

**Minutes of the Orchard Hill Committee meeting
held on Tuesday 13th November 2018 at 5pm at Quadrant House**

Membership: Mr David Hobday (DH) (Chair)
Mrs Michele Humphreys (MH) (Vice Chair)
Dr Caroline Allen (CA) (Principal)
Mr Ric Adams (RA)
Mr Neil Mears (NM)
*Mrs Akansha Arya (AA)

*Denotes absence

In attendance: Mrs K Phillips (KP)-Head of College
Mrs K Cottrell (KC)-Assistant Principal, Safeguarding and Regional Lead for the Sutton Hub.
Ms L Finkle (LF)- Regional Lead for the Hillingdon Hub
Mrs Tracey Goodsell (TG)- Clerk
Mrs Suzanne Hersey (SH)-Director of Finance
Mrs S Curran (SC)-Management Accountant

1. Apologies

Apologies for absence had been received from Akansha Arya, Ashley Jordan-Diaper and David Thomas.

2. Declaration of interest

There were no declarations of interest raised at the meeting.

Governors were asked to send their completed Declaration of Interest form to the clerk, if they had not already done so.

3. Skills Audit Analysis

Governors were asked to send their completed skills audit form to the clerk, if they had not already done so.

4. Constitution and Appointments

- i) DH confirmed that he is happy to stand again as Chair. No other nominations were received. Governors unanimously **RECOMMENDED DH's** appointment to the OHC Board of Directors for ratification at their meeting on 14.12.2018.
- ii) MH confirmed that she happy to stand again as Vice Chair. No other nominations were received. Governors unanimously **RECOMMENDED MH's** appointment to the OHC Board of Directors for ratification at their meeting on 14.12.2018.

- iii) Governors **NOTED that** Iain Chadwick, a lecturer at VPC, has expressed an interest in becoming the new staff governor. They reviewed his nomination form and **RECOMMENDED** his appointment as staff governor to the OHC Board of Directors for ratification at their meeting on 14.12.2018.

5. Minutes of Last meeting

Governors **AGREED** and the Chair signed the minutes of the last meeting held on 19th June 2018.

6. Matters Arising

- i) Further to minute 6i), governors **NOTED** that the current OHC senior team structure was included in the Principal's report.

7. a) Principal's Report

The following matters were discussed:

1. Ethos visions and Strategy

Governors were delighted that KP has been appointed as the new Head of College and passed on their congratulations to her. Caroline Allen, John Prior and Dave Hobday had been on the appointment panel. KP said she was excited about the challenge and striving forward to maintain the College's outstanding status.

The Leadership structure was discussed. Governors noted that LF had been appointed as the College's Regional Lead for Hillingdon. LF is currently working with David Thomas (DT) at Wyvern for handover but in time, DT will move to another centre. Ashley Jordan-Diaper will be moved into his permanent role by January 2019, working across the schools and college centres to enable partnerships and smoother transitions.

2. Teaching and Learning

i) Quality of Teaching, Learning and Assessment

An updated Principal's report was circulated showing updated data for staff typicality for 2017/18 and 2018/19.

DH asked whether this was what was expected at this stage of the year. CA said it was slightly improved in comparison to Autumn last year. The impact of fluctuations of students was discussed.

KP spoke about the introduction of the second year 3 reviews to secure destinations. The destination data is strong compared to this time last year and evidences impact of this. KP said she would provide a report on this at the next meeting.

Governors asked about alumni students and were pleased to note that a significant number of alumni students are coming back during the Xmas holiday period. DH asked how the alumni were allocated. KP confirmed that local students are invited to local events. However, the Summer Festival of Sport is across the whole college.

The new Learner Survey feeds into the Contor system. The data will be discussed within the Student Council and implemented through 'You Said, We Did.'

Governors discussed the importance of securing meaningful, sustainable student outcomes and to be able to evidence the impact and longer term benefits..

ii) Digital School

CA reported that the Digital School is going from strength to strength. Students are teaching members of the community to access the internet at the Digi café in Carshalton. DH said he had visited the café and witnessed students being confident and impressive. MH also said she had spoken to students at the governors' conference who were showcasing their work.

Students from different centres also took part in the AoC's 'College's Week' Big Build.

