

## Sutton College Governing Body

### Part A Minutes of meeting held on Monday 24/02/2025 at 18:30 in Room D7 Sutton College

Tom Dillon (TD)	Ex-officio / Principal	Present	Apologies
John Dodds (JD)	Business & Community Governor		
Raywen Ford (RF)	Business & Community Governor	Present	
Cllr Ed Joyce (EJ)	Co-opted Governor	Present	
Catherine Winslow (CW)	Business & Community Governor / Chair	Present	
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 – Assistant Director Wellbeing, Public Health & Wellbeing Directorate	Present
Delrose Earle – Vice Principal, Sutton College	Present
Laurie Nicholls (LN) Director of Services (DLSS)	Present
Barbara Eayrs (BE) Clerk	Present

#### Invited:

Kate Leeming, Liz Tumath, Manas Nath, Colin Siu, Joseph Nyirenda (Observers)	Present
Elizabeth Harris (EH) – Head of Inward Investment from Sutton Council	Present
Robert McNaught (RMcN) – Project & Financial Manager from Sutton Council	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. It was agreed that EH and RMcN give their presentation first and as this was of a confidential nature, the prospective governors who would be observing the meeting were taken to reception to wait until called.</p> <p>Apologies had been received from John Dodds. These were accepted.</p> <p>The meeting was confirmed as <b>quorate</b>.</p> <p><b>Declarations of Pecuniary interests</b></p> <p>There were no declarations of interest in agenda items for this meeting.</p>	
2	<p><b>Minutes of meeting 25/11/2024 (Parts A &amp; B)</b></p> <p>Part A Part A Minutes of the meeting held on 25/11/2024 were accepted as a true and accurate record of the meeting.</p> <p>Part B The Part B Minutes of the meeting held on 25/11/2024 were accepted as a true and accurate record of the meeting.</p> <p>JS reminded governors of the importance of reading the information shared prior to attending a Governing Board meeting. JS had held an Ofsted pre-planning workshop in January and confirmed that she would be willing to repeat this if there were governors</p>	

	<p>who had been unable to attend. It was agreed that JS would arrange a virtual meeting as soon as the College received the call from Ofsted.</p> <p><b>Action: JS to arrange a virtual meeting for governors as soon as the College received the call from Ofsted.</b></p>	32
<b>3</b>	<p><b>Matters arising from the minutes not covered on this agenda</b></p> <p>None.</p>	
<b>4</b>	<p><u><a href="#">Questions and Responses</a></u></p> <p>JS explained the process of pre-Governing Board meeting questions to the observers and thanked SLT for their responses to questions being raised.</p> <p>In response to the question raised in terms of complaints received and responded to, TD gave a verbal update on the nature of the complaints received following Phase 2 of the restructure and realignment. Also, due to the Counselling tutors resigning there has been a significant increase in complaints. The class was visited by the Vice Principal with a further follow up meeting at SLT level to address the concerns which have been addressed and action taken. TD met with one of the sessional workers who he was able to reassure. A Compliments/Complaints report will be shared at the end of the year. JS reminded colleagues that there was another level of hierarchy in terms of being able to deal with complaints if necessary, that being the Governing Board.</p> <p>LN had responded to the questions regarding facilities and confirmed that the borough had replaced one of the plate heat exchangers in the plant room in January and the second one now needs replacing. The College needs to keep the building fit for purpose. The College needs to ascertain how much we need to invest to ensure that the building continues to meet safety requirements.</p> <p>SLT were thanked for their detailed responses to the questions raised by Governors.</p> <p>CW said that the Risk Register was very thorough and TD said that it is a live dashboard that had been updated this week with updates on each risk. In response to CW's questions, TD said that Month 10 finance is covered in the Finance report and that the interim SEND Manager is demonstrating skills and knowledge to a very high level.</p> <p>Concern was expressed by RF in terms of the number of Leisure &amp; Hobbies course closures and TD said that there are a number of reasons why courses in this area had fallen, including the cost of living which has impacted us. DE said that the College has seen a decline in certain courses since 2019/2020 as courses go in and out of fashion, e.g. photography. JS said that the nature of evening classes had changed and that things go in cycles. JS said that she had attended the curriculum planning meetings and found it to be a fascinating day where lots of hard work had taken place to anticipate trends going forward.</p> <p>Regarding RW's question on how we will be responding to the Ofsted consultation, TD said that the link had gone out to management, as well as the Board to read and to individually respond and that the more responses received by Ofsted would assist in shaping the way forward. RW said that it would be good for governors to have a conversation prior to a response being sent. JS said that she would arrange an online meeting to do this and would include a part induction for the new governors at the same time.</p> <p><b>Action: JS to arrange an online meeting and part induction for new governors. JS will look for a Monday evening to have the meeting and BE to book a room once a date has been agreed.</b></p>	33

