

**Minutes of the Orchard Hill Committee meeting
held on Tuesday 20th June 2017 at 5pm at VPC**

Membership: Mr David Hobday (DH) (Chair)
Mrs Michelle Humphreys (MH) (Vice Chair)
Mr Ashely Jordan-Diaper (AJ-D), Head of College
Mr Ric Adams (RA), Parent Governor
Mrs Karen Cunningham (KC), Staff Governor

In attendance: Mrs Janet Sherborne, Executive Director, Services, OHC&AT
Mrs Jackie Van-West, Director of Learning Support Services,
OHC&AT
Mrs Suzanne Hersey, Director of Finance, OHC&AT
Mr David Thomas, Deputy Head of College
Ms Akansha Arya - potential governor observing
Mrs Russha Sellings - Clerk

Introductions were made for the benefit of a potential new governor.
Prior to the start of the meeting, there was a safeguarding update session:

Edubase

Mrs Sherborne gave a short brief on Edubase and advised governors to review and complete Safeguarding, Prevent Duty and Safer Recruitment modules. Log-in instructions were circulated at the meeting.

Lock-down procedures

Due to recent terrorist activity, Mr Jordan-Diaper advised governors, lock down procedures were being examined in conjunction with Bedelsford and Dysart academy schools, who both have good working policies in place. The profile of learners needed to be considered during any pilot as well as procedures outside of the college on educational trips (to also feed into any risk assessments). Mrs Van-West added some guidance on this was available online (link to be provided) and it was advisable to add the necessary points into any risk assessment. Relating to the Lock-down Policy and Procedures, Mrs Van-West was hopeful to have something in place by the end of the week and was open to suggestions from governors. She also advised she was working with the Association of Colleges Prevent Board to consider a proposal to the DfE for funding for below level 3. Mrs Van-West requested any information in support of this be sent to her. Mr Hobday wondered if advice from the local police could be used as this would be more relevant – he had links with Metropolitan Police disability advice, **ACTION DH to investigate further.**

Mrs Van-West then delivered a Safeguarding and Prevent presentation to governors.

Mr Thomas also gave some practical examples to governors on how the Prevent agenda was working in the College centres and the levels required to make it more meaningful to learners. Governors were supportive of the approach.

Following discussion some points were noted for **ACTION (CLERK):**

- Governors to revisit and make reference to Keeping Children Safe in Education (KCSIE) 2016 *added to the Governors' Portal during the meeting*
- Clarify lines of responsibilities between LGB members and Trustee's - *clerk pointed governors to that documented in the Scheme of Delegation*
- Circulate the presentation to governors – *the presentation is now on the Governors' Portal for reference.*

The meeting commenced at 5.25pm.

1. Apologies

There were no apologies for absence.

2. Declaration of interest

There were no declarations of interest raised at the meeting.

3. Constitution and Appointments

- I) Ms Arya, present as observer, was contacted through 'Inspiring the Future' and expressed an interest in filling the finance portfolio governor vacancy (CV attached, Enclosure 1). Ms Arya had met Mr Jordan-Diaper and Mr Hobday at the College and had a tour. To be formally appointed by the Board on 30.6.2017.
- II) Safeguarding appointment update: Mr Neil Mears (St Philip's) has met with Tracey Goodsell, Governance Manager to discuss the role and also due to meet Mr Jordan-Diaper and Mr Hobday. Formal appointment by the Board will also take place on 30.6.2017.

4. Finance and Funding

Agenda item requested to be brought forward.

Finance reports – *tabled by Mrs Hersey at the meeting.*

OHC Management Accounts

Mrs Hersey explained to governors the management accounts for April were yet to be generated. The central finance team were recruiting for four further positions to create additional capacity. Highlights as follows as at March 2017:

- £60,000 surplus
- Main variance to plan: £160,000 down on income position mainly due to element 3 (top up funding levels)
- Underspend on salaries by £360,000. For the benefit of the prospective governor, Suzanne explained the Trust's shared services model and the

complexities in both academy and LA funding (element 3) which was not always finalised until the finance team were in receipt of all funding streams.

