

**Minutes of the Orchard Hill Committee meeting held on Tuesday 7<sup>th</sup> March 2017 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 Suzanne Hersey - Director of Finance-OHC  
Mr Renato Marques - Head of Learning Centre, Lomond House  
Mrs Indy Sunner - Head of Learning Centre, Old Town Hall  
Mrs F Ganderton - Clerk to Governors

**1. Apologies**

There were no apologies for absence.

**2. Declaration of interest**

There were no declarations of interest.

**3. Constitution and Appointments**

Governors **NOTED** that a vacancy remains for a governor with the Portfolio remit for Finance and Resources.

**4. Minutes of the Last Meeting**

Governors **AGREED** and signed the minutes of the last meeting held on Tuesday 15<sup>th</sup> November 2016.

**5. Matters Arising**

i) Further to minute 14, Mrs Humphreys and Mr Hobday said they are unable to log in to the governors' portal. The Clerk agreed to provide further log-in details and explore the issue if it remains unresolved.

**Action: Clerk to ensure Mrs Humphreys and Mr Hobday can successfully access the governors' portal.**

**6. Head of College's Report**

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

## **a) Overview of Students**

### Pupil Numbers

Mr Jordan-Diaper confirmed there are 268 students on roll, which demonstrates a healthy position, despite the current pressures regarding funding. Numbers for 2016-17 are continuing to grow, and the college has recruited 47 RARPA students since the November report. These are undertaking a 10 week programme supporting students to access voluntary, community and work skills.

### Retention and Completers

Overall the retention is 99% for EFA students and 91% for Workstart students. 2 EFA BSI students have completed their course as their funding ceased on reaching their 25<sup>th</sup> birthdays. One SFA traineeship student successfully completed the course early after finding employment.

### Attendance, engagement and retention of students

Mr Jordan-Diaper said the college has taken on traineeship students – 2 working on reception and 1 in digital learning. It is important to ensure that they receive the right support to enable their success. He added that he, Ben Walsh, Kirsty Cottrell and Re-ato Marques had developed a bespoke behaviour policy to allow close engagement. Outreach work is undertaken, which he said was most appropriate for these traineeship students.

Mr Jordan- Diaper said that with regard to the monitoring of learners, the referrals to social services is no greater than previously. It has been necessary to let 2 students go because of the level of challenge they were presenting with. This had been overseen by the Local Authority. Mr Hobday said he was struck by the number of new referrals at Lomond House – which stood at 10 between September 2016 and February 2017. Mr Jordan-Diaper clarified that a lot of referrals related to the level of support required from social services. There are a several challenging students that require a high degree of support. Mr Marques added that staff were doing a great job managing these students and students were feeling very supported.

### Looking Ahead – Recruitment and Facilities Issues

Mr Jordan-Diaper said that with the future changes to post 19 funding, it is difficult to predict how things will look in 2-3 years' time. Dr Caroline Allen, Ben Walsh and himself had presented this new pricing structure to most local authorities and it had been received positively. Mr Jordan-Diaper went on to say that the new 9 tier banding structure will involve reducing the pricing for some less challenging students and increasing the numbers of students in classes from 6 to 9. He added that a review of staffing, rooms and facilities will also be required in order to accommodate these changes.

### Overview of Banding System and Work with LAs

Mr Walsh tabled a paper 'Banded Structure Fee for 2017-18 for High Needs Students Specialising in Challenging Behaviour – Autism Social, Emotional, and Mental Health Profound and Complex Needs'. Governors **NOTED** the 9 differentiated levels and associated funding. Mr Walsh said that this latter provision is geared at residential settings and LAs are reluctant to fund it, preferring localised provision such as OHC to provide it. He said the document had been agreed and signed by the LA,s.

Mr Walsh tabled another paper entitled 'Assessment Survey'. This document, designed by OHC, allowed for a scoring system based on the information in the EHCP. This is a bespoke service for OHC. This document has evolved over a period of time, and it could be used by other specialist provisions. Mr Thomas asked if the document is sent directly to a learner. Mr Walsh explained that OHC works with approximately 25 local authorities and they all use different processes to source a place. The EHCP and other relevant documents are sent to the College. OHC plans to employ someone specifically to screen these documents and then complete the assessment.

