

**Sutton College Governing Body
Part A Minutes of meeting
17 July 2023, 18:30, in Room G2 Civic Offices**

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| Sue Aldridge (SA) | Staff Governor | Absent |
| Elspeth Clarke (EC) | Business & Community Governor | Present via video link |
| John Dodds (JD) | Business & Community Governor | Present to 20:00 |
| 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 | Present to 18:53 |
| Catherine Winslow (CW) CoG | Business & Community Governor / Chair | Present |
| Richard Choi (RC) | Business & Community Governor | Present |
| Jenny Sims (JS) | Business & Community Governor | Present |
| Helen Binnie (HB) | Business & Community Governor | Absent |
| Charlotte Sallabank | Business & Community Governor | Present |

In attendance:

Laurie Nicholls (LN) Director of Services
Lorna Valcin (Clerk)

| AGENDA ITEM | MINUTES | ACTION NO: |
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| 1 | <p>Welcome and Apologies for Absence</p> <p>CW opened the meeting at 18:34 and welcomed those present.</p> <p>Apologies had been received from both SA and HB. Both apologies were accepted.</p> <p>EJ and JD indicated they would need to leave the meeting early.</p> <p>It was Resolved Charlotte Sallabank be appointed as Business & Community Governor having been nominated by Raywen Ford and seconded by Jenny Sims.</p> <p>It was noted Amanda Cherrington was to join the board, but was unable to attend the meeting.</p> <p>The meeting was confirmed as quorate.</p> | |
| 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 22 May 2023 (Parts A & B)</p> <p>Part A Corrections</p> <ul style="list-style-type: none"> In the section relating to First impressions, the final bullet point should refer to "fractional" and "permanent". Instead of "cost to employer would be .5%", reference should be to the "apprenticeship levy if the payroll over £3m." A word missing on 5 in reference to benchmarking. Should be that there are "No" national figures. <p>The Part A Minutes of the meeting held on 22nd May 2023 were accepted as a true and accurate record of the meeting, with the corrections stated.</p> | |

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| | <p>Part B</p> <p>The Part B Minutes of the meeting held on 22nd May 2023 were accepted as a true and accurate record of the meeting.</p> <p>Q. Are the missing minutes now on the College website.</p> <p>A. Chair will check the position with those minutes as believes Head of Executive Support will have uploaded the notes.</p> <p>Matters arising To be discussed in the meeting.</p> | |
| 4 | <p>Principal's update <i>(Document circulated in advance – to be taken as read)</i></p> <p>Highlights</p> <p><u>Summary of actions relating to Ofsted Monitoring visit themes</u></p> <p>It was noted the report could be read in conjunction with Appendix A which is the Quality plan dealing with the actions for the four areas of improvement identified through the Ofsted inspection.</p> <p>Aspect 1 : Quality of teaching - Good progress generally, although some tutors placed on unofficial capability with contracts to October half term. They will have individual support but if insufficient progress is made their contracts will not be extended beyond that point.</p> <p>In response to a question, it was noted they had accepted the measures.</p> <p>RF – if you decide if they are not sufficient will you be able to cover their courses? KS – Both are in supported learning so will have to get additional support in place.</p> <p>Aspect 2 : Giving learners formative feedback - Response are inconsistent, despite training so will have to be addressed with additional training which will be delivered on 6 September.</p> <p>All tutors to give formative feedback every 6 weeks to ensure it is being done and done correctly.</p> <p>Aspect 3 : Supportive learning students to have personalised plans – there has been good progress here.</p> <p>Aspect 4 : Learners should know their options on completing their course – there has been good progress here as tutors were much better at informing options.</p> <p>JS – Is it possible on the action plan going forward to have a measure of impact from the improvement? KS – Will include an impact statement. ACTION KS</p> <p>Q. If Ofsted were to visit how would we do? KS believes from the predictions it is positive.</p> <p><u>Quality assurance process</u></p> <ul style="list-style-type: none"> Introducing progress review meetings to take place every 6 weeks to ensure courses are on track and to identify necessary interventions. <p>CW – assuming Ofsted do come early, will there be actions in place to support that eventuality?</p> | 44 |

