

**Orchard Hill College Committee meeting
Tuesday 18th June 2019 at 5.00 pm at Quadrant House**

Present: David Hobday, Chair (DH)
Michele Humphreys, Vice-Chair (MH)
Dr Caroline Allen, Principal (CA)
Ric Adams (RA)
Akansha Arya (AA)
Iain Chadwick (IC)
Neil Mears (NM)

In attendance: Kelly Phillips, Head of College (KP)
David Thomas, Deputy Head (DT)
Kirsty Cottrell, Assistant Head (KC)
Sue Curran, Management Accountant (SC)
Tracey Goodsell (Clerk)

The meeting commenced with a Safeguarding presentation from KC. She highlighted the main changes to the DfE's 'Keeping Children Safe in Education' document that was updated in September 2018.

DH asked how staff would manage a student who wants to go home during the College day. KP said that staff have to respect that the students are adults, and if they have the capacity to make that decision, they are allowed to go home as it is not mandatory for them to be in education. However, every strategy will be used to encourage them to remain in College. DT said that staff mustn't make an assumption about capacity however and need to give each student the tools to make an informed decision. KC said that the transition programme gives students the opportunity to 'trial' the college before they actually start. Governors were also interested to hear how agency staff would manage this sort of situation. KC said that many of the College's agency staff have been at the College for some time and know the students well. If there is a new member of agency staff they will receive training as part of their induction. The College uses the same agencies which gives consistency. These agencies have all the College's policies too.

Governors also asked how staff know when to escalate a safeguarding matter. KC said that all the Heads of Centre are trained. A new system has also been introduced across the college, CPOMS, which means there is consistent reporting.

MH asked about the definition of honour-based violence. KC said that this is in regard to gangs which can lead to child exploitation, county lines etc.

Action: The Clerk to send this presentation and Part 2 of KCSIE to all governors.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations made.

3. Minutes of Last Meeting

The minutes of the meeting held on 13th February 2019 were agreed as an accurate record and signed by the Chair.

4. Matters Arising

Minute	Action	Resolution
2iii)	Clerk to circulate final matrix assessment report to all governors	Action complete
2iii)	KP to share a list of the LSA training courses with Governors	Enc1b referred
3	Clerk to email all governors the agenda for the Development Planning Day	Action complete
8i)	Clerk to circulate the Ethos, Vision and Strategy portfolio report	Action complete
8i)	DH and KP to agree a date to visit Nightingale Community Academy at the Development Planning Day.	Action complete
8i)	Clerk to circulate Neil Mears' report on his visit to Wyvern on 5.2.2019	Action complete

5. Principal's Report

The following matters were discussed.

1. Ethos Vision and Strategy

A second Deputy Head post has been included in the restructure and will be advertised soon.

OHC have been commissioned to support Nash College which is a specialist college for 65 students in Bromley, run by the Liveability charity. It was inspected in November 2018 and was rated Inadequate. The Ofsted monitoring visit this term was positive, led by Julia James (Principal of an OHC&AT school) and Ashley Jordan-Diaper OHC). The Principal/CEO has been meeting with the CEO of the charity responsible for Nash College, the DfE and Bromley LA to consider strategic options. The preferred option is to transfer Nash to become an OHC centre, with a

target date of 1.1.2019. She explained that the OHC Board of Directors would be given a due diligence report at their meeting on 28.6.2019 and be asked to consider progressing negotiations with a view to approving the Commercial Transfer Agreement next term. (refer to minute 3ii)

2. Teaching & Learning

i. Quality of Teaching, Learning and Assessment

Governors noted the recent health check from two acting Ofsted badged inspectors, Joyce Deere and Ben Walsh. They were pleased to note the strengths and asked DT if any of the areas for development had come as a surprise. DT said that an action plan has been drawn up following the inspection, but the areas for development had already been identified and are being addressed. DT said that the College needs to clearly and appropriately evidence all progress that the students have made using the tools that are already in place e.g. improved core skills tracker, dashboard, Contour.

