

**Minutes of the Orchard Hill Committee meeting  
held on Tuesday 14<sup>th</sup> November 2017 at 5pm at Quadrant House**

Membership: Mr David Hobday (Chair)  
Mrs Michelle Humphreys (Vice Chair)  
Mr Ashley Jordan-Diaper (Head of College)  
Mr Ric Adams  
\*Mr Neil Mears  
\*Mrs Akansha Arya  
\*Mrs K Cunningham

\*Denotes Absence

In attendance: Mrs Kirsty Cottrell -Assistant Head  
Mrs B Scott -Head of Finance  
Mrs Tracey Goodsell - Clerk

The meeting was preceded by a talk from Barbara McIntosh, Chair of Nightingale Community Academy (NCA). NCA is part of OHCAT and admits boys aged 5-19 with Social, Emotional and Mental Health needs.

Mr Hobday welcomed Mrs McIntosh to the meeting. He explained that he had invited her along to talk about the challenges faced by the school and the governors, particularly around the mental health of the pupils at NCA, and what strategies are being used to manage these challenges. He said it would be useful for the College governors to hear about this, as the College is increasingly dealing with students with mental health issues and challenging behaviour.

Mrs McIntosh explained that her background is in Learning Disabilities and Mental Health.

NCA's students have issues around mental health and self-esteem and often have problematic family lives. She is working hard with the school to lobby for more support from the Child and Adolescent Health Services (CAMHS) although the service is suffering from budget cuts. The school is also hoping to form its own hub of Educational Psychologists to provide more immediate support for the pupils than CAMHS is able to offer, as there is clear evidence that early intervention is better than treatment .

NCA is currently in Special Measures but the current Headteacher, Andre Bailey, who was appointed by OHCAT when the school joined the Trust, is excellent with the students, with a particular skill at setting appropriate boundaries whilst maintain good

relationships with the pupils. The boys are set clear targets and are involved in the process of setting those targets. Rapid improvement is being made.

The school is based next to Springfield hospital, which runs parenting classes, which the school is encouraging parents to attend.

Mr Hobday asked Mr Jordan-Diaper how the College supports its staff to manage these issues.

Mr Jordan-Diaper said that the element of therapeutic support is becoming increasingly important, as is the teaching of appropriate restraint. It is mentally and physically exhausting for staff and it is imperative that they feel supported in their role.

Mrs McIntosh said that she would like to see all teachers receive Mental Health First Aid training to support them to manage the pupils and their own mental health.

She also said that the school is placing a greater emphasis on sex education in the curriculum, as some of the boys have a disrespectful attitude to women. She also said that the link between physical activity and mental health is strong so this is an important area to focus on.

Governors thanked Mrs McIntosh for her excellent, informative talk.

*Mrs McIntosh left the meeting.*

### **1. Apologies**

Apologies for absence had been received from Neil Mears, Akansha Arya and Karen Cunningham.

### **2. Declaration of interest**

There were no declarations of interest raised at the meeting.

Governors were asked to send their annual completed declaration of interest form to the clerk, if they had not already done so.

### **3. Skills Audit Forms**

Governors were asked to send their completed skills audit form to the clerk, if they have not already done so.

### **4. Constitution and Appointments**

- i) Mr Hobday confirmed that he is happy to stand again as Chair of Governors. No other nominations were received. Governors unanimously **APPROVED** the appointment. This will be ratified by the OHCAT Board of Directors on 15.12.17.

- ii) Mrs Humphreys has indicated that she will be happy to stand again as Vice Chair. There were no other nominations. Governors unanimously **APPROVED** the appointment. This will be ratified by the OHCAT Board of Directors on 15.12.17.

## 5. Minutes of Last meeting

Governors **AGREED** and the Chair signed the minutes of the last meeting held on 13<sup>th</sup> June 2017.

