

**Minutes of the Orchard Hill Committee meeting
held on Tuesday 6th March 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

In attendance: 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 J Van-West-Director of Learning Services

Mrs S Hersey-Director of Finance

Mrs Tracey Goodsell - Clerk

1. Apologies

Apologies for absence had been received from Kirsty Phillips, Janet Sherborne and John Prior. All present were welcomed to the meeting and introductions were made.

Declaration of interest

There were no declarations of interest raised at the meeting.

2. Constitution and Appointments

- i) Governors **NOTED** that Karen Cunningham's term of office as staff governor finished on 28.2.2018. Nominations will be sought to fill this vacancy.
- ii) Governors **NOTED** that the OHC Board of Directors had approved the re-appointment of Dave Hobday and Michele Humphreys for a further three-year term of office with effect from 27.2.2018.

3. Minutes of Last meeting

Governors **AGREED** and the Chair signed the minutes of the last meeting held on 14th November 2017, subject to Michele Humphreys name being spelt correctly on the first page.

4. Matters Arising

- i) Further to minute 7, regarding accommodation, governors **NOTED** that this matter was referred to in the OHC Strategy Document (Agenda item 6 referred)
- ii) Further to minute 7, regarding destinations, governors **NOTED** that this information was included on the dashboard (Agenda item 6 referred)
- iii) Further to minute 8, regarding the budget, Governors were referred to the Audited Accounts and Financial Statements,

5. Principal's Report

Presentation-OHC Strategy

Dr Allen gave a presentation to governors on the OHC Strategy 2017/81 to 2020/21. She explained the need to stay ahead and adopt a strategic approach to secure the future for the students. The College's vision and values have been refreshed. The Key Performance Indicators for 2017/18 are those that are included in the SARS.

The geographic hubs are being strengthened to further improve and align the curriculum and practice to ensure smoother transitions for students.

The Senior Leadership Team (SLT) have met with Dr Allen to review the strategy, with a particular focus on destinations. There will be a concentration on entrance/feeder provision into the College to secure the transition pathway from school to college.

The curriculum is being reviewed and aligned across the schools and the College. Mr Jordan-Diaper has already worked on this at Bedelsford and is now looking at this for the other schools.

Mrs Arya asked whether there is an expectation that 100% of the students will transfer from an OHCAT school to an OHC college provision. Dr Allen said this would only be the case if it is appropriate for the student.

Dr Allen further explained that a member of SLT has been appointed to each hub which is already having an immediate positive effect on quality, creating stability and coherence of decision-making. This will be developed further over the coming period, for example the delegation of budgets to the hubs. SLT members have also retained assigned cross-college responsibilities.

Three new schools joined the Trust on 1.1.2018 based in Surrey and Sussex(SAS). These schools will form the SAS Hub. There is a possibility of locating a college centre in an empty building opposite one of the schools, Grafham Grange, as demand for places from Surrey is high.

The college offers Shared Services which are partly brought in by the schools and enable the College to grow capacity. The Training School is being further developed. There are currently approximately 45 students undertaking the Diploma in Education and Training (DET) qualification and some students are following the 'Assessment Only' route. The Apprenticeship programme is being developed, with some of the

Learning Support Assistants undertaking training to become specialist Learning Support Assistants in therapies. This will also be rolled out to schools.

The Digital School continues to thrive and recently held an event at the Virgin Lounge in Piccadilly where students showcased exciting initiatives such as the College's radio station and Contour (Digital CV) which will link to the ILP system. Students will be able to upload their evidence via this system. Governors commented that this will be really helpful for their transitions.

External verifiers are used to validate the College's own assessments. The OHC Committee is a committee of the OHC Board of Directors. Each Director has an allocated portfolio and has a high level overview of that portfolio. She further explained that the intention is to 'blur the lines' between the operations infrastructure of the College and the Trust, which are two separate legal entities. Currently, the OHC and OHCAT Board of Directors meet together as a 'collaborative' Board, and whilst they maintain separate decision-making processes, to all intents and purposes they act as one Board. It is currently not permissible to merge the two companies legally, but Dr Allen said she will continue to pursue this as an option with the relevant bodies.

Mr Adams raised the issue of accommodation across the College. Dr Allen said that Stephanie Hill, Director of Business Services is reviewing all the property across the two organisations in the short, medium and long term. The new Hillingdon and Carew Free Schools are due to be built by 2020, and there are plans to co-locate a college provision with these schools. There is also potential for a new Free School in Croydon. Mr Adams said he was particularly concerned about the departure from Old Town Hall to the Vocational Progression Centre in Carshalton last year. He said that his daughter had find this a difficult transition, adjusting to a smaller teaching space and students with challenging behaviour. He said he was also concerned that staff are moved to other centres at short notice. Mr Thomas said it was useful to get this feedback from parents and Mrs Van-West assured Mr Adams that his daughter has recently told her that she felt happy and safe. Dr Allen said that there is planning taking place now for next year to make sure that staff are positioned in the right place. However, it was acknowledged that it is not always possible to foresee and plan for every move, for example, if staff are offered a promotion.

Mr Adams asked about the relationship between this committee and the Board of Directors. Dr Allen explained that whilst the Board of Directors is the strategic, decision making body for the College, the committee has an important role in terms of setting the strategic direction of the college, monitoring and evaluating and ensuing accountability. The committee is given the opportunity to meet and share views with the Board, via the bi-annual Chairs' Committee meeting, but also at informal events, such as the Students Award, Virgin Lounge Event etc.

Mrs Arya asked whether lessons can be learnt from this. Dr Allen said that change can be difficult but it is important to listen to the students. Learner voice events and the 'You said, We did' groups do capture student views. Mr Adams was thanked for his feedback.

