

WOKING COLLEGE BOARD OF TRUSTEES
Company Number 10821223

Minutes of a Meeting of the Board of Trustees of the Academy held on Wednesday 12th February 2020 at Rydens Way, Woking, GU22 9DL

Present:	Gaynor Mather	Chair
	Tim Stokes	Vice Chair
	Jonathan Miles	
	Rob Kemp	
	Ben Smith	
	Yasmin Aslam	
	John Moffat	
	Mike Mulheron	
	Liz Cussans	
	Brett Freeman	Principal
In Attendance:	Karen Foan	Assistant Principal (from 6.50pm)
	Laura Cook	Assistant Principal (until 7.20pm)
	Barbara Maude	Clerk to the Board of Trustees

Item	Agenda Description	Action
1.	<p>Apologies for Absence & Declarations of Interest Apologies had been received from Cullum Mitchell and the apology was duly agreed. From management, apologies had been received from Nuweed Razaq who was conducting student interviews and also from Karen Foan, who would be joining the meeting slightly later also due to the interview schedule.</p> <p>No member present declared an interest in any item on the agenda.</p>	
2.	<p>Introduction The Principal, in line with the new OfSTED Education Inspection Framework gave a brief summary of the strategic intent of the meeting, any proposed implementation and the intended impact of the meeting.</p>	
3.	<p>Minutes of the Previous Meeting The Board received the open and confidential minutes of the previous meeting held on 11th December 2019. Both sets of minutes were agreed as an accurate record and approved for signature by the Vice Chair, who had chaired the meetings in the absence of the Chair.</p>	

<p>4.</p>	<p>Matters arising</p> <p>The Board reviewed those matters arising from the previous meeting, noting that all actions had been completed. In respect of the updated glossary of terms, the intention was that this would be a living document and therefore would require updating periodically as terminology changed and new acronyms evolved. A few additional terms were suggested and the Clerk agreed to include these in the latest version and to keep the list under review.</p> <table border="1" data-bbox="194 506 1342 775"> <thead> <tr> <th></th> <th>Action Required</th> <th>By when</th> <th>By whom</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Circulate Mark Penfold's presentation</td> <td>ASAP</td> <td>BMA</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Circulate updated Glossary of Terms & Acronyms</td> <td>29.01.20</td> <td>BMA</td> <td>Revised list circulated which would be kept under review</td> </tr> <tr> <td>3.</td> <td>Include demographic data for Strategic Meeting</td> <td>29.01.20</td> <td>BFR</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>Re-circulate Learning Walk dates</td> <td>ASAP</td> <td>BMA</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>Review method of evaluation of trustee's impact</td> <td>29.01.20</td> <td>BMA</td> <td>Completed</td> </tr> </tbody> </table>		Action Required	By when	By whom	Status	1.	Circulate Mark Penfold's presentation	ASAP	BMA	Completed	2.	Circulate updated Glossary of Terms & Acronyms	29.01.20	BMA	Revised list circulated which would be kept under review	3.	Include demographic data for Strategic Meeting	29.01.20	BFR	Completed	4.	Re-circulate Learning Walk dates	ASAP	BMA	Completed	5.	Review method of evaluation of trustee's impact	29.01.20	BMA	Completed	
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<p>5.</p>	<p>Safeguarding Update</p> <p>The Board participated in a workshop training session on Safeguarding facilitated by Laura Cook, Assistant Principal (Pastoral). Board members had received a power point presentation prior to the meeting providing an update on Safeguarding. The Assistant Principal took members briefly through the presentation highlighting key elements. It was noted that 476 students were on the College's Safeguarding Register and there had been 1,323 incidents reported since September 2019. These related to all safeguarding issues that had been logged by a member of staff. 173 students had been assessed to be suffering from mental health issues and 32 were classified as high risk.</p> <p>It was also noted that the College did not have the capacity for an emergency lockdown so in the event of a serious incident the College would adopt the Run, Hide, Tell protocol. There was also an emergency College text service for students to use.</p> <p>The Safeguarding Policy and all procedures were updated annually and in-year when necessary. Keeping Children Safe in Education (KCSIE) had also last been updated in September 2019 and Board members were reminded of the need for them to have read the latest version, in particular Part 2, and to have signed to confirm that they had both received and read the latest version. In addition, the Board had a designated Safeguarding Member, Liz Cussans, who undertook her own report and this would be provided to members at a future meeting. All members were also required to completed the online Safeguarding training module on appointment and then at least every 2 years thereafter.</p> <p>The Assistant Principal asked members to break into small groups and discuss 3 questions, namely what is the role of the Trustee in Safeguarding; how do you know that Safeguarding is effective; and what should Trustees be asking SLT.</p> <p>Following discussion on those key questions, the Board queried what were the</p>																															