Mr Thomas asked about the length of time funding is applied for. Mr Walsh said that for 3 year courses all funding is agreed per year or per term, and students may then move between bands, which would effectively cost the LA less money. He added that the system was designed to allow for each student to have 4 or 5 assessments by the end of their time with OHC.

Mr Walsh said staff had been very involved in developing the system and are keen to start using it. Mr Hobday asked if it would be introduced for September 2017. Mr Walsh confirmed it will be used for Year 1 students from September 2017. Students in Year 2 and 3 will maintain their agreed level of funding. Governors **WELCOMED** the Assessment Survey, commenting on the clarity and detail of the document.

Mr Jordan-Diaper referred back to his report. He informed governors that the College's new approach to funding is supporting strong potential recruitment figures, particularly for Pentland, Beaconsfield and Lomond. He said that students will be moving out of Pentland Field transferring to a new centre. He, Ben Walsh, Stephanie Hill (OHC&AT Director of Business Services) have been working hard to find a new facility and are confident they have found a site close to Uxbridge that can accommodate the increased demand they are seeing in the area.

Mr Jordan-Diaper said that he and Dr Caroline Allen are also working with Croydon LA on a new site in the Croydon area to better support students who travel into their Wallington provision.

Mr Jordan-Diaper said that the college has had to retender for its SFA contract which includes their Traineeship Into Work and RARPA provision. All training providers who have a contract of services with the SFA have had to retender due to EU procurement rules. This tender was submitted on 24<sup>th</sup>

February and the outcome will be known in June. He said that related to this, due to the increase in competition, numbers of traineeships dropped last year and he is talking to HR about a potential restructure for September. Mr Jordan-Diaper said he will update governors at the next meeting. The college has however bid for a slightly increased SFA contract value of £1.4m and this will provide opportunities to look at how SFA provision is delivered. Mrs Humphreys asked why there was a lack of funding. Mr Jordan-Diaper explained that when budgets are cut, colleges look for alternative ways to bring in money to do what they can to survive, hence the increase in competition.

## **b) Leadership and Management**

### SEF Framework

Mr Jordan-Diaper explained that the college is moving towards an SEF framework for reporting on progress within the SARs and QIP documents. Case studies are being used within the document to make it more meaningful. Governors **NOTED** that Mr Jordan-Diaper will bring an updated version of the SEF to the next meeting.

### SLT and Management Changes

Governors **NOTED** that there have been some significant changes within the OHC leadership team. Mr Walsh has successfully secured a head teacher position at St Philip's School, which is an OHC&AT Academy in Kingston. Mr Jordan-Diaper informed governors that Mr Walsh had done an excellent job at OHC and wished him well for the future. Also, Mr Thomas, currently Head of Lower School at Carew Academy, will be taking on the OHC Deputy Head role. Kirsty Cottrell will continue as Assistant Head on her return from maternity leave in June. In addition, Mr Jordan-Diaper said that Mr Marques and Mrs Sunner have been temporarily promoted to job share Kirsty Cottrell's post until she returns. He added that they had both made significant contributions and had helped support the completion of the ILP/Core Skills and Matrix reporting systems. Finally, Mr Jordan-Diaper informed governors that Kathrine Everett, Head of Assessments and Placements, has resigned to take up a position at Surrey County Council. The College is currently exploring how best to cover this post in the future and governors will be updated in due course once key costs and a job specification had been completed.

Mr Hobday, on behalf of governors, expressed his thanks to Mr Walsh for all the hard work he had put into the college, and offered congratulations to Mr Thomas.

### HoLC Review

Mr Jordan-Diaper said HoLCs continue to make good progress in the leadership and management of the centres. HoLCs are assessed using the

performance grading system. All were assessed as being good with 2 HoLCs demonstrating some aspects of outstanding leadership.

