

Approved Minutes of the Orchard Hill Committee meeting held on Wednesday 11th November 2015 at 5pm at VPC.

Members: Mr D Hobday (Chair)
Mrs M Humphreys (Vice Chair)
Mr A Jordan-Diaper-Head of College
Mr R Adams (Parent Governor)
Mr D Thomas
Mrs K Cunningham (Staff Governor)

Also Present: Mr B Walsh-Deputy Head
Mrs K Cottrell-Assistant Head
Mrs J Sherborne-Executive Head, Business Services
Mrs A Rodman-Tay-Finance Manager-OHC
Mrs T Goodsell-Clerk to Governors

Governors received a presentation from Joshua Maple, a student from Bedzed who was joined by his lecturer, Chris Baker. The presentation was titled 'My well-being, extended relationships and the wider world.' Joshua introduce himself and spoke to governors about the topics he is learning about in College, including Britishness, Rights and Understandings, Learner Voice and Keeping Safe in Relationships.

Governors asked Joshua about these topics and how he was able to participate and learn about them. Joshua said that he visited lots of different churches exploring other beliefs and the College has also celebrated different cultural festivals such as Eid and Diwali.

Joshua said that he also plays football for Crystal Palace which helps him to learn about being part of a team.

Joshua said that he feels he is able to 'have his say' at the learner council meetings and this has also helped him to build his self-esteem.

He belongs to a friendship group and a man's group, where he has made new friends, meeting other students at the College's different sites.

Joshua said that he has learned about keeping safe in relationships and has worked with the e-learning team to learn how to stay safe on-line.

Governors thanked Joshua for his interesting and informative presentation.

1. Apologies

There were no apologies for absence.

2. Welcome and Introductions

Mr R Adams was welcomed as the new parent governor and introductions were made.

3. Declaration of interest

- i) There were no declarations of interest
- ii) Governors completed the annual declaration of interest form and passed them onto the Clerk.

4. Skills Audit Forms.

Governors completed their skills audit forms and passed them onto the clerk. They noted that the analysis of the forms will inform the committee on any gaps in skills on the committee and identify training needs.

5. Constitution and membership

- i) Governors were informed that Mr Hobday had indicated that he would be willing to stand as Chair until autumn term 2016. Other nominations were invited and none were received.

Governors **RESOLVED** to propose the appointment of Mr Hobday as Chair of OHC committee until the autumn term 2016, subject to the approval of the OHC&AT Board at their meeting on 26th November 2015.

- ii) Governors were informed that Mrs Humphreys had indicated that she would be willing to stand as vice chair until the autumn term 2016. Other nominations were invited and none were received.

Governors **RESOLVED** to propose the appointment of Mrs Humphreys as Vice Chair of the OHC committee until autumn term 2016, subject to the approval of the OHC&AT Board at their meeting on 26th November 2016.

- iii) Governors **NOTED** that a vacancy remains for a governor to fill the Finance and Resources portfolio. A potential candidate has been identified and is being followed up.

6. Minutes of the Last Meeting

The minutes of the last meeting held on 7th July 2015 were confirmed and signed.

7. Matters Arising

- i) Governors **NOTED** that further to the Safeguarding presentation from Mrs Van-West, the Safeguarding Leads have now been included on the College website.

ii) Governors **NOTED** that Mr Jordan-Diaper would provide an update on exclusions as part of his Head's report (minute 8 refers)

iii) Governors **NOTED** that Mr Jordan-Diaper would be giving a presentation on the new Ofsted framework as part of his Head's report..

8. Head of College's report

- Presentation-New Ofsted Framework (appendix 1)

Mr Jordan-Diaper explained that the new framework makes Safeguarding a high priority and is threaded through all four judgement areas. There is an emphasis on learner progress and development of mixed programmes.

Mr Jordan-Diaper said that he thought the College would receive a 2 day inspection because of the number of sites.

He said that it is not clear which type of provision the college will be categorised as and he is currently seeking advice on this.

Mr Hobday asked whether the College would be more likely to receive survey visits if it meets more than one of the provision criteria, and Mr Jordan-Diaper said that this could be the case.