Mr Hobday asked how the College offer will differ in the individual hubs. Dr Allen said that the BSI programme may be reconfigured into a more modular offer. There needs to be a clearer route way, whilst still being individualised.

Mrs Arya asked if there is potential for income generation in the Digital school. Dr Allen said that there have already been some sales of Contour. The College also has its own version of Facebook called Sharespace, and there is potential to develop this further and offer to external providers.

Mrs Arya asked whether there will be a standardised model for the hubs. Dr Allen said that the model is already fairly standardised but the teaching and learning is bespoke and tailored to the individual student.

Mr Hobday commented that, going forward, it may be more beneficial for each hub to have one local governing body, with a College representative sitting on that LGB.

Governors thanked Dr Allen for her informative presentation

Principal's report

Mr Hobday asked what period of time the LADO referrals covered (referred to on page 6 of the report) .Mrs Van-West confirmed that this was over a period of two years.

Mr Hobday also asked about the change to the College teaching time, and asked what the reason was for this proposed change. Mrs Phillips explained that the data showed a significant drop in attendance on Fridays. This new model will allow for an optional buy-in for an enrichment course on a Friday. Also, some boroughs, including Sutton, are no longer paying transport costs from September 2016. She confirmed that no teaching hours are being lost as the teaching day has been lengthened on Monday to Thursday.

There was a discussion about the monitoring of teaching and the effect that observations of teaching have on the staff. Mr Thomas said that observations are carried out in a coaching environment, not through testing. There is also peer mentoring and informal learner walks. Mr Adams asked whether good practice is encouraged. Mr Thomas said that outstanding practice is actively encouraged. Dr Allen spoke about the postcard system she uses whereby staff who have gone 'above and beyond' are sent a personalised thank you from her.

Governors **RECEIVED** the Principal's report

Dashboard

Governors **RECEIVED** the Data Dashboard.

6. Portfolio Visits

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

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

Mr Hobday had carried out his visit on 21.2.2018. He asked the Regional Leads whether they felt that the hub model is working well. Mrs Phillips said that the positive impact was evident immediately. Mr Thomas also commented that Heads of Centre now have a first point of contact. She also commented that the cross-college roles the regional leads have add strength.

- **Safeguarding- Neil Mears**

Mr Mears had carried out his visit on 23.3.2018 and had met with Mr Jordan-Diaper and Mrs Van-West. He said that his new to the role and recognised he has lots to learn. He said he hopes to visit the other hubs in due course.

- **Teaching and Learning-Michele Humphreys**

Mrs Humphreys had carried out her visit on 5.2.2018. She reported that matters discussed during her visit with Mr Thomas had been largely covered in the meeting.

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

Mr Adams had visited Jane Easton, Head of HR on 12.2.2018 He said that the HR team are constantly reviewing their practice after the event to look at development points. Some of the key pieces of work undertaken by the team this term have been training for interview skills, recruitment campaigns, review of flexible working arrangements and staff induction.

Governors asked whether interviewees are made aware that students at the College may display challenging behaviour. Mr Thomas confirmed that this a specific question at the interview process.

- **Finance and Resources-Akansha Arya**

Mrs Arya had had a telephone conversation today with Mrs Hersey to discuss the College finances. Mrs Hersey had provided her with a high level picture of the finances, highlighting any risks.

- **Business Development and Marketing**

This portfolio is currently vacant.

Governors **RECEIVED** the portfolio visit reports

ii) **Other Visits**

Mrs Humphreys had visited the Workstart provision and had been impressed by the good work going on there.

Mr Hobday reported that he had visited the Wyvern College Centre, The Young People's Academy and Nightingale Community Academy this term. He had been impressed by both the Headteachers in the schools and noted the difficult physical

conditions they were working in, in terms of the fabric of the buildings, which have been neglected by their Local Authority over a number of years.

Mr Mears reported that he had attended the Virgin Lounge Event which had been a great showcase for the students' digital work.

7. Finance and Funding

Mrs Hersey reported that the College is forecasting a break-even position. She said funding in FE is however, an on-going challenge.

Agency spend is being carefully monitored and the College is looking at more fixed-term contracts to meet the flexibility needed.

Mr Hobday asked about Element 3, and Mrs Hersey explained that this is the top-up received directly from the LAs for BSI students. Mr Thomas said that the College has worked hard to build better collaborative relationships with the LAs

Mrs Humphreys asked whether the College uses a single agency or several. Mrs Hersey said that several are used, there are some preferred agencies for the different cohorts of students. Mr Thomas said that good agency staff are made permanent where possible.

Dr Allen said that the College will aim to work on an 80 (permanent) /20 (agency) basis.

Governors **RECEIVED** the management accounts

8. POLICIES AND PROCEDURES

Governors **NOTED** that the following policies were reviewed and approved by the OHC&AT Board at their meeting on 15.12.2017:

NAME
Child Protection, Adult Protection & Safeguarding Policy
Complaints Policy (OHC)
Recruitment and Selection Policy
Lone Working Policy
Attendance Policy (OHC)
Families and Visitors Code of Conduct
Gifts and Hospitality Policy
Mental Capacity and Consent Policy
Missing Student Policy (OHC)

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

9. Dates of Future Meetings

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

- **Tuesday 19th June 2018 at 5.00pm at Quadrant House**
- **Tuesday 13TH November 2018 at 5.00pm at Quadrant House**
- **Tuesday 5th March 2019 at 5.00pm at Quadrant House**

10. Any Other Business

Dr Allen said that the College is launching a new website, hopefully by Easter. She said that if any governor wants to review and comment on the website before it goes live, to let Mrs Goodsell know, so that this can be arranged.

11. Confidentiality

There were no items of confidentiality.

The meeting closed at 7.00pm

CHAIR-----

DATE -----