	<p>Safeguarding issues, other than mental health issues going forward, and in response it was considered that online bullying, sexting and the impact of County Lines were all areas of concern.</p> <p>In terms of mental health, the Principal reported that working with S7 there were ongoing discussions about the possibility of buying in, as a consortium, a 24-hour counselling service. Given the increase in the number of mental health issues that students were now reporting, the Board queried whether there was enough support for the staff who had to manage these issues. Again, SLT were currently reviewing the level of supervision (support) that the College counsellors received.</p> <p>In terms of cyber security, the Board also questioned if the College systems were as secure as they could be and in response, it was suggested that a presentation from the new MIS Officer could be a useful topic for a future meeting.</p> <p>The Board thanked the Assistant Principal, Pastoral who then left the meeting.</p> <p>In a change to the agenda sequence, it was agreed that the next item would be the Teaching, Learning and assessment item, in order that the Assistant Principal, Quality for Learning, could leave after the item had been discussed.</p>	BMA
	TEACHING, LEARNING & ASSESSMENT	
6.	<p>Reports</p> <p>The Board received and note the following reports:</p> <ul style="list-style-type: none"> • Mid-Year Review of Self-Assessment Report; • Quality Improvement Plan Progress Update • Recent EQR and IQR Reports <p>In terms of the mid-year review of the SAR Report this was the time for Heads of Department and Heads of Year to review their progress towards QIP targets and to provide a mid-year prediction on outcomes. This was the first time that Trustees had joined in the process and the meetings centred on developments in departments since September, predicted achievement and value added figures; monitoring and interventions for students at risk of failure; and progress towards targets identified in the QIP focussing on achievements and barriers to progress.</p> <p>Trustees that had been able to attend the meetings, reported that it was a very sound process which was well managed. The mid-year point represented a good balance with an opportunity to be able to redress any issues before the end of the academic year. Members did suggest that if possible, it would be beneficial if they could follow a department through the entire SAR process, hence linking up with the initial SAR meeting and then following that department through the mid-year SAR as well.</p> <p>In respect of the QIP Progress Update, then this document provided a review of the progress made towards the whole College QIP. The whole College QIP and individual</p>	

	<p>SLT QIPs, which flowed from the main document, were reviewed in half termly meetings and any actions identified were then implemented either through COG or line management meetings. All responses had been colour coded, which was welcomed by Board members. Progress was positive with many actions points moving towards being achieved.</p> <p>Members did however question attendance at lectures as part of the enrichment programme. There had been 5 lectures held to date and SLT were currently looking at ways in which they could generate leverage to encourage more students to attend.</p> <p>In terms of the 3 IQR Reports and the 1 EQR Report, the Assistant Principal confirmed that there was similarity across the reports. The 3 Internal Quality Reports (IQR) had been undertaken in English Literature, Religious Studies & Philosophy and Film Studies, and the purpose was to review progress made towards actions plans set in these underperforming subjects.</p> <p>One element that appeared across all of the reports was in relation to feedback. Some students were unable to understand and therefore act on the feedback given by teachers. It was important to recognise that feedback had to be meaningful and that a teacher’s comment required a student to self-reflect and identify how they can improve their work in the future.</p> <p>Meaningful feedback and metacognition, the process used to plan, monitor and assess one’s understanding and performance were therefore key elements to develop. The College were already utilising DIRT (Dedicated Improvement and Reflection Time) which gave students the opportunity to reflect on their learning and progress.</p> <p>The Religious Studies & Philosophy Report posed two questions, but members felt that the report did not necessarily answer them and hence a concluding sentence or two on overall effectiveness would have been useful.</p> <p>The External Quality Review was on Classical Civilisation and Modern Foreign Languages. The EQR had been requested by the new Head of Cultural Studies, in part due to the number of changes that had taken place in MFL over the last 16 months. Members questioned SLT over actions taken to address concerns over second year Spanish students not feeling safe or respected and queried why no foreign enrichment trips were currently planned.</p> <p>The Board resolved: To receive and note the 3 IQRs on English Literature; Religious Studies & Philosophy and Film Studies; and the EQR on Classical Civilisation & Modern Foreign Languages.</p>	
	<p>PRINCIPAL’S REPORT</p>	
<p>7.</p>	<p>The Principal introduced his report, highlighting key points of note, including the College’s overall KPI position with in-year comparisons.</p>	

