

**Sutton College Governing Body
Part A Minutes of meeting
22 January 2024 at 18:30 in Room B1 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	
Tom Dillon (TD)	Ex-officio / Principal	Present	
Cllr Ed Joyce (EJ)	Co-opted Governor	Present	
Catherine Winslow (CW)	Business & Community Governor	Present	
Richard Choi (RC)	Business & Community Governor		Apologies
Jenny Sims (JS)	Business & Community Governor/Chair	Present	
Charlotte Sallabank (CS)	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>Welcome and Apologies for Absence</p> <p>JS opened the meeting at 18:31 and welcomed TD to his first meeting as Principal. JS thanked colleagues for their reports.</p> <p>Introductions were made.</p> <p>Apologies had been received from JD and RC. 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>	
3	<p>Minutes of meeting 11 December 2023 (Parts A & B)</p> <p>Part A The Part A Minutes of the meeting held on 11/12/2023 were accepted as a true and accurate record of the meeting.</p> <p>Part B The Part B Minutes of the meeting held on 11/12/2023 were accepted as a true and accurate record of the meeting.</p> <p>Part B sensitive information not to be published. Anything from GB is sensitive information and advantageous to competitors.</p> <p>Matters arising None.</p>	
4	<p>Governor's update</p> <p>Due to Helen Binnie's resignation as a Governor and Vice Chair, it was agreed to put forward EC's name to be joint Vice Chair of Governors with CS as she had been nominated in December 2023. This was agreed and a show of hands took place. EC was voted in as joint Vice Chair of Governors.</p>	

5	<p>Principal's update <i>(Document circulated in advance – to be taken as read)</i> <i>(Aspects from agenda item 5 were identified as confidential and recorded in Part B minutes)</i></p> <p>TD said that adult learning funding is changing for the 2024-25 academic year with the introduction of Adult Skills Fund (ASF). All provision that is not based on formal qualifications will be brought together under Tailored Learning. The changes will enable tighter scrutiny over what the community learning grant is used for in organisations and the impact it has for the more disengaged learners and families. This means that Community Learning funding will be similar to what our traditional ASB funding is. TD said that this would be a good move forward, the challenge being how much claw back there would be if Community Learning is formula funded. In terms of recording the data, we are one step ahead as we already record this.</p> <p>CS asked what comes under Tailored Learning in the College overall? TD said that Community Learning is 25%. TD will confirm the figure and said that the risk would be lower. RL said that a lot of providers are doing CL and some learners are doing it almost as a way of getting cheap courses.</p> <p>Action: TD to confirm what comes under Tailored Learning in the College overall and to confirm if the 25% Community Learning figure is the correct figure.</p> <p>TD gave an update regarding the themes coming out of Ofsted inspections in the Adult Community Learning sector. He said that it is about embedding and extending IAG inside and outside the classroom, as well as looking at progression pathways. Further discussions are taking place in this regard. This is part of quality and the Director of Curriculum and the Quality Manager are looking at what tools tutors can be given to draw out progression information.</p> <p>Ofsted have published information around the new FESIT (Further Education and Skills inspection tool) which will be rolled out from January 2024 so that providers will be able to see the information that Ofsted will see about an organisation. Once released TD will circulate the document to governors for information.</p> <p>Action: TD to circulate the FESIT (Further Education and Skills inspection tool) information to governors when available.</p> <p>TD gave an update on the Curriculum Planning day held on 10/01/2024 for all Heads of Department, support staff, marketing, SLT and MIS. This had proved to be very successful in bringing together key colleagues, as well as key staff from the Borough to look at the current climate, demographics and opportunities for us as a College in relation to planning the curriculum to ensure that we meet the local and national needs.</p> <p>The QIP for 2023-24 is under review and being redeveloped into a different format. Any gaps in the QIP have been identified which will enable the QIP to be tracked and progress monitored. The new format will be shared with the Board and the aim is that the Board will be able to view the document along with all other departmental QIPs online as a live document.</p> <p>TD said that we are in the process of updating the Ofsted readiness checklist and that this would be a live document which will be reviewed at SLT and at wider team meetings. The link will be made available to the Board once this is ready.</p> <p>The Position Statement for the College is under review and will be updated to reflect the current position of the College and the impact and achievements made since the Ofsted visits, as well as the SAR. Each department will have a vision and mission statement which will feed into the College's Position Statement. Heads of Department will present their draft vision and mission statements to SLT. Thereafter, a day will be set aside for these to be presented to some Board members and then brought to a Governing Board meeting to be ratified.</p>	<p>14</p> <p>15</p>
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	<p>CW asked if it would it be possible to share staff sickness data and impact. TD said that he would share this data with governors once he has received it. TD confirmed that staff sickness reports have been requested from HR to enable SLT to review and monitor any trends and triggers within the College and that we do have support mechanisms in place to support staff, including occupational health, sickness process, return to work meetings, phased returns.</p> <p>Action: TD to share staff sickness data and impact with governors once received.</p> <p>TD outlined the College's current position towards its allocation of funding for this academic year. TD explained that the ILR (Individualised Learner Record) is the monthly return the College submits to the funding agencies.</p> <p>TD said that on Friday 19/01/2024 the College had submitted a claim for over achievement in terms of Free Courses for Jobs (FCFJ).</p> <p>TD is working with SLT and other key colleagues to develop a staff handbook to align with the new staff induction and to be a key document for all staff going forward. This will have all information for staff in one place with links to key policies and processes to support them in the role at the College. We are also working with Borough HR to align our systems.</p> <p>CW said that in her view any major actions, changing provision, partnerships should come to the Board for approval. Governors agreed that such items should be presented for review and challenge in line with their oversight role and this was agreed.</p>	16
6	<p>Finance update – verbal (CONFIDENTIAL) <i>Recorded in Part B minutes</i></p>	
7	<p>Curriculum update <i>(Document circulated in advance – to be taken as read)</i> <i>Aspects from agenda item 7 were identified as confidential and recorded in Part B minutes)</i></p> <p>RL said that overall attendance on funded courses is showing a positive outcome (90%), with ASB above the College target and Community Learning just below with 88% attendance. An attendance monitoring process is in place to chase non-attendance.</p> <p>Retention of learners continues to show that learners are engaging with the College, especially within ASB and non-funded courses – ASB 95.6%; Community Learning (CL) 83.8% and Non-funded 99.6%. These figures are to date and therefore will change with courses that are yet to start, including those planned to start in the Spring term and any in-year programming. Retention is also monitored at the progress review meetings with Heads of Departments. SA said that retention for CL is 95.6%. The figures were checked in the meeting and confirmed that with the RO5 submission, retention for ASB was 95.2% and CL 95.6. The figure for Apprenticeships is 83%.</p> <p>JS said that the departmental updates are very helpful.</p> <p>RL said that looking at putting on more courses for Health & Social Care/Childcare. He is linking up with Borough colleagues in terms of moving forward with Adult Social Care courses. RL said that we are working hard to get an employer on board.</p> <p>Q: EC asked if we had thought of going further afield to bigger companies, not necessarily local. A: RL said that we have tried to get into local big companies, e.g. Subsea 7. The difficulty found was that they would not allow people to come in because of confidentiality of what they were doing.</p> <p>EJ said that following the last meeting, he had taken the issue of apprenticeships to the Council to see if they could use the College to provide these. He said that it was not as easy as it sounds to do this. EJ has emailed LM and will see if there is a way that we can work together. RL said that LM is working with the Apprenticeship Manager at the Borough.</p>	