## 6. Matters Arising

- i) Further to an action arising from discussion on lock down procedures, Mr Hobday advised that he had passed on the advice from the Met Police to Mr Jordan-Diaper. Mr Jordan-Diaper said that Bedelsford School has adapted a procedure which they will share with him.
- ii) Further to minute 3, governors **NOTED** that Mrs Arya's and Mr Mears' appointments were ratified by the OHCAT Board on 15.12.2017
- iii) Further to minute 6, governors had been provided with a link to the student magazine. However, it was noted that governors had been unable to access the link.

### **Action: Clerk to resend an active link**

- iv) Further to minute 6, governors **NOTED** that the staff council is being re-launched. Mr Jordan-Diaper said that he would talk more about this under his report.
- v) Further to minute 6, governors **NOTED** that an overview of CPD was included in the Head's report.
- vi) Further to minute 7, governors **NOTED** that behaviour data was included in the dashboard.
- vii) Further to minute 7, governors **NOTED** that they would be advised of upcoming College events.

## 7. Head of College's Report

### **Student Numbers**

Governors were pleased to note that BSI student numbers have now increased to 206. They asked about the decrease in Workstart numbers and Mr Jordan-Diaper explained that this is due to the increased competition from FE Colleges. This is no reflection of the teams who are running the courses and it is clear that the College will need to diversify how students are recruited.

Governors also noted that numbers for the Adult RARPA are currently at 0 for 17-18 but Mr Jordan-Diaper explained that this is because numbers for this will not be confirmed until later in the year.

Mr Jordan-Diaper said that the appointment of Kelly Phillips as Assistant Head (Outcomes and Transitions), has made an immediate impact, Kelly is working on all aspects of the assessment and transitions process, including liaising with the LAs. This is the first term of OHC working with LAs on the Consult system and places have been successfully found for 10 students at Bedzed, VPC, Lomond and Beaconsfield. It is important to ensure that the buildings are appropriate for those students, ensuring that students with challenging behaviour are not all based in any one centre.

Mrs Humphreys asked whether the Workstart course is the same as the traineeships. Mrs Cottrell confirmed that this is the case, and Colleges who are Grade 1 or 2 are now able to deliver the course, whereas previously they needed to be Grade 1 only, hence the increase in competition. Mrs Humphreys said she was due to visit Beaconsfield to observe the traineeship course.

### **YPA 6<sup>th</sup> Form**

Mr Jordan-Diaper said that the College will need to slightly change the offer for these students, to a more therapeutic offer. The students' needs are more about self-esteem, integration into the community etc.

These students were all non-attenders at YPA, so there is work to improve their attendance. The HoLC, Matt Cahill, has found creative solutions, including using workspaces in local libraries etc.

### **Facilities**

Governors noted that Wyvern opened late due to some building issues, but it is now a successful centre, being managed well by the HoLC, Rebecca Willers. However, it has highlighted the need for better 'lead-in' times for the opening of new centres.

Mr Hobday asked whether it would be possible to merge Wyvern students with the pupils in the YPA 6<sup>th</sup> Form, but Mr Jordan-Diaper said that due to the very different needs of these cohorts, this would not be suitable.

Mr Adams asked whether there is adequate space at VPC, now that the Old Town Hall centre has closed. Mr Jordan-Diaper confirmed that the space at VPC is being used creatively to accommodate the different needs of the students. For example, the class which has the most students on the second floor, are doing a lot of community work outside of the classroom.

Mrs Humphreys asked whether new centres are being sourced. Mr Jordan-Diaper said there needs to be a review of the current space and how those spaces can be used differently. Staggered starting times are also being considered. He also emphasised the importance of working with schools at the point of transition.

Governors **AGREED** that this is an important issue, which should be revisited next term.

**Action: Clerk to add an item for the next agenda regarding College accommodation.**

## **Leadership and Management**

HoLCs are receiving substantial support. There are vacancies for Curriculum Lead. There is a high proportion of unqualified teachers, so they would not be suitable to fill a CL vacancy at the present time.

A new YPA post 16 role is being created, which is currently filled by Matt Cahill.

