

**GOVERNANCE ANNUAL CONFERENCE
WOKING COLLEGE: 10821223**

**Wednesday 16th September 2020
4.00pm
Learning Resource Centre**

Present:	Tim Stokes	Chair
	Rob Kemp	Vice Chair
	John Moffat	
	Jonathan Miles	
	Ben Smith	
	Brett Freeman	Principal
Attending Virtually:	Yasmin Aslam	
	Cullum Mitchell	
	Sangida Khan	
In Attendance:	Laurence Oates	Member
	Rosh Sellahewa	Observer
	Alastair Macaulay	Observer
	Nuweed Razaq	Deputy Principal
	Laura Cook	Assistant Principal
	Fiona Munday	Finance Director
	Helena Clarke	Director of Support for Learning
	Liz Bentley-Pattison	Director of Learning & Teaching
	Barbara Maude	Clerk to the Board of Trustees
Heads of Department:	Rachel Simpson	Essential Skills
	Terry Wilks	Media
	Rob Harris	Science
	Thomas Wheeler	English
	Jason Bagshaw	Maths
	Mike Watts	ICT
	Steve Winter-Fuller	Sport & PE
	Emma Hobbs	Visual Arts
	Nigel Rocca	Vocational Business
	Steve Green	A Level Business & Economics
	Maggie Tate	Social Sciences
	Leanne Gallagher	Humanities
	Gareth Jones	Cultural Studies
	Ruth Dunford	Learning Support
Claire Nevers	Performing Arts	

	Item	Action
1.	<p>Welcome by Chair & Principal</p> <p>The Chair welcomed everyone to the meeting and introduced Rosh Sellahewa and Alastair Macaulay, who were attending today as observers prior to being recommended for appointment to the Board. In addition, it was also noted that there were also Trustees attending via Microsoft Teams in the first of a new blended style of Board meeting. To adhere to social distancing requirements, the Heads of Department would be presenting to the Board in groups of three at set times, to avoid numbers of staff having to wait outside the LRC and to ensure that appropriate social distancing could be maintained.</p>	
2.	<p>Heads of Department Presentations</p> <p>The College Heads of Department each then gave a brief presentation, which incorporated their experiences of teaching through a pandemic; a review of their learner successes, key achievements of the previous academic year and their department's focus for 2020/21. There was an opportunity for Trustees to ask questions at the end of each group of presentations. Trustees questioned HoDs on a wide range of areas, including, for example, how laboratory skills were assessed during lockdown; how did the College reach those students who were struggling to cope; the accessibility of lap-tops; how to overcome the lack of exam practice; and progression data comparisons to last year. It was noted that on this point, 63% of students had progressed to University in 2018/19 and approximately 60% had progressed to University from the 2019/20 cohort. A reflection of the current time was that apprenticeships had all but ceased and therefore those students who may have followed that path were now looking for University places instead. Whilst Trustees had focussed primarily on concerns they had for ensuring the quality and availability of teaching through the lockdown, it was also noted that there were some very positive notes, as for example, many students had flourished during the lockdown, which had given them the opportunity to develop independent learning skills which equipped them well for University life.</p> <p>The Principal thanked the HoDs for their presentations and commended them on their achievements during the pandemic which had succeeded in providing the College's students with an excellent virtual learning experience and one that many comparable College had sought to emulate.</p>	
3.	<p>Refreshments and Break</p> <p>There was a brief comfort break prior to the start of the Board meeting.</p>	
4.	<p>Oral Update Briefing from Fiona Munday, Finance Director</p> <p>The Board received an oral update from the Finance Director together with a summary sheet detailing the September 2020 enrolment position; current cash position and an update on the CIF bid and Old Woking Community Centre.</p> <p>In terms of the students currently expected to be in College at the October census date, the number was 1,420. The number of students used for the financial</p>	

