

## MINUTES – PART A

### Governing Body Meeting

**Monday 13 November 2023 at 18:30pm in Room D2 at 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	Present	
Kevin Standish (KS)	Ex-officio / Principal	Present	
Cllr Ed Joyce (EJ)	Co-opted Governor	Arrived at 19:18	
Catherine Winslow (CW) CoG	Business & Community Governor / Chair	Present	
Richard Choi (RC)	Business & Community Governor		Apologies
Jenny Sims (JS)	Business & Community Governor	Present	
Helen Binnie (HB)	Business & Community Governor	Present	
Charlotte Sallabank (CS)	Business & Community Governor	Present	

#### In attendance:

Amanda Cherrington (AC) Head of Economic Renewal & Regeneration - Apologies  
 Laurie Nicholls (LN) Director of Services - Apologies  
 Roy Lee (RL) Director of Curriculum - Present  
 Barbara Eayrs (BE) Clerk - Present

AGENDA ITEM	MINUTES	ACTION NO:
<b>1</b>	<p><b>Welcome and Apologies for Absence</b></p> <p>CW opened the meeting at 18:32 and welcomed those present.</p> <p>Apologies were received from RC, JD, AC and LN. These were accepted.          EJ will be arriving after 19:00 due to attending another meeting first.</p> <p>The meeting was confirmed as <b>quorate</b>.</p>	
<b>2</b>	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest in agenda items for this meeting.</p>	
<b>3</b>	<p><b>Minutes of meeting 25 September 2023 (Parts A &amp; B)</b></p> <p><b>Part A</b>          The Part A Minutes of the meeting held on 25 September 2023 were accepted as a true and accurate record of the meeting.</p> <p><b>Part B</b>          The Part B Minutes of the meeting held on 25 September 2023 were accepted as a true and accurate record of the meeting.</p> <p><b>Matters arising</b></p> <p>None.</p>	
<b>5</b>	<p><b>Quality of Education update</b></p> <p><i>Tabled</i></p> <p>KS said that the amendment requested to the Draft Ofsted Monitoring Visit Report had been agreed by Ofsted and was reflected in the final report, which is due to be uploaded to the Ofsted website on Tuesday 14/11/2023 – final sentence now reads ‘.....make certain that <b>all</b> learners with SEND have tailored careers advice and guidance’.</p>	

