

**Minutes of the Orchard Hill Committee meeting held on Tuesday 14<sup>th</sup> June 2016 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)

\*Denotes absence

Also Present: Mr B Walsh-Deputy Head  
Mrs A Rodman-Tay-Head of Finance-OHC  
Mrs F Ganderton- Clerk to Governors

**1. Apologies**

Apologies for absence were received from Janet Sherborne (Executive Head, Services), David Thomas, Karen Cunningham (Staff Governor) and Kirsty Cottrell (Assistant Head).

**2. Declaration of interest**

There were no declarations of interest

**3. Constitution and Appointments**

Governors **NOTED** that a vacancy remains for a co-opted governor with the Portfolio remit for Finance and Resources. Mr Jordan-Diaper suggested there was a potential candidate from Bedlesford and the Clerk agreed to follow this up.

**Action: Clerk to follow up on potential finance portfolio governor from Bedlesford**

**4. Minutes of the Last Meeting**

Governors **AGREED** and signed the minutes of the last meeting held on Monday 21<sup>st</sup> March 2016.

## 5. Matters Arising

- i) Further to minute 6, Mr. Jordan-Diaper confirmed that data management remains a key target for completion by the end of term. In-house options have been explored by the MIS team who believe a Sharepoint ILP will be a good solution. There will be a further update next term.
- ii) Further to minute 6e, Mr Walsh confirmed he would cover this under item 8.
- iii) Further to minute 6f, Mr Jordan-Diaper confirmed an updated monitoring report was included with the agenda.

## 6. Head of College's Report

Mr Jordan-Diaper highlighted the key points of his report as follows:

### a) Overview of Students

Mr Jordan-Diaper confirmed there are 293 students on roll, and there are no significant issues with retention which remains strong. There are 15 students on reduced timetables and are part of the safeguarding monitoring which is taking place. Attendance levels were on target at 88%.

Mr Jordan-Diaper went on to say that there were 210 applications made for courses for 2016-17, although this has now dropped to 184 which is due to the amount of increased provision being offered by competition.

Mr Hobday queried why the report referenced 360 students on roll, but that the total current student number then came out at 293. Mr Jordan-Diaper agreed it was confusing, and indicated the discrepancy could be due to a system error related to part-time courses. He confirmed he will look into the issue and resolved to fix it.

**Action: Mr Jordan-Diaper to look into the discrepancy over student numbers and report back at the next meeting.**

### BSI Overview

Mr Jordan-Diaper explained that since he last reported to the GB there had been an increase in competition, as Michael Tippett School had approval to run post 19 courses for students with complex and profound needs. This led to 8 students being withdrawn from proposed recruitment numbers at Lomond and was likely to lead to minimal numbers being recruited from this school in the future. He said that he had misgivings about whether this new provision is in the best interests of the students but that Lambeth were keen to press ahead. He added that whilst OHC was on target to have more students than in 2015-16, he recognised they needed to work harder.

Mrs Humphreys asked if it was just Lambeth that were offering increased services. Mr Jordan-Diaper confirmed that Linden Lodge in Wandsworth

were also opening up provision. Despite this, Mr Jordan Diaper said he was confident the Lomond centre would reach its targets. He also didn't think many schools would follow Michael Tippett as it does encourage an imminent Ofsted Inspection.

Mr Hobday asked if the college would need to specialise more. Mr Jordan-Diaper said the College needs to get smarter and he and Mr Walsh were working hard to remain attractive to LAs and negotiate the lowest possible price for students. Mr Walsh explained that the banding for each full time student studying 24 hours per week was approx. £40-50K per year. Where colleges are smart, they are cutting their ISP by £10-20K. Where they have students with complex needs they are trying to be completely transparent.

Mrs Humphreys queried if the levels of banding were documented by the college. Mr Walsh confirmed they have an agreed set cost and this is similar for every provider in every borough. However, Mr Walsh went on to say that the LA understand that the banding is not a blanket cost and that the college is willing and able to have a dialogue, which makes them more attractive.

### Workstart Overview

Governors **NOTED** that there is competition from other colleges for students who have accessed their Workstart programme. South Thames, Lewisham, Carshalton and Kingston colleges are all potentially likely to offer this provision. There is however a lot of effort being put in to advertise these courses and extend their links. Mr Jordan-Diaper said there were 10 students who had been offered places on traineeship courses in SW London. He added that with the new provision opening up in Hillingdon, they are expecting well above 50 students. However, they will still be under target for September. Mr Hobday said that as there is not enough provision in this area, it was helpful that other places were extending their own provision. Mr Jordan-Diaper said that they may need to restructure their Workstart team as it was quite large, although for now they are committed to get students in. He will offer a further update in the Autumn.