<https://www.fenews.co.uk/press-releases/21425-orchard-hill-college-celebrating-college-s-week-with-the-big-build>

The Digital school is also working with the Harlequins Rugby Club to produce bespoke digital content created by our students and to deliver a digital hub from the media centre at the Twickenham stoop. The Digital school has also received interest from Cisco as a potential partner.

iii) Training school

CA said that there is a need to expand the Training School which will require additional funding to fund more posts. CA said has lobbied the RSC.

The college is also piloting a Leadership Programme with HoLCS and Regional leads which is supported by the Chartered Management Institute.

Governors noted the information on Apprenticeships, CPD and Organisational Development.

3. Finance and Premises

Governors asked about capacity for new studentsCA reported that the upstairs of Wyvern is now open. Students are settling in well and there is scope to expand student numbers further. The curriculum and outcomes are driving the work and plans for the centre going forward. Further details will be brought to a future governors' meeting.

The College is now occupying the additional first floor of VPC and the centre is at capacity with 78 students. The intention is to gradually vacate Bedzed. Bedzed is currently being used for Year 3 transition students only. This is part of a consolidation exercise to utilise the centres more effectively, improving services and and maximising viability.

The Vocational Centre at Nightingale is still quite small but there is a good vocational offer there and students from other centres are travelling there to access this offer.

The new Carew build will have media resources for OHC students to share.

DH asked about a typical day for the students at VPC. KC said that this depends on the student's outcomes. Wherever students travel during the day, they all start and end their day at VPC. Several students visit Nightingale on a Tuesday and Thursday and the HoLCs base themselves there for the day. KC confirmed that the transport arrangements are working well.

The requirements of different student cohorts has discussed. The demographic at changed Beaconsfield centre has changed and a new configuration is planned.

CA is in discussions with Achieving for Children, Kingston about a potential new building longer term. These discussions are ongoing but they have agreed to pay for a lift in the current building.

Governors asked about student demand. CA said that where appropriate, the aim is for OHCAT schools to be the feeder schools for the College centres.

4. Health and Safety, Child Protection and Safeguarding

i) Health and Safety

Governors asked about the absence figures. KC said that there are regular meetings to look at individual students' absence and she has worked with the MIS team to trigger a letter home if attendance drops below a certain point. KC said that for students in supported living the figures change regularly. With regard to the incidents and accidents data, governors asked about the one red incident in Hillingdon. KC said she and KP are working with the mother of the student and the LA. The incident relates to challenging behaviour in the community and no significant injury was sustained. The new Health and Safety and Safeguarding system triggers an alert to the HoLCS and Regional Leads.

Learner walks, which are carried out by KC and the Director of Learning Support have been positive and safeguarding is well-embedded in the centres. There is a student safeguarding ambassador in each centre.

KP said that the parent/carer forum is delivering more workshops, particularly around domestic violence. She said that there is an issue around parents recognising domestic abuse in their own child. DH agreed that this is an issue, and Mencap have been raising this with the borough. He said he was pleased that the College was also taking a lead in this matter.

ii) Business Development and Marketing

KP said that the college has been inundated with consults. The current total number of students is 237 which include traineeships. The total of ESFA students is currently 225 but this will probably increase.

RA asked about the Contour system. CA explained that Contour is an electronic CV to be used by the students and staff, and eventually by parents too. The system allows students to upload their own evidenced against their targets. KP suggested

that RA could come in and look at the system. The system is available to use on any device.

KP said she will also be arranging training for parents and carers.

DH asked whether governors could be shown an example.

Action: TG to invite Simon Gale to the next meeting to demonstrate Contour.

KP said that the change in working hours is working well and there has been a good uptake for the enrichment sessions, particularly in Sutton. The change in the non-term time cover has enabled consolidation and a closure of some centres in the holiday periods. This helps with risk management and maintenance. She is working on the development of a residential holiday offer.

DH asked whether the enrichment activities feed into Contour. KP said that there is a hobbies section, but this could be developed further.

An updated dashboard was tabled.

Governors have received the draft SAR. The final version of the SAR will be placed on the Ofsted portal by 31.1.2018. Governors were invited to send any comments on the draft to TG. They will receive a final copy, with a summary in December. Targets in the SAR will be included in the updated OHC Strategy.