DT said that he will be carrying out a final review with staff with a focus on the necessary paperwork with the intention that the action plan will be fully embedded by September 2019.

ii. Digital School

KP spoke about the recent Film Festival and the Virgin Money Lounge events, which had been very successful in showcasing students' digital work.

iii. Training School

In response to governors' questions, KP explained that training is being aligned across the Trust. There are also plans to launch a volunteering strategy.

iv. Apprenticeships

Governors asked about apprenticeship completions. KP said that the first three apprentices are finishing in July. An advert will shortly be going out for 6 apprentices to be appointed as Learning Support Assistants.

v. CPD and Organisational Development

RA was keen to hear about the sensory curriculum. DT explained that this has been devised for students with PMLD who use their sense to learn. KP said that it is important to make the curriculum individualised at the right cognitive level and to ensure that it is adult appropriate.

vi. Community Engagement and Partnership working

Governors were advised that there are plans to work towards a National Autistic Society accreditation. A toolkit will be developed and each centre will be graded.

Governors noted the information on re-accreditation as a Disability Confident employer. RA asked how many employees are registered disabled. Governors were advised that this information will be provided in the next Principal's report.

The staff survey has been carried out with many more responses received than the year previously. Comment included the need to develop the centres. CA said that there are currently several building projects taking place in the centres over the summer holidays to maximise the space and to support a curriculum based 'zoning' approach to teaching and learning.

3. Finance, Premises and Resources

i. Finance-Please refer to minute 8

ii. Premises and Resources

Governors noted the updates on the College Centres.

Governors were keen to know more about Garratt House. DT explained that Garratt House had been opened in response to a request from the LA to offer support to students returning to the borough. The students that use the facility are typically of a higher cognitive and academic level than other OHC students. The house offers an opportunity for students to develop their independent living skills, and students will eventually be given the opportunity to stay overnight. The aim is to have no more than 5 students at any time.

With regard to the Lewisham premises, KP said that the demand in that area is far greater than can be accommodated at Lomond House so there is a current scoping exercise to find potential premises in this area. CA said that regardless of whether or not Nash becomes an OHC College centre, additional premises will still be sought to meet demand in this area.

4. Health and Safety Child Protection and Safeguarding

KC informed governors that the student Safeguarding Ambassadors are well-established in each centre and doing great work acting as advocates for the students. Students will be attending an away day where they will be revising the College policies and creating student accessible versions for the website.

Governors were also advised that an OHC&AT Safeguarding and Wellbeing conference would be held on 20th June for all members of the Safeguarding forum. A Safeguarding and wellbeing offer will be launched at the conference.

Action: The Clerk to include an item on the agenda for the next meeting for governors to receive the Safeguarding and Wellbeing offer.

5. Business Development and Marketing

i) KP explained that a restructure has taken place within the administration team which will give consistency and improve communications across the College.

Admission figures for 19/20 are strong and at time of reporting, sit at 131.

ii) Governors congratulated Evie, a student from Wyvern who received the Best Learner Award at Colleges of South London Partnerships (COSLP) Best Learner Awards.

Governors noted that Work Start has undergone a rebranding and will have its own microsite. Students have designed the logo themselves.

Action: KP to send TG the link to the microsite to send onto governors.

DT advised governors about the change to the timings of the College day. Parents/ Carers were consulted. The College day will be broken up into two equal halves ensuring a more effective use of time and will allow for less congestion at drop of and pick up times as the times are different to local schools.

6. Human Resources

Governors noted the information about HR, including the ongoing recruitment campaign to attract staff to work at the Hillingdon hub.

The clerk circulated the Gender Pay Gap Report (April 2019) and governors were pleased to note that there is no gender pay gap for the College.

RA said that he needed to leave the meeting early so it was agreed to take his HR portfolio report at this point in the meeting.