Mr Jordan-Diaper said that the College must ensure that there is a good file of evidence ready for when Ofsted arrive. He said that he thought they would probably come sometime during the next academic year.

- Report

Mr Jordan-Diaper explained that the intention is to use the same format for his report as used by the Academy headteachers, so that there is unity in reporting across the 'family'.

Students:-

Enrolments for BSI are increasing and are indicative of the College's burgeoning reputation. Pre-traineeship numbers are slightly down, partly due to more competition. Mrs Sherborne commented that there are no Grade 2 providers in Southwark, so there needs to a focus there. RARPA is showing zero enrolments, which is due to SFA funding. These learners need to be moved into community schemes. The College will shortly be recruiting 7 apprentices as customer service reps and providing them with in-house training

Budget:

Tracey Trotter has left the College. Mr Walsh has been monitoring the staffing budget. The setting of the budget has been complicated this year because of the conversion from LA maintained to independent charity which has resulted in the College stretching its funding for 12 to 11 months. Despite this, the budget is on target.

Personnel:

Mr Jordan-Diaper commented that Ben Walsh (Deputy Head) and Kirsty Cottrell (Assistant Head) are key to the further progression of the College. The new Curriculum Lead team are receiving training on monitoring.

The College is continuing to use Brian Simpson as an external verifier.

Over the summer there were 7 teacher vacancies and Mr Jordan-Diaper has asked the HR team and Marketing team to review the recruitment and marketing policy with a view to improving recruitment difficulties. Despite these issues, early indications are that 80% of teaching should be grade 2 by December 2015.

College Improvement:

There are improving trends in RARPA results and the data will be included in the SARS.

Mrs Humphreys asked whether there is any foundation learning. Mr Jordan-Diaper said that the College will still use the entry continuum 1-10 even though the new government thinking is 'life without levels'. There was a general discussion about this and the difficulties this will pose. Mr Jordan-Diaper said that Ofsted's advice is to use 'best fit', which will mean interpreting in meaningful ways, using core skills and entry levels to move learners on.

In terms of observations of learning and teaching 100% of lessons observed were typically good or better.

Health and Safety:

Improvements were made to classrooms at Beaconsfield and Lomond over the summer.

College Events:

Governors were invited to attend any of the College events .i.e. Xmas extravaganza.

Risk Report

Mr Jordan-Diaper tabled his risk report, highlighting the data issues relating to tracking of learner progress, and that the ILP is not functional. The following short term actions have been put in place;

- New e-portfolio developed by e-learning team and a company called FARM and this is being piloted. It is hoped it will be ready by December.
- Continue to use School pod ILP using data code extraction for the rest of the year. Solveig Smith, the College's Database Systems developer, has developed a code to extract data per term, although this is time-consuming
- A core skills tracker has been developed by the MIS team to provide short term tracking system of development skills
- Temporary dashboards have been created.

Longer term, it is proposed to tender for the ILP and it is envisaged that Farm will tender for this work. Mr Jordan-Diaper stressed the importance of this being ready by Spring 2016, as the College will then be under the scope of Ofsted.

Governors agreed that whilst the College has used its best endeavours to extract accurate and meaningful data, this has proved time-consuming and recognised the need to have a system which produces the data quickly and accurately.

Mr Jordan-Diaper thanked Solveig for her continued efforts on this. Ofsted will be able to see that the College has tried to resolve this issue.

Action: The clerk to send governors an update on this matter by the end of term.

Mr Hobday asked what Ofsted will expect in terms of data and how can the College ensure the data provided is flexible to meet Ofsted requirements.

Mr Jordan-Diaper confirmed that the College produces monthly and termly data to cover every expectation. Behaviour data is reviewed monthly. Mr Walsh produces quantitative and qualitative data on trends of achievement. Mr Hobday was invited to meet with Mr Jordan-Diaper to review the current data.

