

**WOKING COLLEGE BOARD OF TRUSTEES
ANNUAL CONFERENCE & SEPTEMBER BOARD MEETING
Learning Resource Centre
Wednesday 14th September 2022**

Present:

Tim Stokes	Chair
Jonathan Miles	Vice Chair
Rosh Sellahewa	
Ben Smith	
Anne Middleton	
Andy Williams	
Brett Freeman	Principal

In Attendance:

Ray Marks	Member
Zamir Tehal	Member
Nuweed Razaq	Deputy Principal
Laura Cook	Assistant Principal
Helena Clarke	Assistant Principal
Fiona Munday	Finance Director
Barbara Maude	Clerk
All Heads of Department & Heads of Year	

Item	Item	Action
	ANNUAL CONFERENCE WITH HEADS OF DEPARTMENT/YEARS	
	<p>Welcome by Chair & Principal The Chair and the Principal welcomed everyone to the meeting, with particular thanks to Ray Marks and Zamir Tehal who were attending in their capacity as Members.</p>	
	<p>Trustees to meet College Heads of Department Trustees and Members were invited to join a table of their choice with Heads of Department and Heads of Year to discuss in small groups their reflections on the last academic year, to highlight any of the challenges they had faced and their key priorities for the year ahead.</p> <p>The groups were rotated after 20 minutes allowing Trustees and Members to meet a further group of Heads of Department and Heads of Year.</p> <p>After the final session concluded, the Chair and the Principal thanked all staff members for their time and Heads of Department and Heads of Year then left the meeting.</p>	

	<p>Break & Refreshments There was a short break for refreshments.</p>																
	<p>WOKING COLLEGE BOARD OF TRUSTEES MEETING</p>																
1.	<p>Apologies for Absence & Declarations of Interest Apologies had been received from Alastair MacAulay (currently away on a trip); Ben Smith (for the Board meeting only); Mike Mulheron (due to an unexpected commitment); and Cullum Mitchell (due to an existing work commitment). Yasmin Aslam and Rob Kemp had both stepped down from their roles as Parent and independent Trustees respectively since the last meeting.</p> <p>No Trustee, Woking Academy Member or member of SLT declared any pecuniary or other direct or indirect personal interest in any item on the agenda.</p>																
2.	<p>Introduction to the Board Meeting The Chair advised the Board that Rob Kemp had decided to step down as both Vice Chair of the Board and as a Trustee at the end of the last academic year. Yasmin Aslam, who was one of two parent Trustees had also decided to step down. Although her term of office actually came to an end half way through the current term she had indicated that it would make more sense for her to step down now so a new Parent Trustee could be elected as soon as practicable. Thank-you cards were circulated for signing.</p> <p>Insofar as the intent of the meeting was concerned the Chair confirmed that there were two key issues for the Board to consider, firstly the examination results from summer 2022 and the implications of Keeping Children Safe in Education (KCSIE) 2022.</p>																
3.	<p>Minutes of the Previous Meeting The Board received the minutes of the previous meeting held on 6th July 2022. The minutes were agreed as an accurate record and approved for signature by the Chair.</p>																
4.	<p>Matters arising To review any matters arising</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>By whom</th> <th>By when</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Estates Working Party to review Heads of Terms (OWCC)</td> <td>TST/RSE/BFR</td> <td>End of Summer Term 2021/22</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Board Meeting start times moved to 6pm for 2022/23</td> <td>BMA</td> <td>Autumn Term 2022/23</td> <td>Completed</td> </tr> </tbody> </table> <p>The Chair confirmed that the Estates Working Party continued to meet on a monthly basis with the Principal and the Finance Director and he assured the Board that the Working Party were kept informed of all developments; had the opportunity to ask any questions; and would immediately bring to the Board's attention any area of concern.</p> <p>Also, the Board had recognised feedback from senior staff and as such it had been agreed to move the start time of Board meetings forward to 6pm.</p>			By whom	By when	Status	1.	Estates Working Party to review Heads of Terms (OWCC)	TST/RSE/BFR	End of Summer Term 2021/22	Completed	2.	Board Meeting start times moved to 6pm for 2022/23	BMA	Autumn Term 2022/23	Completed	
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5.	<p>College Briefing Update The Principal, before giving an oral update on cross-college issues asked for any feedback on the informal discussions that had taken place with middle managers at the start of the session.</p>																