### Training Update

Mr Jordan-Diaper said the Canterbury Christ Church University DET programme was progressing well, with observation reports and staff feedback very positive on the impact the programme is having on the quality of teaching and understanding of the planning and assessment process. He said he was impressed with the standard of teaching, despite the fact staff are not yet qualified. He had observed one particular lesson yesterday that was outstanding. There is a positive attitude reflected throughout the College.

Governors **NOTED** that there were a couple of training gaps that need to be addressed. The first is the need to extend safeguarding competence and leadership within the OHC SLT team. Enhanced leadership safeguarding training will be provided in the summer to better support Mr Jordan-Diaper and Kirsty Cottrell in their roles. A further gap is the requirement for an Ofsted nominee to be able to present to Ofsted, once Mr Walsh leaves.

Mr Jordan-Diaper said the compilation of providing a record of training is ongoing. He will update governors next time.

**Action: Mrs Jordan-Diaper to provide governors with an up to date training record for OHC at the next meeting.**

### MIS Student Reporting

Governors **NOTED** special thanks to Solveig Smith in the MIS team, along with Indy Sunner for a completed ILP and Core Skills system. Mr Jordan-Diaper said that teachers are now using the system and he hoped that all historic data from last year and this year will be ready for governors to view at the next meeting.

### Overview of Core Skills and ILP System

Indy Sunner explained this system had been introduced this term for use by teachers and parents. The system has been well- received because it allows for easier completion of student profiles and tracking. The system contained all courses and EHCPs along with the destinations for each student. It contains 4 areas of the curriculum and outcomes and lecturers are expected to complete it termly. The data includes objectives, makes it easier to compare across terms, allows for additional documents to be attached and reports for parents are produced from it.

Mr Hobday asked if this system links with the initial assessment. Mr Walsh said this not the case at the present time but it is anticipated that this will be the case eventually . Two documents will be presented at annual review – one looking at the curriculum and the other looking the support needs. Mr Thomas asked if it was moderated. Mr Jordan-Diaper said that comparisons

are made with other provisions and this will continue to be monitored. He explained that there are PPA days at the start of every term and they will need to continue to use these days for monitoring. Mr Marques told governors that this system is also helpful as it gives new lecturers a good overview of the curriculum. Mrs Sunner also said that the key areas in the Core Skills, which is the learners baseline, will feed into their Progress Over Time. Mr Marques said that the seven core skills areas allow lectures to plan the curriculum week by week. My Hobday said it was a great way to record and use data. The overview of Core Skills and ILP System presentation was **WELL RECEIVED** by governors.

### **c) Quality Reporting**

Governors referred to the Data Dashboard and **NOTED** that student levels of achievement are approximately 85-90%. Mr Jordan-Diaper informed governors that he will meeting with Mr Prior to discuss how best to tie in Progress over Time data with the study programme.

Mr Marques referred governors to Behaviour Incidents. He said that students from residential services are presenting with the highest behaviour needs.

### Understanding the Matrix System

Mr Marques highlighted that the new Matrix system is being used by staff and allows them to 'RAG' rate incidents and offers a more accurate reflection. It also means staff can intervene immediately and support a situation quickly. He explained that the number of red incidents are decreasing due to better management of these instances and appropriate staff intervention. The system allows staff to look at the type of episode, the frequency, level of intent and the pattern. It therefore allows the college to look at the reasons for the challenging behaviour. Once the details are put into the system, it will offer a score which indicates a RAG rating of red, amber or green. The system takes into account the notion of intent and the cumulative impact of lower level impacts. It therefore supports managing risks appropriately. As a college, it is important to ensure that staff felt supported for example by swapping them around, in order to support challenge positively.

Mr Hobday said the move from School Pod to Matrix appeared to be a positive improvement. It was **WELL RECEIVED** by governors.

### Data Dashboard

Mr Jordan-Diaper referred to Staff Typicality on the dashboard. Mr Thomas' focus will be to support staff, particularly new and inexperienced staff to develop their teaching further . Staff typicality is currently reflected at 6% Outstanding, 85% Good. Mr Jordan-Diaper said he would like to see improvement on these figures to 40% Outstanding and 60% Good. Mr

Thomas asked if the same teachers were typically delivering outstanding lessons. Mr Jordan-Diaper said there were some inconsistencies partly due to the level of experience the lecturers have. Mr Marques added that it is often only small changes required, such as differentiation, and consistency over time and he was confident that this target could be achieved.

