

**Sutton College Governing Board - Part A Minutes of meeting
Wednesday 11/03/2026 at 18:00 in Room B7 Sutton College**

Tom Dillon (TD)	Ex-officio/Principal	Present	
John Dodds (JD)	Business & Community Governor		Apologies
Raywen Ford (RF)	Business & Community Governor		Apologies
Cllr Ed Joyce (EJ)	Co-opted Governor	Present	
Kate Leeming (KL)	Business & Community Governor	Present	
Manas Nath (MN)	Business & Community Governor	Present	
Charlotte Sallabank (CS) (VCoG)	Business & Community Governor – Vice Chair	Present	
Jenny Sims (JS) (CoG)	Business & Community Governor – Chair	Present	
Colin Kin Hang Siu (CKHS)	Business & Community Governor		Not Attended
Elizabeth Tumath (ET)	Business & Community Governor	Present	
Catherine Winslow (CW)	Business & Community Governor	Present	

Invited: Laura Lam (Sutton College student) – observer

Present

In attendance:

Jan Underhill (JU) – Director Wellbeing, Public Health & Wellbeing Directorate

Present

Delrose Earle (DE) - Vice Principal

Apologies

Laurie Nicholls (LN) Director of Learner Experience/DSL

Present

Barbara Eays (BE) Director of Executive & Corporate Operations/Clerk

Present

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Welcome and Apologies for Absence</p> <p>JS opened the meeting at 18:00 and welcomed those present.</p> <p>Those present introduced themselves to LL, who was attending as an observer. JS explained that LL would be joining the Board as a Student Governor.</p> <p>Apologies had been received from Raywen Ford, John Dodds & Delrose Earle. These were accepted. Colin Siu did not attend.</p> <p>The meeting was confirmed as quorate.</p> <p>Declarations of Pecuniary interests</p> <p>There were no declarations of interest in agenda items for this meeting.</p>	
2	<p>Minutes of meeting 10/12/2025 (Parts A & B)</p> <p>Part A</p> <p>The Part A Minutes of the meeting held on 10/12/2025 were accepted as a true and accurate record of the meeting.</p> <p>Part B</p> <p>The Part B Minutes of the meeting held on 10/12/2025 were accepted as a true and accurate record of the meeting.</p>	
3	<p>Matters arising from the minutes not covered on this agenda</p> <p>None.</p>	

<p>4</p>	<p>Governing Board Questions to SLT with responses 11/03/2026</p> <p>Addressing JS's inquiry regarding staff access to external wellbeing support, TD noted the College's commitment to fostering an open culture around wellbeing and mental health. During the CPD day on 25/02/2026, staff were briefed on the wellbeing resources available via the intranet. TD emphasised that this section is regularly updated and that the College actively encourages staff feedback to improve these resources.</p> <p>TD noted that the College utilises the wellbeing support provided by the Council. Efforts are currently underway to secure access to the Council's broader communication networks, with TD meeting with relevant Council officers to facilitate this.</p> <p>While access to wellbeing resources remains confidential and untracked, TD noted that the College monitors Occupational Health (OH) referrals. OH referrals have risen for various reasons. Following a referral, staff members meet with their line managers to discuss the report and agree on the necessary next steps.</p> <p>TD reaffirmed the breadth of support available, while JS commended a sensitive article TD wrote in <i>Inform</i> regarding the conflict in the Middle East. TD responded that the Senior Leadership Team (SLT) remains committed to ensuring the College is a safe space for all staff.</p> <p>JS clarified that the questions raised were prompted by the findings in the meeting reports. Providing a personal example, LN said that TD had referred her to Occupational Health (OH) following a leg injury. Once she, along with HR and TD received the report, LN met with TD to review the recommendations and agree upon the necessary actions.</p> <p>Addressing JS's concerns regarding building deterioration and the impact of adverse weather, TD noted that the Council has been highly supportive. He confirmed that capital works are being fast-tracked via the CAIP funding stream following site visits from Corporate Health & Safety and Council officers. Specialist contractors are scheduled for two weekends of out-of-hours work, ensuring there will be no disruption to learning.</p>	
<p>5</p>	<p>Governors' Business <i>(Document circulated in advance – to be taken as read)</i></p> <p>JS confirmed that she maintains monthly meetings with TD, followed by regular progress updates to the Governors.</p> <p>Regarding action 71, Governors are engaging with their respective link College Managers to review and better understand departmental progress.</p> <p>CW and KL met with the HCQ for Employment, Skills & Apprenticeships to discuss the Apprenticeship, Community Learning, and Step Ahead programmes. A key challenge identified was the limitation of discretionary spending, specifically regarding practical barriers like transport costs for participants to attend interviews. In response, TD and LN noted that Oyster cards and supermarket vouchers have been utilised to support participants transitioning into work. Additionally, it was confirmed that a work placement candidate successfully secured a position at the College following a recent interview.</p> <p>ET met with DE for a College tour and staff introductions, noting the value of meeting the team in person. Their discussion focused on future collaboration, specifically ET's professional contacts for the College's benefit.</p>	