<p><b>6</b></p>	<p><b>Governors' Business</b> <i>(Document circulated in advance – to be taken as read)</i></p> <p><b>Governor Recruitment</b></p> <p>JS confirmed that 5 places have been offered to prospective governors and will wait for confirmation from them if they wish to accept.</p> <p><b>Articles &amp; Instruments of Governance</b></p> <p>JS said that TM will forward the final version of the Articles &amp; Instruments of Governance to her and she will forward a copy to Governors, as well as the new Governors and BE as Clerk.</p> <p><b>Action:</b> JS to forward a copy of the final version of the Articles &amp; Instruments of Governance to governors, as well as the new governors and BE as Clerk.</p> <p>CW thanked JS for her part in these being finalised after such a long time. JS thanked CS for the part she played in this too.</p>	<p>35</p>
<p><b>9</b></p>	<p><b>Curriculum &amp; Quality update</b> <i>(Document circulated in advance – to be taken as read)</i></p> <p>DE said that the College was making great progress in terms of achievement and pass rates.</p> <p>DE said that from March 2025 all learners starting ESOL Reading courses will be registered with Ascentis, following the awarding body change from Trinity. The ESOL assessment process has been moved back to face-to-face and so far this has resulted in a decrease of 93% of learners who have needed to be transferred due to being placed on the wrong course, so achievement is likely to improve. The change of awarding body should better prepare the learners to achieve. End of course feedback received from learners is positive.</p> <p>DE reported that the interim Head of Curriculum &amp; Quality – SEND, is doing a great job. SEND learners have completed CVs through workshops facilitated by the Step Ahead team and are now applying for work experience placements. Notable achievements include the Publishing Pathway learners' publication of the first issue of their magazine, <i>Jump Into Sutton</i>, in December 2024, and the Horticulture learners' successful cultivation of plants and compost, as they prepare for a community market sale. RC said that the SEND publication was amazing.</p> <p>Observations are taking place in the classroom. Primarily what is being seen is some very good teaching happening with learners that are engaged, which can be seen in the attendance rate of 94%. This percentage rate for attendance has been maintained in the middle of term 2. Where standards have not been met, the primary issue is missing course planning documentation, which is being followed up.</p> <p>The new Deep Dive process will begin on 27/02/2025 starting with ESOL, followed by SEND and then working through the other four curriculum areas. Deep Dives aim to provide a holistic overview of the quality of education within departments, encompassing a broad range of evidence that will support both the department and the Head of Curriculum &amp; Quality (HCQ), and will contribute to the Quality Improvement Plan (QIP).</p>	

	<p>Governors commented that the snapshot figures looked good and that it was great to see results bearing fruit.</p> <p>DE said that the College was increasing its number of Safeguarding Officers, as well as Mental Health First Aiders. SLT and managers are working towards removing any barrier so that learners can achieve.</p> <p>Advanced Learner Loans are declining due to being moved over to FCFJ (Free Courses for Jobs) – the funding was removed nationally as it was a government incentive.</p>	
<b>10</b>	<p><b>Learner Services &amp; Safeguarding &amp; Prevent update</b> (Document circulated in advance – to be taken as read)</p> <p>LN said that the College's Matrix Standard Accreditation was completed in January 2025. The assessor interviewed IAG/Step Ahead staff, Learner Support staff, individual learners and College partners, as well as visiting classes. The Step Ahead Centre was included for the first time, expanding the scope of the evaluated services. Once again we met the standard for delivering a high quality IAG service. Once received, the report will be shared with staff and governors.</p> <p>The Step Ahead Centre engages with clients who are not in employment and our IAG service gives careers advice. The Step Ahead Centre has been an asset to the College, as well as the Council. Their outreach approach across the board has been commented on positively. The current funding comes to an end on 31/03/2025 for Step Ahead and we are working on how we will move forward. Still waiting for a response from the GLA in this regard. They are a good team who widens our reach, including Family Hubs and hard to reach groups.</p> <p>ALS – LN reported that we have a new interim Learning Support manager and that the title for this role has been changed to Head of Learning Support &amp; Wellbeing.</p> <p>LN said that there have been 8 Safeguarding referrals this term and that the Safeguarding team work with the appropriate agencies to ensure learners are safe and well. LN confirmed that the Safeguarding team was increasing, as well as the number of Mental Health First Aiders. RW confirmed that she is the Safeguarding Governor and that all new governors would be required to do an online Safeguarding module. RW said that the Safeguarding team were fantastic and LN was a good Safeguarding Lead.</p> <p>In response to CW's query regarding any Prevent referrals, LN responded that there had been none this term.</p> <p>LN said that the Prevent Risk Register has been updated and is reviewed regularly, subject to local information received from the Local Prevent Officer, as well as nationally.</p>	
<b>11</b>	<p><b>Risk Register</b> (Verbal update)</p> <p>TD said that the Risk Register was a standing agenda item at meetings and that JS as Chair has reviewed the document and all governors have access to view the document.</p> <p>The two highest risks shown are staffing and funding cuts.</p>	
<b>12</b>	<p><b>Confidential Items</b></p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p>	

