

Minutes of the Orchard Hill Committee meeting held on Monday 21st March 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 K Cottrell-Assistant Head
Mrs A Rodman-Tay-Finance Manager-OHC
Mrs T Goodsell-Clerk to Governors

Due to the absence of Mr Hobday, Mrs Humphreys agreed to chair the meeting.

Governors received a presentation from Simon Gale, E-Learning Manager, on the digital portfolio.

Mr. Gale explained that the system can be used by students on all tablet devices and desktops. Student and staff feedback has been positive.

Mr. Adams asked how parents are able to access the portfolio and Mr. Gale confirmed that the system is currently being rolled out for use at home, starting with Beaconsfield students. He went on to explain that when students leave, they will be able to pay a small fee to continue to access the system, this fee will cover the OHC hosting costs. The development of the system is currently in Phase 1, but Phase 2 will include new features. It is hoped to introduce the system at Carew Academy too.

Governors were impressed with the portfolio and noted their thanks to Mr. Gale for his presentation.

1. Apologies

Apologies for absence were received from Mr. D. Hobday, who was unwell and Janet Sherborne (Executive Head OHC&AT Shared Services).

2. Declaration of interest

There were no declarations of interest

3. Constitution and Appointments

- i) Governors **NOTED** that the OHC Board of Directors had approved the appointment of Mr. Hobday as Chair of the OHC Committee and Mrs. Humphreys as Vice Chair of the OHC Committee until Autumn Term 2016.
- ii) Governors **NOTED** that a vacancy remains for a co-opted governor with the Portfolio remit for Finance and Resources and agreed to let the Clerk know of any potential candidates for this important role.

4. Minutes of the Last Meeting

Governors **AGREED** and signed the minutes of the last meeting held on Tuesday 11th November 2015.

5. Matters Arising

- i) Further to minute 8, Mr. Jordan-Diaper confirmed that he would cover this item under his Head's report.
- ii) Further to minute 8, Mrs Cottrell confirmed that she would cover this item under her Safeguarding report.
- iii) Further to minute 13, Mr. Adams reported that he had had an interesting meeting with Jo Yarlett (Training Manager) to discuss the Sex Relationship curriculum. As a new Governor, Mr. Adams was keen to know how staff will know that the SRE objectives had been met. Mr. Adams had also visited some of the classrooms at Old Town Hall. He had been impressed by the patience and resilience of the staff.

Mr. Jordan-Diaper said that he intends to involve parents more in the transition events in the summer. He said it is also important to hold a parents forum once a term.

6. Head of College's report

Mr. Jordan-Diaper highlighted key points in his report, as follows;

a) Overview of Students

Mr. Jordan-Diaper saw that the number on roll should reflect student engagement, rather than attendance.

There are currently 2 excluded students. The students are unable to access the college's provision. The College is working with the Local Authority on this matter.

There are also 5 students on reduced timetables. Mr Jordan-Diaper said it is important to work closely with the Local Authority to ensure that this is not a long term situation. Ofsted will be keen to see that the College is providing these students with links to the curriculum and are keeping in touch.

Mr. Jordan-Diaper said that recruitment to BSI courses are healthy at 210, but reminded Governors that these numbers always fluctuate.

Mr. Walsh spoke about the Work Start programme. He explained that Workstart programme is part-time and is aimed at getting students into the workplace. The criteria for eligible training providers has changed which had created an influx. He said that this may be the last year that the College can offer Workstart because of the competition.

Mrs. Humphreys asked whether other providers getting a good take-up. Mr. Walsh said this varies, and agreed that it will be interesting to see their achievements, as Level 3 to Entry 1 is a huge step. Some providers do have good links with the industry. Mr. Walsh said there may be some opportunity for joint working, as the college can offer the educational links.

Mr. Thomas asked whether the College could effectively 'sell' places across the Trust. Mr. Walsh said that there is scope for that and this could be explored. This could provide economies of scale.

Mr. Jordan-Diaper said that the college is exploring a potential Post 19 franchise with Pentland Field School planned for 2 groups of PMLD students. This does pose issues regarding staffing for this offer.

Mr. Jordan-Diaper said that the open events had been well received. The College needs to develop student friendly materials and ensure the website is accessible.