Mr Jordan-Diaper highlighted the key areas for governor visits at OHC, through to May 2017. These included a visit to a work experience placement, a cross college advocacy forum and a workstart observation. He asked governors to feed through to Tracey Goodsell, any further training requirements they had. Governors **AGREED**.

**Action: Governors to highlight any training requirements to Tracey Goodsell.**

#### **d) Good News Stories**

Governors noted that the Executive SAR included 4 case studies in the appendix, which shows the progress students have made in simple and powerful ways. Mr Jordan-Diaper said he welcomed governor feedback on these. The LGB will be updated at each meeting with this new format.

Due to limited time, Mr Jordan-Diaper said he would circulate the presentation details of the Student Magazine to governors.

**Action: Mr Jordan-Diaper to circulate the Student Magazine details to governors via email.**

Governors **NOTED** that the safeguarding presentation will be delivered by Jackie Van West at the next meeting in June.

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

## **7. Finance and Funding**

Mrs Hersey highlighted the key points within the management accounts up to 31 December 2016. Governors **NOTED** there is currently an expected in year surplus of £57k. Salaries are in budget, although there had been a big agency spend in order to fill vacancies. The balance sheet shows there are 90 reserve days, which indicates how much cash is available to run the operation. Mrs Hersey explained that following the departure of Mrs Rodman-Tay, she is considering a restructuring of the team. Mr Thomas asked if the new assessment system will make things easier. Mrs Hersey replied that it would help streamline the practice. Mr Hobday asked about the expectation of numbers of students falling into certain bands. Mr Walsh said there is a link to cost and there will be an analysis of current Year 2 students to help offer a prediction on numbers. Mrs Humphreys asked if there is likely to be a change of cohort with the new banding. Mr Walsh said it will change the cohort over time once the banding is in place, attracting a higher level ability group. It will also offer a mechanism for students in residential settings to be able to access.

Governors **RECEIVED** the management accounts.

## **8. HR Report**

Governors referred to the report. Mr Hobday commented on the retention and turnover of staff figures noting that there are high numbers of staff that have been in post for less than one year.

Governors **RECEIVED** the HR report.

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

Governors **NOTED** Old Town Hall had received pipe repairs to high risk areas. The work has been successfully completed.

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

## **10. Portfolio Visits**

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

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

## **11. Policies and Procedures**

Governors **NOTED** the following policies were reviewed and approved by the OHC&AT Board:

Health and Safety  
 Supporting Pupils with Medical Needs  
 Exclusions (Academies)  
 Exclusions (OHC)  
 Safeguarding Supervision  
 IT Acceptable Use  
 Moving and Handling  
 Travel and Subsistence  
 Personal and Intimate Care  
 Infection Control  
 Environmental and Sustainability

The Clerk confirmed the policies will be placed on the governors' portal for their viewing.

## **12. OHC&AT Documents for Information**

Governors **NOTED** the LGB Roles and Responsibilities flowchart had been approved by the OHC&AT Board and was available to view on the governors' portal.

## **13. Suggested dates for future meetings**



Governors **confirmed** the following dates for future meetings:

Tuesday 20<sup>th</sup> June 2017 at 5:00pm at VPC

Tuesday 14<sup>th</sup> November 2017 at 5:00pm at VPC

Tuesday 6<sup>th</sup> March 2018 at 5.00 at VPC

**14. Any Other Business**

Governors **NOTED** that the Staff Council has been suspended for the time being and will be re-vamped Mr Jordan -Diaper will send dates for future meetings to governors in due course.

**Action: Mr Jordan-Diaper to circulate dates for future staff council meetings in due course.**

**15. Confidentiality**

There were no items of confidentiality.

The meeting closed at 7.05 pm.

CHAIR-----

DATE -----