

## MINUTES – PART A

### Governing Body Meeting

Monday 11 December 2023 at 18:30 in Room B1 at Sutton College

Sue Aldridge (SA)	Staff Governor	Apologies
Elspeth Clarke (EC)	Business & Community Governor	Present
John Dodds (JD)	Business & Community Governor	Present
Raywen Ford (RF)	Business & Community Governor	Present
Kevin Standish (KS)	Ex-officio / Principal	Present
Cllr Ed Joyce (EJ)	Co-opted Governor	Present arrived 18:42
Catherine Winslow (CW)	Business & Community Governor	Present
Richard Choi (RC)	Business & Community Governor	Present arrived 18:33
Jenny Sims (JS) (CoG)	Business & Community Governor – Chair	Present
Helen Binnie (HB) (VCoG)	Business & Community Governor – Vice Chair	Present
Charlotte Sallabank (CS) (VCoG)	Business & Community Governor – Vice Chair	Present

#### In attendance

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

AGENDA ITEM	MINUTES	ACTION NO:
1	<p><b>Welcome and Apologies for Absence</b></p> <p>JS opened the meeting at 18:30 and welcomed those present.</p> <p>Apologies were received from SA. These were accepted.</p> <p>The meeting was confirmed as <b>quorate</b>.</p>	
2	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest in agenda items for this meeting.</p>	
3	<p><b>Minutes of meeting 25 September 2023 (Parts A &amp; B)</b></p> <p><b>Part A</b></p> <p>The Part A Minutes of the meeting held on 13/11/2023 were accepted as a true and accurate record of the meeting.</p> <p><b>Part B</b></p> <p>The Part B Minutes of the meeting held on 13/11/2023 were accepted as a true and accurate record of the meeting.</p> <p><b>Matters arising</b></p> <p>None.</p>	
4	<p><b>Finance update</b></p> <p><i>(Document circulated in advance – to be taken as read)</i></p> <p><i>One confidential item recorded in Part B minutes)</i></p> <p>JS said that as relevant documents were received in advance, it is best that governors scrutinise the documents and submit questions in advance - <a href="#">Finance update - questions from governors 11122023</a>.</p>	

	<p>JD said that there was no advantage of enrolling on a second course as there was no incentive e.g. discount. LN said that offering discounts could make some courses unviable.</p> <p>A discussion took place regarding how the College markets its courses. RC said that he could advertise any courses that were put on for the Hong Kong community. RC also said that advertising on social media is cost effective. It is important for the College to build relationships with communities, to listen to what they want and to provide the appropriate courses.</p> <p>Further discussion took place regarding the need to upgrade the website and improve enrolment user ability, which comes with a cost and needs to interface with our MIS system. KS said that generally interaction with social media can be tracked so that the return on spending could be assessed.</p> <p>LN said that enrolments are up 31% from this time last year, which equates to 1,039 enrolments (598 new learners), but unfortunately this has not generated an increase in fee income due to the majority of Level 3 courses being part of the Free Courses for Jobs (FCFJ) so the College received reduced advanced learner loan income, although we did receive additional funding from the GLA for exceeding our allocation.</p> <p>CW said that there's room for doing more about engagement on the website through personal stories. KS said that he has asked marketing to include more case studies in our publications. HB said that we cannot become a leader in courses if we have a 12-15 year old website. CW suggested the possible use of tik tok as an advertising tool. RL said that the marketing team do go out into the square and we have open days to boost enrolments. HB said that the College has used the same strategy over many years and things have changed. There are different ways of approaching the same problem to come up to date with what is happening. May need to learn new skills. JS asked RL to take these concerns to the Curriculum Planning Day on 10/01/2024 and to report back to the Governing Body meeting on 22/01/24. It was confirmed that compensation has been asked for in terms of when the College website went down for a few days earlier this year, during the College's busy enrolment period.</p> <p>Action: RL to take concerns regarding the marketing of courses to the Curriculum Planning Day on 10/01/2024 and to report back to the Governing Body meeting on 22/01/2024.</p> <p>Discussion took place regarding apprenticeships and EJ said that the College needs to show that we are providing youth employment. AC said that the College would need to ensure that we can deliver a wider range of apprenticeships if they were offered in a Council apprenticeship contract and said that it was possible as some of the bigger contracts are on a rolling contract. KS said that discussions have been had with the Council regarding any training offered by the Council for the College to be considered as the provider, but unfortunately not a lot has come forward. KS said that he had a further meeting with Lloyd Bryson from LBS on Friday 08/12/2023 to discuss further. RL to put EJ in contact with Lesley Maguire (Apprenticeship &amp; Training Manager).</p> <p>Action: RL to put EJ in contact with Lesley Maguire (Apprenticeship &amp; Training Manager).</p> <p>RL said that curriculum colleagues are working on putting on more provision from January 2024.</p> <p>KS said that we over delivered on the £140k Free Courses for Jobs allocation and that we could apply for the over delivery to be funded.</p>	<p>12</p> <p>13</p>
5	<p><b>Enrolment update</b> (Document circulated in advance – to be taken as read)</p> <p>LN reported that on the whole enrolments are up in comparison to this time last year. Increase in ASB across the board, as well as an increase in Free Courses for Jobs.</p>	

