

**Minutes of the Orchard Hill Committee meeting held on Tuesday 15th
November 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
Mr Renato Marques Head of Learning Centre, Lomond House
Mrs F Ganderton - Clerk to Governors

The Clerk chaired the meeting through to agenda item 4i) and then Mr Hobday, as re-appointed Chair, continued.

1. Apologies

Apologies for absence were received from Ric Adams, Janet Sherborne (Executive Head, Services), and Kirsty Cottrell (Assistant Head).

2. Declaration of interest

All declaration forms were received prior to the meeting for auditing purposes. Mr Hobday confirmed for the record he is the Chief Officer for Sutton Mencap. Mrs Humphreys is a Trustee of Sutton Mencap.

3. Skills Audit Analysis

All skills audit forms were received prior to the meeting for auditing purposes.

4. Constitution and Appointments

- i) The Clerk sought nominations from governors for the role of Chair until autumn term 2017. All governors **AGREED** to Mr Hobday's re-appointment.

- ii) The Chair sought nominations from governors for the role of Vice-Chair until autumn 2017. All governors **AGREED** to Mrs Humphrey's re-appointment.

The Clerk confirmed that both appointments will be ratified by the OHCAT Board on 9th December.

- iii) Governors **NOTED** that a vacancy remains for a co-opted governor with the Portfolio remit for Finance and Resources.

5. Minutes of the Last Meeting

Governors **AGREED** and signed the minutes of the last meeting held on Tuesday 14th June 2016.

6. Matters Arising

- i) Further to minute 6, Mr. Jordan-Diaper confirmed student number discrepancies were addressed in the Head of College's report.
- ii) Further to minute 6a, Mr Jordan-Diaper confirmed an update on Workstart was provided in the Head of College's report.
- iii) Further to minute 6a, Mr Jordan-Diaper circulated to governors a visits menu for upcoming events.
- iv) Further to minute 6c, Governors **AGREED** they would like to have access to the newsletter via the portal for future editions.

Action: Clerk to ensure the Our House Newsletter is uploaded to the governors' portal.

7a. OHC SARS Review

Mr Jordan-Diaper delivered a PowerPoint presentation to provide governors with an overview of the SARS and what was included in the report. He said it was part of a process of self-assessment involving staff teams, leaders and managers, students, parents, key stakeholders and external quality monitors. The key judgement areas are i) leadership and management, ii) quality of teaching and learning, iii) personal social welfare and behaviour, and iv) outcomes.

Mr Jordan-Diaper explained that students were no longer just complex learners, but they also have a mix of high needs, 16-19 and traineeships. Mr Thomas queried this classification of learners and asked whether they would fall under the same criteria for Ofsted purposes. Mr Walsh said it was likely to depend on the Ofsted Inspector that visited and that he would prefer to have Ofsted review under the 'high needs' criteria to accommodate traineeships and 16-19's. Some of these students have few aspirations, no qualifications, and often have undiagnosed issues such as ASD. He said that

if Ofsted were to use this criteria, there is confidence that College would be graded outstanding.

Mr Thomas asked if the College uses consultants to provide quality assurance. Mr Walsh replied that it's a difficult balance because the consultants they would like to work with would then not be able to act in an official capacity as an Ofsted Inspector because of a conflict of interest.

Mr Jordan-Diaper referred back to the SARS and said that learner attendance, engagement and retention were excellent and the report demonstrated how learners are engaged, showed termly progress and gained accredited qualifications. He said the overall level of achievement was solid but the core skills data is being transferred to the new core skills system and will be dropped into the SARs report in December. AJD will update the governors. Whilst learners show short term progress, there needs to be evidence of long term impact in new environments. Mr Hobday asked if the college has access to this type of data and Mr Jordan-Diaper confirmed that this should be available within the new system.

Mr Jordan-Diaper informed governors that teacher assessments show 25% of teaching is outstanding and 87% is good to better. Those teachers that had required improvement have since moved on. The overall assessment of teaching is a solid grade 2, with some grade 1 teaching. Mr Hobday commented on the positive changes demonstrated term to term.

