

**Sutton College Governing Body
Part A Minutes of meeting
27 March 2023, 18:00, Sutton College B7**

Sue Aldridge (SA)	Staff Governor (on-line)	Present	
Elsbeth Clarke (EC)	Business & Community Governor	Present	
John Dodds (JD)	Business & Community Governor	Present	
Raywen Ford (RF)	Business & Community Governor		Apologies
Dipa Ganguli (DG)	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	

In attendance:

Laurie Nicholls (DLSS)

Delrose Earle (DE) – Temp Quality Manager (left at 19:00)

Barbara Eayrs (BE) - Note taker in the absence of Brenda Bigden (Clerk)

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Welcome and Apologies for Absence CW opened the meeting at 18:02 and welcomed those present. DE was also welcomed to the meeting as she was attending to give an update on the Quality Action Plan.</p> <p>Apologies were received from RF (who had a prior commitment). These 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>Quality of Education update Aspects from agenda Item 2 were identified as confidential and placed in the Part B CONFIDENTIAL minutes.</p> <p>a) Quality Action Plan DE gave an update on the Quality Action Plan highlighting the points raised by Ofsted. A link has been sent to Governors so that they can access the plan at any time. Managers update the professional development plan and in November 2022 a focus on teaching staff was put in place. This is a live document.</p> <p>DE explained that the Observation of Teaching, Learning & Assessment (OTLA) programme was halted by the consultants in January 2023 and that we are now playing catch up.</p> <p><i>Q: Is this process for funded classes only?</i> A: The observation status is for tutors on funded classes, but also have a tab for non-funded classes. We don't look for the same things when observing a non-funded course.</p> <p><i>Q: An example for apprenticeships was requested to see if there was a pattern to show if the College was improving in the key areas identified by Ofsted.</i> A: DE said that the approach for apprenticeships has improved and that the review process for apprenticeships had been revamped. Ofsted had asked the College to do a risk register to identify progress being made by apprentices and to make sure that they have access to their next steps. DE showed a form that is completed by the tutor, manager and the apprentice themselves, which comes together as one form. At month 3 and 6 there are mandatory IAG conversations about their next steps. Apprentices also have five hours of life coaching to further support them. A review meeting is held where the progress of the apprentice is agreed. An exit interview has been built into the process as well. An initial review is also held.</p>	