Action: Mr Jordan-Diaper to provide an update on Workstart next term

### Leadership and Management Issues

Mr Jordan-Diaper highlighted to the governors the amount of positive work taking place. The college had had an inset day which focused on Safeguarding and Prevent (which links to a presentation he would run through with governors later in the meeting), The Deputy Head is now a registered Ofsted inspector and the Assistant Head has become an external trainer to community and police teams working locally with SEN adults. Both have also recently completed their SLT training.

Mr Jordan-Diaper said that there had also been a lot of work done on supporting Teaching and Learning in the centres. John Prior, new OHC&AT Executive Head, Quality and Development had carried out a visit at

Beaconsfield recently, by far the strongest centre, and was very pleased with what he saw, which included good to outstanding teaching and learning and excellent relationships between staff and students. What hadn't worked so well included staff reinventing the wheel over lesson plans and some of the paperwork needing to be simplified to track learning. Mr Jordan-Diaper concluded that the management of the centre is consistent and effective. OTH will be the next centre to receive a monitoring visit and findings will be reported to the GB in the Autumn.

Action: Mr Jordan-Diaper to provide an update on monitoring visits next term

Mr Jordan-Diaper said that with the monitoring scheme in place, the centres are all expected to be good to better from July. There are however a lot of teachers that are new and inexperienced, or unqualified and OHC standards are very high. He explained that from September 2016, all of these teachers will be able to access their CCU DETS programme for post 16 teachers. There has also been the recruitment of 7 new teachers to cover all vacancies, and 4 of these are qualified. This news was well received by the governors. Mrs Humphrey's asked how many places were available on the DETS programme. Mr Walsh confirmed there are 15 and all have been filled internally this time. He said it was an excellent way for lecturers to get trained and there will be a regular cohort of 15. Mrs Humphreys said there are not many college providers that offer this training and it was a fantastic offering by the college.

#### Feedback from staff

Mr Jordan-Diaper reported that feedback from staff was positive with 91% being satisfied working at the college. Progress is being made on issues, and there is a staff wellbeing week planned for July which will bring staff together to improve morale and team spirit with activities planned such as cycling, yoga and dancing. This has been well received by staff. Mr Hobday asked about staff retention. Mr Jordan-Diaper said he would cover this item under the HR report but highlighted that therapists in particular were hard to retain because there was no progression for them and they were not always confident working with a younger cohort.

#### Management of Data on Progress and Achievement

Governors **NOTED** this remains a key target, although School Pod data of ILP and behavioural monitoring products has been disappointing. OHC will be ending their association with the company in July and have found a solution by developing their own ILP/core skills tracking system within the Sharepoint system. This will allow them to track outcomes/destinations; long term targets; support for transition; key objectives and core skills; study programmes; therapy and nursing input and reporting on yearly progress. Initial pilots look positive and work is progressing to have the system functioning for ready for September.

Governors **RECEIVED** the Head of College's report.

b) Quality Improvement Plan (QIP)

Governors **NOTED** the key points raised by Mr Jordan-Diaper:

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The performance and appraisal system is going online and all Line Managers will be able to access it.

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There is a lot happening on teaching and learning. Mr Jordan-Diaper said that he has been on contact with a PMLD specialist at Beaconsfield and he has agreed to help look at post 16 and 19 provision. He is also looking for someone to help with higher level maths and English – potentially champions that could move across the provision.

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SRE has been adapted to different student cohort groups, resources and themes and the college will involve parents more from September.

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Mrs Humphreys requested further information on how the GB can test and verify. Mr Jordan-Diaper suggested governor visits before the end of term to view students work, talk to staff and use the 'key questions' referenced in the QIP. Mr Jordan-Diaper and Mr Walsh agreed that the questions referenced could be simplified further and agreed to do this.

**ACTION: QIP Key questions for governors to be further simplified ahead of their visits.**

**ACTION: Clerk to circulate potential dates to GB to come in to OHC for a visit.**

Presentation on Prevent

Governors **RECEIVED** a video presentation of how Prevent is working for students. The video, which is a resource people can use, demonstrated the work students have recently done on demonstrating how to be safe in public places, how to manage safe friendships, how to be vigilant and strategies for coping.

**ACTION: Clerk to circulate video links to GB.**

Governors **RECEIVED** the QIP.

c) Dashboard

Governors **NOTED** that learner attendance had dropped between the Autumn and Spring term, and had done so significantly with RARPA students. Mr Hobday queried this and Mr Walsh said that it could be linked to transport issues, or because the courses run non-term time, in the evenings

or the holidays. He explained that if a couple of students miss a day or two it can affect the figures quite adversely.

Governors **NOTED** staff sickness levels which appeared low. Mr Walsh confirmed that anything under 6% was a positive and manageable.