	<p>LN said that they are looking at ways of streamlining processes e.g. moving the tutor communication folders to a digital version which will cut out a lot of work as the Enquiry Centre only has two full time members of staff. Although this has been manageable for the Enquiry Centre, SLT are looking at different ways of working across the board.</p> <p>Enrolment breakdown – as at today 5,048 enrolments. 285 enrolments taken in a week. Our income has not increased as a lot of our enrolments are fully funded.</p> <p>SA/LN/Careers Adviser are meeting regarding IAG (Information, Advice & Guidance) for SEND learners.</p> <p>LN said that the College's Careers Adviser and her are meeting with Global Solutions regarding IAG. They will deliver workshops for SEND learners and learners over 55. SA said MENCAP have offered to come in and talk to learners as well.</p>	
8.	<p>Quality update (Document circulated in advance – to be taken as read)</p> <p>The report highlighted how the College is addressing the areas of development listed below:</p> <ol style="list-style-type: none"> 1. Providing developmental feedback to learners to that are able to retain what they have learned and that they can improve. 2. Planning of sessions that makes clear the learning objectives, how they will be met and assessed. 3. Setting tasks appropriate for the learner and learning outcome. <p>The College will be running a suite of CPD courses for tutors to address the most common areas of risk identified in teaching and learning. These will be delivered early in the Summer term.</p> <p>RL said that Governors will be informed when they can start accompanying Heads of Departments on observations/learning walks.</p> <p>Dashboard figures show the overview tutors where an observation or learning walk has taken place and indicates if the standard has been met or not.</p> <p>RL to ask DE to change wording 'Judgement outstanding' to read 'Not complete'. RF said that the new graphic system will make it easier to read. TD said that it is a work in progress.</p> <p>Action: RL to ask DE to change wording 'Judgement outstanding' to read 'Not complete' on dashboard.</p>	18
9	<p>Learner Services update (Document circulated in advance – to be taken as read)</p> <p>Regarding the shock passing away of Site Supervisor, Dan Garrod, TD/LN visited his parents on Friday 19/01/2024 and have supported the family where appropriate. The family have expressed their gratitude to the College. They said Dan was very happy working at the College. The Garrod family will let us know about the funeral arrangements next week. They have confirmed that staff will be welcome to attend.</p> <p>CW said that she is very impressed at how the College has managed this very difficult situation, which reinforces how supportive staff are of each other.</p> <p>A former caretaker at Wallington, has stepped in to help out. A rota has been arranged until Easter. LN said that staff may be asked to work from home in the half term for a couple of days to give the caretakers the opportunity to take some of their annual leave.</p>	