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| | <p>KS – There was a Reflection & Planning Day on 11 July designed to prepare for an Ofsted visit. As most tutors are now on leave, the next CPD opportunity will be on 6 September.</p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Increase in attendance from 2021/22 to 2022/23. • Adult skills qualification funded courses improved by 3.2% to 86%. • Community Learning improved by 0.8% to 86.5% • Non-funded fell by 0.3% to 79.9% - good figures. • Reviewed attendance monitoring process. <p><u>Predicted achievement</u></p> <ul style="list-style-type: none"> • Tutors have been asked to predict the pass rates for all retained learners. • Adult Education Budget (AEB) 89.2% retention (fixed) and that is higher than the two previous years. • 87.8% predicted pass rate, which is well above the previous two years. • Applying the predicted pass rate to the actual retention rate would result in a 78.3% achievement rate, an improvement on 71.4% in 2021/22. <p>Q. Going back pre-covid, is it comparable? A. Do not have figures pre-2021 to hand. Aspiring for mid-80%, but would depend on the composition of courses ie, could be higher on introduction courses.</p> <p>JS - Do you know what the discrepancy is? Is it people not turning up to exams?</p> <p>KS - The number that failed to turn up was very low.</p> <p><i>EJ left the meeting at this point.</i></p> <p>Would be good to have a breakdown for the next meeting. ACTION KS</p> <p>KS commented he was pleased with retention of 89.2%, but not pleased with the pass rate which should be up in the 90%.</p> <p>RC sought clarification of the table in the report. KS explained that the starts column is the number of qualifications started, so 2,535 in 2022/23. Retained column is the number of starts that stayed until the end of their course so 2,261 in 2022/23. Pass number is the retained number of learners that passed the qualification. The achievement figure is the 78.3% and takes the 1,984 passes, divided by the 2,535 starters.</p> <p>RF – When she had a conversation with DE she had mentioned that restructuring the courses might give a different pass rate. KS - Some exams are at a fixed point in time and cannot be moved, but for others they ought to be staggered to allow time for resits because having many assessments at the same time might lead to a student giving up.</p> <p>Q. Is it possible to build in continuous assessments where results can be banked? Yes, where there are written assignments eg beauty courses, although most courses do have final exams eg ESOL where dates are set by the awarding body.</p> <p>RF - Why do you lose 10% of the people between start and retention? KS – There is always an investigation when students withdraw from a course. There might be a range of reasons which include gaining employment which conflicts with the timing of the course. Also, some qualifications are free to the learner so there is not the same commitment as for those that pay for their studies.</p> | <p>45</p> |
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| | <ul style="list-style-type: none"> Retention has been better for the last two years, but might be an idea to look at 2019 and also to look at the different course ie those that are on line. In all there are about 800 courses but could consolidate in terms of names of tutors to try and understand the data better. Results will be confirmed by late October/early November. Courses are funded according to on programme funding (those attending) and overall achievement rate. 71.4% achievement funding. 20% of the funding is held back for achievement. <p>CW noted that the board was not due to meet again until the end of September by which time there might have been a monitoring visit. Suggest a report ought to be prepared by the end of August so that the Governors are informed at that time and before the next meeting. ACTION KS</p> <p>KS commented Ofsted will not want to see data unless it has gone through the final ILR return.</p> <p><u>Progression and destination</u></p> <p>There will be a formal report from learners' surveys at the end of their course as to the destinations of every learner.</p> <p><u>Reflection and planning day</u></p> <ul style="list-style-type: none"> Hosted on the 11th July, the primary purpose was to allow for curriculum and support teams to reflect on the year and start to write the self-assessment report. Although the day went well it did show that a lot of tutors had not been involved previously in writing their Self-Assessment which had mainly been prepared by management. Over 65 attended but with over 100 tutors would have wanted more to attend. However, by 11 July some would have already started their holidays or were working elsewhere. <p>It was noted that CW and Amanda Cherrington had attended. CW noted how impressed she was with the level of discussion and debate.</p> <p>KS commented that he had structured the Self-Assessment so that tutors could self-assess their own provision in order to formulate an action plan for improvement.</p> <p>Q. Is there a similar process at every College? A. Yes, there would be some form of self-assessment with the resulting SAR sent to Ofsted in December.</p> <p>Q. What is the self-assessment report used for? A. It Looks at the aspects of the Ofsted assessment framework (quality of education) intent, implementation and the impact. Also, Personal Development & Behaviour, Leadership & Management.</p> <p>Q. Might they be concerned about being honest in their assessments? A. There is a need to be honest accurate in our reflection of our performance.</p> <p>Q. Is it related to income? A. Only as far as the achievement rate.</p> <p><u>Marketing report.</u></p> <p>It was noted JD had requested the report a long time ago and for someone to attend a meeting to explain the contents.</p> | <p>46</p> <p>47</p> |
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| | It was agreed KS would invite individuals to attend meetings in the future. ACTION KS | |
| 5 | Finance Update. <i>(Document circulated in advance – to be taken as read)</i> Discussed and recorded in Part B Minutes. | |
| 6 | Facilities and Learner Services Update - <i>(Document circulated in advance – to be taken as read)</i> Report was delivered by LN who was welcomed back to the meeting following a period of illness. Highlights <ul style="list-style-type: none"> • Enrolment up from last year to 1,159 from 779 up on last year in report so up 56% up on enrolment. • Timing of enrolment has changed this year by opening it up earlier for existing learners on some courses. 173 learners – £65K income over 2 days so can look at opening up more courses. • Introduced a new process for enrolling the supported learners, noting the team severely reduced and so necessary for others to pick up more work. • Changes made to the team in response Ofsted comments. <u>Facilities</u> Extended computer access by installing 16 PCs that had come from Wallington Town Hall into Room B7. <u>Safeguarding</u> <ul style="list-style-type: none"> • Had seen a 24% increase in safeguarding referrals. Believe that this has come about in part by making it easier for concerns to be raised and training given. • Team has been depleted – four members currently, but soon to be reduced to 3. • Been a tough year with some unpleasant cases. • Safeguarding team will be KS, LN with RL, Director of Curriculum and BE, Head of Executive Support receiving notifications. <u>Staffing Structure</u> Q. Is this part of the new structure or interim arrangements up to the new structure. A. It is the same as those currently there, but changes are that LN has returned and now have only one Director of Curriculum, one having left. Q. Do you end up with a structure that is the best you can have with the existing staff or is there an ideal structure under the budget that you can afford and that might better? KS – with the existing staff and some adjustments the College can go forward. The College cannot afford a new Vice Principal – Curriculum & Quality. It was confirmed there would be no restructure before a formal presentation, but that this has been delayed by the budget delays. RF - As safeguarding governor, gave her thanks LN for her work and also VL for having stepped up when LN went off sick and with DG having left. The Governors recorded their thanks to VL for the support given in those circumstances. LN and the Governors discussed confidentially some of the safeguarding concerns and the time each concern takes the team to deal with. | |

