

MINUTES

- PRESENT:** Gordon Smith (Chair)
 Caroline Allen (Vice Chair)
 Frances Wadsworth (Principal)
 Jean Cook
 Martin Corney
 Kim Meyler-Vincent (Business Support staff governor)
 Christina Gasson (Academic staff governor)
 Clare Mackie
 Mark Wilson
 Suzanne Hughes
 Piers White
 Jackie Wilding
 Varsha Mehta
 Tom Hesmondhalgh
 Mingyuan Ma (Student Governor) till 7 pm
- ALSO ATTENDING:** Keith Oxspring (Chief Operating Officer -COO)
 Andy Smith (Deputy Chief Executive -DCE)
 Julie Percival (Assistant Principal Academic Support – APAS)
 Jo Bland (Director of Human Resources-DHR)
 Ann Monaghan (Vice Principal Curriculum & Quality – VPCQ)
- CLERK:** Evan Williams
- APOLOGIES** Trevor Morgan
- QUORUM** The meeting was quorate throughout
- TIMING** 18.04 – 20.10

Item	Title
1.	<p>Chair’s introduction and apologies for absence.</p> <p>The Chair welcomed new Board members to this first meeting of the academic year. He reminded the Board of the achievements of the previous year, the desire to keep on effecting improvements across College and the recruitment activity now in place to secure a replacement for the Principal, Frances Wadsworth, when she retired in the New Year to keep that leadership imperative.</p> <p>The Chair requested that item 5ii, Search Committee recruitment recommendations, be taken at the start of the meeting.</p> <p><i>5.ii Supporting paper: Search Committee report</i></p> <p>The Search Committee’s energies had been deployed to reflect on the skills audit and then seek to fill vacancies with complementary skills to existing members. Interviews had been convened and two prospective candidates Tom Hesmondhalgh as Board member and Gemma Archer as co-optee for Audit had been deemed to be excellent</p>

	<p>potential additions to the governance team. The Search Committee were therefore requesting Board approval to their proposed recommendation.</p> <p>There had been an election for a Business Support Staff Governor, with Kim Meyler-Vincent being successful in the outcome of the election. Christina Gasson was unopposed as Academic Staff Governor.</p> <p>The FE Student Representative, Mingyan Ma, had been elected with a good student engagement in the voting process.</p> <p>RESOLVED: that the following be approved: The appointment of:</p> <ul style="list-style-type: none"> • Tom Hesmondhalgh as an independent Board member • Kim Meyler-Vincent as Business Support Staff Governor • Christina Gasson as Academic Staff Governor • Gemma Archer as <i>co-opted member to Audit Committee</i> • Mingyuan Ma as FE Student Governor. <p>The Chair reiterated his welcome to the new members</p>
	<p>Governor Briefing Emerging Self-Assessment Judgements for 16/17 and Quality Improvement plans 2017/18</p> <p>This Item was presented by the Vice Principal Curriculum & Quality (VPCQ).</p> <p>The VPCQ informed the Board of the self-assessment judgement headings that were made against the Common Inspection Framework (CIF) with provisional proposed grades and supporting judgements:</p> <ul style="list-style-type: none"> • Overall effectiveness – good • Effectiveness of leadership & management – good with outstanding features • Quality of teaching, learning and assessment – good • Personal development, behaviour and welfare - good with outstanding features • Outcomes for learners - good <p>Types of provision and proposed grades</p> <ul style="list-style-type: none"> • Study programmes - good • Adult programme – good with outstanding features • Apprenticeships – good • Traineeships – requires improvement • Provision for learners with High Needs – good • Full time provision for 14-16 year olds – good <p>The VPCQ reminded governors of the validated summary judgements for 2015/16 with key strengths agreed as :</p> <ul style="list-style-type: none"> • Senior leaders, managers and governors have high aspirations for student, apprenticeships and staff • Curriculum managers at all levels are fully involved in planning and reviewing their provision • Effective methods of gathering student feedback • Staff learning and development is an exceptional feature • Students and staff value learning environment • Outcomes have improved across all vocational provision. <p>Areas for improvement 2015/16 were</p> <ul style="list-style-type: none"> • Student progress/outcomes in English & maths

- Stretch and challenge
- Progression and destinations at some levels

This was important context for the review of 2016/17 provision in terms of understanding and acknowledging the improvement journey and milestones. The proposed key strengths for 2016/17 are:

- Strong & effective leadership at all levels
- Students benefit from a very good range of thoughtful and well targeted support.
- Outstanding professional development
- Unique and outstanding development of citizenship skills

all the above leading to

- Outcomes continue to improve across all vocational provision
- Much improved English & maths progress measures.