Mr Jordan-Diaper moved onto 'progressing to outcomes' and reported that learners are making good progress to external outcomes. Mr Thomas asked whether the targets of good health, home living, work skills etc. were set by the lecturers. Mr Jordan-Diaper said they were general targets set and these are broken down further to meet the needs of individual learners. Mr Hobday asked when outcomes are recorded and Mr Jordan-Diaper confirmed it was in the September/October following the students leaving college in July/August. He explained that there can sometimes be difficulty in getting this information from parents/carers. Mrs Humphreys asked about the students that will not gain employment. Mr Jordan-Diaper said they were likely to get funding for supported living but unfortunately there isn't the funding for volunteering in the community. Mr Thomas suggested that the College buy a shop front or a food and beverage van. Mr Jordan-Diaper said such ideas had been discussed before but there is a lot of costs involved in running a shop, for example, hiring a manager, maintaining stock etc. The key is to work with local providers instead.

Mr Jordan-Diaper said that leaders and managers within BSI programmes have ensured students access well-managed and adapted programmes. Staff training has been positive and the staff survey showed a 90-92% satisfaction rate. The College is building robust provision across the centres. He stressed the importance of ensuring that resources are current and

adaptable. He explained he had visited St James' in Brighton which had excellent facilities so this would be a good model to work towards.

Mr Jordan-Diaper referred to the SARS Lite (Enclosure 5) to demonstrate the College's key targets for 2016-17. The focus is to enhance specialist resources and opportunities to better enable learners to move on and achieve outcomes. This will be achieved by 'upcycling' specialist vocational facilities, the re-focus of FE links to support vocational skills and allow students to move on and find work and volunteering opportunities, expanding the study programme offer to include different types of qualifications such as First Aid, Sports Leaders, MENCAP gateway, and volunteering. There will also be an emphasis on improving the skills of OHC teaching staff to enable this to happen.

Mr Hobday referred to the target in the SARS Lite of 90% typically good teaching and 40% outstanding. He asked Mr Jordan-Diaper where he thought they were positioned at the moment. Mr Jordan-Diaper replied that the College had about 25-30% outstanding practice within TES profile but there is also room for development. He expects OHC to achieve this by Spring – Summer term. He added that there were 4 new teachers who have not yet reached this level. Their performance will not be judged yet but he expects them to reach grade 2 by December 2016.

Mrs Humphreys asked whether unqualified teachers were expected to become qualified in-house. Mr Walsh explained that the College would be unlikely to take on a lecturer now that was unqualified. He confirmed that the expectation is for unqualified lecturers that were previously STAs to have two years in-house training. Mr Jordan-Diaper added that the College has improved its support to unqualified staff. Staff are now expected to be a 3a or a 2c by December. Most of the new staff are close to achieving these grades. The College has also benefitted from working with other schools in the Trust. He stressed the importance of ensuring consistent teaching. Mr Hobday said it was reassuring that there are several different strategies in place to support teachers. Mr Thomas said that given the scale and size of the College and the recruitment shortfall, there needs to be a pragmatic and clear teaching strategy. He suggested that teachers should go into a session with a single focus and build their lesson around this.

As a final part of the presentation Mr Jordan-Diaper explained to governors that the Matrix will replace School Pod. This system will allow staff to grade behaviour as low, medium or high and the frequency level of harm and range of behaviour and it will help staff to know how to treat different levels of risk. Mr Hobday said that the opportunities to share information is improving. He asked when the system will be in place. Mrs Cunningham confirmed there was no date but a schedule was being put together working towards the start of the new academic year.

The presentation on the SARS review was **RECEIVED** by the governors.

7b. Sharespace

Mr Jordan-Diaper, on behalf of Simon Gale, Head of Digital Learning, showed a video of the new Sharespace system and student newspaper to governors. The system will be launched this week and offered social networking, photos and videos, provided news from around the centres, offered interactive content, and had an entertainment section and a games hub.

