



## MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Virtual Meeting  
Thursday 4 March 2021, at 6.00 pm.

### **Present:**

Tim Oliver (Chair)  
Paul Collyer  
Dan Dean  
Ruth Seabrook  
Declan Mason  
Dan Hards

Ken Kehoe (Clerk)

### **1. REGISTER OF INTERESTS**

There were no declarations of business interests from Trustees.

### **2. APOLOGIES FOR ABSENCE**

Cindy Dawes sent her apologies for absence. Faith Owiny did not attend.

### **3. MINUTES OF THE LAST MEETING**

The minutes of the previous meeting of 4 November 2020 were approved as an accurate record.

### **4. MATTERS ARISING**

S&P1-001: Staff Code of Conduct to be amended in light of the Committee's discussion. **Done.**

S&P1-002: The Clerk to circulate a note to the Board of Trustees seeking a volunteer, preferably with local industry contacts, to take on the role of Link Trustee. **Done. Paul Collyer had volunteered to take on the role.**

S&P1-003: Daniel Hards to liaise with the Director of Progression Guidance as to how we survey and measure impact of Progression Guidance activity. **Dan Hards informed the Committee that**

- **The Compass Report and Gatsby benchmarks are an externally validated tool for measuring impact and completed with the guidance of our Enterprise Co-Ordinator and Adviser.**
- **We re-introduced the Progression Guidance SAR this year to ensure we QA activity in this area and set and review targets.**
- **Leavers will complete the sustained destinations survey this Spring and the present 6.2, will complete an intended destination when meeting one to one with their tutors this term.**

- **The Progression Guidance team survey students where possible in relation to accessing bulletins, Unifrog and support on offer.**

S&P 1 -004: Clerks to add staff presentation to the March Board agenda, should restrictions have been lifted and the meeting take place in College. **Deferred in light of the ongoing restrictions.**

S&P 1-005: The Principal to select and commission the presentation to the March Board meeting. **Deferred in light of the ongoing restrictions.**

## 5. COVID 19 UPDATE

The Principal updated the committee on the College's handling of the COVID 19 crisis. He said there were three key areas: re-opening; mass testing; and public examinations.

- **Re-opening** - He was proposing to continue with blended learning until the Easter holidays, with a full return onsite at the start of the next term. There were a number of reasons for adopting this approach: it allowed for the logistics of mass testing of the students; it allowed for greater continuity of teaching; it allowed for a period of adjustment for teachers and students, particularly the 6.1 students. There had been one substantive complaint from a parent and the Principal had discussed the matter with the parent.
- **Mass Testing** – This was an enormous undertaking with each student having 3 tests in the first two weeks. There were 16 staff on duty at all times to manage the testing. The Principal summarised the College's approach to scheduling test appointments and for continued teaching. He would welcome the Committee's views on this.
- **Examinations** – The Principal informed the committee that, unlike last year, teachers are not being asked to assess what students would have achieved in examinations but rather to assess what they can do based on a basket of evidence. Course teachers were developing plans for assessment, but it was important to note that there would only be a maximum of 10 weeks of teaching and it was important to maintain a balance between gathering evidence and supporting the students. There would be an internal quality assurance process with teacher assessed grades submitted to the Boards by 18 June. The results day was being moved forward to 10 August to allow for appeals before students dealt with Higher Education establishments. This posed two problems – first, the timetable almost encouraged appeals; second, the teachers that provided the teacher assessments were not contracted to work in August so it was not clear how and on what basis appeals could be carried out.

The Trustees made the following points in discussion:

- They agreed with the approach to mass testing that the Principal had outlined. The position should be reviewed if there are further developments.
- They asked whether each College/School would determine its own basket of evidence for each subject? The Principal informed them that this was the case so there would be little consistency across institutions, nor with previous years.

The Committee thanked the Principal for his update.

## 6. ADMISSIONS POLICY

The Principal introduced the draft Policy. As agreed at the last Strategy and Policy meeting, following analysis of the admissions data, the policy was essentially unchanged. There were a number of

typographical errors which he had forwarded to the Clerk but the main point that he wished to draw to the Committee's attention was that the draft had been strengthened to make clear that granting priority access to schools without sixth forms was at the discretion of the Trustees. This was to deter ad hoc requests from schools.