Emerging areas for improvement

- Outcomes – level 3 16-18 and traineeships
- Continued focus on depth of learning and challenge
- Progression and informed next steps for more aspirational destinations

Priorities for 2017/18

- “Reach higher “ – characterised by a focus on aspiration
- Feedback – in all forms so that it contributes to more high grades
- Reading - as a recognised essential skill for the above two priorities.

The VPCQ said that these priorities were important to further promote the already strong focus on ‘citizenship’ skills and confidence so that students were well prepared for their lives as citizens with good levels of participation and contribution to their community.

The Chair thanked the VPQC for the comprehensive update and asked Board members if they had any questions. Questions and comments referred to:

- Good data set and an informative report - governors agreed that the underpinning evidence base supported the emerging key strengths and areas for improvement
- “What was the most significant action to improve maths & English?”
The VPCQ responded that there was a carefully considered strategy with a whole college focus but the key change was when “everyone got it!” ie different cohorts of staff could see their role in the improvement journey and got involved. CG reinforced this message and said there had been a significant change when vocational tutors implemented various strands of the English and maths QIP – for example, the Reading Strategy.

The Chair informed Board members that he and the Chair of Finance and Resources had been on learning walks that afternoon. He summarised key observations and learning points. As ever, these were found to be invaluable and encouraged all Governors to do the same.

Board was informed that the final proposed SAR would be presented to the LQC meeting in November with fuller scrutiny taking place at this point. LQC would then report back to the December Board meeting.

The Board received the report.

1.	<p>ii. Apologies for absence Trevor Morgan</p> <p>iii. Declarations of interest Caroline Allen declared an interest in the item relating to high needs provision</p> <p>iv. Minutes of the meeting of 11 July 2017 The Minutes, with one reference relating to capitalisation of March under item 2.ii page 5, were approved as a correct record and were signed by the Chair.</p>
	<p>v. Matter arising from the Minutes, not covered on the agenda There were no matters arising that were not covered on the agenda.</p> <p><i>The items appear in the minutes in the same order as on the agenda.</i></p>
2.	<p>TEACHING, LEARNING AND ASSESSMENT</p> <p>i. Principal's Report <i>Supporting paper presented by the Principal and CEO</i></p> <p>Headlines from the report were:</p> <ul style="list-style-type: none"> • Enrolment figures for 16-18 year olds were positive with 1,495 recruited against a target of 1,399 – which is pleasing in a situation where we are experiencing a demographic downturn. The Principal reminded Board members that students did not count for funding purposes until they had completed 42 days in College. Adult ESOL and access to HE had recruited well. However, final figures were dependent on how many would be allocated loans by the SLC. Apprenticeship enrolments have dropped significantly, this, the Principal advised was a national issue. However, positive discussions with two large employers regarding the use of their levy funds were ongoing. • Start-up – enrolment and year start has gone well with 459 students canvased for their feedback. Comments such helpful, friendly and welcoming staff were at the top of the list following student feedback analysis. The Ready to learn message is being used consistently across the College. • Outcomes – headline information is that student achievement increased again last year. • English & maths – progress measures (value added) for 16/17 all ages are positive at +0.66 for GCSE English and +0.27 for GCSE maths, which is a significant improvement on the previous year. • QIP priorities for 17/18 – four key areas for further improvement have been identified as: feedback, reading, reaching higher and citizenship. • Citizenship – Following the Association for Citizenship Kite mark awarded in July 2017 the College is working to further develop citizenship. Chaplaincy, cultural and religious College provision is also being reviewed with full involvement of both staff and students. • Working with employers, work experience – the College works to ensure that vocational courses have employer engagement. In addition, a Commercial upskilling scheme in place for staff. • Staff and manager development – 4 staff learning days are planned which are linked to the SAR and QIP. A new training programme for Pace and Progress members (middle and senior managers) has also been introduced. • Partnerships 17/18 – these are as per the report • Bids & applications – these are detailed in the report, however a joint bid proposal with Croydon Council for the development of a high needs provision was discussed at the recent F&R committee. The Principal tabled a separate paper for information. The Principal requested that this be delegated to the Chairs' Strategy Group and this was agreed.