QIP and SARS

Mr Jordan-Diaper explained that he had produced a SARS summary and is working on building the evidence base. He went through the summary of effectiveness, highlighting the following key points:

- The College is ahead in its core skills and study programme offers
- Teachers have been moved in where necessary. The College is strong on developing its teachers
- Excellent feedback from stakeholders
- Student charter is positive
- Governors' test and verify programme is robust, and will be developed further

He then spoke about the key areas for development including:-

- Expand the role of the cross curriculum group to drive up standards of teaching and learning across the College
- DETS training-Despite all candidates passing their DETS last year, the programme wasn't right for our teachers. A formal complaint was made to SCOLA and they have agreed to review it at the end of July. Mrs Sherborne and Mrs Van-West are attending a validation event with Canterbury Christchurch, from which the College will be able to run its own DETs, with an SEN pathway. The College hopes to become a centre of excellence for Canterbury.
- The appraisal system has been simplified, and has been based on Carew's model, which highlights the sharing of good practice across the Family.
- Entry programmes and Into work are being expanded.

Governors **APPROVED** the QIP and SARS.

- Safeguarding and Welfare report-Kirsty Cottrell

Mrs Cottrell talked through her report. She referred to the data on accidents and incidents. Governors noted that the highest rate of incidents were at Beaconsfield and asked what the reason for this was. Mrs Cottrell said that it is largely due to a change of cohort there. Some students who exhibit challenging behaviour are accessing community based programmes. School pod data show the trends, evidencing a high level of incidents in the morning, so HoLCs are looking at strategies to address this.

Risk assessments have been RAG rated. Tony Santos, Premises Manager, has updated the actions from the Health and Safety audit and this will now be rated as green. There will be an audit of all risk assessments and governors will receive a report on this next time.

Action: Mrs Cottrell to provide an update on risk assessment audits for the next meeting.

Mrs Cottrell is looking at examples for British values i.e. promoting safeguarding, PREVENT agenda, anti-radicalisations. It is anti-bullying week next week and there will be different workshops in the centres. Grooming and exploitation training has been delivered to staff

Mr Hobday asked what data governors are given to enable them to monitor incidents of bullying. Mrs Cottrell said that this has not previously been reported to governors. Staff need to monitor their individual classrooms. There are also learner and parent surveys.

Attendance is at 86% and this is monitored at monthly safeguarding meetings. The improvement in attendance can be largely attributed to alternative timetabling. Student councils are linking with local groups such as 'speak up Sutton'.

There is a new sex and relationships curriculum.

Themed weeks are planned for this term.

Partnership projects-Data is being collated on a central system.

- Monitoring report-Ben Walsh

Mr Walsh explained that each HoLC monitors their own centre on a monthly basis and all have an Ofsted ready folder. Senior management are visiting centres and classrooms, carrying observations of learning and teaching. The college is currently operating at Grade 2, which is good considering the number of new staff.

With regard to the Capability/sickness/performance concerns, Mr Walsh stressed the importance of monitoring this carefully as the College has grown so quickly.

Exclusions statistics are included in the Behaviour monitoring/Trends, and whilst this goes against the ethos of the College, funding agencies are pushing for Colleges to do this. The Exclusions policy is being reviewed.

With regard to the budget, Mr Walsh said that individual centre budgets are still to be confirmed.

Feedback from stakeholders is largely positive.

Governors **RECEIVED** all the reports and thanked Mr Jordan-Diaper, Mr Walsh and Mrs Cottrell for the information provided.

9. Finance and Personnel Report

Mrs Sherborne presented this report and said that the longer term aim is to produce this report in a different format which will show impact data that can be triangulated with other relevant documents and reports.

Governors **RECEIVED** the Finance and personnel report

10. Staff Development (CPD) Report 2014-15

Mrs Sherborne presented this report. She said there is much to celebrate in terms of staff development in the College, with 46% of staff being promoted last year.

Governors **RECEIVED** the Staff Development report.

11. Finance and Funding

Mrs Rodman-Tay, Head of Finance, explained that the College converted to independent charity on 1.10.2015. The College will be audited at the end of November. Further information on the budget will be presented at the next meeting.