	<p>Feedback highlighted discussions on the impact of pupil premium (schools) and Bursary students (College) and the exam preparedness of the current Year 13 cohort and specifically what was in place to support them. There was a general discussion on individual learning mentors; an emphasis on learning skills; two sets of mocks taking place; and the importance of diagnostic marking – real clarity on what students needed to do to improve their skills and marks.</p> <p>It was also noted that the next Board meeting would focus on the Self-Assessment Report which would highlight everything that was in place to support students. In addition, the programme of SAR department reviews were taking place on 29th and 30th September to which all Trustees were invited to attend sessions of their choice or where relevant, their linked department. A schedule of reviews would be circulated outside of the meeting and Trustees should let the Clerk know which sessions they would like to attend.</p> <p>The Principal reported that the start of term had been positive. Students were actively engaged in wearing their lanyards, which were colour coded by year groups. Enrolment had also gone smoothly, with a clear and effective process in place. Feedback would be sought from parents via email as to their views on the process so this would provide a useful external perspective. The only negative issue to report was that there were approximately 50 less students than last year which was at odds to the unprecedented number of applications, acceptances and attendance at Open Events that the College had seen throughout the last year. It was very disappointing especially in light of how hard staff had worked at putting on these events.</p> <p>The Board discussed the possible factors that had led to this and it appeared from the analysis undertaken to date that the College had attracted fewer students from schools that had their own sixth form. The Board also asked if the drop had affected the viability of any courses and the Principal advised that the reduction in numbers had not disproportionately affected any courses. Separate to the drop-in numbers however, it was noted that there were no students currently studying German.</p>	
6.	<p>Examination Results 2022</p> <p>The Board received a summary of examination results for the academic year 2021/22 from Laura Cook, Assistant Principal.</p> <p>Overall, the Assistant Principal was delighted to announce that the pass rate for 2021/22 was 97.4%; High Grades were at 57.2% and retention was 92.0%. This compared favourably to 2018/19 data of 95%; 54% and 92.7% respectively. The Assistant Principal did highlight that retention had dropped 0.7% and whilst not significant this was being monitored.</p> <p>Level 3 pass rate and high grades had increased to 99.1% and 61.5% compared to 2018/19 data of 97.8% and 59%.</p> <p>A level results had seen a pass rate of 98.8%; High Grades of 66.2% and an ALPS grade of 2 which again was an improvement on 2018/19 data of 98.5%; 48.6% and an ALPS grade of 3. An ALPS grade of 2 put the College in the top 10% of Colleges nationally.</p> <p>The A level Six Dimensions analysis undertaken by the Sixth Form sector indicated that within the College 30% of A level students achieved 1 grade higher than was typical for a similarly qualified student nationally.</p>	

It was confirmed that a “similarly qualified” student was one with the same GCSE grade profile so with an ALPs Grade 2 this meant that a typical student with the same grade profile would do better at this College than 90% of other institutions.

Statistically 37% of boys received 1 grade higher compared to 25% of girls (the College had more girls than boys); 25% of white students achieved 1 grade higher as did 44% of BME students.

It was confirmed that an ALPs grade of 3 or better put an institution into the top 25% of the sector. The Board questioned as to what were the main factors behind such a good result and the meeting discussed the quality of teaching and learning, rigorous assessments and high standards. The Board also commented that there were 21 courses with an ALPs grade of 3 or better and this was exceptionally good given the impact of the cyber-attack, the large number of new staff that joined last year and fall out from the pandemic.

In terms of A level courses those that required development were Sociology and Philosophy with an ALPs grade of 7.

RS and German also reflected poor value added, both achieving a 7 but had very small student numbers. In RS there were only 4 students and whilst 3 achieved A* to B one student did not do so well and as a result the overall grade came down. Similarly, with German, with only one student who didn't achieve very well the overall data was squashed.