	<p>Governors asked if they could be included in any enrichment sessions, especially if related to EDI.</p> <p>Action: Governors to be invited to any enrichment sessions, especially if related to EDI.</p> <p>SLT visited the new build site earlier today and was very impressed with what they saw. SLT found it helpful to be able to visualise the space and there will be more of a community feel. The lighting was really good even on a grey day. Helps to be able to visualise.</p>	19
10	<p>Confidential Items</p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <p>Aspects from agenda item 5 Finance report tabled by the Principal Aspects from agenda item 7</p>	
11	<p>Dates of future meetings</p> <p>Full Governing Body meetings:</p> <ul style="list-style-type: none"> • 11/03/2024 at 18:30 in Room B1 • 20/05/2024 at 18:30 in Room B1 • 15/07/2024 at 18:30 in Room B1 <p>Relocation Workshops:</p> <ul style="list-style-type: none"> • 31/01/2024 from 14:00-16:00 in GF-G.1A at the Civic offices • 21/02/2024 from 14:00-16:00 in GF-G2 at the Civic offices 	
12	<p>Closure</p> <p>The meeting concluded at 20:41.</p> <p>Timetable in view of the Risk Register to be a standing item on the agenda and Governors to have access once ready.</p> <p>TD said that the QIP and Ofsted monitoring checklist will all be in one doc and transparent – these will be shared with governors when ready.</p> <p>Action: Risk Register to be a standing item on the agenda and governors to have access once ready, as well as the QIP and Ofsted monitoring checklist.</p> <p>JS said that she will continue to request that any questions to be posed in advance of a Governing Body meeting with 09:00 on the day of the meeting being the deadline to give College colleagues the opportunity to respond in full. This does not stop discussion taking place at the Governing Board meeting.</p> <p>TD said that the support received so far from SLT and colleagues has been immense, as well as the support received from JS/AC. TD said that he would like to record his thanks to RL as Director of Curriculum for managing Services to People (0.8FTE) in the absence of the Head of Department being on long term sick leave and is looking at ways to support RL with his workload. TD said that things do not happen unless people work in unison. JS said that it is that spirit that will keep the College going.</p>	20

Signed: _____ Print Name: Jenny Sims
Chair of Governors

Date: _____

ACTIONS RAISED IN 2022/23				
No:	Action	For	By	Status
Meeting 17/07/2023				
48	To consider Instruments and Articles of Association with a view to revision. Update: Next meeting 16/11/2023.	CS	asap	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. Update: TD will now explore funding opportunities with JTh.	TD	Ongoing	Ongoing
Meeting 11/12/2023				
12	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.	RL	22/01/2024	To report at meeting on 11/03/2024
13	RL to put EJ in contact with Lesley Maguire (Apprenticeship & Training Manager). 22/01/2024 - EJ will contact LM.	RL	22/01/2024	Completed
Meeting 22/01/2024				
14	To confirm what comes under Tailored Learning in the College overall and to confirm if the 25% Community Learning figure is the correct figure.	TD	11/03/2024	
15	To circulate the FESIT (Further Education and Skills inspection tool) information to governors when available.	TD	When available	
16	To share staff sickness data and impact with governors.	TD	When available	
17	To provide governors with a breakdown of how the deficit has grown over the last year as it is higher than anticipated.	TD	When available	
18	To ask DE to change wording 'Judgement outstanding' to read 'Not complete' on dashboard.	RL	11/03/2024	
19	Governors to be invited to any enrichment sessions, especially if related to EDI.	SLT	Ongoing	
20	Risk Register to be a standing item on the agenda and governors to have access once ready, as well as the QIP and Ofsted monitoring checklist.	TD	When available	
Meeting 11/03/2024				