	<ul style="list-style-type: none"> • Finance & Estates – Key points raised within the management accounts for the 12 months to July 2017 were a reduced deficit of £872k, which was a £40k improvement on the £912k deficit previously anticipated. Overall financial health for the year anticipated to be “satisfactory”. • Governor engagement opportunities – the Principal reminded Governors of the importance of Governor Engagement and highlighted the table of events Governors can attend and the College Calendar. <p style="text-align: center;">Resolved – The High Needs provision bid be delegated to Chairs’ Strategy group for discussion and ratification by the Board.</p> <p>ii The Learner Experience: Student Governor Report <i>Oral report by Mingyuan Ma</i></p> <p>Mingyuan Ma was congratulated by the Chair for being elected as student representative. Mingyuan highlighted key areas of work for himself and the student representatives for the forthcoming year. He stated that it was important for the students to develop a communication channel via student reps and that he was keen for student reps to take greater responsibility as a part of their role. He was asking all student reps to spend 5 minutes per week gathering information and feedback at the end of tutorials.</p> <p>Mingyan advised that as student rep he was actively involved and encouraging other students to become involved in the new Chaplaincy project.</p> <p>Governors thanked Mingyuan for his presentation.</p>
3.i	<p>An overview of Croydon College safeguarding arrangements <i>Paper presented by VPCQ</i></p> <p>The VPQC reminded Governors of their statutory responsibility that they needed to assure themselves that the College had robust arrangements in place for Safeguarding as well as the implementation of the Prevent Duty. She advised the Corporation that the paper outlined the main ways that the College implements the Safeguarding and Prevent Duties and she gave a brief overview of the College’s Safeguarding Practices and Procedures.</p> <p>The key strengths from the paper were highlighted as:</p> <ul style="list-style-type: none"> • Students feel very safe in the College and know who to go to if they have a concern. • Very good promotion of British Values through a College wide approach to citizenship • Safeguarding practices and individual cases are reviewed and monitored regularly so that impact and further improvements can be considered. • Senior leaders and managers work closely with external agencies, using their expertise and advice to ensure the safety of learners ensuring that newer safeguarding issues are considered and existing college practices/support reviewed as appropriate. <p>The paper was taken as read; the Chair invited questions from the Board. Topics raised and discussed focussed on:</p> <ul style="list-style-type: none"> • Effectiveness of Safeguarding • Corporate responsibility • Trends • Summary of arrangements • Strategic issues regarding both Prevent and Safeguarding • Referrals • Work around mental health, grooming and knife crime

	<p>The Clerk informed the Board that all Governors had completed their Prevent training and that he would send links to the new Governors. The Clerk reminded all Governors to complete the updated online Safeguarding training. The Chair gave a deadline of two weeks for completion.</p> <p style="text-align: center;">Action – Clerk to send link to Prevent training to new Governors as part of their induction. Governors to complete new online Safeguarding training within two weeks.</p> <p style="text-align: center;">The Board received the Safeguarding report.</p> <p>3.ii Safeguarding - briefing on Croydon Council’s OFSTED inspection of Children’s Services <i>Supporting paper presented by the Principal and CEO</i></p> <p>The Principal noted that this and the previous report had been written for Board as a reassurance following the worrying Children’s Services Ofsted. The Principal said that she wanted the Board to be aware of the Croydon context and clear as to the measures being taken within the College to keep students safe.</p> <p>Croydon Council’s recently published Children’s Services Ofsted Report, had been presented with the papers and highlighted the seriousness of the Inadequate rating and appointment of a Commissioner to further investigate the service. The inadequate rating and findings were of significant concern. The Commissioner would be reporting on her findings in early December.</p> <p>The Principal advised the Board that she had sought a meeting with the Director, Barbara Peacock, to follow up and discuss the findings but had not been successful. The earliest date offered was a phone call on November 8th.</p> <p>A discussion ensued regarding concerns regarding making safeguarding referrals to the Council and whether this put students at risk if the service was so weak. There was a reassurance that College managers did not rely solely on the Council’s view as to measures that should be taken. DHR informed Board members of an example where a referral had recently been made, where the College did not agree with the response. The College then took the issue further, referred the matter to the Police who agreed with the College.</p> <p>The Chair reminded the Board that Safeguarding is discussed in detail as a part of LQC remit.</p> <p style="text-align: center;">The Board received the Safeguarding report</p>
<p>4</p> <p>i.</p>	<p>BUSINESS PLANNING & MANAGEMENT</p> <p>Finance and Resources Committee Report <i>Oral report and recommendations from 23 September 2017 meeting, presented by the Chair of F&R</i></p> <p>The Chair of F&R was positive about the Executive’s determined approach to financial management: identifying the need for, and addressing swiftly, required savings to ensure the College’s finances remained sound.</p> <p>Banking Covenants; there was a robust discussion on proposals put forward by the Bank. It was agreed that whatever the bank proposed should not be more onerous. Following the discussion the COO was charged with asked to respond to the bank and</p>

