

Sutton College Governing Body
Part A Minutes of meeting
25 September 2023, 18:30, in Room D2 Sutton College

Sue Aldridge (SA)	Staff Governor	Present
Elspeth Clarke (EC)	Business & Community Governor	Present
John Dodds (JD)	Business & Community Governor	Apologies
Raywen Ford (RF)	Business & Community Governor	Apologies
Kevin Standish (KS)	Ex-officio / Principal	Present
Jim Gritton (JG)	Business & Community Governor	Present
Cllr Ed Joyce (EJ)	Co-opted Governor	Present
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	Present
Charlotte Sallabank	Business & Community Governor	Present

In attendance:

Amanda Cherrington – Present (left the meeting at 19:30 to attend a Council meeting)
Laurie Nicholls (LN) Director of Services - Present
Roy Lee (RL) Director of Curriculum - Present
Kasumi Witty (KW) Marketing Manager – joined online at 18:46
Jane Kortlandt (JK) Accounts Manager - Present
Barbara Eayrs (BE) Clerk - Present

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Welcome and Apologies for Absence</p> <p>CW opened the meeting at 18:33 and welcomed those present.</p> <p>Amanda Cherrington was welcomed to her first meeting.</p> <p>Apologies had been received from RF and JD. These were accepted.</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> <p>In view of the Ofsted visit, it was agreed that the SAR draft be on the agenda for the meeting on 13/11/2023, together with a Finance Report.</p>	
3	<p>Minutes of meeting 17 July 2023 (Parts A & B)</p> <p>Part A</p> <p>The Part A Minutes of the meeting held on 17 July 2023 were accepted as a true and accurate record of the meeting.</p> <p>Part B</p> <p>The Part B Minutes of the meeting held on 17 July 2023 were accepted as a true and accurate record of the meeting.</p> <p>Matters arising</p> <p>It was agreed that the Principal continue to write an interim report for Governors when there is an extended interval between meetings at the end of the Summer break.</p>	

	<p>KS tabled a 2022-23 Achievement Comparison with 2018-19 report. These are the Education & Training Overall Achievement Rates by Sector Subject Area 2018-19.</p> <p>The following were highlighted:</p> <p>In column I is the Overall Achievement Rate % for 2018/19 and column M shows current predicted rates for this year for the same subject areas achieved for 2022/23 so far. This is not finalised as there are still further results to come in.</p> <p>The table at the bottom indicates the 2018/19 data by qualification type. There are areas that have improved and areas that have regressed. These will continue to be reviewed.</p>	
4	<p>Marketing update <i>(Document circulated in advance – to be taken as read)</i></p> <p>KW said that Governors had received her summary report and highlighted the following salient points:</p> <p>KW reported that 150 people had attended the Job Fair the previous week, organised in conjunction with Community Action Sutton and other partners. Contacts were made with the Care Hub, the Fire Brigade, as well as other partners. The Fire Brigade had offered the community room as a possible venue for the College, which KW will investigate.</p> <p>The College is planning to bring the Course Guide 2024-25 launch forward to after Easter.</p> <p>180 responses had been received so far to the questionnaire on the College website regarding the relocation of the College to the White Building. The borough helped to publicise the questionnaire. KW will work with the borough communication team to respond to the questions received.</p> <p>Q: Why was the Open Event not held in the high street? A: KW responded that since Covid the College has not been able to hold events in the high street. AC said that the systems for licencing does not sit with her anymore.</p> <p>KW said that we have had 591 responses to the GLA learner survey so far.</p> <p>KW reported that the online enrolment system was down for almost a week during the College's critical enrolment period. Capita had done an upgrade which had a knock on effect and caused the online enrolment system to go down. The College's IT manager has approached them for compensation for loss of earnings.</p> <p>Q: Is there any plan to upgrade the server/web? A: Not at the moment due to cost. KW said that the College's website links to Capita and that our online enrolment system is complex.</p> <p>The system has been in place for approximately a decade. It was acknowledged that an upgrade should be planned when possible.</p> <p>Q: Do we use our email database to promote the College? A: The College has over 4,000 email contacts on the data base and it is used a lot, although we try not to overload students with emails to avoid them unsubscribing.</p> <p>Q: EC said that she lives close to Merton College and had received a leaflet promoting Merton College and asked if we deliver leaflets. A: KW said that in the past we have delivered to local residents, but have invested more in promoting the College on social media and have had additional banners made. RL said that we do still do drop offs at local libraries, community centres, as well as the station.</p>	