RA had met with Michelle Brennan in HR. He said that they had discussed the use of agency staff. There are lots of advantages to using agency staff as it allows the College to be more 'nimble' with staffing numbers. The college is also able to negotiate better deals because of the size of the organisation.

Action: KP to provide an update on sickness absence figures at the next meeting.

Governors **received** the Principal's report and Dashboard.

7. (i) Portfolio Visits

i) Ethos Vision and Strategy

DH reported that he had met with KP on 5.6.2019. Matters discussed had been mainly covered during this meeting.

DH said that he had also attended the Chairs' Committee meeting on 14.6.2019 where there had been some discussion around the frequency and purpose of the meetings and ensuring that the meetings are valuable.

DH commented on the College's Visions and Values on page 2 of the Draft OHC strategy which he said may need revisiting at some point as these have not been revised for some time. He said that he felt that the statement does not accurately reflect the College's vision and values now, particularly in terms of ensuring students have meaningful destinations on leaving College. He said it should be more aspirational. KP agreed and said this would be reviewed for the autumn term.

Action: KP to update the Visions and Values statement on Page 2 of the Strategy.

ii) Teaching and Learning

MH reported that she had met with DT on 20.5.2019. Matters discussed had been mainly covered during this meeting.

MH said that she will be carrying out a joint observation with DT soon.

MH informed governors that she had also visited Nightingale Vocational Centre and had been amazed at the facilities on offer there for the students, including the farm and the car mechanics facilities. CA said that the curriculum zoning exercise that she had mentioned earlier in the meeting should enable all students across the centres to access these types of facilities.

iii) Health, Safety, Child Protection and Safeguarding

NM reported that he had visited Beaconsfield on 10.6.2019 for their prize giving event. He said that he couldn't praise the staff highly enough who had had to change arrangements at short notice on the day due to the inclement weather. He added that it was evident that all staff had safeguarding at the forefront of their minds at all times. Parent feedback on the event had been good.

NM said that the new CPOMS system is a good system which ensures consistent reporting. It is also used in a lot of schools and DT said that it should be possible to export data on student's transitioning to OHC from an OHCAT school.

iv) Finance

AA had met with SC to talk through the draft budget for 19/20 and the Management Accounts for April 2019. She reported that student income is moving in a good direction owing to the growth in student numbers. Governors noted that the draft budget has been set without the inclusion of a centre in Lewisham or Nash.

SC commented that she had visited Lomond House and Nightingale Vocational Centre. She was able to see for herself the varying needs of the students and the response of the staff to these complex needs. KP thanked SC for visiting as it is important for staff in the finance team to witness for themselves the complexities of the students' needs.

v) HR

See minute 5(6).

vi) Business Development and Marketing

Governors noted that IC would carry out his first portfolio visit next term.

Governors **received** the portfolio reports.

8. Finance and Funding

i) Governors **received** the management accounts.

ii) Governors noted that a balanced budget for 19/20 has been produced. It was noted that staff in the Business Services Teams had been transferred from the

College to the Trust. Governors also noted that the total average LA income per student was originally forecast as £36.1k in 18/19, but was actually £39.5k.

Governors **RECEIVED** the budget for 19/20.

9. Policies and Procedures

Governors noted the policies and procedures approved by the OHC&AT Board at their meeting on 14 December 2018.

10. Dates of Future Meetings

The following dates were agreed and noted:

- Tuesday 12th November 2019 at 5pm at Quadrant House
- Tuesday 10th March 2020 at 5pm at Quadrant House
- Tuesday 16th June 2020 at 5pm at Quadrant House

11. Any Other Business

CA passed on her thanks to the governors, as this was her last governors' meeting before her retirement on 31.8.2019. She said that the leadership of this group is very important to the College and it is fortunate to have governors who are genuinely committed to supporting the students. Governors in turn thanked CA, saying that she will be greatly missed but they were assured that she is leaving the College in capable hands.

12. Confidentiality

Governors agreed to make minute 5(6), (discussion about sickness absence), confidential.

CHAIR: _____ **DATE:** _____