

**APPROVED MINUTES OF THE ORCHARD HILL COMMITTEE MEETING HELD  
ON TUESDAY 7<sup>th</sup> JULY 2015 AT 5pm AT VPC**

**Present:** Mr D Hobday (Chair)  
Mrs K Cunningham  
Mrs M Humphreys  
Mr D Thomas  
Mr A Jordan-Diaper-Head of College

**Also present:** Tracey Goodsell-Clerk to the Governors  
Janet Sherborne-Executive Head, Learning Services  
Tracey Trotter-Executive Head, Business Services  
Jackie Van-West- Director Of Learning Support Services

The meeting was preceded by a Safeguarding training session from Jackie Van-West, Director of Learning Support Services. This involved input about Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), E-safety and radicalisation/extremism. Mrs Van-West also tabled useful information on the government's 'Prevent' duty which requires schools and colleges to have due regard to the need to prevent people from being drawn into terrorism. Mrs Van West said that it is important to recognise that now the College is offering more traineeships, there are students who could be subject to radicalisation and staff and governors must be aware.

Governors discussed the importance of ensuring that any area of concern should always be reported to the Safeguarding Lead. Mrs Van-West confirmed that she is the Safeguarding lead across the Family, Kirsty Cottrell is the direct Safeguarding Lead of the College. The Heads of Learning Centres are the Deputy Safeguarding Leads. The portfolio governor for Safeguarding is David Thomas.

Governors also discussed the issue of cyber-bullying and Mrs Van-West said that the College uses the 360° safe programme, which is a useful accreditation/audit tool.

Governors suggested that the Safeguarding leads for each setting should be included on the College's website. They also asked for the recently approved Safeguarding policy to be sent to the governors.

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Governors **RESOLVED** to thank Mrs Van-West for her presentation.

## **1. Apologies for Absence**

There were no apologies for absence.

## **2. Welcome and Introductions.**

Round the table introductions were made. Mr D Thomas was welcomed as a new governor.

## **3. Declarations of Interest**

There were no declarations of interest that had not been previously declared and recorded in the minutes.

## **4. Responsibilities of the OHC Committee**

Mrs Goodsell gave governors a refresher on the roles and responsibilities of this committee. She re-circulated the Schedule of Responsibilities document and encouraged governors to familiarise themselves with this document, which clearly sets out the delegated responsibility from the OHC Board of Directors to the OHC Committee.

She also reminded governors about the portfolio governance arrangements, whereby each governor is allocated a particular portfolio area. The clerk will arrange portfolio visits at least once a term. Currently, governors hold the following portfolios:

Mr Hobday-Ethos, Vision and Strategy

Mrs Humphreys- Teaching and Learning

Mr Thomas-Health and Safety, Child Protection and Safeguarding

Mrs Cunningham-Marketing and Business Development

There are currently vacancies for Finance and Resources and HR and Organisational Development.

Governors **RECEIVED** this update.

## **5. Constitution and Appointments**

Governors were advised that Joan Tobin who had been appointed as a governor at the last meeting, has now been employed by the College and is therefore no longer eligible to be a governor on this committee.

Governors noted that David Thomas has been appointed as a new governor and will assuming the portfolio role for Safeguarding.

There are two remaining vacancies for co-opted governors and one vacancy for a Parent/Family representative governor. Suitable candidates for these vacancies are being actively pursued.

Governors **NOTED** this information.

## **6. Minutes of the Last Meeting**

Governors **AGREED** and signed the minutes of the last meeting held on Tuesday 27<sup>th</sup> March 2015.

## **7. Matters Arising.**

### **i) Wider World Presentation**

Further to minute 9/15, governors **NOTED** that this information had been included in the Safeguarding training.

### **ii) Exclusions**

Further to minute 12.15, Mr Jordan-Diaper explained that there are currently two excluded students. One student at Beaconsfield had demonstrated a severe level of challenge and it may become necessary to seek a supported living placement for him. Mr Jordan-Diaper is negotiating with Social Services. Mrs Van-West explained that before the College had excluded this student there had been several strategies put in place including community courses, liaison with psychologists etc.

The other student had prevented people from leaving the building during a fire alarm. This student has been placed on a community access programme. The student's mother had originally been in agreement with this decision but has since put in a complaint. This is being dealt with by Ben Walsh, Deputy Head of the College.