	<p>ask for a new proposition to consider.</p> <p>The Chair said that the Committee had considered that the Annual Health and Safety report and considered to be excellent. The Chair stated that it was the best he had seen. The report had been discussed and approved.</p> <p>The Principal and CEO outlined a brief report on the College Green Development - written by Jill Small, property consultant, which was tabled. In summary, the College remained positive in its desire to achieve a new College build through partnership working with the Council and an holistic College Green development.- Following a lengthy discussion during the Chair’s Strategy group – which was then discussed at F&R it was agreed that the proposal to acquire the footprint of the new College as part of the transaction to sell Barclay Road be put to the Council. This was agreed by all present.</p> <p>Resolved – the proposal regarding acquisition of the new footprint be put to the Council.</p>
<p>5.</p>	<p>GOVERNANCE</p> <p>i. Governance self-assessment – proposed process <i>Supporting paper presented by the Clerk</i></p> <p>The Clerk reported that the results of self-assessment carried out in 16/17 had informed the Governance Quality Improvement Plan (QIP) for 16/17 and 17/18. The Chair referred the Board to the Governance QIP and asked for their feedback on the RAG rating for each part of the QIP. The ratings were noted as follows:</p> <ol style="list-style-type: none"> 1. Green – good progress 2. Green – good progress 3. Green – good progress 4. Pending – Action - Governors to refer to College Calendar and notify Robert Tucker regarding attendance 5. Green – good progress 6. Green – good progress 7. Ongoing 8. Green – good progress 9. Green – good progress 10. Actioned <p>Action – Chair to diary time with all Board members over the next 4 to 6 weeks for one-to-ones to discuss training and development needs, how Board is performing and what can be done differently.</p> <p>The Chair informed the Board that he would be canvassing opinions regarding replacement for Vice Chair Caroline Allen whose time as a governor would be coming to a close. Dr Allen’s own organisation was expanding, taking in more schools, with some requiring significant quality improvement which meant she no longer had the time to be a Governor. Her contribution was noted, but also that this would not be her last meeting.</p> <p>ii Governor recruitment and Committee membership</p> <p>See Chairs introduction</p> <p>iii Governor attendance report</p> <p>iv Governor reports on non-committee items</p>

	<p>The Chair advised the Board that Gatenby Sanderson had been appointed as the agency who would work with the College on the Principal recruitment.</p> <p>A special recruitment committee had been formed and the members were:</p> <p>Gordon Smith (Chair), Caroline Allen (Vice Chair), Piers White (Chair F &R), Jean Cook (Chair LQC), Jackie Wilding and Suzanne Hughes.</p> <p>Recruitment adverts were due to appear at the end of the week in the Guardian and FE Week and that the microsite www.croydonleadership.com was now live. The interview process would take place on the 4/5th December, with student, staff and Board involvement.</p> <p>v Chairs Actions for ratification</p> <p>There was no Chair's action for ratification.</p>
6.	<p>Other Business Urgent matters notified in advance of the meeting</p>
7.	<p>Evaluation of the Meeting <i>Evaluation forms were tabled</i></p> <p><i>Meeting closed 20.10</i></p>

Signed _____ (Chair)

Date: _____

Actions from meeting:

Item	Action	Owner	Status
2	The High Needs provision bid be delegated to Chairs' Strategy group for discussion and ratification by the Board	CSG	
3.1	Clerk to send link to Prevent training to new Governors as part of their induction	Clerk	
3.1	Governors to complete new online Safeguarding training within two weeks.	Governors	