

WOKING COLLEGE

Company Number:
10821223

DRAFT MINUTES OF A MEETING OF THE DIRECTORS (“THE TRUSTEES”) OF THE ACADEMY HELD AT WOKING COLLEGE, RYDENS WAY, WOKING GU22 9DL WEDNESDAY 23 JANUARY 2019

PRESENT:

Ms G. Mather - Chair

Ms Y. Aslam
Mr B. Freeman - Principal
Mr J. Miles
Mr C. Mitchell
Mr J. Moffat
Mr B. Smith
Mr T. Stokes

IN ATTENDANCE

Mr N. Razaq - Deputy Principal
Ms K. Foan - Assistant Principal
Mrs. H. Meredith - Clerk to the Trustees

	<u>PART TWO – NON-CONFIDENTIAL ITEMS</u>		ACTION																																
1	APOLOGIES FOR ABSENCE AND QUORUM																																		
1.1	Apologies were received from Mr Hearsum, Dr Mulheron and Ms Cussans. The clerk confirmed that the meeting was quorate.																																		
1.2	DECLARATION OF INTEREST BY MEMBERS AND SENIOR POSTHOLDERS There were no new declarations of interest.																																		
2.	MINUTES OF TRUST BOARD MEETING OF 12 DECEMBER 2018																																		
2.1	<u>Accuracy.</u> The Minutes were accepted as an accurate record and signed by the Chair.																																		
2.2	<u>Matters Arising.</u> The Board reviewed the Action Log and noted the following updates:																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">SCFA Essential Guide to Governance to be circulated</td> <td style="width: 15%;">Circulated with papers for this meeting</td> <td style="width: 10%;">HME</td> <td style="width: 30%;">Actioned</td> </tr> <tr> <td>Trustees to hold staff focus groups</td> <td>Easter term 2019</td> <td>GM</td> <td>Fixed for 4 Feb 2019</td> </tr> <tr> <td>Learner voice ; BFR to discuss the students' suggestions re helping students with WEX applications further</td> <td>Easter 2019</td> <td>BFR</td> <td>Easter 2019</td> </tr> <tr> <td>The Board should receive further reports on student satisfaction for the Board to monitor.</td> <td>Easter 2019</td> <td>KFO</td> <td>Easter 2019</td> </tr> <tr> <td>The Chair asked for confirmation that an incident in relation to Labwaste following an error in practice by an outside contractor has been reported as appropriate.</td> <td>13 February 2019</td> <td>BFR</td> <td>13 February 2019</td> </tr> <tr> <td>Additional strategy review meetings: Issues re coping with growth – 13th Feb 19 Board Meeting Strategic review meeting 5 June 2019-.</td> <td>13 February 2019 5 June 2019</td> <td>BFR / GM</td> <td>Feb and June meetings</td> </tr> <tr> <td>Presentation on VESPA Strategy to be added to Governor training in January 2019</td> <td>23 Jan 2019</td> <td>NRA / HME</td> <td>Deferred to 13 Feb 2019</td> </tr> <tr> <td>The Clerk to ask Ms Aslam if she would be prepared to join the Finance and Audit Committee meeting</td> <td>End Dec 2018</td> <td>HME</td> <td>YA agreed to join committee</td> </tr> </table>	SCFA Essential Guide to Governance to be circulated	Circulated with papers for this meeting	HME	Actioned	Trustees to hold staff focus groups	Easter term 2019	GM	Fixed for 4 Feb 2019	Learner voice ; BFR to discuss the students' suggestions re helping students with WEX applications further	Easter 2019	BFR	Easter 2019	The Board should receive further reports on student satisfaction for the Board to monitor.	Easter 2019	KFO	Easter 2019	The Chair asked for confirmation that an incident in relation to Labwaste following an error in practice by an outside contractor has been reported as appropriate.	13 February 2019	BFR	13 February 2019	Additional strategy review meetings: Issues re coping with growth – 13th Feb 19 Board Meeting Strategic review meeting 5 June 2019-.	13 February 2019 5 June 2019	BFR / GM	Feb and June meetings	Presentation on VESPA Strategy to be added to Governor training in January 2019	23 Jan 2019	NRA / HME	Deferred to 13 Feb 2019	The Clerk to ask Ms Aslam if she would be prepared to join the Finance and Audit Committee meeting	End Dec 2018	HME	YA agreed to join committee		
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3.	Training Session for Trustees on the new Education Inspection Framework	ACTION										
3.1	<p>A training session was led by the Deputy Principal on changes to the Inspection process being introduced under the new Education Inspection Framework in September 2019. The consultation version of the framework had been published a week before the meeting. The slides will be circulated separately. The main changes to the inspection process are outlined below:</p>											
3.2	<p style="text-align: center;"><u>Main changes to the inspection process</u></p> <ul style="list-style-type: none"> ▶ Woking College was last inspected in April 2016. Although we are now on a 5 year re-inspection cycle, in reality, we could be inspected at any time. ▶ Format of our next inspection: <ul style="list-style-type: none"> ▶ Introduction of a new Education Inspection Framework (EIF): <p>Launched for consultation in January 2019 with planned implementation from September 2019. This will measure the same 4 key areas across all providers from Early Years to Primary Schools to Secondary Schools to Further Education Providers:</p> <table border="1" data-bbox="199 649 1204 907"> <thead> <tr> <th style="background-color: #f4a460;">New Education Inspection Framework</th> <th style="background-color: #f4a460;">Old Common Inspection Framework</th> </tr> </thead> <tbody> <tr> <td>Quality of Education (Intent, Implementation & Impact)</td> <td>Effectiveness of Leadership and Management</td> </tr> <tr> <td>Behaviour and Attitudes</td> <td>Quality of Teaching, Learning and Assessment</td> </tr> <tr> <td>Personal Development</td> <td>Personal Development, Behaviour and Welfare</td> </tr> <tr> <td>Leadership and Management</td> <td>Outcomes for Learners</td> </tr> </tbody> </table> <p>In addition, there will be a written judgement on Safeguarding and the institution will receive a single grade for Overall Effectiveness</p>	New Education Inspection Framework	Old Common Inspection Framework	Quality of Education (Intent, Implementation & Impact)	Effectiveness of Leadership and Management	Behaviour and Attitudes	Quality of Teaching, Learning and Assessment	Personal Development	Personal Development, Behaviour and Welfare	Leadership and Management	Outcomes for Learners	
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3.3	<p>The Curriculum will be at the heart of the new framework. The three 'I's are:</p> <ul style="list-style-type: none"> • Intent - why we did the work, the aims of education • Implementation - what we did • Impact - what was the result for students 											
3.4	<p>The slides include a number of questions which Trustees might be asked on an Ofsted Inspection and Trustees discussed their response to each question.</p>											
3.5	<p>Trustees also reviewed the four areas (below) identified in the 2016 Ofsted Inspection for next steps and discussed action taken by the College to address these areas.</p> <ul style="list-style-type: none"> Take a more critical approach to analysing the features of the College that need to improve and ensure that improvement plans, improvement targets and reports on improvements are fully focussed on achieving consistently high standards Identify the reasons for the fall in achievement of learners taking functional skills examinations over the last three years and take action to reverse this trend Identify the reasons why learners do not make the same high levels of progress relative to prior attainment at A Level as at AS Level and implement the necessary improvements Evaluate the quality of teaching, learning and assessment more effectively and provide reports to teachers and senior leaders that clearly inform them of how to improve further the quality of teaching, learning and assessment 											

