

**Orchard Hill College Committee meeting
Tuesday 10th March 2020 at 5.00pm at Quadrant House**

Present: David Hobday, Chair (DH)
Michele Humphreys, Vice-Chair (MH)
Kelly Phillips, Principal (KP)
Ric Adams (RA)
* Akansha Arya (AA)
*Iain Chadwick (IC)
*Neil Mears (NM)

In attendance: Kirsty Cottrell (KC)-Deputy Principal
Sue Curran, Management Accountant (SC)
Tracey Goodsell (Clerk)

1. Apologies for absence

Apologies for absence were received from AA, IC and NM

2. Declarations of interest

There were no declarations made.

3. Constitution and appointments

Governors noted that the term of office for Neil Mears and Akansha Arya finishes on 29.6.20.

It was AGREED to recommend the re-appointment of NM and AA for a further three year term of office to the OHCAT Board, for ratification at their meeting on 27.3.20.

4. Minutes of last meeting

The minutes of the meeting held on 12th November 2019 were agreed as an accurate record and signed by the Chair.

5. Matters arising

The following matters arising were updated:

Minute	Action	Resolution												
Minute 6	KP to discuss with Marketing re adding link to OHC homepage from Workstart microsite	Action Complete												
Minute 6	KP to provide governors with information on the number of OHC employees registered disabled.	Data as follows: <table border="1"> <thead> <tr> <th>Disabled</th> <th>Orchard Hill College</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>118</td> </tr> <tr> <td>Prefer not to say</td> <td>0</td> </tr> <tr> <td>UNKNOWN</td> <td>94</td> </tr> <tr> <td>Yes</td> <td>7</td> </tr> <tr> <td>Total</td> <td>219</td> </tr> </tbody> </table>	Disabled	Orchard Hill College	No	118	Prefer not to say	0	UNKNOWN	94	Yes	7	Total	219
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Minute 7ii)	SLT to consult with students and families around October/Easter holiday dates	Action Complete.												
Minute 8	SLT to include case studies of life-changing outcomes in future Principal's reports to governors	See Principal's report (appendix 2)												
Minute 9	SC to provide further information to Governors around insurance coverage at the meeting.	Staff Absence Insurance is only In place for 3 therapists that are working in the Academies.												
Minute 11	Clerk to check regular availability with all governors in order to ensure that dates work for all.	Action Complete. Only two respondents to date, both are happy with current timings.												
Minute 12	KP to ensure that OHC vision and values are discussed at OHC&AT Board meeting.	Action complete. Discussed as part of the OHC&AT Strategy Discussions.												

Governors had a further discussion about the timings of these meetings, as RA said that he is unable to stay beyond 6.10pm on Tuesdays

ACTION: TG to contact all committee members to see whether a 4pm start would suit everybody.

6. Principal's Report

KP circulated two data dashboards: the regional dashboard allows deeper scrutiny of data, while the consolidated dashboard gives a whole College overview.

The following matters were discussed.

i) Introduction

Governors were very pleased to note the recent outstanding Ofsted inspection. They congratulated KP on this excellent outcome, noting that the college provision has doubled in size since the last Ofsted and is far more geographically dispersed. KP said that the College is the only ISP that has received an outstanding judgement under the new framework.

Governors noted that David Thomas has been seconded to Chart Wood to support with quality of education including implementation of the individualized curriculum. KP said that this has now been extended to the end of the academic year. His role in the College is being covered between Kelly Phillips, Kirsty Cottrell and Mel Shepherd. 2 new Assistant Principals are due to start after Easter.

ii) Student numbers

Governors **NOTED** the student numbers

iii) Budget

This was discussed under item 8.

iv) Human Resources

Governors were pleased to note the recent successful recruitment campaign for Hillingdon staff. The College has managed to negotiate a good deal with the Times Educational Supplement for recruitment adverts and the results so far have been positive.

Therapists' posts have also been filled. The College is currently meeting its target of using 80% permanent staff and 20% agency. MH asked whether the College uses one agency, or several. KP said that the College works with 5 main providers. All agency staff must have Team-teach training.

The HR team are running training for staff on 'Courageous Conversations'. College lecturers are managers too, so it is important that they receive this training.

v) CPD and Organisational Development

Governors noted that 4 new SEND apprenticeships have been appointed. A further update on all the apprenticeships' progress will be provided at the next meeting.

A whole College Development Planning Day was held on 24.2.20. MH said that she had attended and had found the day interesting and worthwhile.

DH asked for further details about the Trauma-Informed accreditation being sought by the College. KC said that this is a whole College approach, with all staff receiving a 1 day course. Senior staff will receive a two-day course. Schools are already embarking on this training so it is important the College follows suit. KC said staff need to be confident to discuss mental health issues with students. The course will be bespoke to the College's Safeguarding and Well-Being Offer.

