

**Minutes of the Orchard Hill Committee meeting
held on Tuesday 19th June 2018 at 5pm at Quadrant House**

Membership: Mr David Hobday (Chair)
Mrs Michele Humphreys (Vice Chair)
Dr Caroline Allen (Principal)
Mr Ric Adams
Mr Neil Mears
*Mrs Akansha Arya

*Denotes absence

In attendance: Janet Sherborne- OHC&AT Executive Head, Services

Mr A Jordan-Diaper- Director of Post 16 Strategy, CPD & Partnerships
and Regional Lead for Kingston and Southern hubs

Mr D Thomas-Deputy Principal / Teaching, Learning & Assessment
and Regional Lead for Hillingdon hub

Mrs K Phillips-Assistant Principal / Outcomes, Assessments &
Funding and Regional Lead for Southwark & Wandsworth Hub

Mrs K Cottrell-Assistant Principal, Safeguarding and Regional lead for
the Sutton Hub.

Mrs Tracey Goodsell - Clerk

Before the formal business of the meeting, Governors were given a presentation by Josh Maple, an ex-pupil at Carew, who is now carrying out his work experience at Orchard Hill College. Josh spoke to the governors about the sort of things he has been doing at College one day per week. He said he is currently editing films with special effects for the film festival in July. Josh said he has also been attending the Riverside Community Centre doing radio and film as part of a digital hub. Josh said he gets things organised and sorts the room out etc. He has also been the DJ at various events, including the Virgin Lounge event. Josh said he is looking to extend his work experience to two days a week and eventually he would like to work permanently at the College.

Simon Gale, OHC&AT Creative Director, said that Josh has picked up the film editing really quickly and is an enormous help to the digital team. Josh has also designed a hat with the graphics design school. Governors asked Josh to describe the hat that he had designed. Josh said that it was lime green with white writing. Mrs Humphreys asked Josh if he could come back and show it to the governors another time. Mr Mears asked Josh where he was based and Josh said he was at Bedzed.

Governors thanked Josh for coming to the meeting and telling them about all the exciting projects he is currently involved in.

1. Apologies

Apologies for absence had been received from Akansha Arya.

2. Declaration of interest

There were no declarations of interest raised at the meeting.

3. Constitution and Appointments

Governors **NOTED** that there is currently a vacancy for a staff governor. Nominations are being sought.

4. Minutes of Last meeting

Governors **AGREED** and the Chair signed the minutes of the last meeting held on 6th March 2018.

5. Matters Arising

There were no matters arising

6. a) Principal's Report

The following matters were discussed:

1. Ethos visions and Strategy

Dr Allen and Mr Hobday had met for their portfolio visit earlier in the term, Governors were referred to Mr Hobday's report under item 7i) on the agenda.

Dr Allen reported that the introduction of the Regional Leads has been successful. There has been a steady improvement in the quality of teaching. Dr Allen carries out monthly monitoring meetings with John Prior, Executive Head of Quality and Development and she said they have seen further improvements in the identification of student outcomes. Dr Allen said that Mr Jordan-Diaper is enjoying his new role, which will be developing further over the next term.

The College is running a new 'Aspiring Leaders' course, approved by the Chartered Institute of Management to strengthen the HoLC team. The first session, run by Dr Allen, has taken place and was well received.

Governors also noted the pilot between VPC and Carew Academy to identify closer operational coordination.

Governors received the revised job description for the Head of College which will be advertised in September. Mr Hobday commented that it would be helpful to receive a structure chart of OHC senior leaders.

Action :The clerk to send this structure chart to all governors.

2. i) Teaching and Learning

Governors asked about the impact of learning on destinations. Mr Thomas said that there has been a focus on the students' learning and destinations, which has resulted in more outstanding practice and ensured sustainable, meaningful outcomes for students after College. Mr Adams asked for his congratulations to be passed onto the teaching team on their excellent work.

Mr Thomas said that Mrs Humphreys, Teaching and Learning portfolio governor, had visited Bedzed. On the day that she had visited, the majority of students were out in the community. Mrs Humphreys had queried the lesson planning for the session. This matter was addressed by the Regional Lead and fed back to Mrs Humphreys.