Budget

Mr. Jordan-Diaper reported that since the original budget was set in September, Mrs. Jenkins, Finance Director has carried out a review of the original projected costings set out by her predecessor and a new budget has been set. This has resulted in significant reductions in spending for the next four months. Mr. Jordan-Diaper stressed that this is not a reflection of inadequate tracking of budgets with the teams. Despite these issues, the College should deliver a balanced budget and may deliver a small surplus.

Mr. Adams asked whether the fundraising week had intended to raise funds to improve the budget situation.

Mr. Jordan-Diaper said that the College has always held fundraising events to contribute to the community. It was suggested that, for future events, students could be asked to choose a charity to raise funds for, rather than just for the college.

Leadership & Management

Mr. Jordan-Diaper paid credit to Ben Walsh and Kirsty Cottrell for their continued support.

There is still a challenge to maintain the quality of Teaching and Learning because of the number of new and inexperienced staff, but rapid progress is being made. Mr. Jordan-Diaper said that he is confident that the college is moving towards being a Grade 2 College, with outstanding features.

The College has a recruitment strategy target and will be running a series of open recruitment events and fairs to attract qualified, experienced staff. Recruitment materials have been updated. It is also hoped that partnership links with the Trust's academy schools and Mencap could open up opportunities for staff to move across.

The College has been awarded accredited teacher training centre status for Post 16 teacher training with Canterbury Christ Church University. This should also support the College's new teachers and attract future staff.

There will be a focus on safeguarding training for support staff at the next INSET day.

Training, CPD & Staff feedback

The recent whole staff Development Planning Day had been well received.

The new electronic appraisal system has been introduced and is working well.

Safeguarding

Mr. Jordan- Diaper informed governors that a safeguarding complaint from an ex-member of staff had triggered an Ofsted visit at the beginning of term.

The Ofsted inspector found no substance to the allegations and had produced an excellent report of her investigation.

ACTION: The Clerk to circulate the Ofsted report to Governors.

Mr. Walsh commented that this had been a positive experience in the sense that it had made the College revisit and tighten up its procedures, i.e. carrying out exit interviews for staff moving on, reporting of incidents etc.

Mr. Thomas asked whether there had been discussions about this with the wider staff team. Mrs. Cottrell confirmed that staff had been aware of the

Ofsted visit and it was discussed with the staff team, particularly at VPC, where the student was based.

Governors discussed whether parents should be made aware of this issue. It was agreed that this should be shared in a general sense, with positive aspects of the report highlighted.

Management of Data

Mr. Jordan-Diaper said that this remains a key target for completion by the end of term. There is a plan to explore in-house options with the MIS team; who believe that a Sharepoint ILP may provide a quick solution.

ACTION: Mr. Jordan-Diaper to update governors on this matter next term.

Progress towards Outcomes

The accredited offer is working well, 90 – 95% of students remain on target. Meaningful data will be produced for the next governors' meeting.

In the summer term, SLT will work with other ISP and SEN schools to extend moderation of student folders to ensure they can be benchmarked to other outstanding provisions.

The new marking system is working well.

The Workstart programme is progressing well with students reaching their outcomes.

Effectiveness of Teaching, Assessment and Support

Mr. Jordan-Diaper confirmed that the College aims to start the summer term with all centres at good with emerging strong outstanding practice.

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

b) Dashboard

Governors **NOTED** that Grade 4 teachers are being moved on and there is an upward trajectory of grade 1 and 2 teaching.

They also **NOTED** that 82% of staff have only 1 -2 years of teaching experience.

Governors **RECEIVED** the dashboard.

c) Quality Improvement Plan (QIP)

Mr. Jordan-Diaper highlighted the following points in the QIP

(Page 6)

The College is currently struggling to attract PMLD staff. Due to the expansion of the college, 3 more teachers are needed. Mr. Jordan-Diaper said the new training module should help with this issue.

Mr. Adams asked whether unqualified staff are expected to teach PMLD students.

Mr. Jordan-Diaper said this does happen sometimes. Mentoring and coaching is provided in-house. Some unqualified staff are very strong.

Mr. Thomas suggested that it might be possible for staff from Trust's schools to do a year's secondment at the college.

(page 19)

Mr. Jordan-Diaper said more work needs to be done on tracking wider skills. Although good progress is being made in this area.