	<p>KS tabled Report 2 – Response to Ofsted Monitoring Visit Report to provide Governors with an update on how the College is responding to the findings in the monitoring visit report.</p> <p>Q: If Ofsted return in the Spring, will what we have done be enough? A: The Lead Tutor will be working with tutors. RL commented that at the monitoring visit the inspectors said that they could see progress and if we can show even more progress they will be happier. Review of the assessment process and other processes is ongoing.</p> <p>Q: What is the position with making new staffing appointments? A: KS said that if the appointment is business critical, we may be able to appoint and that the improving budget position should support this.</p> <p>JS said that Ofsted had criticised that we did not have SEND specialists and now we do. We are in a better place than we were. Communication and CPD is key.</p> <p><b>Action: KS/RL to give update re SEND at next Governing Body meeting on 11/12/2023.</b></p> <p>Governors agreed that it was business critical to be able to offer the temporary SEND specialist and LCA a permanent contract as a direct response to an item raised by Ofsted. KS to raise this as business critical with the Council.</p> <p>Regarding apprenticeships RL said that tri-partite meetings are being held between employer, learner and the College. Ofsted acknowledged that they recognise that these meetings are taking place. Ofsted want the employer to be present for each review so that they can contribute to the review and accept responsibility for tasking the apprentice to undertake specific tasks when in the workplace. We are expecting to notice the impact by the Spring term.</p> <p>KS said that tomorrow, 14/11/2023, is eight working days since receiving the final Ofsted Monitoring Report and should be uploaded to the Ofsted website. Once this has been done, the report will be circulated to staff and upload to the College intranet via internal communications. The monitoring report is to be celebrated as the narrative is for the most part very positive.</p>	6
6	<p><b>SAR &amp; QIP Draft</b> (Document circulated in advance – to be taken as read)</p> <p>It was agreed to go through the Draft SAR and for questions to be asked as they arise.</p> <p>KS said that on page 7 was a provisional summary of grades (all departments graded against the new configuration of six departments, plus sub-contractors). The over-arching grade position for the College is shown as a 3. This document to be finalised and submitted prior to the Christmas break. It was agreed that the grades to be agreed and signed off by Governors at the meeting on 11/12/2023.</p> <p>Timeline as follows:</p> <ul style="list-style-type: none"> <li>● Final version to Governors by Tuesday 28/11/2023</li> <li>● Any comments from Governors to KS by Thursday 07/12/2023</li> <li>● Agree and sign off by Governors 11/12/2023</li> <li>● Uploaded to Ofsted Website by 19/12/2023</li> </ul> <p>The following observations were made:</p> <ul style="list-style-type: none"> <li>● Terminology to be consistent</li> <li>● Introductory paragraphs to be punchier</li> <li>● Information regarding online safeguarding to be included in the safeguarding section – LN</li> <li>● Governors to make comments in the Governor's section - JS</li> <li>● To make sure that the actions are tight and match the objectives</li> </ul> <p>KS said that the QIP shows any actions required are embedded. All the areas of deficit are included in the QIP.</p> <p>Section A : The Quality of Education Concern expressed regarding the achievement rates. KS said that the College has improved their achievement rates from the previous year, but they are still only at 75%. Retention is 89%. KS said that too many learners are not passing their final assessment/exam. Many learners are progressing from a lower level so should be ready for the next level.</p> <p>Q: Is our initial assessment process right? A: KS said that a learner could get someone else to complete their assessment if it is an online assessment. He confirmed that if a learner is on the incorrect level, in most instances this is picked up by the tutor and the learner transferred to the correct level.</p>	

	<p>RL said that every six weeks progress review meetings are scheduled with Heads of Departments to review the progress of the department and where any issues are addressed. The initial assessment process is being reviewed.</p> <p>KS said that the College was quite a way off from the national pass rate of 93.9%, but that in February the national pass rates will be published and we will then revisit these benchmarks.</p> <p>Q: Are we giving the learners enough hours for the subject? A: Not all tutors give learners pre-work and homework – this is being addressed.</p> <p>KS said that regarding Apprenticeships, the College is suffering from the bad performance of one sub-contractor and will do so until they are no longer on our system. RL has been monitoring and supporting the learners affected in terms of resits. The Apprenticeship Manager has done a lot of work to assist the learners who have not been supported by the sub-contractor.</p> <p>Action: Governors to produce content within the Governor section to the SAR. Action: KS to remove the content that was for information from the SAR. Action: Amendments to the SAR and QIP to be actioned by KS.</p> <p>KS said that the QIP is the action plan that will run this year to indicate the areas of weakness that the College needs to address. The evidence will be provided, the objectives set and action taken.</p> <p>There are currently 21 areas of improvement, which will be the focus for the year and will be reported on to Governors at each Governing Body meeting.</p> <p>It was agreed that Governors can review the QIP already.</p> <p>It was confirmed that 6/10 apprentices achieve nationally.</p> <p>KS agreed that we need to keep to the deadline of having the final SAR ready by 28/11/2023 for forwarding to Governors for comment. JS said that it is key that Ofsted do not find any weaknesses when they visit that are not already in the SAR.</p> <p>KS and RL were thanked for their hard work in producing these documents.</p>	7 8 9
7	<p><b>Governors update</b> <i>Election of officers</i></p> <p>Confidential ballot was held and the results were as follows:</p> <p>Chair : Jenny Sims Vice Chairs : Helen Binnie &amp; Charlotte Sallabank</p> <p>JS, HB and CS will commence their term of office from January 2024.</p> <p>CW was thanked for her leadership over the past years.</p>	
8	<p><b>Any other business</b></p> <p>Dates of future meetings were agreed as follows:</p> <ul style="list-style-type: none"> <li>• 22/01/2024</li> <li>• 04/03/2024</li> <li>• 20/05/2024</li> <li>• 15/07/2024</li> </ul> <p>It was agreed that the Governing Body meeting on 11/12/2023 to be from 18:30-19:45, followed by a Christmas dinner at Casa Nostra at 20:00.</p> <p>Action: BE to book a table for 14 at Casa Nostra. (Update: Table booked at Pizza Express Sutton).</p> <p>RL thanked the governors for their support, particularly in the area of SEND and for acknowledging the importance of the work that the College does.</p> <p>KS said that Public Consultation 2 : Northern Gateway, had been held on Saturday 11/11/2023, to which the College had not been invited. This event was attended by 70 people and the consultation boards used at the event will be displayed outside the College for two weeks.</p> <p>Governors expressed their disappointment that Relocation Workshop 3 had been cancelled by the Borough once again. It was pointed out that Governors had still not received a copy of the pre-application as agreed at the last meeting held on Wednesday 18/10/2023. The plans for the other floors of the White Building have not been forthcoming either. EJ confirmed that Planning meetings</p>	10

