

**Sutton College Governing Body
Part A Minutes of meeting
20 February 2023, 5.30pm, Civic Centre Room B7**

Sue Aldridge (SA)	Staff Governor (on-line)	Present	
Elspeth Clarke (EC)	Business & Community Governor	Present	
John Dodds (JD)	Business & Community Governor		Absent
Raywen Ford (RF)	Business & Community Governor	Present	
Dipa Ganguli (DG)	Ex-officio / Principal	Present	
Jim Gritton (JG)	Business & Community Governor		Absent
Cllr Ed Joyce (EJ)	Co-opted Governor	Present	
Catherine Winslow (CW) CoG	Business & Community Governor / Chair	Present	

In attendance:

Ian Roberts (IR)	- Interim Vice Principal
Maxine Smith (MS)	- Interim Vice Principal
Brenda Bigden (BB)	- Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Welcome and Apologies for Absence CW opened the meeting at 17:35 and welcomed those present. SA joined the meeting on-line. Apologies were received from JG (who was unwell), JD (who had a prior commitment) and Laurie Nicholls (Director of Learner Services). All apologies were accepted and AGREED by the Board. The meeting was confirmed as quorate.</p> <p>Declarations of interest There were no declarations of interest in agenda items for this meeting.</p>	
2	<p>Minutes of meeting 12 December 2022 (Parts A & B) The Part A and Part B minutes of 12 December 2022 had a small typing error in Part B, Item 3 (Principal's update) which had already been corrected, and these were agreed to be a true and accurate record of the meeting and were signed by CW.</p> <p>Matters arising 14. Ongoing 16. Agenda item at this meeting – completed/closed 17. DG informed the meeting that the Council had now bought The White Building but it was not known if that building will be the new College site or whether the College will be part of the build in St Nicholas centre. When this is known, a visit will be organised. It has been confirmed that this will be re-built, but the size is not known. Ongoing.</p>	
3	<p>Principal's update – Recorded confidentially under Part B Minutes (Document circulated in advance – to be taken as read)</p>	
4	<p>Curriculum and Enrolment update – Post meeting – due to sensitive issues, Item 4, Curriculum update, recorded in Part B Minutes. (Action Plan document circulated in advance – to be taken as read)</p>	
5	<p>Finance Update Aspects from agenda Item 5 were identified as confidential and placed in the Part B CONFIDENTIAL minutes.</p> <p>ACTION: It was agreed that DG should supply a breakdown of the deficit for the next meeting. (This was included also in the figures for this meeting Item 5: Report 3)</p>	21
6	<p>Facilities and Learner Services Update (Document circulated in advance – to be taken as read)</p>	

	<p>1. Facilities update- No further leaks have been reported since last meeting.</p> <p>3. Safeguarding and Prevent update- Q. <i>Now 25% of safeguarding lead's time accounted for by this area, the same as for DG</i> A. DG confirmed that they both do that amount and are training a member of staff to support</p> <p>CW said that it was important that a safe space was on offer. DG agreed and also explained that there were quite a few agencies involved and that they do follow up with referrals.</p> <p>Q. <i>Is regular updated training taking place?</i> A. DG confirmed it was, and that there are lots of training workshops as well, and more recently, training on 'Martin's Law' in terms of lock-down procedures, etc., are in hand.</p> <p>RF remarked that, as safeguarding governor, she is pleased that someone is being trained and would like to be introduced to them, and would also like to be included in future.</p> <p>SA gave a summary to the meeting (<i>remotely, via Google Meet</i>), regarding the recent Staff Survey. A paper '<i>Tell the Governor – February 2023</i>' was handed out at the meeting.</p> <ul style="list-style-type: none"> ○ The questionnaire was anonymous and 48 replies were received. ○ Questions included 'what does the college do well?' and 'what they felt we didn't do well'. ○ Workload, HR and payroll were areas mentioned, with some staff saying they were very stretched and it affects work when colleagues leave. ○ SA said that she may need to look into comments made about workload. ○ Communication was a big issue - respondents want more information. <p><u>Training -</u> Staff don't have training or knowledge for new areas they are looking after. (They are already offered training times to help accommodate staff's other commitments).</p> <p><u>Management –</u> Staff want to see SLT and Management around and being part of things. They did like the Learning Walks taking place and knowing that monitoring was taking place.</p> <p><u>HR and Payroll –</u> It was reported that there was lots going on and issues with payroll. They felt they shouldn't have to check payslips every month and therefore won't take on additional work because it's too much hassle with payroll. HR are not responding, even when SA chased them.</p> <p>It was agreed that governors now need to reply to the responses to this questionnaire, with specific responses and confirmation that we are addressing the items raised.</p> <p>Q. <i>If there were 48 responses, how many were possible?</i> A. SA confirmed that there were 170 possible responses.</p> <p>Q. <i>DG asked what can staff do to improve some of these issues? Because they do have opportunities to speak and engage, but they do not engage. No-one comes to meetings.</i> A. SA said it was more about SLT being seen and being more accessible and available.</p> <p>CW commented that they had raised some important points and we will answer them, but we need to think about them. Management and staff are both being put under pressure. There was a current procedure of how SLT go into classrooms, etc.</p> <p>MS explained that Delrose goes in every class, every day to check in, and this will help address this point. MS said she was happy to meet with SA and discuss and feedback to the next governors' meeting.</p> <p>SA agreed to report back on this action and will give governors a better picture in future.</p>	
--	---	--