In terms of L3 Applied General, Trustees were reminded that this group of qualifications comprised BTECS, CTechs and NCFE's and now consisted of a mixture of exams and coursework whereas previously they had been 100% coursework based. This was the first year that students had sat examinations in these courses. So, whilst the pass rate had reached 99.7% there had been a reduction in High Grades (51.6% compared to 72.3% in 2018/19). Work would be undertaken to support students with exam practice. Students that went on to Level 3 courses tended to be those students who had a lower GCSE grade profile than those sitting A levels. The current ALPS grade of 4 meant that they were exactly where they should be but ideally the College wanted them to achieve higher grades.

The Assistant Principal commented anecdotally that all S7 Colleges were happy with their A level results but similarly reported that High Grades in L3 courses were down.

In terms of areas for development within L3 the Board discussed Health and Social Care and Sport. Both had seen a drop in High Grades and in particular Sport, which had no examinations at all, was being carefully monitored.

Comparing the areas for development identified in 2019, the Board were pleased to see that English Literature had moved from an ALPs grade of 7 to 2; Classical Civilisation had moved from a 7 to 4; Criminology had seen a significant increase in High Grades and RS, Film Studies and Philosophy whilst either a 6 or 7 ALPs had seen 100% pass rates and improvements in High Grades. However, the ALPs grades were not currently reflecting the good practice and quality of teaching going on in classrooms and these courses would therefore be closely monitored.

	<p>In respect of Level 2 then these were students who joined with lower than a Grade 4 at GCSE. The pass rate was 92.2% and High Grades were 41.7%.</p> <p>The Level 2 Certificate in Business saw a 100% High Grades with a Distinction or Distinction*.</p> <p>The L1 Travel and Tourism course had seen a 100% pass rate and 100% retention. This was either a pass or fail course and comprised mainly ESOL students who were studying both ESOL and L1. ESOL recruitment was up on previous years and many of the students were Ukrainian, Syrian or Afghan refugees. Adults learnt predominantly off site, with students attending College. The ESOL results in terms of reading, writing and the speaking and listening achievements were reviewed with College management being proud of the offer by way of life experiences for their ESOL students.</p> <p>The Assistant Principal confirmed that the focus across the College this year for Level 2 was on improving high grades in all subjects with specific areas for development identified as Health and Social Care and Media.</p> <p>In terms of student GCSE grades than these were students re-taking these subjects. English had seen High Grades of 56.5% compared to a national average of 31% and Maths had seen High Grades of 38.2% compared to a national average of 22.7%.</p> <p>The Board examined the data for both SEND, disadvantaged and Safeguarded students. All were achieving well although not necessarily achieving high grades. The Board discussed in particular those students that fell within the safeguarding category (ALPS grade 4) and noted that there were over 300+ students with an identified safeguarding issue which was approximately 1/5 of the student cohort.</p> <p>Adult GCSE high grades, in English had reached 87.5% and in Maths 80%. These were adult learners that came into College to study in the evening.</p> <p>Other qualifications were noted, such as LAMDA, EPQs, the Duke of Edinburgh Award, Olympiad successes and the Gold Arts Award.</p> <p>Findings from recent student surveys were also noted.</p> <p>The Chair commended the work of SLT on the 2022 examination results and especially thanked the Assistant Principal on the thoroughness of her presentation.</p>	
7.	<p>Financial & Capital Projects Update</p> <p>The Board received a summary on enrolments, funding, July Management Accounts together with an update on capital projects from Fiona Munday, Finance Director.</p> <p>In headline terms the teaching block was progressing in line with the contract programme and the completion date remained on target of 21st January 2022.</p> <p>As part of the Post 16 capacity fund monitoring, monthly returns were submitted to the DfE which included project progress and costs incurred to date. The latest return had been completed in September. The Board's Working Party also continued to meet on a monthly basis.</p>	