Mr Thomas further commented that teaching grades at Bedzed have improved noticeably.

Mrs Humphreys had also visited Wyvern and she commented on the welcoming, friendly atmosphere at this centre where she had seen good and outstanding teaching practice. She gave a particular example of Rio class's lesson where students were learning about going to the dentist. She said that the lecturer had shown meticulous planning and attention to detail. The students in the lesson had a number of complex disabilities and the way in which this had been managed had been respectful and powerful to watch. Governors passed on their congratulations to Mr Thomas and all his team.

With regard to the Quality Improvement Plan (QIP), Dr Allen reported that staff from cross-college roles will complete their own sections of the SARS to be drawn together into one document.

ii) Outcomes

Mrs Phillips re-iterated that the college is working hard to ensure sustainability when students leave. A second 3-year review has been introduced and there is a noticeable increase in students moving on to meaningful work placements. It is important to capture value-added and show case these good outcomes.

Mrs Phillips reported that there are 255 pupils on roll for 2018-19, as opposed to the 220 students that had been expected. Funding has been agreed for 76 of these students as opposed to 39 at the same point last year.

Mr Adams asked whether these funding agreements are binding. Dr Allen confirmed that they are a contract. Mr Adams also asked what proportion of the students are from Sutton. Mr Phillips said that part of her role is to improve relationships with LAs and Sutton LA are now the authority that places the most students at OHC.

Dr Allen reported that the new Assistant Director of Children's Services (DCS) had met with her and Mrs Phillips, and she had been receptive and understanding of the work OHC is doing for the students. Governors noted the continued funding challenges and the need to constantly adapt the model to meet these challenges, whilst continuing to ensure positive impacts and high quality for students.

iii) Digital School

Governors asked whether students with SEN are given opportunities to do apprenticeships. Mrs Sherborne reported that one of the College's apprentices, Aaron, has completed his apprenticeship and he will now become a permanent member of staff. Aaron has special education needs and is visiting many of our schools which is a good role model for the students.

Quadrant House will now be classed as one of the College's educational centres as the digital school continues to offer work placements to students across the Trust and College.

iv) Higher Education

Mrs Sherborne reported that the first cohort of students is completing the Diploma in Education and Training (DET) which has been a great success. Mrs Humphreys asked whether there were SEND modules and Mrs Sherborne confirmed that there are two SEND modules and students from other colleges are attending these as they are not widely available elsewhere. Jo Yarlett, the Training Manager, is an expert in SEN and has been running sessions. Mr Hobday was keen to know whether this course is having an impact on the quality of teaching and Mrs Sherborne said that this is definitely the case.

Mrs Sherborne said that the Year 1 DET students are now submitting their folders for final validation and their success will be celebrated at the up-coming Awards Evening.

3. Finance and Funding

i) Finance

Discussed under item 8 on the agenda.

ii) Premises and Resources

Dr Allen reported that the College intends to extend the Hillingdon provision and potential premises are being sourced. Mr Thomas said he had met with Tom Murphy from Hillingdon LA who is keen to work with the College. The scale will allow the college to build a centre of excellence. Governors asked about wheelchair accessibility and capacity for external groups to use the facilities.

Mr Adams asked about the provision at VPC. Dr Allen said that Carshalton College has indicated that OHC can have the first floor.. An external valuation for leasing and selling is being obtained. Provided that this can be secured for 2019-20, Bedzed will close and be consolidated at VPC.

Governors asked about Garratt House which is a three bedroom property previously part of the Link Schools. They noted the plans to turn this into an independent living facility for students and discussed potential positive impacts for students.

With regard to the new Carew Free school, Dr Allen said that plans have been drawn up with a view to opening in 2020.

4. Health and Safety, Child Protection and Safeguarding

Governors questioned attendance figures. Mrs Cottrell reported that attendance has improved, and students have settled in well. There has been a decrease in red and amber risks this term. Governors asked about monitoring in class and community. Mrs Cottrell and Mrs Van-West are carrying out safeguarding learning walks in the centres. These are being done half termly. Practice has been very impressive, with only minor points for development identified.