Budget Plan

Based on assumptions, to be reviewed again in September when admissions had been finalised. Following governor questions about the process, Mr Jordan-Diaper explained the costing structure and the position re bandings. Mr Jordan-Diaper believed the LA viewed the elements of provision too simplistically, largely a historic issue. A project was underway internally to reposition the bandings, ensuring it was right for the pupils. Further negotiations around budgets was also taking place in conjunction with the LA. There were issues with the current cohort in particular where complexity of need was greater, necessitating a bespoke offering over the 'core package'. The pricing model also needed alignment with other schools/colleges. On a positive note, Mr Jordan-Diaper was pleased to confirm to governors the recent appointment of a new AHT who had previously worked for the College and was very experienced in negotiating with LAs. Currently the College dealt with a number of authorities over many areas creating additional complexities to the management of provision.

Governors **ASKED** the following budget related questions:

- Mrs Humphreys wanted to know if there were some learners the College would not be able to support (based on the new bandings). Mr Thomas thought it was a matter of making a case as to why the College were not able to support a pupil, based on the core provision alone. Mr Jordan-Diaper felt that students with moderate learning difficulties (MLD) were likely in the most vulnerable category, with a higher probability of refraining from an FE college setting due to lack of funding.
- Mr Hobday questioned whether the budget level assumption was based on a higher number of pupils. Mr Jordan-Diaper confirmed the current number was at 218 – adjustments would have to be made and bespoke costings reviewed, despite the enhanced curriculum; eventually leading to increased number of students and a more efficient way of working.
- Governors **DISCUSSED** risk management in terms of any potential cut-backs. Mr Jordan-Diaper thought the first area for possible consideration was WorkStart as the current recruitment level was progressing slowly, with referrals for September not as high as anticipated. Mr Jordan-Diaper believed teachers, rather than Work Place Managers were best placed to market the services and Mr Thomas agreed the programme needed to be presented better in terms of the quality and expertise available.

5. Minutes of the Last Meeting

Governors **AGREED** and signed the minutes of the last meeting held on **Tuesday 20th March 2017**.

6. Matters Arising

- Further to minute 5, to report that Mrs Humphreys and Mr Hobday can now access the Governors' Portal
- Further to minute 6(b) re training, governors referred to the Head's report

- Further to minute 6(d), to confirm that Mr Jordan-Diaper had circulated the student magazine by email to DH and RA had received it via parent body – MH also requested this, **ACTION Mr Jordan-Diaper.**
- Further to minute 14, governors will be invited to the next Staff Council meeting, dates to be circulated **ACTION Mr Jordan-Diaper.**

Training was **DISCUSSED** as an action for both staff and governors at the previous meeting. Mr Jordan-Diaper advised there was a new training administrator in post who would provide figures on internal CPD shortly, **ACTION Mr Jordan-Diaper.** Some governor training had taken place at the beginning of the meeting and was part of a wider programme being established by the Trust.

~ 6pm Ms Ayra left the meeting ~

7. Head of College's Report

Mr Jordan-Diaper highlighted the key points of his report as well as providing additional updates:

College centres

- Work with Carew and Nightingale continued, including utilising a farm area on Nightingale's site
- Work at Bedzed and Lomond centres was also progressing well
- Hillindon presented challenges - Pentland Fields was only available until July 2017 and the Trust is viewing new premises. A planning application for a potential site, fit for purpose, had been submitted but subsequently rejected due to Heathrow expansion which appeared to be an issue common to the locality. It had been resubmitted for review mid-July and Mr Jordan-Diaper advised governors it might need to be resent again. Overall, this was affecting the timescales of the project. A temporary site had been identified at a local primary school - with 31 pupils to accommodate – it raised concerns about the quality of this option. The College was working closely with the LA but little could be done about the lack of provision due to the housing crisis caused by Heathrow. Mr Adams asked about the overall strategy for this area, given the number of college centres. Mr Jordan-Diaper informed governors the ethos is positive in Hillingdon and the council had approached the College initially. Mr Thomas explained about further community projects. Mr Jordan-Diaper added, in terms of wider provision, residential options needed to be considered across all areas. Kingston would be the ideal location for a centre (three academy schools) and the Link schools would create further opportunities in Sutton. Croydon council had recently enquired about a small centre comprising two days FE and one day community skills/supported living. An enquiry had also come from North London, however unless the vision was shared, any collaboration would be difficult and Mr Thomas agreed that despite challenges in SEND, the College continued to strive for maximum opportunities for all students. Mrs Humphreys enquired about the work being undertaken in the Lambeth area. Mr Jordan-Diaper agreed it was positive, although would be easier to manage with an academy school as a base.