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| | <p>RF repeated that it be recorded the Governors thanks to the team for the work they do.</p> <p>Q. What is “other”?</p> <p>A. Some of the reported issues are not all safeguarding concerns but have to be reported as such even if strictly not a safeguarding concern. Suggested to look at a way of expanding the ‘other’ by including more categories.</p> <p>RC– why the increase in numbers enrolling?</p> <p>LN – a combination of things, including the new early enrolment process, coming out of covid and the increase in confidence coming back to learning, as well as an increase in ESOL enrolments and some progressing and signing up to the next course.</p> <p>RC - commented that the communication in relation to ESOL courses could be clearer having seen the content of the email sent out by the College detailing the fees noting that the course, if free, so very difficult for someone whose first language is not English.</p> <p>LN noted the issue with ESOL is the need to collect so much information from the learners, but that IT were working on a grid which would hopefully make things easier going forward.</p> <p>JD left the meeting at this point.</p> | |
| 7 | <p>Curriculum update –</p> <p>7.1 Report on curriculum</p> <p>7.2 Minutes of the Equality & Diversity Group meeting 21.06.23</p> <p>7.3 Equality Action Plan</p> <p>(Documents circulated in advance and taken as read)</p> <p>It was noted Roy Lee (Director of Curriculum) wrote the report and it was agreed that it would be a good idea if he attended Governing Body meetings.</p> <ul style="list-style-type: none"> • Total number of courses in 2022/23 is 729. The number offered in 2023/24 is Adult Education Budget (AEB) 350, Community Learning 135 and the rest non-funded, making a total of 800 courses. • Attendance is in line with expectations. <p>It was noted that non-funded courses are not in scope for Ofsted.</p> <p>EC pointed out a small error in the 5th column +0.3% think it should be a minus.</p> <ul style="list-style-type: none"> • Grid shows the attendance of all the courses in each area so have asked that going forward for the number of sessions missed in order to get a sense of the volume in each area i.e. attendance for those that are on one or more courses. • Funding stream is noted in the grid. <p>CW – although not within scope for Ofsted non-funded is 30/40 of the provision so is good to have information about that for the purposes of assessing growth.</p> <p>It was clarified in the report that red showed where hitting the target and green shows decline.</p> <p>JS – found this section really useful where there is some evidence to support the data.</p> <p>It was noted the Chair had written to the Director of Curriculum to say it is a big step forward.</p> <p>It was agreed there should be a breakdown of different funding streams to be shared in future.</p> <p><u>Equality and diversity</u></p> | |