	<p>Q: Are we getting best value from the Brandex reports and may there be an option to look at other companies to see what they could offer. Would also be good to ascertain if the website could be developed to be more navigable, especially for mobile phones.</p> <p>A: KW said that development of the website would take time and money and that everything is possible depending on the budget.</p> <p>SA said that we could look for any funding opportunities which would allow for us to upgrade our website infrastructure. ACTION: KS/JTh to research possible funding.</p>	1
5	<p>Principal's update (Document circulated in advance – to be taken as read)</p> <p>Discussed and recorded in Part B minutes.</p>	
6	<p>Curriculum update (Document circulated in advance – to be taken as read)</p> <p>Included in the report from RL was an update on the retention, pass rates and achievement, including the number of learners that had missed their exam.</p> <p>JS said that this data was very helpful and that actions should be taken where issues are identified.</p> <p>RL said that some external verification was still to take place so the achievement rate data would change.</p> <p>Curriculum Heads of Department (HoDs) will be having hourly catch up meetings with RL weekly where feedback from the monitoring visit will be discussed.</p> <p>The next E&D meeting is on 04/10/2023 at 14:00.</p>	
7	<p>Learner Services update (Document circulated in advance – to be taken as read)</p> <p>LN said that as at 03/09/2024 there were 2,700 enrolments. LN checked the live enrolment figure in the meeting which showed 3,130 enrolments as at 25/09/2023.</p> <p>LN said that the enrolment numbers for courses starting the following week were looking healthy and that the average size class for ESOL courses was 16-18 learners.</p> <p>It was noted that unfortunately, although there were more enrolments, these were not bringing in more fee income as they were mostly funded courses. We need to bring up the numbers of non-funded courses.</p> <p>KS said that if we exceeded our funding allocation, we should be funded for the extra delivery.</p>	
8.	<p>Finance update (Document circulated in advance – to be taken as read)</p> <p>Discussed and recorded in Part B minutes.</p>	
9	<p>Complaints via Your Voice 2022-23 (Document circulated in advance – to be taken as read)</p> <p>Agreed to take the report as read.</p>	

10	<p>SAR Draft</p> <p>It was agreed that the SAR draft document be discussed at the next meeting.</p>	
11	<p>Governor updates</p> <p>CW said that two workshops have been held regarding the relocation project. The borough have been asked to identify more branded venues for the College to address space issues in the 'White Building'. JS said that in terms of location costs, we need to be careful as the recharge is not worked out precisely. We need to bear in mind that the cost put in the figures was a notional figure. AC confirmed that the date for submitting the plans for the White Building remains fixed.</p> <p>CW confirmed that the assessment date for the recruitment of a permanent Principal for the College is planned for 06/10/2023. The assessment tasks will be led by JS.</p> <p>Workshop date for discussion of Instruments & Articles of Govt agreed for 16/11/2023 at 18:00.</p> <p>JS said that she has been in contact with RL in order to start the Curriculum Workstream group meetings and is already thinking of how to liaise with the group. CW supported this being progressed as soon as possible.</p>	
12	<p>Any other business</p> <p>CW thanked those present for being flexible regarding timings for this meeting, as the meeting over-ran by 15 minutes.</p> <p>CW said that she would be standing down after two terms as Chair at the end of this year (December 2023), but would like to remain a Governor.</p> <p>Proposal is that CW will ask for nominations over the next three weeks for Chair and Vice Chair and will formalise by voting at the Governing Body meeting on 13/11/2023 and a handover at the December meeting on 11/12/2023. It was agreed that this would be by anonymous ballot. ACTION: CW/BE to arrange.</p> <p>A vote of thanks was given to JG as he stands down as Vice Chair to focus on his PhD. CW said that she hoped that he would re-join sometime in the future. Some words given to describe JG were – insightfulness, intelligence, rigour, wise counsel and unruffled approach given the challenges faced over the past year. JG thanked those present for their kind words and said that it had been a difficult decision, but that he needed to give his doctorate 100% of his attention in order to complete it. He said that the Board was in a much stronger position than it has been in recent years.</p> <p>Items on the agenda for the next Governing Body meeting on 13/11/2023 to be as follows:</p> <ul style="list-style-type: none"> • Election of Chair and Vice Chair • Draft SAR 2022-23 & QIP • Finance • Dates of future meetings to be agreed from January 2024 onward. 	4
10	<p>Confidential Items</p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <p>Principal's Report Finance Report</p>	
11	<p>Dates of future meetings</p> <p>Full Governing Body meetings:</p>	

	<ul style="list-style-type: none"> • 13/11/2023 at 18:30 in Room D2 • 11/12/2023 at 18:30 in Room B1 <p>Relocation Workshops</p> <ul style="list-style-type: none"> • Workshop 2 - 18/10/2023 from 13:00-15:00 in D4 at Sutton College • Workshop 3 - 03/11/2023 from 13:00-15:00 in Room G.2 at the Civic offices <p>Instruments & Articles of Govt Workshop</p> <ul style="list-style-type: none"> • 16/11/2023 from 18:00-20:00 in Room G.1A at the Civic offices 	
12	<p>Closure The meeting closed at 20:42.</p>	

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

Date: _____

ACTIONS RAISED IN 2022/23				
No:	Action	For	By	Status
Meeting 17 July 2023				
44	To include an impact statement on the action plan.	KS	September	Completed
45	Breakdown of pre-Covid comparable figures.	KS	September	Completed
46	To prepare an interim Principal's report in August and in advance of the next Governor's meeting.	KS	August	Completed
47	To invite individuals to attend meetings in the future.	KS	As required	Ongoing
48	To consider Instruments and Articles of Association with a view to revision.	CS	asap	Ongoing
49	To provide dates of his availability for dates for when needed in sub-committees and small group meetings.	KS	As required	Ongoing
ACTIONS RAISED IN 2023/24				
No:	Action	For	By	Status
1	KS/JTh to look for any funding opportunities which would allow for us to upgrade our website infrastructure.	KS		
2	BE to forward details of external moderator brought in to go through the SAR to KS.	BE	04/10/2023	Completed
3	Details of the Brandex budget cost.	KS/JK	13/11/2023	
4	CW to ask for nominations over the next three weeks for Chair and Vice Chair and will formalise by voting at the Governing Body meeting on 13/11/2023 and a handover at the December meeting on 11/12/2023. It was agreed that this would be by anonymous ballot.	CW/BE	13/11/2023	