



MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Virtual Meeting
Wednesday 16th June 2021, at 6.00 pm.

Present:

Tim Oliver (Chair)
Paul Collyer
Dan Dean
Declan Mason
Cindy Dawes
Pooja Singh

Ken Kehoe (Clerk)

1. REGISTER OF INTERESTS

There were no declarations of interests from Trustees.

2. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed Pooja Singh to her first Strategy and Policy committee meeting, in her new role as Student Trustee. Ruth Seabrook and Dan Hards had sent their apologies.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 4th March 2021 were approved as an accurate record.

4. MATTERS ARISING

The Committee reviewed the actions arising from previous meetings:

S&P1 -004: Clerks to add staff presentation to the March Board agenda, should restrictions have been lifted and the meeting take place in College. **This would be done as soon as the Board re-started onsite meetings.**

S&P1-005: The Principal to select and commission the presentation to the March Board meeting. **This had been done and the presentation would be delivered as soon as presentations at the onsite Board meetings were possible.**

S&P2-001: Clerks to circulate the amended Admissions Policy for the next Board meeting. **This had been done.**

S&P2-002: Clerks to circulate the amended Equality, Diversity and Inclusion Policy for the next Board meeting. **This had been completed.**

S&P2-003: Clerk to circulate the advertisement to Trustees to encourage them to draw it to the attention of suitable candidates, particularly women and/or from the BAME community. **This had been completed.**

S&P2-004: Clerk to make contact with the Clerk of Godalming College to explore whether a member of their Board would be willing to speak at the Training Morning on their experience. **The Chair of Godalming College had agreed to speak to the Training Morning when it took place.**

S&P2-005: Clerks to re-schedule Training Morning to the end of June, taking account of the availability of external speakers and to allow sufficient time for a tour of the College. **This had been done.**

5. COVID 19 UPDATE

The Principal updated the committee on the College's handling of the COVID 19 crisis. He made the following points:

- there had been three positive cases before the half term break and one case afterwards. There has been a decline in testing at home, but the Director of Finance and Estates would send out a reminder. The students would also be reminded they had to report the results;
- there has been revised guidance on face coverings. Students are now requested to wear face coverings in common areas and, at the request of a teacher. in the class;
- the course and centre level work to provide Teacher Assessed Grades (TAGS) and Qualification-level Teacher Assessed Grades (QTAGs) had been completed and the grades have been submitted to the exam boards. There was a tension in the process: on the one hand if the evidence in the basket suggested A* grades then it was advised that these should be awarded; but equally, centres are told to have an eye on historical data from 2017-19. The College had ensured that the rationale for any variation from historic performance data was robust;
- students would receive their grades on August 10. The appeals window would then open but it was unclear what to expect. Students knew the evidence that had been submitted and where they were heading in terms of grades. Appeals would be considered by the exam boards, once an accuracy check had been completed by the College;
- in view of the COVID situation, there would be no summer term open evenings. They would be replaced with College tours and an online open evening in the autumn. There would be an online meeting for new parents on the 5th July. The Introduction Day was planned over two days with pupils required to wear face coverings and test before they came to the College.

The committee discussed the relative costs and benefits of holding an on-site Open Day for prospective students. The Trustees recognised that there would be merit in the prospective students being able to visit the site but noted that there would be reputational risk if COVID spread at such an event. It was also noted that the current 6.1 students had not had a chance to visit the site last year and uptake had still been good. The Student Trustee said that she had enjoyed the provision last year, including the videos. In conclusion, the committee agreed that the College should be guided by the public health advice from Surrey County Council.

The committee thanked the Principal for his update.

6. SKILLS AUDIT AND TRAINING MORNING

The committee considered whether they should postpone this year's training morning from July, in view of the current COVID restrictions. The Trustees agreed that, as the ability to meet the students was an important aspect of the training morning, it should be postponed until September. The Principal noted that a September training morning would require careful scheduling as classrooms would be in use and only the conference room would be available. In terms of the issues that should be covered at the training morning, this year's skills audit had identified a desire for training on educational policy. The Principal noted that this covered a wide field and it was agreed that the Clerk should ask the Trustees for more detail on what they would like covered. The skills audit had also identified a desire from Trustees for more online training resources.