There will be a focus on recruiting more locally for Wyvern, as currently staff are travelling long distances to work at this centre.

## **Quality of Teaching, Learning and Assessment**

Mr Jordan-Diaper provided an overview on the development targets teachers have been working on. Due to the large number of new and unqualified staff, the SLT have been doing more coaching support and have delayed the OLTs until later in the term. SLT have set key improvement targets with 60% of staff, with 40% already on or above target. Governors noted that Mr Jordan-Diaper explained that it is not unusual to see these types of figures at this stage of the year. However, he said he was confident that by December, these development targets should be completed and teaching rating will be 'typically' good to better when formal TES start.

Mr Jordan-Diaper, then went into greater detail around the specific support being provided in centres, with a greater emphasis on 'in centre' support. Governors gave their full support for this approach. Mrs Humphreys asked whether staff are given examples of what good teaching looks like to support their development. She also asked whether teachers observe each other. Mr Jordan-Diaper agreed that this is what needs to happen as part of their intensive coaching. HoLCS also need support on how to grade teaching.

## **CPD**

Governors were pleased to note the continued strength of the CPD programme. Team teach and manual handling have been identified as areas for specific training.

## **Destinations Update**

Mr Jordan-Diaper tabled a Progress, Achievement and Outcomes review and talked about the progress students have made towards key outcomes. He will provide a link to key case studies to show the progress many have made on leaving OHC

There have been more effective interventions with behaviour.

There is a need to be more creative as some qualifications are not appropriate or meaningful.

A new student dashboard is being planned to provide an overview of student progress.

Kelly Phillips is still working on contacting on some ex-students to see if their destinations have been sustained. Once this is done, the data will be shared with governors

**Action: Mr Jordan-Diaper to send governors an update on destinations once all students have collated**

### **Ofsted Support and Challenge Safeguarding Visit**

Mrs Cottrell said that the Ofsted visit had been triggered after 3 major safeguarding incidents in College (with 2 LADO referrals).

The inspection had been stringent and although there had been some areas for action/development, the outcome report had been largely positive.

With regard to the development point around improving the lines of communication, Miss Cottrell stressed that despite contacting social services repeatedly, they often do not respond and this was evident to the Ofsted inspectors, who tried, without success, to contact four different LAs on the day of the inspection, but were unable to get any response. There is also a high turnover of staff in social services departments so it is imperative that phone calls are backed up by emails.

Governors noted that the cuts in social services are having an impact on the speed of responses to referrals but this nevertheless needs to be managed by the College.

Mr Hobday said that it is clear from the College's policies and procedures that there is a real commitment to safeguarding and Ofsted had been able to gain a clear indication of the College's commitment.

Mr Jordan-Diaper reported that there will be a review of the Exclusions policy. He will update governors on this matter.

Governors **RECEIVED** the Ofsted report, and we pleased to note the positive outcome.

### **Safeguarding Update**

Mrs Cottrell gave a verbal update to support the safeguarding data on the dashboard and updated governors on the management and outcomes of recent incidents.

Mr Adams asked whether there had been any changes to procedure following the incident on the bus. Mrs Cottrell confirmed that a formal headcount procedure has been introduced. Mr Jordan-Diaper said that all students have an identity card and risk assessments for travel are signed every day due to updated documentation being implemented. OLTs are also being carried out in the community.

Mr Hobday said that governors had been reassured that the correct procedures have now been put in place and the members of staff involved in the incident have been dismissed.

Mrs Cottrell said that that the intention is to build a new RAG rated system for the reporting of incidents and accidents as the current system does not reflect the level of behaviour accurately.

Mr Hobday asked about TeamTeach training. Mrs Cottrell confirmed that all staff have had one day of training. Ten staff across all the centres will do the 2 day intensive course in December.

### **QIP/SARS lite**

Mr Jordan-Diaper highlighted the following points;

- The Teacher Evaluation Schedule (TES) has been refined to ensure greater focus on recognising, supporting and reaching key development targets.
- A residential experience will be established as part of the study programme offer.