Premises, Health and Safety report

Reference to Enclosure 3 Appendix 1. Mr Jordan-Diaper advised that the heat levels had also caused issues for staff and students this week and this was being addressed.

3-year strategic plan

Update on current strategic priorities, Enclosure 4.

Mr Hobday **NOTED** evidence, much discussion and potential development in this area. Mr Adams wanted to know more about representation of the College at relevant events – both Mr Thomas and Mr Jordan-Diaper considered this a development opportunity and confirmed transition events had already taken place.

College Ethos and Values

How this is promoted across the organisation was detailed in Enclosures 5 and 6. Governors also referenced safeguarding related documents, Enclosures 7 and 8.

Mr Thomas stated that although the aim is to improve education, ultimately outcomes for our students is most important. The new prospectus covered this rationale. Mr Hobday wanted to know if this translated across the whole staff team. Mr Thomas gave some examples - changes were beginning to embed and Mrs Cunningham added that the staff development day was an opportunity for all employees to buy-in to the ethos and values as well as the safeguarding culture. Mr Jordan-Diaper asked governors to consider this more carefully in the autumn term, in particular the summary tables in Enclosure 5.

College Improvement plan

Mr Jordan-Diaper advised this document is to be revisited in September when the admissions position has been finalised.

Data Dashboard

Mr Jordan-Diaper was pleased to report the dashboard was much improved and invited **FEEDBACK** from governors. There was an **ACTION** to look at attendance for learners. Mr Jordan-Diaper also highlighted staff absence, some of which related to safeguarding. Mr Adams referenced his portfolio and informed the Committee that the issues were being addressed by HR. Mr Jordan-Diaper also took an **ACTION** to request MIS add behaviour data to the dashboard, which he already had available. Mrs Hersey said she would also revisit the high-level budget to check for accuracy.

Quality of teaching & learning

Mr Thomas reported positively to governors on recent self-assessment work. The aim was to ensure teachers reached grade 1. The Student Welfare Programme remained on track with additional work needed to formalise it. A large piece of work around EHCP plans was also taking place. Mr Thomas stated that as the process was new, targets were not clear making it difficult to set measurable outcomes with successful conclusions, especially across the vast number of authorities. The overall process had now been reviewed and the College was taking the opportunity to look at needs to enable revised and therefore better provision. Mrs Humphreys asked

about the process of LAs revisiting EHCPs. Mr Thomas advised the position remained unclear and as yet there was no formal or legal position on the closing of a plan. Mr Hobday then asked about the position of student leavers. Mr Jordan-Diaper stated that outcomes were difficult to quantify, again especially where the process was different across the authority e.g. Croydon would not report via PAs.

Leadership & Management

Mr Jordan-Diaper confirmed Kirsty Cottrell, recently returned from maternity leave would increase to four days after the summer break. Indy Sunner would also be DSL trained – this would help ease some of the safeguarding issues over the term mainly due to staff management and expectations around challenging student behaviour and high support needs. Mr Hobday expressed his thanks to Indy Sunner for good work he has seen on this during a recent visit. Some communication issues had been addressed by Mr Thomas following Mrs Humphreys recent visit to Old Town Hall. Mr Thomas agreed to continue monitoring the situation by circulating the location of the HOLCs meetings.

Training

Mr Thomas said some training needs had been identified during Ofsted preparation. Makaton training would also continue.

