Sutton College Governing Body
Part A Minutes of meeting held on 14/10/2024 at 18:30 in D6 at Sutton College

Tom Dillon	Principal	Present	
Elspeth Clarke (EC)(VCoG)	Business & Community Governor		Apologies
John Dodds (JD)	Business & Community Governor		Apologies
Raywen Ford (RF)	Business & Community Governor	Present	
Cllr Ed Joyce (EJ)	Business & Community Governor	Present	
Catherine Winslow (CW)	Business & Community Governor		Apologies
Richard Choi (RC)	Business & Community Governor	Present	
Jenny Sims (JS) (CoG)	Business & Community Governor	Present	
Charlotte Sallabank (CS) (VCoG)	Business & Community Governor	Present	

In attendance:

Jan Underhill (JU) Assistant Director Wellbeing, Public Health & Wellbeing Directorate	Apologies
Laurie Nicholls (LN) Director of Services (DLSS)	Apologies
Roy Lee (RL) Director of Curriculum (DoC)	Present
Barbara Eayrs (BE) Clerk	Present

AGENDA ITEM	MINUTES	ACTION NO:
1	**Welcome and Apologies for Absence** JS opened the meeting at 18:30 and welcomed those present. Apologies had been received from Catherine Winslow, Laurie Nicholls, John Dodds, Elspeth Clarke and Jan Underhill. These were accepted. The meeting was confirmed as **quorate**. **Declarations of Pecuniary interests** There were no declarations of interest in agenda items for this meeting.	
2	**Minutes of meeting 15/07/2024 (Parts A & B)** **Part A** Part A Minutes of the meeting held on 15/07/2024 were accepted as a true and accurate record of the meeting. **Part B – CONFIDENTIAL MINUTES** Part B Minutes of the meeting held on 15/07/2024 were accepted as a true and accurate record of the meeting. **Matters arising** Updated the Actions Raised section of the minutes at the end of these minutes.	
3	**Matters arising from the minutes not covered on this agenda** Updated the actions raised section at the end of these minutes.	
4	Governing Body Questions 14/10/2024	

Analysed the Governors questions and further explanation given where needed.

RL confirmed that learning walks commenced from week 2 and one-to-one meetings with relevant tutors being held for any tutors not meeting the standard. The College has reintroduced the Level 3 Award in Education & Training (AET) which will be beneficial for tutors. The College will look at introducing the Level 4 and Level 5 qualification at a later date too.

JS said that the series of questions asked by Governors demonstrates that Governors are not just listening to what they are being told, but that they are challenging the organisation.

Regarding EDI, RL said that the College is reviewing how this will be implemented in the future to know what the impact is and how to monitor. EDI will be incorporated into all scheduled meetings and need to ascertain how the College will report on this going forward. Will be good to have a link Governor.

Regarding the College Risk Register, TD said that he has created a new format which will be shared with Governors. This will be a live document with a dashboard. JS has had sight of the updated version.

Governors thanked BE for sharing the Governors Terms of Office doc. Governors would like to have a second nominated Councillor who could champion the College and who we could call on when necessary.

TD confirmed that the newly appointed Finance Manager starts on Tuesday 15/10/2024. Regarding the finance questions asked by JD, TD said that he will ask the Strategic Finance Business Partner from the LBS to add responses to the questions asked as he will be back from annual leave on Wednesday 16/10/2024.

TD reported that recruitment in terms of ESOL tutors continues to be challenging and that the College is looking at a strategy around the College's reach in terms of key roles. TD said that attracting sessional tutors is a particular issue across the sector.

It was reported that the Apprenticeship Manager is currently leading on the UKSPF project, which has opened doors in terms of apprenticeships.

A discussion took place regarding AI and TD said that the College now has an AI Policy and that staff were provided with AI training in July 2024. The College is exploring how this can be used further to support staff and learners and further CPD will be provided, so that the College can ensure that staff are being supported when using AI.

TD demonstrated the work currently being undertaken by White Orca using Microsoft Power BI, which is an interactive data visualisation software product, the focus being on business intelligence. Governors were very impressed with the product and how this will benefit tutors and managers. TD said that the College is still looking at moving from Google to Microsoft in the future for longevity. TD said that the Quality and IT Managers are attending a seminar on Friday 18/10/2024 which is a summit dedicated to empowering the FE Sector and that AI is one of the main features of the summit and feedback will be provided.

A discussion regarding the Restructure in Item 4 was recorded in Part B minutes.

| 5 | **Governors' Business** | |

Chair's initial

Governor Recruitment

BE reported that an advert has been placed on the College website for individuals to apply to become a Sutton College Governor - https://www.suttoncollege.ac.uk/college/governing-body/apply/. Any responses received will be sent to the Chair.

An advert for the Staff Governor vacancy has been published in the staff newsletter with a deadline date of 25/10/2024 for staff to submit their applications to BE.

Instruments & Articles discussion and role of the Governing Body

JS/CS met with TM last Thursday regarding the Instruments & Articles of Government. JS said that the Instruments are acceptable and no further changes needed. She said that CS has done a comparison between the two documents – copies were tabled for information and review. JS said that TM had not yet had sight of the comments made by JS/CS last week. JS said that some of the areas in the Articles seemed to be more operational and not necessary to be included in the document.

JS said that one of the areas to address in the Articles was who line manages the Principal and that the suggestion is that the Governors would be responsible for appointing a Principal or Acting Principal and that the Principal would have the responsibility for appointing senior staff with the Governors approval. Also, it was agreed that the College budget would be set by the Principal with Governor approval.