	<p>In terms of pay and industrial relations, NJC discussions on teacher trade unions' pay claims for 2019/20 were ongoing with the possibility of a two year pay deal, to take effect from 1st September 2019 and a further commitment on pay from 2020/21 under review.</p> <p>In respect of a local schools' update, in addition to a wide range of visits and assemblies undertaken, Woking High would be visiting for a taster day after half term and the Principal was meeting with local heads to discuss a joint approach to illegal drugs-related issues in local schools and colleges.</p> <p>As to S7, then a S7 Olympics was being organised by College staff and would take place on 31st March 2020 using a range of facilities. Surrey Principals were also meeting with senior Surrey CC staff to discuss how working together they can create leverage for funding for capital build projects to meet the demand for additional places over the next decade.</p> <p>In the future, the Principal would include as standard items in his report, Student Union activity, equality and diversity and Safeguarding and Prevent updates.</p> <p>The Principal also reported that they had conducted a desk-based rehearsal of various disaster scenarios, involving all of SLT, site, management, reception and first aid. A report would follow when all feedback had been collated and the Board asked for feedback on what came out of the experience and how procedures might change as a result.</p> <p>In terms of site issues, the Principal confirmed that he had now signed the agreement to lease in respect of the 3G pitch. The result of the CIF bid was likely to be known by the end of March/beginning of April and positive meetings continued with the Trustees of the Old Woking Community Centre which had resulted in the use of car parking spaces, the Art Department painting murals on their walls and the option of a classroom space.</p> <p>The Board noted that a new Student Wellbeing Co-ordinator had started together with a rolling 6-week wellbeing programme and that the College were looking to appoint a Head of Student Wellbeing, who had professional experience and could provide a triage service. Members suggested that it would be good to hear further about these developments at a future meeting.</p>	<p>BFR</p> <p>BFR</p>
	<p>STRATEGIC PLANNING</p>	
<p>8.</p>	<p>The Board received the minutes from the Strategic Plan 2020-2025 Development Meeting held on 29th January 2020. The minutes were agreed as an accurate record and approved for signature by the Chair.</p>	

	FINANCE	
9.	<p>The Board reviewed the December 2019 Management Accounts. The management accounts showed an operating surplus of £317k which was £174k better than the budgeted surplus to date. The forecast had been updated for known variances and it was now forecast that the operating surplus would be £248k.</p> <p>The Board resolved: To receive and approve the December 2019 Management Accounts.</p>	
	POLICY WATCH	
10.	<p>The Board resolved: To approve the Progression, Careers & Work Related Learning Policy</p>	
	GOVERNANCE	
11.	<p>The Board reviewed the revised Glossary of Terms & Acronyms. It was noted that whilst updated, the document would have to continue to be updated as sector terminology changed. A few additional acronyms were suggested to be included as a result of discussions during the meeting. It would be useful if the list could be re-circulated periodically for members' information.</p> <p>In addition, a draft calendar of meetings for 2020/21 had been circulated. This was based on 9 meetings in total; 8 Board meetings and the September Conference. The schedule outlined standing items, additional items and items to be considered under the EIF at each of the meetings. In terms of the number of meetings, it was an increase on the number scheduled for this year which was 8, including two Strategic Review Meetings and represented a move towards executive style monthly Board meetings. Members' discussed the possibility of increasing the number of meetings and whilst there was broad support to do so, especially in a year which was likely to see an OfSTED inspection it was felt that a total of 8 meetings (including the Conference) was more achievable. As such, it was agreed that the schedule would be revised.</p> <p>It was noted that a slight change was proposed to the format of the September Conference, insofar as members would receive a preliminary results assessment for 2019/20 from SLT first and then members would get to hear from each Head of Department by way of the Annual Conference. This slight change was aimed at ensuring members could contextualise the presentations from the HoDs.</p> <p>The Chair raised with members the current Learning Walks Scheme and asked for feedback on the usefulness of the scheme. Members' praised the scheme which enabled them to observe the College in its operating state. There was then a general discussion on whether there was an appetite for members to become Link Governors to certain curriculum areas or Champions in certain non-curriculum areas such as</p>	<p>BMA</p> <p>BMA</p>

	<p>Health and Safety, and Risk Management for example. It was agreed that when the Succession Planning Working Group met later in the year, and reviewed the latest Skills Audit of members that might be a useful time to consider linking members to areas of either expertise or interest across the College. Any member wishing to explore links or areas of interest was asked to contact the Clerk.</p> <p>It was felt that members following a curriculum area through the SAR and Mid- Year SAR process was a good idea which if logistics and availability allowed would be followed up next year.</p> <p>The meeting evaluation feedback form had been circulated to all members' but it was suggested that a collective response could be given to the Clerk verbally at the end of the meeting and this was then minuted accordingly.</p>	
<p>12.</p>	<p>Date & Time of Next Meetings</p> <p>It was agreed that the next meeting would take place on Wednesday 25th March 2020 at 6.30pm.</p>	