Mr Jordan-Diaper said that there is one other student at Beaconsfield who is currently temporarily excluded due to a prolonged challenge. It had been necessary to involve the police and mental health team. There is an agreement that he will not attend College, but it may be necessary to count this as an exclusion.

**Action: Mr Jordan-Diaper to update governors next term.**

## **8. Head of College's Report**

### **i) Presentation**

Mr Jordan-Diaper gave governors a presentation on 'Overview of Progress' and made reference to his monitoring report.

He spoke about the focus on supporting new teachers. The College needs to ensure that there is more consistent grade 2 teaching. There is also a new simplified, appraisal system.

Governors asked whether lecturers in the College are trained teachers. Mr Jordan-Diaper confirmed that approximately half are qualified in secondary or post-16 education, the remainder are unqualified but are put on a teacher training course by the College. The PMLD sector is a notoriously difficult sector to recruit to. The College is already successful in 'growing its own' and needs to continue to explore ways to improve this by ensuring that working at the College is seen as a good career choice in terms of pay, conditions and development opportunities.

Mr Jordan Diaper then spoke about the 'School pod' system and some of the difficulties that are being experienced in terms of production of relevant data. The system is currently under review. The College is looking to develop ILPs that will work with the e-portfolios.

Governors reviewed the incidents and accidents graphs and noticed that the number of incidents are declining and good progress has been made. However, they also recognised that the nature of the incidents are more challenging. Mr Jordan-Diaper said that the centre with the most incidents of challenging behaviour is Beaconsfield and the College is supporting staff in that centre to manage this, as it recognised that this could have an adverse effect on their mental health and well-being. Mrs Van-West explained that the College has now employed a psychologist who is supporting students and teaching teams. The psychologist will be doing training with Learning Support Assistants during the summer holidays. Some staff are also being trained as Team Teach trainers. The College has also recruited a 'Tizard' trained behaviour specialist who has a Masters degree in behaviour support.. (Jack Tizard was a renowned psychologist for behaviour).

Mrs Humphreys asked whether there is more challenging behaviour at Beaconsfield and Lomond 'by design' i.e. are students with CB placed there as these centres are better equipped to deal with them. Mr Jordan-Diaper said that there is a changing cohort generally. Students who may previously have been in residential care are now coming to the College. There is also a lot of supported living accommodation locally. The College may need to consider the threshold of challenge that the College can manage. However, he emphasised that there are positives. The number of incidents are decreasing and the new psychologist is making an impact.

With regard to work experience, there is a changing profile. Many organisations prefer shorter placements so the College is linking with volunteer schemes, enterprise schemes etc. to look at alternative ways of managing work placements

Mr Jordan–Diaper went onto talk about other developments at the College including;

- a new e-portfolio being developed for September,
- a new Head of Learning Centre, Joan Tobin, at Beaconsfield.
- Looking at ‘Beyond a Label’ campaign with Mencap
- Looking at an advocacy scheme for Challenging Behaviour, ‘Big Talk’ with Leonard Cheshire
- Looking to simplify session plans, Curriculum group meets once a term.
- New teaching grading-DISC (Developing, improving , sharing and coasting)
- Continued development of Sharespace
- Student Charter (update for governors next term)

Governors **RECEIVED** Mr Jordan-Diaper’s presentation and report.

**Action: The Clerk to email the presentation to governors.**

**ii) Quality Improvement Plan**

Governors **RECEIVED** the Quality Improvement Plan.

**iii) Governor Dashboard and Risk Register (incl movement chart)**

Governors **RECEIVED** the dashboard and risk register (including the movement chart).

**9. Finance and Personnel Report**

**Finance**

Ms Trotter explained that there is a new price banding model which will apply across the Trust and will be sustainable for the future. Ms Trotter said that she is working with Mark Whitby, part-time Associate CEO on this project.

The transfer process to Charity status is progressing with the anticipated date for transfer being 1<sup>st</sup> August 2015. The balance sheet will show a pension deficit on transfer.

The IT and premises teams are working with the Heads of Learning Centres to ensure the buildings and resources are organised ready for the new academic year.

The development of the Shared Services is progressing well. In order to maintain the financial management of the College, operational and shared services posts may be appointed on a temporary basis.

**Personnel**

Mrs Sherborne said that preparation for the OHC transfer to charitable status is continuing. Mrs Sherborne confirmed that no objections had been received during the consultation period and the engagement from staff has been very positive.

A new HR database is being developed which will provide improved data for governors.

### **Training**

Information on staff training had been included in Mr Jordan-Diaper's report.