	<p>ACTION: SA to arrange meeting with MS to discuss Questionnaire response and report back at next meeting.</p> <p>RF reiterated her previous offer to make visits into College, and also said she will always be happy to meet with staff.</p> <p>SA left the meeting at 19:19</p>	22
7	<p>Governor's update</p> <p>a) Monitoring visits RF reported that she had been in to see ESOL class, as did CW. EC had also carried out a visit previously. CW was accompanied on a formal observation, but asked if we are thinking of informal visits? IR confirmed that he thought that was a good idea.</p> <p>ACTION: BE to liaise with governors to arrange informal visits. Governors to supply BE with their available times.</p> <p>A governor remarked that in her experience governors are not to do formal observations – they should instead be named as Governor Drop-Ins (to give governors a feel of usual practice).</p> <p>b) Governor recruitment It was noted that it was good to have SA as she was a very active staff governor.</p> <ul style="list-style-type: none"> • Two governors have resigned. RF will help with interviews for replacements. • Recruitment – it is planned to have two new governors in time for the May meeting. DG was requested to tell marketing to go ahead with communications. • A new co-opted governor was being sought, and it was suggested from a local community group or businesses, etc. <p>Q. How many co-opted governors could the Board have? A. CW advised that the Board can have up to 12 governors in addition to the Principal who is an ex-officio member and a council ex-officio member. The Board has the authority to appoint a co-opted governor, who has full voting rights.</p> <p>MS pointed out that governors need training and they need to be able to challenge the Chair of Governors, Headteacher, etc. CW confirmed that she is aware of this and it was one of the reasons to have additional governors for the May meeting, so that they can have training and induction. DG agreed to arrange for BE to send details of the candidates to CW.</p> <p>ACTION: DG/BE to send CW details of governor candidates.</p> <p>IR and MS left the meeting at 19:27</p>	<p>23</p> <p>24</p>
8	<p>Any other business</p> <p>Aspects from agenda Item 8 were identified as confidential and placed in the Part B CONFIDENTIAL minutes</p>	
9	<p>Confidential Items Discussions under the following agenda items were recorded confidentially under Part B minutes: Item 3: Principal's update Item 5: Finance update Item 8: Any other business</p>	

10	Dates of future meetings (<i>Mondays, 6pm</i>) <ul style="list-style-type: none"> • 27 Mar 2023 • 22 May 2023 • 17 Jul 2023 <p>RF gave her apologies for the next governors meeting on 27th March 2023.</p>	
11	Closure The meeting closed at 20:15	

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	
20	Marketing feedback on NHS Maths course be added to the Agenda for the next meeting.	DG	27/03/2023	
21	DG to supply a breakdown of the £79k deficit for the next meeting.	DG	27/03/2023	
22	SA to arrange meeting to discuss Questionnaire response with MS and report back at next meeting.	SA	27/03/2023	
23	BE to liaise with governors to arrange informal visits. Governors to supply BE with available times.	BE/Govs	asap	
24	DG/BE to send details of governor candidates to Chair.	DG/BE	asap	
25	DG to send information relating to complaint to RF.	DG	asap	
26	DG to request Outcomes and Success Report from IR and MS	DG/IR/MS	27/03/2023	