Mrs Rodman-Tay also informed governors that the College contract with Vodaphone(its management company OneCom) is coming to an end and the College intends to renew it at a cost of £70k over two years.

She also said that from the date of transfer to charity status on 1.10.2015 the College now has its own insurance cover at a cost of £79k for three years.

These two amounts have been approved at the CEO's Strategy, Planning and Action Group.

Governors noted that economies of scale can be achieved across the Family.

In future, governors will receive management accounts for information, the Family Board will approve the overall budget.

Governors **NOTED** this information.

12. Premises, Health and Safety Report

Governors **RECEIVED** the Premises, Health and Safety report.

13. Portfolio Visit Reports

i) Ethos, Vision and Strategy

Mr Hobday said that he had discussed the College's mission statement with Mr Jordan-Diaper which needs updating and displayed throughout the centres.

Mr Jordan-Diaper said that the College's mission is to provide local provision to enable students to reach their potential and achieve meaningful outcomes. Mr Thomas commented that, during his visits to the College, the community work is very apparent. The focus is not only on the College but the wider local community. Students are learning in context.

Mr Jordan-Diaper said that it is important to consider the views of parents when looking at the mission statement.

The College is also developing its Sex and Relationships curriculum offer.

Action: Mr Jordan-Diaper to invite Ric Adams, new parent governor, into College to discuss the mission statement and the Sex and Relationships offer.

This will be further discussed at the next committee meeting.

Mr Hobday said that he had also discussed the issues regarding data extraction with Mr Jordan-Diaper and the need to ensure that this is rectified as soon as possible.

ii) Teaching and Learning

Mrs Humphreys said that much of what she had discussed with Mr Walsh had been covered during this meeting. She said that she had been impressed with the new documentation which is being shared across the family. She particularly commented on the inclusion of 'good news' stories that are now included in all monitoring reports.

They had also discussed peer assessment and developing teaching staff to share good practice and also the new Ofsted implications.

iii) Safeguarding.

Mr Thomas said that he had met with Mrs Cottrell. This was his first portfolio visit so they had had a general discussion on how the College manages safeguarding and keeps its learners safe. They had discussed personal budgets. They had also discussed Behaviour Watch and how that is escalated for particular learners. Mr Thomas commented that it is a very transparent and robust system. They had also discussed deprivation of liberty which he said is handled in an effective and dignified way/

iv) Marketing

Mrs Cunningham said that she had met with Alice Irvine, the College's Marketing Manager and they had discussed the role of the Marketing Department across the Family. They also discussed the changes that have been or will be happening in terms of marketing in response to the College's new charitable status and future plans for the department include exploring patronage and philanthropic sponsorship.

Governors **RECEIVED** the portfolio reports.

14. Policies

Governors were advised that the following OHC&AT HR policies have now been reviewed and will be approved at the Orchard Hill Family Board on 26.11.2015:

Appraisal
 Capability
 Dignity at Work
 Disciplinary
 Disclosure

Family Friendly Suite of policies including:

- Additional Leave
- Adoption Leave
- Childcare Vouchers
- Maternity Leave
- Paternity Leave
- Shared Parental Leave
- Unpaid Parental Leave

Flexible Working

Grievance

Health and Wellbeing

Induction and Probation

Lone Working

Managing Sickness and Absence

Pay

Recruitment and Selection

Reorganisation, Redundancy and Redeployment

School Teacher Cover

Whistle Blowing

Clerk's note: Subsequent to this meeting, three further policies have been aligned and will be approved by the OHC&AT Board on 26.11.2015;

Fraud

Conflict of Interest

Health and Safety (Previously aligned but amended to reflect recommendations following a Health and Safety Audit)

15. Programme of Work 2015-16

Governors **RECEIVED** the Programme of Work for 2015-16.

16. Dates of Future Meetings

Governors confirmed the following meeting dates;

Tuesday 9th February 2015 at 5pm at VPC

Tuesday 14th June 2016 at 5pm at VPC

17. Confidentiality

There were no confidential items.

The meeting closed at 7.10pm

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