KP is studying to complete her NPQH (National Professional Qualification for Headship) with a focus on Positive Behaviour Support (PSB). She asked for governors' support to hold her to account for the behaviour and safeguarding data they receive, with an outcome to see a reduction in behaviour incidents. Ten PSB coaches have been trained up who will then train the whole staff teams. A new policy will be drawn up, led by students. It is hoped that this will not only improve behaviour, but also reduce staff workload. A lot of staff absence is due to results of challenging behaviour (CB) which impacts on staff resilience. If there are incidents of CB, staff are given a thorough debrief and support in the first 24 hours. KP said that she will be presenting to governors on this topic as part of her NPQH project.

She suggested that it would be helpful to have a governor on the course too which takes place on 24.4.20 between 9am and 3pm. Both DH and MH expressed an interest in attending this course.

Action: TG to send out further details of the course to DH and MH

vi) Safeguarding/health and safety (including premises)

KC said that several staff have now attended training on the Mental Health First Aid course. It is early days to see the impact, but the College will look to provide data to governors as soon as possible.

The Student Safeguarding Ambassadors are working to make the Safeguarding policies more accessible to students.

KP said she is looking to open a new centre at the back of Lomond House in Camberwell which will create extra space for students in Lomond, which is currently at capacity.

DH asked whether KP was still looking for a site in Lewisham. KP said that this is still the case. It is intended to look at empty office space rather than a new building, as these tend to give a more 'adult' feel. A good example of this is the New Shakespeare Theatre, which the College has been using instead of The Green man in Camberwell, but they have now given the College short notice to vacate.

vii) Data dashboards

RA asked whether there would be a more helpful way to present the data, as he found it complicated and hard to compare. He particularly asked about the sickness data for Lomond, as the information he has received from Jane Meadows in his portfolio visit was different to the data presented on the dashboard. Governors agreed and said that it was important for governors to receive accurate data to enable meaningful and challenging conversations at the governors meetings. KP agreed and said that she welcomed this sort of challenge from governors.

Action: KP to check the Lomond figures.

Governors also asked about the staff typicality data. KP said that she expects the profile of observations to be never less than Good. Governors asked about the action taken for staff who receive Grade 3s and 4s in their observations. KP said that these staff would be put on a capability programme.

RA also asked whether initiatives such as Perkbox and the Staff Well-Being calendar are having an impact on staff well-being.

Action: KC to send out a staff survey to ask staff how they have benefited from the various measures that have been put in place to support staff well-being.

7. (i) Portfolio Visits

HR

RA reiterated the recent successful recruitment campaign.

Ethos Vision and Strategy

DH said that he had carried out his visit at Wyvern in Hillingdon. The atmosphere was calm and impressive. He had discussed apprenticeships and the difficulty in spending the levy. He said this should be a future discussion for governors. He said he would be happy to lead on this issue. KP said the College is looking to extend its SEDN apprenticeships and is also looking into teacher apprenticeships.

DH had also been advised that the consistency across the College centres is improving.

DH also updated the governors on the recent Chairs' Committee meeting which is held each term for all Chairs of the schools' Local Governing Bodies and the College Committee. There had been a discussion about OHC&AT's strategy, this included a discussion about whether all pupils are ready for the transition from school to College. KP said this depends on the student but the intention is to always make sure the College is the main feeder, if it is appropriate for that student. There is a drive to find a College centre in the Surrey and Sussex Hub, as this currently does not exist.

He said that the committee had discussed linking Trustees with the LGB hubs. It was agreed to invite Peter Lauener, Chair of the OHC Board, to the next meeting of this governing body.

Action: TG to invite Peter Lauener to the next meeting.

Governors noted that the next OHC&AT Governor Conference will take place on Friday 9th October 2020. Further details to follow in due course.

Teaching and Learning

MH said that she had visited the Midtown Hub and met with Melissa Shepherd, who had been welcoming and knowledgeable. She had been very impressed with the provision. MH said she had talked to students about their placements. She congratulated the job coaches who are managing to find the students very good placements. She undertook to visit some of these placements in the future.

Governors **RECEIVED** the portfolio reports.

8. Finance and Funding

Sue Curran, OHC Management Accountant, presented the management accounts and reported that the Income and Expenditure is showing a surplus of £295k year to date. The projection is for a break even position at year end. Enrolments and staffing levels are increasing through the year. The college is in a strong financial position.

There was a general discussion about teacher pension contributions which have gone up to 24%. This will be funded for two years but after that, this will present a challenge.

Governors **RECEIVED** the management accounts.

9. Policies and Procedures

Governors noted the policies and procedures approved by the OHC&AT Board at their meeting on 14th December 2019.

10. Dates of Future Meetings

The following dates were agreed and noted:

- Tuesday 16th June 2020 at 5pm at Quadrant House
- Tuesday 10th November 2020 at 5pm at Quadrant House
- Tuesday 12th March 2021 at 5pm at Quadrant House

The meeting closed at 6.30pm.

CHAIR: _____ **DATE:** _____