### **Governor Visits**

Mr Jordan-Diaper said that key dates, including Christmas events would be circulated.

#### **Action: Clerk to circulate dates**

A new format for the staff council is being established, focusing on three key areas; staff well-being, led by Mrs Cottrell, Curriculum, led by David Thomas and CPD, led by Mr Jordan-Diaper. Staff Council dates would be sent to governors in due course.

Mr Hobday said that some of the visits could be linked to portfolio visits. He said he would like to visit Wyvern and YPA in December.

#### **Action: Clerk to arrange this visit for Mr Hobday**

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

## **8. FINANCE AND FUNDING**

Mrs Scott gave a verbal update. She explained that the accounts are currently being finalised with the auditors and will be circulated in due course.

Mr Hobday asked whether the budget has been set. Mrs Scott said that it has set from August to August and Mr Hobday asked for this to be circulated by email to governors.

#### **Action: Mrs Scott to circulate the budget to governors by email.**

Mrs Scott explained that she is changing the format of the management accounts, so that there will be a set of accounts for each centre, showing income and staffing.

Mr Adams asked about the operating surplus. Mrs Scott explained that the Y/E July 16 ended on an operating surplus of £55kk and that after adjustments there was a loss of £126k – this was driven from the Pension Liability increase – but that these were draft numbers as the accounts were still being finalised.

Mr Hobday asked for the management accounts to be presented at the next LGB meeting.

#### **Action: Mrs Scott to present the management accounts at the next meeting.**

## **9. Portfolio Visits**

i) Governors **RECEIVED** the following portfolio reports:

- **Ethos, Vision and Strategy** 18.10.2017- Dave Hobday

Mr Hobday said this had been a good open discussion with Mr Jordan-Diaper. Matters discussed have been covered elsewhere in the meeting

- **Safeguarding**-19.9.2017- Neill Mears

Mrs Goodsell reported that Mr Mears will carry out a full Safeguarding portfolio visit next term

- **Teaching and Learning**-9.10.2017 -Michele Humphreys

Mrs Humphreys reported that matters discussed during her visit with Mr Thomas had been largely covered in the meeting. She emphasised her suggestion that teachers should be given concrete evidence of good teaching practice to enable them to develop their skills

- **Business Development and Marketing**-3.11.2017-Karen Cunningham

Governors were pleased to note the excellent resources in the marketing team.

- **HR and Organisational Development**–11.2017- Ric Adams

Mr Adams said that the HR team are proactive in reviewing cases after the event to look at development points.

- ii) Governors commented on the excellent Governor Conference event held on 20<sup>th</sup> October.
- iii) Governors were encouraged to attend staff training events.

## 10. POLICIES AND PROCEDURES

Governors **NOTED** that the following policies were reviewed and approved by the OHC&AT Board at their meeting on 30.6.2017:

<b>NAME</b>
Admissions Policy
Child Protection Safeguarding Policy
Child Protection Safeguarding Procedure
Complaints Policy and Procedure
Equality and Diversity Policy
Health and Safety Policy
Pay Policy
Recruitment and Selection Policy and Procedure
SEND Policy



Staff Code of Conduct
Anti-Radicalisation Policy
Gifts and Hospitality Policy
IT Acceptable Use Policy
Safeguarding Supervision Policy

The clerk confirmed that the policies are on the Governors' Portal for reference.

### **11. Dates of Future Meetings**

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

- **Tuesday 6th March 2018 at 5.00pm**
- **Tuesday 19th June 2018 at 5.00pm**
- **Tuesday 13<sup>TH</sup> November 2018 at 5.00pm**

Meetings to take place at Quadrant House, Sutton.

### **12. Any Other Business**

Mr Hobday said that there is a MENCAP conference on 28.11.2017. He agreed to send details to Mr Jordan-Diaper who would ensure that the event is publicised across the centres.

### **13. Confidentiality**

There were no items of confidentiality.

The meeting closed at 7.05pm

CHAIR-----

DATE -----