The governors offered positive comments and **RECEIVED** the presentation.

8. 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 268 students on roll, with a 14% increase in BSI students and 61 on Workstart, which he felt was positive considering the levels of competition. The biggest rise was at Lomond where the demand for CB programmes had resulted in expansion to 9 classes. Pentland Field is OHCs new provision in Hillingdon and 10 learners have enrolled and are making good initial progress.

b) Learners at Risk

Mr Hobday queried the high numbers of students being monitored at Lomond. Mr Marques said there were 26 new students and they were in a period of adaptation. They are a difficult and challenging cohort of students.

c) Recruitment Targets

Mr Jordan-Diaper said that whilst it was too early to predict definite numbers 45 students have been offered a place for 2017 already. He said that they were working with Croydon LA and Croydon College on a proposed new centre within Croydon. Two Councillors visited OHC on Friday and were particularly impressed with the provision offered. Caroline Allen is exploring use of a temporary site with a possible new build with Croydon College. He will update governors on short and longer term plans at the next meeting.

Action: AJD to update governors next term on proposed new provision in Croydon.

Governors noted that Katherine Everett (Head of Admissions) is currently on sabbatical. Mr Walsh is covering her responsibilities and her post has just been advertised.

d) SARS and QIP Update

This was covered under the SARS overview presentation.

e) Leadership and Management

Governors **NOTED** an overview of the staff teams for this academic year. Pentland Field is led by Matt Cahill and has one vacancy John Prior, Executive Head, Quality and Development and Rama Venchard, OHCAT Project Manager had recently visited the centre and had been impressed.

f) RAG rating within Centres

Most risk is based around new staff understanding paperwork. There are 2 experienced members of staff who are at risk of RI. One is now leaving, the other has had significant coaching on paperwork and resources and a significant improvement is expected in November. Pentland Field is currently too new to grade.

g) SLT Review

The SLT team within OHC (AJD, Ben Walsh and Kirsty Cottrell) continue to lead on SARS and QIP documentation and have coordinated training during INSET days on QIP/SARS targets across all teams. John Prior has taken over line management of the SLT. Kirsty Cottrell will be going on maternity leave this month and will officially return in June. Internal cover is being sought for the post and safeguarding will remain the responsibility of Mr Jordan-Diaper due to the high level of risk and the need to train up HOLCs for this role

Mr Jordan-Diaper said the SLT team continues to develop its wider expertise with partners. Mr Walsh has completed his Ofsted badged Inspectors training which is a real asset for the college. Governors congratulated him.

h) GB Update

Mr Jordan-Diaper and Mr Hobday have said they would like to increase governor visits. The Clerk circulated a 'What's On' list so governors could choose the events they were keen to attend and where they had availability. Governors confirmed they would all be keen to attend more events.

Action: Governors to confirm with Clerk which events they would like to attend.

Mr Jordan-Diaper told governors that the Staff Council would be a good event to attend, but he did need to confirm the December date.

Action: Clerk to confirm date of the December Staff Council meeting to governors.

i) Safeguarding and Well-being Report

Governors **NOTED** Miss Cottrell's report 2015/16 summary report and the Safeguarding and Well-Being report for the autumn term, which has a RAG rating of green. Mr Jordan-Diaper confirmed there were no significant issues to report at the moment. Mrs Humphreys asked if there was a strategy in

place for managing behaviour at Lomond House. Mr Marques confirmed there was and as a result the challenges had reduced. Mrs Humphreys pointed out that the challenging behaviour could be geographically linked to the high levels of deprivation. Mr Walsh and Mr Marques concurred it was likely. She suggested this be demonstrated in the table in the SARS as a breakdown of learner numbers and their geographical areas. Mr Jordan-Diaper confirmed this breakdown will be provided next time.

