed
33	Schedule of classes will be made available for Governors to indicate when available to observe classes	BE	asap	Completed - Closed
34	Invite JT for a meeting next week with JG/CW/DG. If meeting goes well can be invited to become a Governor.	DG/CW/JG	asap	Completed - Closed
35	DG to ask curriculum team if they are able to identify any student who may be interested in becoming a Student Governor. RL to be asked to speak to the student representatives on the Equality & Diversity group.	DG/RL	asap	
36	Part B minutes- All staff signatures to include that for any safeguarding concern to email safeguarding@suttoncollege.ac.uk	BE	asap	Completed - Closed

	Meeting 22 May 2023			
37	RF to arrange for Richard Choi (RCh) to meet with the IT manager	RF	asap	Completed - Closed
38	Chair and KS to go through the actions arising from previous meetings at next meeting	CW/KS	17.07.23	
40	KS to look for information about relevant attendance trends for consideration by the Board	KS	asap	
41	Board would discuss the preparation of a SAR at the next meeting noting a level of commitment to start it relatively soon.	All	asap	
42	KS to write a piece in the weekly newsletter (INFORM) expressing thanks to the staff.	KS	asap	
43	RF to make contact with the new governor	RF	asap	Completed - Closed