

## Governing Body Minutes

<b>Meeting</b>	Education Committee	<b>Date</b>	9 <sup>th</sup> March 2015
<b>Location</b>	Board Room, First Floor Inspire Building	<b>Time</b>	10.00am
<b>Membership</b>	Tim Kent (Chair), Stephanie Martin, Rupert Bristow, Patrick Finucane, Caroline Hallett, Stefan Costen (Student Governor), Pauline Solley (Staff Governor), Graham Razey (Principal)		
<b>In Attendance</b>	Andrew Gower (Officer) Anne Leese (Officer) Christine Ricketts (Officer) Lucy McLeod (Officer) Jayne Walker (Item 5) Tara Ashman (Clerk) Mike Snell (Invited Observer)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	<b>Introduction and Apologies for Absence</b>	<p>The Chair welcomed members to the Committee and invited Mike Snell to make an introduction to the Committee.</p> <p>The Chair thanked LM and CR for the development session on Pro-Monitor and will look forward to an update at the next meeting.</p> <p>Apologies were received from Sarah Kemp and Hilary Askew.</p>	
2	<b>Declaration of Interests</b>	AG noted he is Principal Designate for Morley College and the Chair took this opportunity to thank Andrew for his work on behalf of the Committee and the College over the last four years.	

3	<b>Minutes of last meeting held 24 November 2014</b>	<p>The Minutes of the last meeting held on 24 November 2014 were discussed.</p> <p>Item 4 - AG confirmed that the potential to achieve equivalency of GCSE through an Access Diploma to Higher Education had been withdrawn from the new specification introduced this academic year.</p> <p>Item 8 - By way of an update the networks were not migrated into one over Christmas and will be completed in the Summer break.</p> <p>Item 13 - The minute that ‘the appetite for risk is high at present’ was amended to ‘the level of risk is high at present and is recognised in the movement map. The Committee accepted the high level of risk.’</p> <p>Following these adjustments the Chair signed and approved the minutes of the previous committee as an accurate record of the meeting.</p>	
4	<b>Matters arising</b>	<p>GR presented the current college structure that has been operational since January. Barry Wilding-Webb is now in post as the Head of Professional Learning. A new structure post Easter is being developed and will be presented to the Full Governing Body at the end of the month.</p>	
5	<b>Safeguarding Report</b>	<p>JW presented the safeguarding report for information and provided members with current in year data over the 3 campuses. Items of note were:</p> <ul style="list-style-type: none"> <li>• Additional safeguarding training for staff that work outside the core College hours is taking place and a list of guidelines with helpful telephone numbers is being produced.</li> <li>• Stephanie Martin as Lead Governor for Safeguarding is attending some external training this week and the training for all Governors has been rescheduled for 14<sup>th</sup> May 2015. JW and LM will be delivering prevent training and this is in development.</li> <li>• Issues around the Nursery have been addressed and the Ofsted visit is due.</li> <li>• The concerns surrounding pre-16 and 19+ students being taught together should not occur with the new technical school, risk assessments are still in place during this transition period.</li> <li>• The safeguarding policy review is being brought forward in light of recent major changes including the prevent strategy, this will be presented to the next Committee.</li> <li>• Current statistics at the mid-year student survey for students feeling safe are 95% for Broadstairs, 96% for Dover and 98% for Folkestone giving an overall 96%.</li> <li>• There have been two cases where there have been police involvement regarding student’s safety however they have not been College related.</li> </ul>	JW

		<p>AL advised the proposal is to put together a small advisory board made up of College staff and Education Committee members with a specific focus on the Nursery and something similar going forward for the technical school, this was welcomed by the Committee and terms of reference will be drawn up.</p> <p>The Chair thanked JW for her report.</p> <p><b>NOTED - the Committee noted the safeguarding report</b></p> <p>[JW left the meeting 10.25am]</p>	AL
6	Curriculum Development	<p>AG presented his report on Curriculum Development and outlined:</p> <p><b>Development of Further Education provision</b> - New curriculum has been approved at the recent meeting of the academic board. CR will continue to lead on the production of the College’s curriculum plan for 2015-16 and the College has invested in the planning software Pro-resource to support in the planning process.</p> <p><b>Development of Higher and Professional Learning</b> - Wilfrid Flanda, who is Head of Higher Education Development, has recently led preparations for two validation events with Canterbury Christ Church University for Business and Logistics at Dover and Hospitality Management at Folkestone. Multimedia Journalism will be submitted for validation in 2016.</p> <p>The Professional Learning pilot commences this week at Discovery Park, the portfolio of training has been developed initially with businesses at Discovery Park but it is anticipated this will grow based on professional need within the area. The Chair asked for an evaluation of the pilot phase to come to the next Committee.</p> <p><b>Association of College Scholarship project</b> - The College has been successful in being appointed as a pilot College to develop scholarships within College Higher Education. The project will be led by CR with contribution from Wilfred Flanda. GR attributed the success of the pilot to AG and is pleased to advise that AG has agreed to support the College’s successful engagement in the Project in an advisory capacity.</p> <p><b>NOTED - The Committee noted the report on Curriculum Development</b></p>	Agenda