Action: AJD to provide a breakdown of learner numbers by geographical area for the next meeting.

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

j) Quality across Centres Report

Governors **NOTED** that reporting of the quality of the centres was covered in the SARS presentation. Mr Walsh confirmed that the current report refers to last year. By the next meeting data will be available for this term, and he will report back then. Governors **AGREED** to this proposal.

Action: Mr Walsh to provide an up-to-date Quality Across centres report at the next governors' meeting.

k) Wellbeing Report

Governors **NOTED** there was a tremendous amount of work taking place on well-being and the College was working closely with local authorities to continue to develop and build on this work.

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

9. HR Report

Governors **NOTED** that the college was finding it challenging to recruit and retrain SEN therapists.

Governors **RECEIVED** the HR report.

10. Premises, Health and Safety Report

Governors **NOTED** that Pentland was the only new centre

Mr Walsh said that the lift at Beaconsfield was no longer required.

Mr Thomas asked about capacity across the site. Mr Walsh confirmed there is availability for more students. He pointed out that the LA funding strategy is reducing funding for 10% of the more expensive residentials. This has had a positive knock on effect and an increase in numbers of students at the College. Mr Walsh added that this did however lead to more complex needs and challenging behaviour of students. Mr Walsh shared with governors that the College may be targeted by the LA for reduced funding, but not for at least the next couple of years. Mr Thomas asked about the new funding formula. Mr Walsh confirmed that the LA makes a decision based on the

recruitment process, although it is still early days for FE compared to schools.

Mr Hobday said he would like to governors to receive a session on admissions and funding at the next meeting. Governors **AGREED** this would be helpful.

Action: Clerk to ensure there is an agenda item on admissions and funding criteria for the next meeting.

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

11. Staff Development CPD Report 2015-16

Governors **NOTED** that training is a real strength and there is a lot of opportunities for staff to develop their CPD. Mrs Humphreys asked if there was any training open to governors that would be useful for them to attend. Mrs Cunningham said that the clerk can provide a list of training opportunities for governors, which was welcomed.

Action: Clerk to provide a list of training opportunities for governors for the next meeting.

12. Portfolio Visits

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

- Ethos, Vision and Strategy – Dave Hobday
- Teaching and Learning – Michele Humphreys
- Business Development and Marketing – Karen Cunningham

13. Finance and Funding

Finance and Funding

Governors **NOTED** this was the first financial reporting for OHC&AT since its conversion to charity status. Mrs Rodman-Tay informed the governors that last Friday was the last day of external auditing. She said that the expected in year surplus, excluding any additional depreciation, is currently £395k.

Mr Hobday said that the finances looked tight and demonstrated a positive situation.

Mrs Humphrey's suggested the financial reporting is brought further up the agenda for future meetings so that Mrs Rodman-Tay doesn't have to stay for the entire meeting. Governors concurred with this.

Action: Clerk to ensure financial funding is earlier in the agenda for the next meeting.

Governors **RECEIVED** the management accounts report.

14. Policies and Procedures

Governors **NOTED** the following policies were reviewed and approved by the OHC&AT Board on 30.6.2016:

- Child Protection & Safeguarding
- SEN
- Equality and Diversity
- Admissions
- Families and Visitors Code of Conduct
- Educational Visits
- E-Safety
- Photo Permission
- Substance Misuse
- Assessment and Examinations

The Clerk confirmed the policies will be placed on the governors' portal, and governors will be given access shortly.

15. OHC&AT Documents for Information

Governors **NOTED** the OHC Programme of Works for 2016-17.

16. Suggested dates for future meetings

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

- Tuesday 7th March 2017 at 5:00pm at VPC
- Tuesday 20th June 2017 at 5:00pm at VPC
- Tuesday 14th November 2017 at 5:00pm at VPC

17. Any Other Business

There were no other items of business raised.

18. Confidentiality

There were no items of confidentiality.

The meeting closed at 7.05 pm.

CHAIR-----

DATE -----