Governors also **NOTED** that the college will be moving from the school pod system to a more simplified version of tracking as the current dashboard figures were not really reflective of the whole story. The governors welcomed this news and felt better information was required to demonstrate the reasons behind the figures, for example, the level of positive behaviour incidents and the reasons for them.

Governors **RECEIVED** the Dashboard.

c) Safeguarding and Welfare Report

Governors **NOTED** Miss Cottrell's report which has a RAG rating of green for the summer term. Attention was brought to item 1d – Incidents of Positive Behaviour and the 'You Said, We Did' survey. Mrs Humphrey's queried what the feedback was from students about their courses. Mr Jordan-Diaper agreed to ask Mrs Cottrell to provide this information next time.

**ACTION: Mrs Cottrell to provide this information for the next meeting.**

Mr Jordan-Diaper brought governors attention to The Orchard 'Our House' newsletter and asked to have a copy sent to governors.

**ACTION: Clerk to circulate spring edition of the newsletter to GB.**

Governors **RECEIVED** the Safeguarding and Welfare Report.

d) Centre Monitoring Report

Governors **RECEIVED** the Centre Monitoring Report.

## 7. HR Report

Governors **NOTED** the overview of staff working at the college and the variances which included the dominance of females to males. Mr Jordan-Diaper said that more males were required, particularly because of the challenging behaviour they experience with some students. He went on to say that there was concern about staff retention at the beginning of the year, but it is less of an issue now. As the survey indicates, students get to mix with a diverse range of staff. Mr Hobday commented that the report demonstrated a good retention of staff.

Governors **RECEIVED** the HR report.

## 8. Training Report

Mr Walsh told governors training had been a big focus for the college and all staff have completed mandatory training and the focus was now arranging

training for staff starting in September. Governors **NOTED** that two experienced Team Teach trainers were leaving. Mr Walsh said that they were planning to use staff from the new DET course for these roles as the trainees were obligated to stay at the college for two years.

Governors **RECEIVED** the Training report.

## **9. Health and Safety Report**

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

## **10. Portfolio Visits**

Governors **RECEIVED** the following Portfolio Visit Reports:

- Ethos, Vision and Strategy – Dave Hobday
- Teaching and Learning – Michele Humphreys
- HR – Ric Adams

Within Mrs Humphrey's Teaching and Learning report she suggested that if the Heads of Centre knew more about the college as a whole it would benefit students. Mr Jordan-Diaper said they were trying to achieve this but resources were contracting. Mrs Humphreys said this would hopefully allow for better efficiency.

Mr Hobday queried the destinations for Year 3 students and felt it needed to be a focus. He said that there needed to be a real push to get students in at community level with mainstream organisations and community based organisations. Mr Jordan-Diaper said he would ensure the GB received the outcome reports on where the students are going at the end of term.

**ACTION: Clerk to circulate outcome reports for the Autumn GB meeting.**

## **11. Finance and Funding**

### **Finance and Funding**

Mrs Rodman-Tay informed governors that the College was still forecast for an in-year deficit but £395k of reserves had been carried over from last year. She said they were on the right path and if continued in the same way, the College will be able to carry some reserves forward into next year. Mr Adams queried the reserves. Mrs Rodman-Tay explained that there were enough reserves currently to cover the deficit as the college as a whole is being diligent and resources were being optimised. For example, OHC are sharing internal auditors with OHC&AT.

Mr Adams asked about OHC committee and OHC board budget responsibilities and Mrs Rodman-Tay confirmed that the responsibility for budget approval sat with the OHC Board but that the OHC committee is able to question and challenge, this would be fed through and addressed

by the Board.

Mr Hobday asked the reasons behind the budget deficit and whether appropriate financial monitoring was in place. Mrs Rodman-Tay explained the main reasons being inappropriate budget assumptions used at the budget setting stage and the impact of irrecoverable VAT on agency staff and that careful financial monitoring is in place across the whole College. Mrs Rodman-Tay said that May management accounts are already showing some savings which has been achieved through careful monitoring. She added that the 2016-17 budget was being prepared and will be circulated in due course. Mr Jordan-Diaper suggested pushing back future summer term meetings to July so that the GB can have sight of the budget at the meeting.

**ACTION: Clerk to look for an appropriate date for the summer term meeting.**

The governors **RECEIVED** the Management Accounts.

**12. Dates of Future Meetings**

Governors **NOTED** the dates of future meetings as:

- Tuesday 15<sup>th</sup> November 2016 at 5pm at VPC
- Tuesday 7<sup>th</sup> March 2017 at 5pm at VPC
- Tuesday 11<sup>th</sup> July 2017 at 5pm at VPC (TBC)

**13. Any Other Business**

There were no other items of business raised.

**14. Confidentiality**

There were no items of confidentiality.

The meeting closed at 7.04 pm.

CHAIR-----

DATE -----