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| | The information referred to the minutes of the meeting. | |
| 8. | <p>Governors' update (Document circulated in advance – to be taken as read)</p> <p>CW explained she had proposed governors to various tasks and they should indicate if not happy with her suggestions.</p> <ul style="list-style-type: none"> Finance – ongoing committee other than a work steam and want to include CS. The first task would be to define the Terms of Reference. Work was needed on the Instruments and Articles, preferably by the end of the year. However, the right outcome is key. First action will be Governors views and a requirement workshop. CW had asked CS to take a view having read the Instruments and Articles. ACTION CS College restructure - EC, RF and JG. Relocation – HB, RC and JG noting that if anyone else wanted to contribute they would be welcome. JD to join Finance Committee but confirmed any Governor can attend. RF to remain as safeguarding Governor but to be assisted by HB and EC. Curriculum – RF, EC, RC and JS. <p>It was noted that all Governors were happy with the suggestions made.</p> <ul style="list-style-type: none"> It was suggested the groups should be in touch with each other in order to set up meetings. It was noted the Finance Committee would need formal Terms of Reference. Safeguarding was working well, and curriculum is being looked at by KS. Recruitment of a new Principal is urgent. KS's draft report on the restructure is almost ready and will be sent to the team. <p>JG commented that there are currently a lot of meetings so potentially each group should be 2 or 3 meetings a year, together with the Governing body meetings. Further, that perhaps should look at the Governing body in the context of project groups and sub-committees. It may be possible to reduce some of the meetings with the groups and sub-committees reporting into the full Governors.</p> <p>It was noted safeguarding meetings were with LN and not KS.</p> <p>KS to provide dates to Barbara Eayrs with a view to his availability where he is needed in meetings. ACTION KS</p> <p><u>Governor visits</u></p> <p>RF, CW and EC had attended the Awards evening with RF sharing her feedback noting that it was a good marketing opportunity attended by the local MP, Deputy Mayor and Councillors so the college needed to make more of it.</p> | <p>48</p> <p>49</p> |