<p>DE shared the ILJ dashboard which is available on the staff intranet where colleagues can see how their area/s and the College as a whole is doing in real time. This will be reported on in the Curriculum update going forward.</p> <p>ACTION: BE to investigate Governors having access to the staff intranet.</p> <p>ACTION: ILJ dashboard to be reported on in the Curriculum update going forward – RL.</p> <p>JG said that it was good to see all the information at a glance, which is a great improvement.</p> <p>Q: <i>Governors asked if managers were looking at the information and using it.</i> A: DE said that at the end of every term a report is collated that goes to managers which shows them how their area is performing. There is also a monitoring tool for managers that they access on a regular basis.</p> <p>DE said that managers can identify any comments by students which are not positive on the ILJ2 (Initial Learner Journey) which is completed at the end of a course – these will be followed up. By doing this managers can look for a pattern in learner behaviours. Managers respond within seven days and need to resolve any issue within fourteen days. This document is monitored by the Quality Team to ensure that the action is dealt with by the manager.</p> <p>CW said that it will be good to see where the College is doing really well and where we still have work to do. A lot of focus is being put into the Supported Learning area with developmental feedback to be given and DE looking at how the initial assessments for this area will work. ILJs will be created for the learners in this area to identify what their skills are. They will also have their own goals linked to the course that they are attending with the key tasks of maths, English and ICT remaining on their ILJ while they are at the College. We will also be able to upload a learner's EHCP review notes. The latest version of EHCP notes will be in place for the new academic year.</p> <p>Q: <i>How do ECHPs work in adult education?</i> A: The learner should come to College with their EHCP. We will be asking for an updated version if we don't have this. Once over the age of 25 an ECHP is null and void.</p> <p>DE confirmed that on the Action Plan everything is currently fair to good progress and in some areas far exceeded expectation or identified further improvements that could be made. The Action Plan will be reviewed again on 31/03/2023.</p> <p>DE said that after the Easter break some targeting sessions will be held with the ESOL department regarding communities of practice between the levels and to share group practice and resources. A resource bank is being built within the department for tutors to access. This will be done for all areas. Training for the ESOL department will start after the Easter break. Work has been done to ascertain why the achievement rates for ESOL are not great. Approximately 8% of the lack of achievement is regarding learners not arriving for the exam and the other 4% are students who have told us that they are unable to make it to the exam.</p> <p>DE was thanked for her input and left the meeting at 19:00.</p> <p>) Curriculum Update</p> <p>DG explained that the number of courses planned are lower so less course cancellations. Planning has been more robust this year and there has been a decline in non-funded courses, as well as Family/Community Learning courses.</p> <p>Q <i>How many are new courses for the College?</i> A: Less than 10% are completely new courses.</p> <p>Q: <i>Why is there no update on a few of the areas on the Curriculum update?</i> A: Some of the areas haven't yet got a manager in place since SS left and with SR ill e.g. maths, Supported Learning and Languages. DG said that she will forward the email sent to</p>	<p>27</p> <p>28</p>
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	<p>staff updating them on who will be managing what areas temporarily in the absence of SS and SR.</p> <p>ACTION: DG to forward email sent to staff updating them of who will be managing what areas temporarily in the absence of SS and SR.</p> <p>SA said that she was concerned that both DG and RL have a lot on their plate and that we need to make sure that both of them have the support that they need.</p> <p>Q: <i>Can an interim manager be brought in?</i> A: Yes, but any appointment would need to go through the council.</p> <p>SA said that staff were taking on more and helping where they can and that support staff have been very supportive as well. The commitment of staff is not in question. A risk is that staff may become ill or suffer burn out.</p> <p>DG said that the internal QM advert will be published shortly, which needs to be advertised as the grade has been amended. This will be a full time role.</p> <p>Discussed what could be done in the short term with the departure of the interims and staff sickness. Governors to support DG with the council. Where there are staff vacancies to be filled, need to follow through. DG is concentrating on the areas that need her commitment and managers need to identify anything that can be put on hold. DG will step back from some of the meetings that she attends.</p> <p>ACTION: To update the Curriculum Report to read that there are potential staffing implications attached to the report – BE.</p>	<p>29</p> <p>30</p>
3	<p>Minutes of meeting 12 December 2022 (Parts A & B) The Part A and Part B minutes of 20 February 2023 – not signed off today as some amends need to be made and will sign off at the next meeting.</p> <p>Matters arising To be discussed at next meeting.</p>	
4	<p>Principal's update <i>(Document circulated in advance – to be taken as read)</i></p> <p>DG met with the Borough last week, after she had written her Governing Body report, where it was confirmed that Pozzoni Architects have been appointed to work across the Council, including the College to review and understand how we can get the most from a vibrant, sustainable town centre. The Council is keen for the college to have the White Building as it will be a bespoke space with an identity rather than going into the St. Nicholas Centre, sharing the building with other services. The council has some good ideas as to what the College could look like. The frontage of the building would be kept and the rest of the building rebuilt. The building will need to be DDA compliant. Will be taken to the Strategy & Resources Committee meeting on 27th June 2023. Once the report is ready it will be shared with DG when an Extraordinary Governing Body meeting will be called for the presentation of the report – this meeting could be held online.</p>	
5	<p>Finance Update <i>(Document circulated in advance – to be taken as read)</i></p> <p>Aspects from agenda Item 5 were identified as confidential and placed in the Part B CONFIDENTIAL minutes.</p> <p>DG reported slight surplus this year.</p> <p>Credit was given to DG for the work she has done in terms of the college's deficit and to JK for easy to understand reports and not to underestimate how big an achievement it is that the</p>	