7	<b>Teaching, Learning and Assessment</b>	<p>CR led the Governors through the update on English and Maths and detailed the eight areas of focus to target immediate improvement. The grade profile for good or better teaching is 98.9% at Broadstairs, 83.5% at Dover and 83% at Folkestone.</p> <p>A Governor asked if the staff were forewarned of the observation. CR advised the manager would know as the dates are planned in the diary but explained that the grade is not just based on a lesson observation it also includes a review of files, walkthroughs and student feedback.</p> <p>The Chair asked if the walkthroughs at Dover and Folkestone are separate and CR confirmed they were but for the purpose of the report feedback was grouped together as it was broadly similar.</p> <p>AL advised that each manager now receives College Performance Indicators for their own area and this has been well received within performance reviews as an aid to track progress</p> <p>Further questions were invited.</p> <p>The Chair thanked CR for her report.</p> <p style="text-align: center;"><b>NOTED - the Committee noted the progress in teaching, learning and assessment</b></p>	
8	<b>Post Inspection Action Plan Update</b>	<p>CR advised the content of the report is very similar to the previous item and invited comment.</p> <p>AL noted that three areas have been placed in ‘rapid improvement’ at Dover namely Access, Automotive and Hairdressing.</p> <p>The Chair asked if there was anything not covered by the routine business. CR advised the next visit on the 23<sup>rd</sup> April will be targeting middle leaders. The College has identified some concerns and managed issues through the performance management process. The three areas in rapid improvement do not currently have a manager and a Governor asked if there is a concern with recruitment. In response it was noted that the two areas had only recently been established and further interviews for hairdressing have been arranged. The Chair questioned if the area cannot meet the required standard would there come a point where the course would be closed. GR was clear this would be the final option and was confident the College is not in that position yet.</p>	

		<p>A Governor asked whether the facilities had any impact and although the staff and students were challenged by the upheaval there is awareness that it is short term. Another Governor suggested a link between the training for middle managers and the Professional Learning pilot and this would certainly be considered for the future with the current focus on leaders being confident to make judgements in their own areas.</p> <p><b>NOTED - The Committee noted the actions against Post Inspection Action Plan for Folkestone and Dover</b></p>	
9	<b>HE Self Evaluation and Action Plan</b>	<p>AG provided the annual update against the Quality Assurance Agency Higher Education Review and the subsequent action plan. The report is to provide assurance to the Governors that quality processes are being maintained and that actions for enhancement of the Higher Education provision are being seen through.</p> <p>A Governor asked if there was any further impact to be realised through TEEP training and CR advised it is more for practitioners, but there is an Outstanding Leadership Programme which is widely used in schools which is being considered. AG assured the Governors that under CR's direction Wilfrid is very well placed to take forward the Higher Education agenda to ensure its continuing success.</p> <p><b>NOTED - Governors noted the Higher Education Self Evaluation and Action Plan</b></p>	
10	<b>Moral and Social Enrichment</b>	<p>LM advised there is a requirement for schools to promote students' spiritual, moral, social and cultural development and it is the view of the senior team that these requirements should be followed by the College as well.</p> <p>A discussion between Governors was had regarding the 'British values' and the wider notion of stakeholders and what may be needed as evidence required by Ofsted. RB recommended contacting local faith leaders and LM confirmed she was responsible for having the executive oversight and her team would be well placed to do this. SM thought the safeguarding policy and agenda made a good starting point and commended the College in its strength in identifying vulnerable students. The Committee agreed that it was a route that should be taken in the best interests of the students.</p> <p><b>NOTED - The Committee support the College's approach in promoting Spiritual, Moral, Social and Cultural Development</b></p>	

11	<b>College Performance Indicators including Annual CPIs</b>	<p>GR directed the Committee through the latest set of CPI's and reminded the Committee that its focus is on CPI's 1 to 13 with three key points to note:</p> <ul style="list-style-type: none"> <li>Retention of adults - The Dover access programme was given as a good example. It was noted earlier as an area having moved into rapid improvement measures. Anecdotal evidence would suggest the impact is now being had due to the change in entry requirements.</li> <li>Maths - attendance has improved with no tailing off in the figures which is pleasing, this is a good marker of improved teaching and learning.</li> <li>Apprenticeships - GR was pleased to report a much improved position with over 100 new starts this academic year, it remains a key strategic priority.</li> </ul> <p>GR presented the first annual indicators for information, 16 have already been developed in line with new methodologies, Ofsted and funding agencies in how the College is measured. There is likely to be between 1-4 additional indicators around how the College measures destination as this is a particular area of focus for Government. GR offered to deliver training on the CPI's and how the data is gathered and the Committee look forward to a session before the next meeting.</p> <p>The Chair thanked the Principal for his report.</p> <p><b>NOTED - the Committee noted the CPI's (February 2015 version) and the Annual CPI's</b></p>	<p><b>Agenda</b></p>
12	<b>Risk Management Report</b>	<p>AG noted the risk register and presented the overall picture of risk increasing. GR advised that the greatest risk is the impact in reduction to adult funding by up to 24%: the risks surrounding this can only get higher and will impact on budgets. The Committee discussed the College impact on such a cut and the disproportionate hit for College's that do not have subcontracting and the ways the risk can be mitigated.</p> <p><b>NOTED - the current Risk Register</b></p>	
13	<b>Any Other Business</b>	<p>The Chair presented the role description for Lead Governor Safeguarding and Lead Governor for Equality &amp; Diversity. Stephanie Martin is the Lead Governor for Safeguarding but there is currently a vacancy for Lead Governor for Equality &amp; Diversity. Given the reporting line through the existing Committee structure it was felt that this role should be offered to the Education Committee members. The Chair asked for anyone interested in the role to advise himself or the Clerk.</p>	

		<p><b>NOTED- The Committee noted the vacancy for Lead Governor for Equality &amp; Diversity</b></p> <p>A Governor asked if an early indication of the calendar of meetings for 2015/16 could be presented to the Full Governing Body meeting at the end of the month and the Clerk agreed to present a draft for consideration.</p>	<b>Clerk</b>
<b>14</b>	<b>Date of Next Meeting</b>	Monday 8 <sup>th</sup> June 2015 in the Board Room First Floor Inspire Building at 9.30am	

There being no further business the meeting closed at 11.45pm

Signed: .....

Print: .....

Date: .....

DRAFT