Action: The Clerks to identify new possible training dates in September.

Action: The Clerk to seek Trustee views on the areas of Education Policy that they would wish to see covered at the morning.

Action: The Clerk to identify possible online training resources for use by the Trustees.

7. DRAFT QUALITY IMPROVEMENT PLAN 2020/21

The Clerk introduced the draft 2020/21 QIP for governance, noting that this was similar to the previous year's QIP. He was seeking the committee's agreement to the judgements on outturns set out in the draft. The committee broadly agreed but noted that the target relating to the results of the skills audit informing succession planning had not quite been addressed. The Clerk noted that succession planning, informed by the skills audit, would inform the recommendations about the Chairs and memberships of the committees in the next academic year. The Clerk was invited to add that information to the draft QIP.

Action: The Clerk to amend the draft of the QIP in light of the committee's discussions.

8. CONSTITUTION

STUDENT TRUSTEES: The Chair informed the committee that Pooja Singh and Emily Vanstone had been elected as the new Student Trustees.

EXTERNAL TRUSTEES: The Chair informed the committee that there had been a strong field of applicants for the positions of External Trustees. Three candidates had been shortlisted and interviewed. Two had been chosen for appointment and the third held in reserve, if a suitable vacancy became available.

Action: The Clerk to circulate the CVs of the successful External Trustee candidates to the other Trustees.

COMMITTEE CHAIRS: There were two vacancies for Committee Chairs – Audit and Quality and Assurance. The committee agreed that, for succession planning, it was important to give experience to Trustees that had not previously chaired committees.

Action: The Clerk to approach Trustees about taking on the roles of Chairs of the Audit and Quality and Assurance committees.

The committee also agreed that there would be merit in having a chair designate for each committee to aid succession planning.

SAFEGUARDING LINK TRUSTEE: The committee discussed the requirement for a new Safeguarding Link Trustee.

Action: The Clerk to investigate with one of the new External Trustees whether he would be willing to take on the role, given his previous experience.

CO-OPTED TRUSTEES: Following the resignation of Daryl Bates, the committee discussed the roles of the co-opted Trustees and agreed that the Clerk should discuss with the remaining co-opted Trustee his plans.

Action: The Clerk to discuss with the co-opted Trustee his term of office.

9. FUTURE FORMAT OF MEETINGS AS COVID RESTRICTIONS EASE

At the last Board meeting, the Chair had asked Trustees to let the Clerk have their views on this issue. There had been no submissions. The committee noted the benefits of meeting in person, but also the need to maintain the skills that the Board had developed over period since March 2020, and the possibility that virtual meetings or hybrid meetings would assist and encourage participation in Board business. The committee noted that hybrid meetings might pose technical challenges.

The committee agreed that there should be further discussion of the issue at the Board.

10. ANY OTHER BUSINESS

There was no other business.

11. DATE OF NEXT MEETING

The Chair noted that the next meeting was scheduled for 3rd November 2021.

*The meeting closed at 7.05 pm.
Attendance was 87.5%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

S&P3-001	The Clerks to identify new possible training dates in September.
S&P3-002	The Clerk to seek trustee views on the areas of Education Policy that they would wish to see covered at the morning.
S&P3-003	The Clerk to identify possible online training resources for use by the Trustees.
S&P3-004	The Clerk to amend the draft of the QIP in light of the committee's discussions.
S&P3-005	The Clerk to circulate CVs of the successful External Trustee candidates to the other Trustees.
S&P3-006	The Clerk to approach Trustees about taking on the roles of Chairs of the Audit and Quality and Assurance committees.
S&P3-007	The Clerk to investigate with one of the new External Trustees whether he would be willing to take on the role, given his previous experience.
S&P3-008	The Clerk to discuss with the co-opted Trustee his term of office.

SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C	8	Quality Improvement Plan 2020/21 The committee did not consider that the draft QIP provided sufficient detail on the use of the Skills Audit to inform succession planning and that the QIP should be amended accordingly.