	<ul style="list-style-type: none"> <li>• Relocation</li> <li>• Principal's report</li> <li>• Finance data report</li> </ul>	
<b>13</b>	<p><b>AOB</b></p> <p>RW said that she was still concerned regarding EDI as we no longer have a separate EDI meeting. TD said that he was meeting with the Borough in this regard and had contacted the AoC in terms of their EDI Charter and was looking at combining the three. The plan is that the HR Advisory role, with guidance, will lead on this. Also, TD said that EDI was part of every meeting at the College, but that by April 2025 there should be a plan in place for the Summer term.</p> <p>Action: Agenda item for next Governing Board meeting in April – EDI.</p> <p>JS asked all observers to contact her by end of the week if they wish to take forward their application to become a member of the College's Governing Board.</p> <p>Action: All observers to contact JS by 28/02/2025 if they wish to take forward their application to become a member of the College's Governing Board.</p>	<p>37</p> <p>38</p>
<b>14</b>	<p><b>Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• 28/04/2025 at 18:30 in D7 – Finance Manager to attend and EDI on agenda</li> <li>• 09/06/2025 at 18:30 in D7</li> <li>• W/C 14/07/2025 TBC</li> </ul>	
<b>15</b>	<p><b>Closure</b></p> <p>The meeting closed at <b>20:30</b>.</p>	

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

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

ACTIONS RAISED IN 2023/24				
No:	Action	For	By	Status
	<b>Meeting 20/05/2024</b>			
4	TD/JS do a summary together about what funding means for this year. JS to draft a summary and will cross check with FB.	TD/JS	November 2024	Completed
ACTIONS RAISED IN 2024/25				
No.	Action	For	By	Status
	<b>Meeting 14/10/2024</b>			
15	To produce a summary of events regarding the Phase 2 changes that have emerged causing Phase 2 to be paused until December 2024.	TD	Dec 2024	Not required – Phase 2 complete
	<b>Meeting 25/11/2024</b>			
21	KW to share the website analytics with Governors.	KW	ASAP	Completed
22	TD to request Finance Manager to attend Governing Board meeting on 28/04/2025.	TD	28/04/2025	Completed
23	TD to provide breakdown of enrolments still to come for January 2025 course starts.	TD	ASAP	Completed
26	EJ to share details of the Council's Neighbourhood Fund and the CIL funds with TD.	EJ	ASAP	Completed
27	TD to discuss possibility of CIL funding with JU.	TD/JU	ASAP	Completed
28	TD/DE to meet with RC to discuss exercise classes for older Hong Kongers.	TD/DE	Jan 2025	Completed
29	BE to send out a copy of the Ofsted Readiness tracker to Governors for information.	BE	Dec 2024	Completed
30	JS to schedule an Ofsted Pre-planning meeting for Governors in the new year.	JS	Jan 2025	Completed
31	Review of paperwork used by homes that the College works with to be undertaken in the new year.	LN/DE	Feb 2025	Completed
	<b>Meeting 24/02/2025</b>			
32	To arrange a virtual meeting for governors as soon as the College received the call from Ofsted.	JS	Once call received from Ofsted	
33	To arrange an online meeting and part induction for new governors. JS will look for a Monday evening to have the meeting and BE to book a room once a date has been agreed.	JS BE	ASAP	
34	To do a comparison between the square meters of the current College site with the proposed site.	RMcN	ASAP	
35	To forward a copy of the final version of the Articles & Instruments of Governance to governors, as well as the new governors and BE as Clerk.	JS	ASAP	
36	To analyse the March indicative data and share with governors.	TD	April 2025	

37	Agenda item for next Governing Board meeting in April – EDI.	BE/JS /TD	April 2025	
38	All observers to contact JS by 28/02/2025 if they wish to take forward their application to become a member of the College's Governing Board.	Observers	28/02/2025	Completed