(page 28)

Mr. Jordan-Diaper said the College needs to ensure that skills are genuine vocational skills and more work on this area is being done with assisted living providers.

Governors **RECEIVED** the QIP.

d) Presentation – Benchmarking

Governors RECEIVED a presentation on benchmarking and how governors know what outstanding provision looks like in a constantly changing environment.

Mr. Jordan-Diaper circulated a document showing extracts of Ofsted reports from ISP provisions, giving examples of outstanding, good, requires improvement and inadequate practice. He also referred governors to the 'key questions to ask' section on the appendix to the QIP.

It was **AGREED** that when governors come in for their portfolio visit next term, they should focus on asking the key questions to hold the college to account.

e) Safeguarding & Welfare Report – Kirsty Cottrell

Mrs. Cottrell reported that 7 students access a personalised reduced timetable.

Four staff are fully trained for Team Teach. Mrs. Humphreys asked whether Governors could attend Team Teach training. Mrs. Cottrell said Governors could attend refresher training.

With regard to risk assessments, Mrs. Van-West and Mrs. Cottrell have carried out a monitoring audit and Mrs. Cottrell has also now carried out a full audit.

Mr. Thomas suggested that Team Teach techniques are shared with learners, as this could help to reduce anxiety for students and parents.

Mrs. Cottrell explained that the majority of students with challenging behaviour have 1:1 support and have a comprehensive behaviour plan. Students are also placed in centres, with staff who can best meet their needs, and their timetabling is set accordingly.

ACTION: Mrs. Cottrell to invite parents and governors to refresher courses for Team Teach.

Governors were advised that the results of the Student Survey will be presented to Governors next term.

Mrs. Cottrell and Mrs. Van West are reviewing the college policies to make them 'student friendly'.

For students off sick for more than 10 days, the college is looking at the individual support it offers.

Mr. Thomas said that local businesses need to make themselves more supportive of pupils with 'invisible' disabilities', ensuring they are made aware of expectations before they start work.

Governors discussed the incidents over time. They noted that there have been more incidents at Lomond House. Some students are on a reduced timetable and staff have been moved around. Incidents have reduced at Beaconsfield; this is to be expected in the second term, as students settle into College.

Mrs. Cottrell said that the College has a Behaviour Therapist who has worked 1:1 with students. Mr. Jordan-Diaper said that more needs to be done in this area and welcomed any suggestions from Governors.

f) Centre Monitoring Report

Mr. Walsh said that this report had been prepared for the cancelled Governors' meeting that was due to have been held earlier in the term and was, therefore, a little out of date.

ACTION: Mr. Walsh to circulate an updated Monitoring Report.

A new wave of OLTs have been carried out today. Initial observations are that there has been an improvement since the last round but that are still some inconsistencies.

7. HR Report

Governors congratulated the College on being named in the top 100 employers compiled by Investors in Diversity. They were also pleased to note that Investors in Diversity has asked the College to consider going for the Leadership Award.

Governors **RECEIVED** the HR Report.

8. Health and Safety Report

Governors **RECEIVED** the Health and Safety Report and **AGREED** that the new format was more informative and enables Governors to see the impact of improvement works to the Centres on the students' learning.

9. Training Report

Governors **RECEIVED** the Training 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
- Business Development and Marketing – Karen Cunningham
- HR – Ric Adams

Mr. Jordan-Diaper asked whether any Governor would be available to join the next Staff Council meeting. Mr. Thomas volunteered to attend.

ACTION: Mr. Jordan-Diaper to send Mr. Thomas the date of the next Staff Council meeting.

11. Finance and Funding

i) Mrs. Rodman-Tay reported that the Management Accounts have already been approved by the OHC Board of Directors.

Governors **RECEIVED** the Management Accounts.

ii) Governors **RECEIVED** the Final Accounts for 2014/15.

12. Dates of Future Meetings

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

- Tuesday 14th June 2016 at 5pm at VPC
- Tuesday 15th November at 5pm at VPC

13. Any Other Business

QIP

Mr. Adams commented on the amount of work involved in producing the QIP and he congratulated the SLT on this excellent document.

14. Confidentiality

There were no items of confidentiality.

The meeting closed at 7.05 pm.

CHAIR: -----

DATE: -----