	<p>ESOL numbers are slightly down and Photography courses, as well as Floristry Level 3 courses have not recruited well which was unexpected. The College is planning more Photography and Floristry courses in January 2024.</p> <p>LN said that 719 learners starting in January 2024. Approximately a week before courses are about to start, a check is done to make sure that the course/s are going to be viable. Very few courses are cancelled due to low numbers and as long as the tutor costs are covered and there is some contribution to overheads. So far 10% of Community Learning courses have been cancelled, 16% ASB (some cancelled before any learners were enrolled) and 17% of non-funded courses. JS said that governors main focus would be on Community Learning and ASB courses – the target to be that no more than 10% of these courses are cancelled.</p> <p>LN will continue to report on these figures at each Governing Body meeting and JS said that this is on the agenda for the Curriculum meeting on Friday 15/12/2023. LN reminded governors that they have access to the College's management reports so are able to view this data.</p>	
6	<p><b>Governors update</b> <i>Election</i></p> <p>As CW had stood down as Chair of Governors, JS proposed that CW be voted back in as a governor. EC seconded the motion and all voted in favour.</p>	
7	<p><b>SAR/QIP</b></p> <p>KS talked governors through the Executive Summaries of the SAR, highlighting the aspects that are a strength, as well as the aspects that need to improve. The College needs to ensure that it has covered every area of the Inspection Framework and that we are consistent.</p> <p>Discussion took place regarding the reason for the achievement rate of apprentices being 27.8% (22 achieved out of 79 planned leavers). KS explained that there are multiple reasons why an apprentice does not achieve e.g. lose their job, leave their place of employment, not completed their end-point assessment. Tri-partite meetings are held between the employer, apprenticeship and the Apprenticeship Reviewer so that the apprentice can receive the support required to achieve.</p> <p>KS said that sometimes an apprentice is not right for the job and they are let go, sometimes they may not be right for the job that they are doing and they are retained and moved to another role. KS said that nationally the failure rate is very high – it is now up to 49%, which still means that 5 out of 10 apprentices do not achieve. Apprenticeships are deemed to be the most difficult area in adult provision. KS said that most apprentices do gain added value, for example as part of the Early Years course, the apprentices are required to have English and maths at Level 2, so if they don't complete the apprenticeship, but do achieve these two qualifications, then that would be added value.</p> <p>Comparison data over 5 years for the retention, pass and achievement rates by ethnicity are available on page 31 of the SAR.</p>	
8	<p><b>Any other business</b></p> <p>None identified.</p>	
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>• 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>	

	<b>Relocation Workshops</b> <ul style="list-style-type: none"><li>• 17/01/2024 from 14:00-16:00 in GF-G.5 at the Civic offices</li><li>• 31/01/2024 from 14:00-16:00 in GF-G.1A at the Civic offices</li><li>• 21/02/2024 from 14:00-16:00 in GF-G2 at the Civic offices</li></ul>	
11	<b>Closure</b> The meeting closed at 19:45	

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Chair of Governors

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