The committee agreed to recommend the draft Policy to the Board, subject to the correction of the typographical errors.

**Action:** Clerks to circulate the amended Admissions Policy for the next Board meeting.

## **7. REVIEW OF EQUALITY, DIVERSITY AND INCLUSION POLICY**

The Assistant Principal introduced the draft Equality, Diversity and Inclusion Policy, noting that the policy now included a focus on inclusion. It was important that all students and staff felt valued and included. The policy set out the College's intent while much of the detail was covered in the Staff and Student Handbooks. The Link Trustee, Ruth Seabrook, informed the committee that she had seen a previous draft and her questions had been addressed.

In discussion, Trustees noted that it would be important to keep the policy under review in light of suggestions that the Government may bring forward proposals in this area. It was also noted that the draft Policy referred to "the Corporation"; this would need to be amended.

The committee agreed to recommend the policy to the Board, subject to the amendment of the reference to "the Corporation".

**Action:** Clerks to circulate the amended Equality, Diversity and Inclusion Policy for the next Board meeting.

## **9. CONSTITUTION**

### **External Trustee Vacancy**

The Clerk confirmed that an advertisement for the recruitment of External Trustees would be going out the following week. The committee took note and underlined the importance of seeking candidates from under-represented groups. The committee asked that the advert be circulated to all Trustees so that they could draw it to the attention of any suitable candidates, particularly women and/or from the BAME community.

**Action:** 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.

### **Chairs of Committees**

The Chair noted that with the departure of two Trustees, there would be vacancies for the Chairs of two committees.

### **Members of the Trust**

The Chair informed the committee that the Members at their AGM had agreed to increase the number of members to 5. This was in line with the DfE recommendation. The Members had approached Paul Collyer and David Irving to fill the new vacancies; they had both agreed.

## 10. TRUSTEE TRAINING MORNING

The Chair noted that it had been agreed at the June Strategy and Policy Meeting that the Training and Development needs identified in the Trustees' Skills Audit should inform the Trustees' Training Morning. The three key requirements were:

- \* OFSTED
- \* Financial Oversight
- \* Education Policy and Standards

The external Auditor had held an online training session for Trustees and Members on the Trust's accounts on Tuesday 16 February. In light of this it was proposed that the training morning should focus on OFSTED/Education Policy/Standards.

The Chair also noted that the Training Morning was currently scheduled for 14<sup>th</sup> June. This is in Step 3 of the Government's recovery Roadmap; Step 4 would begin on 21 June.

In discussion, the Committee agreed that the Training Morning should be pushed back towards the end of June. This would take account of the extra pressure on the SLT at that time as a consequence of the requirement for teacher assessed grades and would offer the possibility of taking advantage of the relaxation of COVID restrictions. The committee also agreed that it would be useful to hear at the Training Morning from a college Board member that had recently undergone an OFSTED Inspection and to have an opportunity to have a tour of the College.

**Action:** 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.

**Action:** 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.

## 11. ANY OTHER BUSINESS

There was no other business.

## 12. DATE OF NEXT MEETING

The Chair noted that the next meeting was scheduled for 16<sup>th</sup> June 2021.

*The meeting closed at 7.05pm.  
Attendance was 75 %.*

Signed.....

Date.....

### SUMMARY OF ACTIONS

|           |   |
|-----------|---|
| 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.                                     |
| S&P1-005  | The Principal to select and commission the presentation to the March Board meeting.   |
| S&P2-001  | Clerks to circulate the amended Admissions Policy for the next Board meeting.   |
| S&P2-002  | Clerks to circulate the amended Equality, Diversity and Inclusion Policy for the next Board meeting.  |
| 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.   |
| 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. |
| 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.  |

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

| C/S | Minute | Topic   |
|-----|--------|---|
| S   | 5      | <p>COVID 19 Update</p> <p>The Trustees <u>agreed</u> with the approach to mass testing that the Principal had outlined. In particular, they supported his plan for mass testing of the students and continued learning.</p> |