	<p>are held on the first Wednesday of the month, which means that the next Planning meeting will be on 06/12/2023. KS confirmed that he had sent through the feedback from the internal Governors/Staff meeting held on Thursday 02/11/2023 as requested by the Borough, but had not had a response. JS said that she would write to AC requesting an update in terms of the relocation and circulate the response to governors.</p> <p>Action: JS to write to AC requesting an update in terms of the relocation and circulate the response to governors.</p> <p>The Instruments &amp; Articles of Govt meeting is scheduled for Thursday 16/11/2023.</p> <p>SA gave her apologies as she is unable to attend the Governing Body meeting on 11/12/2023.</p>	11
9	<p><b>Confidential Items</b></p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <p>Finance Report</p>	
10	<p><b>Dates of future meetings</b></p> <p><b>Full Governing Body meetings</b></p> <ul style="list-style-type: none"> <li>• 11/12/2023 at 18:30 in Room B1</li> <li>• 22/01/2024 at 18:30 in Room B1</li> <li>• 04/03/2024 at 18:30 in Room B1</li> <li>• 20/05/2024 at 18:30 in Room B1</li> <li>• 15/07/2024 at 18:30 in Room B1</li> </ul> <p><b>Relocation Workshops</b></p> <ul style="list-style-type: none"> <li>• Workshop 3 - TBC</li> </ul> <p><b>Instruments &amp; Articles of Govt Workshop</b></p> <ul style="list-style-type: none"> <li>• 16/11/2023 from 18:00-20:00 in Room G.1A at the Civic offices</li> </ul>	
11	<p><b>Closure</b></p> <p>The meeting closed at 20:32.</p>	

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Chair of Governors

Date: \_\_\_\_\_

ACTIONS RAISED IN 2022/23				
No:	Action	For	By	Status
Meeting 17/07/2023				
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. Update: Next meeting 16/11/2023.	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
Meeting 25/09/2023				
1	KS/JTh to look for any funding opportunities, which would allow the College to upgrade its website infrastructure.	KS	Ongoing	Ongoing
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	Completed – in Finance Report 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	Completed

	<b>Meeting 13/11/2023</b>			
<b>5</b>	To circulate the Skills for Londoners Round 3 Prospectus to Governors for information.	KS/BE	20/11/2023	Completed
<b>6</b>	To give update re SEND at next Governing Body meeting on 11/12/2023.	KS/RL	11/12/2023	Ongoing
<b>7</b>	Governors to produce content within the Governor section in the SAR.	Govs	07/12/2023	
<b>8</b>	To remove the content that was for information from the SAR.	KS	28/11/2023	
<b>9</b>	Amendments to the SAR and QIP to be actioned by KS.	KS	07/12/2023	
<b>10</b>	To book a table for 14 at Casa Nostra. (Update: Table booked at Pizza Express Sutton).	BE	20/11/2023	Completed
<b>11</b>	To write to AC requesting an update in terms of the relocation and circulate the response to governors.	JS	18/11/2023	
	<b>Meeting 11/12/2023</b>			