	<p>Solar panels had been fitted on the Art Block which were visible when entering the site.</p> <p>The CIF windows project had started on 18th July 2022 and the windows fitted already (in the main block and in the Health and Social Block) had made a noticeable difference. The balance would be completed in the October half term.</p> <p>There was also work scheduled in terms of the Heating and Ventilation CIF bid for October half term and then ongoing through the spring and summer terms of 2023.</p> <p>The Staffroom had been upgraded with an additional admin space now located in the outside corridor ensuring that the staff room was now a place for relaxation and socialisation.</p> <p>In terms of the OWCC, the Heads of Terms and the Underlease between the College and the OWCC had been agreed and the Development Agreement detailing the obligations of WBC, the OWCC and the College were being finalised. College occupancy was expected to be shortly after Easter 2023. Proposed payment dates for the College’s contribution which would be in 3 tranches had also been agreed.</p> <p>The July Management Accounts had been circulated to members of the Finance and Audit Committee previously and there no significant or adverse variations to note.</p> <p>The Board commended the work of the Finance Director over her diligence in monitoring the capital works project over the summer break. In addition, the Board noted that the Finance Director had managed to limit the College’s exposure on the previously disallowed professional costs by identifying additional costs originally outside the scope of the project, submitting an additional business case to the DfE to include those costs and being successful in the bid. The net result was that only the sum of £38, 603 (as opposed to the original sum of £173, 152k) had been reduced from the original funding allocation.</p>	
8.	<p>Keeping Children Safe in Education 2022</p> <p>The Board received an update on the key changes introduced under KCSIE 2022 and the implications for Trustees from Helena Clarke, Assistant Principal.</p> <p>KCSIE 2022 had been circulated prior to the meeting and Trustees had been requested to read the document, paying particular attention to Part Two, the Management of Safeguarding and Annex F which outlined the substantive changes from September 2022.</p> <p>The Assistant Principal advised the Board that the term child on child abuse was now used rather than peer on peer abuse. A new paragraph had been added that required all Trustees to receive appropriate safeguarding and child protection (including online) training at induction and that training should be regularly updated. The training was to ensure that Boards had the knowledge to provide strategic challenge to test and assure themselves at to the effectiveness of the College’s policies and processes.</p> <p>Trustees should also ensure, in terms of the College’s IT systems that there were appropriate filtering and monitoring systems in place and they should regularly review their effectiveness.</p> <p>In a discussion on this point, the Assistant Principal advised the Board of the College’s real time filtering in operation - “smooth wall” monitoring which would send a real time</p>	

	<p>notification that a student on a specific computer had accessed inappropriate content. For the vast majority of cases this was a learning experience for students.</p> <p>The Assistant Principal also highlighted within KCSIE 2022 the need for LGBTQ+ students to have a trusted adult and a safe space to be able to share any concerns with members of staff. It was confirmed that the College had transgender support in place for students through the Gender Sexuality Alliance (GSA) and students were able to attend, in a safe space to talk to staff.</p> <p>In terms of raising a safeguarding concern about the actions of adults then low-level concerns were reported to the Principal with full details set out in the Safeguarding Policy and in terms of Whistleblowing then all staff were advised as to how they could report any such concern.</p> <p>The Board thanked the Assistant Principal for her presentation and were reminded to sign off the KCSIE Trustee Confirmation form and return it to the Clerk.</p>	
<p>9.</p>	<p>Governance</p> <p>As a result of Rob Kemp stepping down as a Trustee, the post of Vice Chair was now vacant. The Clerk advised that she had received an expression of interest from Jonathan Miles who was prepared to put himself forward for the role. The nomination was proposed by Rosh Sellahewa and seconded by Tim Stokes.</p> <p>The Board resolved: To unanimously approve the appointment of Jonathan Miles as Vice Chair. The term was with immediate effect until the 31st August 2023.</p> <p>In addition to the KCSIE 2022 confirmation form the Clerk also asked Trustees and members of SLT to complete the annual Register of Interests form for 2022/23 and return it to her.</p> <p>Finally, for Trustees information, the Academy Trust Handbook for 2022 had been published and an executive summary had been prepared outlining the 4 changes made to this years' edition. The changes were not significant but the summary set out the relevant details and the one most notable change was the budget forecast return outturn (BFRO) and the budget return 3 year (BFR3Y) had been included in a single budget forecast return (BFR) for a more streamlined process.</p> <p>The Board resolved: To note the changes introduced under the Academy Trust Handbook 2022.</p>	
<p>10.</p>	<p>Date & Time of Next Meeting</p> <p>It was agreed that the next meeting of the Board would take place on Wednesday 9th November 2022 at 6.00pm.</p>	