Safeguarding

Complaints regarding serious safeguarding incidents were currently being addressed as per procedures. Mr Jordan-Diaper is keeping Mr Hobday informed about the incidents and will update all governors once investigations have concluded and local authorities have reported back. Mr Jordan-Diaper highlighted in his report, key actions that are being implemented to support the VPC centre and confirmed the risk rating in the report to read as amber. In light of their portfolio visits, both Mr Hobday and Mrs Humphries discussed ways of ensuring student safety with staff and student when carry out community activities such as horticulture. Mr Jordan –Diaper and Mr Thomas took on board their comments and will look at implementing their key suggestions, alongside any future recommendations made by local authorities. Mr Jordan -Diaper also spoke about the work he will be doing this term with all staff on further embedding OHC's Safe place scheme, as well as introducing an improved training programme with Ms Sunner around managing student challenges. Mr Jordan-Diaper referred to the documents given to governors in Enclosure 7 and explained how they can be used during future portfolio visits to better test and inform SLT and staff on safeguarding competencies across centres. Mr Hobday **NOTED** that Enclosure 7 were useful tools.

Mr Jordan-Diaper spoke about a full safeguarding programme during INSET in July to address key issues. Mr Jordan–Diaper will share details of the programme at the next meeting.

Compliments and Complaints

Mr Jordan-Diaper reported he was working with the parents linked to the current safeguarding issues in section 7. The risk is amber and he will update and discuss with governors when the investigations has been completed. Mr Jordan –Diaper also briefly mentioned the work Ms Sunner had carried on adjusting staffing at VPC to better support learners and staff teams. They are working on both learners returning to college to complete their studies.

Governor events

Mr Jordan-Diaper listed some key areas for governors to visit. Mr Hobday was attending the awards ceremony in July. Governors discussed Job Coach reviews in September, taking place Tuesdays-Thursdays in Sutton and Kingston.

ACTION CLERK to circulate dates to governors.

Mr Hobday thanked Indy Sunner and Renato Marques on behalf of governors for providing outstanding cover and support to the SLT.

8. Data Dashboard

Covered under previous agenda item.

9. Portfolio visits

Governors **RECEIVED** the following Portfolio Visit Reports. Portfolio holders gave brief update to their reports as follows:

- i. Ethos, Vision and Strategy – Mr Hobday (Enclosure 10).
Largely focussed on how this is being embedded in the College as per Head's report.
- ii. Teaching and Learning - Mrs Humphreys (Enclosure 11).
Mrs Humphreys supported Mr Thomas' approach and the fact that positivity was evident to ensure best opportunities for all students with SEND.
- iii. Business Development and Marketing – Mrs Cunningham (Enclosure 12)
Discussion around various initiatives currently taking place.
- iv. HR – Mr Adams (Enclosure 13).
Examined some issues around long-term staff absence with HR. Recruitment plans were underway and it was agreed 'Indeed' had widest coverage as well as offering best value for money. Therapists were still in short supply. Mr Adams noted Interview skills and CV building for students, which was very positive. Mr Hobday asked if students get involved in recruitment processes – Mr Jordan-Diaper confirmed they sometimes sit on interview panels.
- v. Finance - Ms Arya- visit taking place on 30.6.2017 with Mrs Hersey.

Governors **NOTED** the guidance on OHCAT Portfolio governance arrangements had been updated and can be viewed on the Governors' Portal. The template for reporting back to governors on visits has been slightly adapted and is attached (Enclosure 14).

Governors requested that the Portfolio report template incorporate in safeguarding prompts for all governors to use during visits. **ACTIONS, Mr Thomas to send clerk list. Clerk to speak to Governance Manager.**

10. Policies and Procedures

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

- Data Protection Policy
- Pay Policy
- Critical Incident Business Continuity Plan
- Academies Admissions Procedures
- Exclusion Policy (academies)
- Missing Child Policy & Procedure
- Adverse Weather Policy & Procedure
- Travel and Subsistence Policy

Clerk confirmed the policies are on Governors' Portal for reference.

11. Dates of Future Meetings

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

- **Tuesday 14th November 2017 at 5.00pm**
- **Tuesday 6th March 2018 at 5.00pm**
- **Tuesday 19th June 2018 at 5.00pm**

Meetings to take place at Quadrant House, Sutton.

12. Any Other Business

No other matters were raised at the meeting.

13. Confidentiality

There were no items of confidentiality.

The meeting closed at 7.07pm

CHAIR-----

DATE -----