5. Business Development and Marketing

Governors were given a demonstration of the new College website, including the new curriculum offer. Governors asked about how the curriculum supports destinations. The new curriculum has been devised in conjunction with the OHCAT schools, e.g. use of the Farm at Nightingale Community Academy for the animal welfare course.. The Skills for Work and Living courses have addressed an area where there was a gap. The physical layout is being changed in the centres to maximise the space for the students. Large screens will be placed in reception areas showing students doing one the curriculum pathways so visitors will be able to immediately see the type of courses on offer.

Mrs Humphreys said that the students in the student council had asked for more performing arts opportunities. Dr Allen said that overtime, the curriculum will be developed further as the hub structure is embedded, which will enable greater sharing of facilities i.e. the Carew media room.

Dr Allen explained that the rest of the website is also being refreshed.

6. HR and Organisational Development

It was reported that Mr Adams, HR portfolio governor had met with Michelle Brennan, Senior HR Manager for his portfolio visit.

Governors noted that the vacancy for the Regional Lead position in Hillingdon has not yet been filled. This is a key post and the College will now use a specialist recruitment agency to help fill this vacancy.

Governors also noted the overview of CPD offered to staff and the partnership working that is taking place. Governors discussed approaches to training and impact on student experience.

7. Compliments and Complaints

Governors noted the information on compliments and complaints.

8. College Events

Governors noted and were invited to the College events.

b) Dashboard

Dr Allen said that the typicality data reflects the earlier discussions. Mr Thomas said that the figures are slightly inaccurate for the Summer term so it was agreed that a revised version would be circulated to governors.

Action: Mr Thomas to amend the dashboard and the new version to be circulated to governors.

Governors were advised that Dr Allen, John Prior and Janet Sherborne will be carrying out a desktop Ofsted where each regional lead will produce data for their hub and also report on progress against the ILP targets and destinations. 4 or 5 students will be selected and a dashboard will be prepared for them individually to demonstrate holistic improvement.

Mr Mears asked whether Ofsted have asked for this information. Dr Allen said that they haven't but they might want to see it if they come in, She said it is important to showcase the students work as the datasets allow us to demonstrate progress. Dr Allen said that next year the Contour system will link to the ILP targets. This will give students greater involvement in target setting

Mr Hobday requested that governors see an anonymised individual dashboard when they are available.

Action: JS to provide governors with an anonymised individual dashboard when available.

Dr Allen concluded her report by saying that applications will be sought for a new Head of College in September for a second half of autumn term or January start. She said she is building strength underneath so that the organisation is not over-reliant on her. She will still hold the Principal role. She said that she welcomed any thoughts on the Head of College job description.

Governors **RECEIVED** the Principal's report and the dashboard.

7. Portfolio Visits

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

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

Mr Hobday had carried out his visit on 5.6.2018. Matters discussed during his visit had been covered during this meeting.

- **Safeguarding- Neil Mears**

Mr Mears had carried out his visit on 18.6.2018 and his report was tabled. He said he had visited Bedzed to meet with Mrs Cottrell where he had found a good atmosphere with students engaged and willing to share their work with him. He had been impressed by the professionalism of the staff. Mrs Sherborne suggested that next term, Mr Mears might want to visit Quadrant House to review the College's Single Central Record (SCR).

Mrs Humphreys asked what proportion of staff are trained in Team Teach. Mrs Cottrell confirmed that all staff are trained at different levels dependent on the type of learners that they work with.

- **Teaching and Learning-Michele Humphreys**

Mrs Humphreys had carried out her visit on 21.5.2018 with David Thomas. She reported that matters discussed during her visit with Mr Thomas had been covered in the meeting.

Mrs Humphreys had also carried out Learner Walks at Bedzed and engaged with the student council at Beaconsfield. Mrs Humphrey's noted that the students had been very respectful of each other. She asked about student voice. Mr Jordan-Diaper said that OHC students continue to engage in a range of opportunities including 'You said, we did', Also, they will be involved in a student parliament for NATSPEC college.

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

Mr Adams had visited Michelle Brennan, OHC Senior HR Adviser on 7.6.2018.

He said he had been interested to see the benchmarking data regarding sickness in the different centres.

There had been well-being and staff morale events which had been very well-received.