	College is in the black. DG said that a lot of funding has been brought into the organisation over the past few years.	
6	<p>Facilities and Learner Services Update (Document circulated in advance – to be taken as read)</p> <p>Aspects from agenda Item 6 were identified as confidential and placed in the Part B CONFIDENTIAL minutes.</p> <p>Safeguarding – referrals have gone up, which is not unique to us. Colleges and schools are reporting high volumes. 33 referrals received this academic year. Started to rise slightly just before Covid. Homelessness is on the rise and not one seen before. Majority of referrals are for domestic abuse. VL has done L3 Safeguarding and stepped up as a safeguarding officer.</p> <p>When DG was on leave, LN worked from home prioritising safeguarding. She met with VL most days or if there was a referral to discuss. Always take a proactive approach. LN confirmed that if an incident is disclosed or reported to the college, that we have to take action even if the incident took place outside of the College. Anything disclosed to a member of staff through the safeguarding helpdesk goes to all safeguarding officers at the same time.</p> <p>Q: Now that SS has left the College, although VL has been trained, is that enough in the way of Safeguarding Officers? A: If a Safeguarding Officer goes off sick or on annual leave it is tough. VL is maintaining the helpdesk and keeping the confidential paperwork up-to-date. She has been given extra hours to do this. (LN)</p> <p>LN confirmed that once a learner has been flagged as a safeguarding concern on Unit-e it is brought to their attention if said learner enrolls on another course. In the future could look at having a specific Safeguarding post.</p> <p>ACTION: 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.</p> <p>Photo ID for Governors – BE requested that any Governor who didn't have photo ID security passes to email a photo to her and she would action.</p> <p>Action: Governors to send through photo to BE with request for photo ID if they do not already have this.</p>	<p>31</p> <p>32</p>
7	<p>Governor's update</p> <p>a) Governor visits CW attended the Supported Learning art exhibition on Friday 24th March with BE. CW said that she enjoyed being a part of the exhibition and to be able to have the opportunity to have conversations with both tutors and learners. It was interesting to see the different levels of difficulty of the pieces. The work will be displayed in the College for all to enjoy.</p> <p>After Easter the observation process will recommence. Governors will have the opportunity to do visits with managers. Schedule of classes will be made available for Governors to indicate when available to observe classes. Governors who observe will complete the relevant form so that we have demonstrable evidence of class visits.</p> <p>ACTION: Schedule of classes will be made available for Governors to indicate when available to observe classes – BE.</p> <p>b) Governor recruitment CW/RF/DG met with RC who is developing a business and has agreed to become a co-opted Governor – AGREED.</p>	33

	<p>College HR to arrange necessary DBS check and to send the links for RC to complete the mandatory training.</p> <p>HB has been a governor in the past but ceased this role due to ill health. Now that her health has improved she has reapplied. AGREED for JG/RF to interview her.</p> <p>JT has expressed interest in becoming a governor in the past when there were no vacancies. He has a strong background in business and governor experience. He has recently followed up to ascertain if there were any vacancies. It was AGREED for BE to invite him to attend an informal meeting with CW/JG/DG next week with a view to inviting him to be a Governor if the meeting goes well.</p> <p>ACTION: Invite JT for a meeting next week with JG/CW/DG. If meeting goes well can be invited to become a Governor.</p> <p>Student Governor – DG to ask curriculum team if they are able to identify anyone who may be interested. Tutors can speak to their students. DG said that there are three students on the Equality & Diversity group who may be interested and RL could speak to them.</p> <p>SA said that staff are pleased that the issue about pay is being looked at and also pleased that managers are more visible. DG said that managers will continue to have an open door policy.</p> <p>ACTION: 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.</p>	<p>34</p> <p>35</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> <p>Joint terms of reference draft AGREED with the addition that all meetings need to be minuted. If not minuted cannot hold anyone to account. DG to email the borough and to copy in CW.</p>	
9	<p>Confidential Items</p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <p>Item 2 Quality of Education Report</p> <p>Item 5: Finance update</p> <p>Item 6: Facilities & Learner Services Update</p> <p>Item 8: Any other business</p>	
10	<p>Dates of future meetings (Mondays, 6pm)</p> <ul style="list-style-type: none"> 22 May 2023 in D4 17 Jul 2023 in B1 – apologies given by Sue Aldridge as on annual leave 	
11	<p>Closure</p> <p>The meeting closed at 20:30</p>	

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	Ongoing
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	Ongoing
Meeting 27 March 2023				
27	BE to investigate Governors having access to the staff intranet	BE	asap	
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	
30	To update the Curriculum Report to read that there are potential staffing implications attached to the report	BE	asap	
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	
33	Schedule of classes will be made available for Governors to indicate when available to observe classes	BE	asap	
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	
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	