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| | <p>Q. Is the event recorded A. No.</p> <p>Q. Is there any value in recording it? A. Did discuss that, but that would not get more people attending and also it is a technical thing that needs setting up.</p> <p>It was noted that the event could have accommodated twice as many people as attended given the size of the venue. It was further noted the event would be earlier next year to enable more staff to attend and increase the number of awards so more nominations.</p> <p>KS had met with Head of Marketing about the event noting that there was no single solution. Had been disappointed in the turnout previously so there was a need to support her in getting more people to attend.</p> <p>There should be a greater expectation for teaching staff to attend, more student nominations and perhaps broaden the invitation list as well.</p> <p>EC had carried out four learning walks and had been impressed by all of them. Had noticed for German and Spanish both had an LLDD student in their class so not sure whether that is the norm or difficult for the tutor in spending a lot of time supporting them with no assistant.</p> <p>LN responded there was is no assessment for the beginners' courses, but that it is possible to put in a learning support if it is an accredited course.</p> <p>RF had done a couple of visits, noting a good use of space in the library. Had also met with the Hong Kong students who were very enthusiastic.</p> <p>JS did 5 learning walks with KS noting that in all the groups there was really good attendance and collaboration with the learners with similar things coming through and great support for the tutor.</p> <p>Finally, it was noted the recruitment process for Governors was completed with CS joining.</p> | |
| 9 | <p>Any other business</p> <p>LN noted that before she left for a period of illness, atmosphere at the college was difficult, but with KS having joined, there was a notable difference with staff being much more settled so wanted to communicate that feedback.</p> <p>It was noted that the Director of Curriculum had said something very similar at the bottom of his curriculum report.</p> <p>KS reported he had been delighted with the first 8 weeks with a supportive team noting the Ofsted grading had affected everyone.</p> <p>CW wanted to record another vote of thanks to the learning support team.</p> | |
| 10 | <p>Confidential Items</p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <p>Item 5 – Financial update Item 8 – Governors update</p> | |

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| 11 | Dates of future meetings <ul style="list-style-type: none"> • 25/09/2023 • 13/11/2023 • 18/12/2023 (moved to 11/12/2023) <p>January meetings onward to be confirmed.</p> <p>Meetings to start at 6.30</p> | |
| 12 | Closure The meeting closed at 20:35 having started at 18:34 | |

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

Date: _____

| ACTIONS RAISED IN 2022/23 | | | | |
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| 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 | Completed - Closed |
| 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 | Completed - Closed |
| 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 | Completed - Closed |
| 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 | Completed - Closed |
| 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 | Completed - Closed |
| 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 | Completed - Closed |

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| 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 | Completed - Closed |
| 40 | KS to look for information about relevant attendance trends for consideration by the Board | KS | asap | Covered in the curriculum - Completed |
| 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 | Started with depts last Tuesday 11/09/2023 |
| 42 | KS to write a piece in the weekly newsletter (INFORM) expressing thanks to the staff. | KS | asap | Completed - Closed |
| 43 | RF to make contact with the new governor | RF | asap | Completed - Closed |
| | Meeting 17 July 2023 | | | |
| 44 | To include an impact statement on the action plan. | KS | September | |
| 45 | Breakdown of pre-Covid comparable figures. | KS | September | |
| 46 | To prepare an interim Principal's report in August and in advance of the Next Governor's meeting. | KS | August | |
| 47 | To invite individuals to attend meetings in the future. | KS | As required | |
| 48 | To consider Instruments and Articles of Association with a view to revision. | CS | Asap | |
| 49 | To provide dates of his availability for when needed in sub-committees and small group meetings. | KS | As required. | |