HR are preparing toolkits for staff absences and disciplinaries. Mrs Sherborne said that managers are being given coaching to carry out these meetings. There will also be sessions on these areas as part of the 'Aspiring Leaders' course. Dr Allen, John Prior and Jo Yarlett are mentoring the HoLCs and helping to upskill them and give them confidence to deal with these issues, as well as strengthen leadership of other aspects of our work.

- **Finance and Resources-Akansha Arya**

Governors received the portfolio report following Mrs Arya's visit with Suzanne Hersey on 11.6.2018.

Mrs Arya had also carried out a learner walk at VPC on the same day, her report was tabled and comments noted by governors.

- **Business Development and Marketing**

This portfolio is currently vacant.

Governors **RECEIVED** the portfolio visit reports

9. Finance and Funding

i) Management Accounts

Dr Allen said that the performance of the finances had improved in-year, allowing for some potential clawback . The finance team has provided string support to get to this position. Generally the LAs are paying less per student which has meant a need for a shift in delivery patterns. Agency spend has been tightened but is still quite high because it is necessary to allow flexibility to ensure quality for students. The target is to have 80% permanent staff by September.

Dr Allen added that Element 3 income has been reduced from budget by nearly £1m reflecting tighter funding and also an increase in students requiring a lower level of additional support. This has been addressed in-year and well-managed and controlled by the Regional Leads.

Governors **RECEIVED** the Management Accounts.

ii) Budget

Dr Allen said that the budget has been set based on student numbers. The college continues to look at shared resources to ensure best value for money whilst maintaining high quality.

She added that the balance sheet has been impacted by the vacating of Old Town Hall which had been classed as an asset. This means that the balance sheet is in a negative position. This a sector wide national issue due in part to the pensions deficit. Actions are being taken by Board to address this going forward E.g. Auditors are looking into whether the College and the Trust can form a VAT Group. Consideration is also being given to move Shared Services staff from OHC to OHCAT to increase the assets.

Dr Allen concluded by saying that the College has reserves, and expanding demand and strong reputation which strengthens our position in a challenging funding environment.

Governors **RECEIVED** the Budget 18-19.

10. Policies And Procedures

- i) Governors **NOTED** that the following policies were reviewed and approved by the OHC&AT Board at their meeting on 16.3.2018:

NAME	TYPE	STATUS
Child Protection, Adult Protection & Safeguarding Policy	Core	Review (unscheduled)
Complaints Policy (Academies)	Core	Review (unscheduled)
Complaints Policy (OHC)	Core	Review (unscheduled)
Recruitment and Selection Policy	Core	Review (unscheduled)
Lone Working Policy	Core	Review (unscheduled)
Attendance Policy (Academies)	Additional	New
Attendance Policy (OHC)	Additional	New
Families and Visitors Code of Conduct	Additional	Review (unscheduled)
Gifts and Hospitality Policy	Additional	Review (unscheduled)
Mental Capacity and Consent Policy	Additional	New
Missing Child Policy (Academies)	Additional	Review (unscheduled)
Missing Student Policy (OHC)	Additional	Review (unscheduled)

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

- ii) Admissions Procedure

Governors discussed and **APPROVED** the College Admissions procedure.

11. General Data Protection Regulation (GDPR) Update

There was a discussion regarding GDPR and the need to continually review data security.

Mr Hobday asked whether the College is receiving more Subject Access Requests. Mrs Sherborne said there has been an increase, mostly to schools, she continued that she is the lead person in the organisation for managing the requests.

Dr Allen said that staff are trained in the use of email, including ensuring that information is not included in emails that could be considered commercially sensitive. Regular updates are continue to remind staff to be vigilant.

Mrs Humphreys asked about Facebook. Dr Allen confirmed that students and staff cannot access Facebook on their work PCs. Students have their own safeguarded version of Facebook called ShareSpace.

Governors **RECEIVED** the GDPR Update.

12. Dates of Future Meetings

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

Tuesday 13th November 2018 at 5.00pm at Quadrant House

Tuesday 5th March 2019 at 5.00pm at Quadrant House

Tuesday 18th June 2019 at 5.00pm at Quadrant House

13. Confidentiality

There were no items of confidentiality.

The meeting closed at 6.40 pm

CHAIR-----

DATE -----