RF asked what the legal status of this document was and that the point of her statement was to protect the Principal. Any amendments that the Local Authority may want to make would have to be done in writing. JS said that the final document would go to the Strategy Committee to be adopted.

There was concern expressed that the document had to be acceptable to Governors and not rushed through to meet a deadline as Governors remembered what had happened in the past. JS agreed the document needed to be agreed with all partners, but that it was important to focus on the future.

JS asked if Governors were ok with her circulating the document to TM or would Governors prefer to schedule a separate meeting to review and discuss the document. It was agreed for JS to schedule a separate meeting one evening to go through the document in order to finalise the document and for JS not to then share this with TM at this point. JS to let TM know the procedure Governors have agreed to follow.

Action: JS to schedule an in-person meeting to make final decisions regarding Instruments & Articles of Government in two to three weeks' time. JS to contact TM to let him know the procedure agreed by Governors and not to share any suggestions until after the final meeting.

16

DBS checks

Action: BE to check with HR regarding Governing Board members DBS status.

17

CPD Safeguarding, Prevent & EDI by end of October 2024

	Action: Governors to send completed mandatory training modules to BE by 12:00 Monday 28/10/2024 who will upload to relevant HR folders and update Single Central Register.	18
8	**Curriculum & Quality report including SEND update** *(Document circulated in advance – to be taken as read)* [Sutton College Dashboard](#) RL said that the Step Ahead project is really going well and is very exciting and it would be good if this could be a permanent feature at the College. The data collection system is being upgraded to offer a comprehensive view of individual learners, either individually, within tutor groups, or by tutor, where we will be able to pull through certain reports from Unit-e and other relevant documents onto a platform that can be used by managers, which will also link up how to address learners with difficulties to their course profile. This will give managers and tutors quicker access to robust data in one central place. This new data collation tool should reduce workload, improve accuracy and interpretation of data so better analysis can take place to identify issues and quickly take measures to effect a positive change. TD gave a brief demonstration of the Power BI dashboard discussed above. The Curriculum Plan will be included on this monitoring tool for managers. He explained that tutors will have access to the sections relevant to them and that this will also be available on Staff Advantage. TD showed Governors the tutor portal and will further demonstrate the dashboard and tutor portal at the next Board meeting. JS said that this was impressive and will lead to a more consistent approach. RL said that the move toward the employment of permanent tutors in SEND, ESOL and English and Maths is exciting with the potential for further growth in these areas. The effort to identify the reasons behind course cancellations or closures will allow for the implementation of measures to minimise such occurrences in the future. This will be further highlighted in the next report when we will be showing both closed and cancelled courses to illustrate and show comparison between the two. Opportunities for Information, Advice and Guidance (IAG) are being enhanced through the Step Ahead Programme, which, in collaboration with the College IAG staff, has already scheduled sessions for all ASF classes this term. Global Solutions will continue to offer specialist IAG services to SEND learners. RL said that opportunities for enrichment, IAG and employability has been created on one platform which tutors have on their desktop. JS asked if tutors appreciated that this platform had been created, to which TD responded that they do not always like change, but that change was necessary. RL said that in terms of Apprenticeships increased engagement through the SLP and UKSPF funded projects to link us to more employers and a possibility of more apprentices. The Apprenticeship data straddles two years and we are working towards ensuring that the final ones achieve.	
9	**Learner Services & Safeguarding report** *(Document circulated in advance – to be taken as read)*	

Chair's initial

	The Step Ahead service was launched at the College open day on 07/09/2024 where we had our first participants sign up to the programme. Since then it has become a busy hub for Sutton's Economically Inactive (E33) and Unemployed (E34) with an increasing number of participants returning for follow-up support and guidance towards employment and/or skill development. The team are also visiting all the classes that are starting in the College to inform them of the service they provide. A number of enrichment programmes and events have been scheduled for the Autumn term, including World Mental Health Day, Tea & Talk for World Mental Health Day, Black History Month and Hate Crime Awareness Week. It was agreed that for Governors purposes it would be good to have a breakdown of safeguarding incidents to ascertain whether these occurred on or off site. Action: LN to include breakdown of safeguarding incidents that occurred on or off site in November's report.	19
10	**Risk Register** *(Verbal update)* Action: TD to share the updated Risk Register with Governors in due course.	20
11	**Confidential Items** ● Restructure update ● Principal's Report ● Finance Report	
12	**AOB** TD said that Marketing is writing a proposal in terms of the College website being updated. The Marketing team are working with IT in this regard and will update colleagues and request feedback once this information is to hand. The College website is not currently able to support the Step Ahead requirements at this point and some UKSPF funding will be used to support the new website financially. With Step Ahead the College needs to move this forward and will ascertain what funding can be used from the UKSPF bid as our website doesn't support Step Ahead requirements at this point.	
13	**Dates of future meetings** ● 25/11/2024 at 18:30 in D6 (Marketing to attend) ● 10/02/2025 at 18:30 in D6 ● 28/04/2025 at 18:30 in D6 ● 09/06/2025 at 18:30 in D6 ● W/C 14/07/2025 TBC	
12	**Closure** The meeting closed at **20:40.**	

Signed: _____Print Name: Jenny Sims
Chair of Governors

Date: _____

Chair's initial

Chair's initial

Chair's initial