	<p>Following a productive introductory online meeting with the Head of IT & Digital Innovation, MN plans to meet in person to share industry best practices. This upcoming session will serve as a follow-up to the themes established during their first conversation.</p> <p>JS suggested that the post-Easter period or later in the year would be an ideal time for follow-up meetings. She noted that the primary focus should be 2026-27 programme planning, specifically identifying curriculum changes, discontinued courses, and how feedback has been incorporated. Given the dynamic nature of adult education, JS emphasised the importance of Governors maintaining a current understanding of these rapid shifts.</p>	
<p>8</p>	<p>Curriculum & Quality update – no report as VP on annual leave</p>	
<p>9</p>	<p>Learner Experience update <i>(Document circulated in advance – to be taken as read)</i></p> <p>During February, Step Ahead operated a pop-up shop in the St. Nicholas Centre. This initiative featured a collaborative presence from several external partners, including the NHS, the DWP, and the local Homelessness team, providing integrated support to the community</p> <p>LN reported the resignation of two term-time staff members. In response, a new Front of House & Enrolment Assistant position has been established on a 52-week, 30-hour-per-week basis. TD emphasised the strategic value of this role, noting that a dedicated presence on reception will give a positive and professional first impression for all visitors.</p> <p>ET inquired whether additional probationary support would be required for the new Front of House & Enrolment Assistant. LN clarified that the post-holder will undergo an intensive induction period, including comprehensive training and shadowing of experienced colleagues. She noted that given the cyclical nature of the academic year, a full 12-month cycle is necessary for the staff member to become fully proficient in all aspects of the role.</p> <p>Site Team staffing has been under-strength since November. In response, additional temporary measures have been put in place, and the College is engaging agency support to address the temporary gaps.</p> <p>Two new Site Assistants have recently joined the College. These posts were established when the College brought the cleaning services in-house. The in-house cleaning model is now operating effectively.</p> <p>Several critical facilities issues have arisen, resulting in operational disruption. These have included roof leaks, malfunctioning equipment, and areas of deteriorating infrastructure. The repair works are scheduled for mid-March and do not present a risk to staff or learners. The potential consequences of deferring these repairs have been clearly documented and evidenced.</p> <p>Regarding the Matrix Report (Item 9, Addendum A), LN explained that this mandatory standard assesses the quality of the College’s Information, Advice, and Guidance (IAG). While the report recommended the introduction of employment workshops, LN clarified that such provision is already established. A notable example is the Step Ahead project at Highdown Prison, which provided CV workshops to support the rehabilitation and employability of soon-to-be-released prisoners. The assessor, who conducted the</p>	

	review via interviews with staff, learners, and partners, expressed high satisfaction with the College's delivery.	
11	<p>Confidential Items</p> <p>Discussions under the following agenda items were recorded confidentially under Part B minutes:</p> <ul style="list-style-type: none"> • Principal's & MIS update • Finance update • Risk Register • Safeguarding matter in Item 9 	
12	<p>AOB</p> <p>CW requested an update on the College's Self-Assessment Report (SAR). TD confirmed that a timeline is in place, noting that managers are scheduled to present at the Strategy & Programme Presentation meeting on Wednesday, 18/03/2026. Following this, TD will share the in-year SAR data with the Board. TD/JS will discuss further at their next meeting.</p> <p>Action: JS/TD to have a discussion regarding the College's SAR which will then be shared with the Board.</p> <p>It was confirmed that the next Careers Fair is on Thursday 16/04/2026 from 10:00-12:00 in the Arena at the College and that Governors are welcome to attend. A quiet time will be held from 09:00-10:00 for SEND learners.</p> <p>Governors were presented with copies of the SEND magazine, '<i>Jump into Sutton</i>,' a publication produced entirely by learners on the Publishing course. Available in both print and digital formats, the magazine is shared with the Council and showcased on the College website. Governors were asked to make themselves available for upcoming learner-led interviews for future editions if they were contacted in this regard.</p>	79
13	<p>Dates of future meetings</p> <p>Full Governing Body meetings from 18:00-20:00 on Wednesdays unless otherwise specified.</p> <ul style="list-style-type: none"> • 13/05/2026 • 08/07/2026 	
15	<p>Closure</p> <p>The meeting closed at 19:23.</p>	

Signed:
Chair of Governors

Print Name: Jenny Sims