Governors **RECEIVED** the Finance and Personnel Report

### **10. Finance and Funding**

Ms Trotter had presented the management accounts and reported that the College has committed more of the reserves to capacity building and conversion. Once the College has converted to charity status, it will have to pay VAT on non-staff costs. There will also be higher pension costs. Therefore, the budget will look different upon conversion.

Governors **RECEIVED** the management accounts.

### **11. Premises. Health and Safety Report**

Ms Trotter reported that the College is finalising the lease for Beaconsfield. There have been Health and Safety Audits across all the College centres and no significant issues had been raised.

Governors **RECEIVED** the Health and Safety Report.

### **12. Presentation from Simon Gale-Head of E-Learning-Film Festival**

Simon Gale spoke to governors about the Film Festival that had been held that day. Students from the College and Carew Academy had entered film clips and he showed governors three examples. He said that next year, the College may link its Film Festival with the Wallington Music Festival. Governors were impressed with the quality of the films and noted that basic skills underpin the film-making.

Simon also showed governors the student magazine, which importantly, includes evidence of 'Learner Voice'. Simon said he had showed the student magazine presentation at the parents forum and parents had been very impressed

Governors thanked Simon Gale for his interesting presentations and congratulated the students on their achievements.

### **13. Accidents and Incidents Report**

Governors **NOTED** that this item had been covered under Mr Jordan-Diaper's report.

### **14. Portfolio reports**

#### **i) Teaching and Learning-Michel Humphreys-24.6.2015**

Mrs Humphreys had circulated her report. She said that she had met with Ben Walsh, the Deputy Head of College when they had discussed the rapid growth of the College and the Trust. Mrs Humphreys said that this is an exciting time for the College, with continued change and development taking place. They had also discussed recruitment and the issue of retaining good staff following an outstanding Ofsted inspection. She said that the continued development of the College and the Trust, together with good progression for staff is a good motivational factor for staff.

Funding was also discussed. Mr Jordan-Diaper confirmed that there has been growing demand for the College's BSI programmes. The political picture remains uncertain and further cuts to Social Services will have an impact.

However, governors recognised that because the College has had the foresight to diversify its provision i.e by offering traineeships, it is now in a strong position going forward.

Mr Jordan-Diaper spoke about the new Ofsted guidelines from September 2015 and governors agreed that it would be useful to invite John Prior, Principal of Carew Academy, to speak at the next governing body meeting about the proposed changes.

**Action: Mrs Goodsell to invite Mr Prior to the next meeting.**

## ii) Ethos, Vision and Strategy-Dave Hobday-12.6.2015

Mr Hobday had circulated his report. He said that he had met with Mr Jordan-Diaper when their discussion had focused on the lack of clarity around the new Ofsted framework and the need for the College to forward plan. The College will focus on the positive outcomes for the students. The College will continue to build on its strong reputation for outstanding quality provision.

Governors then discussed the issue of direct payments. Mr Jordan-Diaper said that the College will be working with families and local authorities to ensure that the money is being used to the best purpose.

Governors **RECEIVED** the portfolio visit reports and noted that the clerk will arrange visits for next term.

## 15. Policies

Governors were advised that, following the alignment of OHC and OHCAT, a review of all OHC&AT policies has been undertaken in order to align policy and procedure across the organisation:

- Admissions
- Compliments and Complaints
- Data Protection
- Equality and Diversity

Freedom of Information  
Health and Safety  
SEN  
Staff Code of Conduct  
Charging and remissions  
Child Protection (Safeguarding)  
Positive behaviour  
Relationships and Sex  
Supporting Pupils with Medical Conditions/Administration of medications etc

These policies were approved by the Orchard Hill Family Board at their meeting on 30.6.2015.

OHC&AT core/mandatory HR policies are being reviewed with external input prior to approval.

Governors **NOTED** this information.

**16. Suggested dates for Future Meetings**

The following dates were suggested for the next academic year:

Tuesday 10<sup>th</sup> November 2015 at 5.00pm at VPC

Tuesday 9<sup>th</sup> February 2016 at 5pm at VPC

Tuesday 14<sup>th</sup> June 2016 at 5pm at VPC

However, due to other commitments from some governors, it was **AGREED** that the date of the next meeting would be held on **Wednesday 11<sup>th</sup> November 2015 at 5pm at VPC.**

**17. Confidentiality**

There were no items of confidentiality.

The meeting closed at 6.50pm

CHAIR----- DATE-----