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

8. i) Portfolio Visits

a) Ethos, Vision and Strategy

DH had visited VPC on 10th October and had carried out a learner walk.

b) Health and Safety, Child Protection and Safeguarding

NM had visited VPC on 6th November 2018. He said this had been his first visit to VPC and he had found it to be a calm and safe environment. He complimented the staff and asked for his comments to be passed back to them. He had also been introduced to the RAG rated behaviour system which he had found interesting.

c) Teaching and Learning

MH had visited VPC on 8th October and had met with DT. They had discussed enrolments and the importance of mixed cohorts to reflect the cohorts coming in from the feeder schools. MH said she is planning to visit another centre soon.

d) HR and Organisational Development

RA had visited Michelle Brennan, HR Manager at Quadrant House on 23rd October 2018. They had reviewed the sickness processes and RA said he was pleased to see that a common sense approach is used, with managers mainly dealing with issues in their own centres.

They had also discussed the Corporate Induction day which had been a success.

It was **AGREED** that this report should be kept confidential as it might be possible to identify members of staff from some of the data that has been presented. It was also **AGREED** that in future, the data should be aggregated for this portfolio report.

Governors **RECEIVED** the portfolio reports .

ii) Governor training

Some of the governors had attended the annual OHC&AT governors' conference on 12th October 2018. They gave positive feedback on the event, particularly on the keynote speaker, David Scoot who had delivered a presentation on 'Effective Governance'. It was **AGREED** that the two safeguarding films included in David Scott's presentation should be shown at the next meeting.

Action: TG to arrange for the two safeguarding films from David Scott's presentation to be shown at the next meeting.

9. Finance and Funding

i) Budget year-end 17-18

SH explained that these figures have not yet been finalised as they are with the auditors for final sign off. The year-end position is currently showing a £153k surplus and this is largely due to the tight control of the income.

Element 3 is down, due to funding pressures from LAs. Salaries are being controlled and there has been careful monitoring of non-staff costs.

The closure of Old Town Hall has impacted negatively on the balance sheet. Shared Services staff have been transferred to OHCAT from OHC which will particularly mitigate this and will show in the year-end accounts next year.

DH asked why the reduced spend on agency staff that had been planned had not happened.

KP said that the target is for 80% permanent staff and 20% agency and recruitment to permanent posts has continued. However, risks need to be managed for next year and the College needs the flexibility of agency staff if student numbers reduce. KP said she is considering one year contracts but all options will be considered. CA added that some students come to College needing high support that can reduce over time so the flexibility of agency staff is needed. She also said that agency staff often provide good quality.

LF asked whether the college offers a volunteer programme. CA said this could be looked again but it is important to offer consistency. OHC students have complex needs and staff need to be trained, so this involves a high level of commitment. The College does offer work experience opportunities. DH suggested that a volunteer programme could maybe be looked at for the enrichment programmes.

Governors **RECEIVED** the budget year-end 2017-18.

i) Management Accounts-September 2018

SC explained that the College did not commence the autumn term until 10.9.2018 so it is early days in term of the Income and Expenditure figures.

The forecast is for 224 BSI students. It is expected that the SFA student numbers will rise.

Current indications show a potential shortfall of £591k for the full year.

DH asked whether there were any services that the schools will be purchasing from the College. CA explained that the Digital School, Training School and Learning Support services still sit on the College side.

CA said that the core service contributions pay for the apportioned shared services staff.

SH added that the cash flow is always low at this point of the year, schools will be invoiced again in January.

Governors **RECEIVED** the management accounts.

10. Policies and Procedures

Governors **NOTED** the policies that have been approved by the OHC Board of Directors.

11. Keeping Children Safe in Education (KCSIE)-Changes from September 2018

Governors **NOTED** the changes to the KCSIE guidance and that changes have been made to all the relevant policies.

Governors commented that David Scott, at the governors' conference, had suggested some useful questions for governors to ask around safeguarding.

It was agreed that KC and Jackie Van-West could give governors a safeguarding presentation at the next meeting.

Action: TG to arrange a safeguarding training session at the next governors' meeting.

12. Dates of Future Meetings

The following dates were **AGREED**:

Wednesday 13th February 2019 at 5pm at Quadrant House

Tuesday 18th June 2019 at 5pm at Quadrant House

Tuesday 12th November 2019 at 5pm at Quadrant House.

13. Any Other Business

Governors were invited to the College Xmas events.

Action :TG to circulate dates and time of the events.

14. Confidentiality

It was **AGREED** to make the HR portfolio report confidential.

The meeting closed at 6.45pm

CHAIR----- **DATE**-----