	<p>forecast for 2020/21 was 1,390. Based on 1,420 students then the College would receive additional income of approximately £150k although an increase in numbers would come with additional expenditure it was not anticipated at this time that additional staffing would be required.</p> <p>The revised forecast surplus based on 30 more students was now £185k compared to the original forecast surplus of £37k for the year ending August 2021.</p> <p>In terms of August 2020 then the forecast surplus based on the July 2020 management accounts (not allowing for FRS 102 pension accounting adjustments was £809k.</p> <p>In terms of the CIF overcrowding bid, then it was the intention of College management to resubmit the bid later in the year. Many of the costs incurred to date in the bid process would not have to be re-incurred.</p> <p>There were also ongoing negotiations with Surrey County Council, Woking Borough Council, local MPs, Regional Schools Commissioner and the ESFA about plans for the OWCC and how best the College could support a value for money project that would benefit both the College and the wider community.</p>	
5.	<p>Examination Results 2019 from Laura Cook, Assistant Principal Curriculum & Quality</p> <p>Laura Cook, Assistant Principal gave a presentation of the summer examination results for 2019/20 with an analysis of data across each curriculum level including comparisons with previous years and national averages.</p> <p>This year, due to the COVID-19 pandemic and the cancellation of all public examinations the OFQUAL algorithm had been utilised with the intention to ensure results were standardised across the country but instead, its use had turned out to be deeply flawed and had placed constraints on how many pupils could achieve certain grades and resulted in approximately 40% of predicted grades being downgraded.</p> <p>Following the Government's U-turn the examinations results for A levels had been awarded in accordance with the Centre Assessment Grade (CAG) method, if they were higher than their calculated grades. The Centre Assessment grade was the teacher's professional judgement of the most likely grade a student would have achieved if the exams had gone ahead. It was based on a range of evidence including mock exams, non-exam assessment, homework assignments and any other record of student performance over the course of their studies.</p> <p>The overall summary was presented which confirmed that the overall achievement rate had increased to 95.4%, an increase from 91% the previous year. Increases had also been seen in the overall pass rate (up to 98.5%) and the high pass rate (A* - B) was also up to 69.2% compared to 53.3% in the previous</p>	

year.

Overall - Success/Achievement Rate	16-18			19+			Total		
	17/18	18/19	19/20	17/18	18/19	19/20	17/18	18/19	19/20
Achievement rate (%)	91	91.4	96.2	87.4	86.3	92.1	90.8	91	95.4
Pass rate (%)	97.5	98.3	99.5	91.9	89.4	94	97.1	97.6	98.5
GCSE Average	5.3	5.6	4.9	4.1	3.6	3.2	5.3	5.6	4.9
Attendance (%)	97.8	97.8	98.3	95.8	95.1	99.7	97.8	97.8	98.3
Retention (%)	95.2	95	96.6	95.3	96.6	98	95.2	95.1	96.8
Punctuality (%)	97.9	98	98.6	98.5	97.6	98.8	97.9	98	98.6
High Pass rate (%)	56.2	56.5	69.1	22.8	15.9	35.3	53.9	53.3	69.2

In terms of A level provision, the achievement rate of 96.9% was in line with the previous year which was 96.8% and again, the pass rate was comparable to last year at 99.9% compared to 98.4% in 2018/19. The high pass rate in A level had increased from 46.8% in 2018/19 to 63% in 2019/20. The retention in the A level area that had seen a slight decrease was retention which had dropped to 96.9% compared to 98.4% in 2018/19.

In respect of vocational provision, the achievement rate had increased from 92.1% in 2018/19 to 96.8% in 2019/20, the pass rate had remained static at 100% and there was a minimal drop from 74.8% in 2018/19 in terms of high pass rates to 74.7% in 2019/20.

In terms of the College's value added data, then A level and A level High Grades had increased to an ALPS Grade 2 with Vocational remaining at Grade 3. The value added scoring was 1 down to 8, with an ALPS score of 3 putting the College in the top 25% of Colleges and an ALPS score of 2 putting it in the top 10%.

ALPS Value Added Grade			
	17/18	18/19	19/20
A-level	3	3	2
A-level High Grades	3	3	2
Vocational	3	3	3

A level courses that had an ALPS grade of 3 or better were also noted, with German, Statistics and Music all scoring ALPS Grade 1.

Vocational courses with an ALPS grade of 3 or better were also reviewed with CACHE Cert; Cert Music and Technology all being graded ALPS 1.

	<p>In terms of Level 1 the achievement rate had increased from 81.4% to 93.1% with increases in both pass rates and retention, but there had been a drop in the GCSE average from 3.5 to 2.6. In Level 2 there had similarly been increases in achievement rates; pass rates and high pass rates but a slight drop in GCSE average of 4 to 3.1 (equivalent to a previous D grade).</p> <p>Areas for development in 2020/21 continued to be those areas identified in 2019/20 which were individual subjects with poor value added, high grades or achievement which consisted of Film, English Literature, Philosophy, RS, Classical Civilisation and Criminology. In addition, Level 1 and 2 retention and Level 3 (A level) retention were also areas for continuing improvement.</p> <p>In terms of strengths, the CAG process had been administered robustly and fairly with little suggestion of grade inflation. There had been only 5 formal appeals made and the deadline for appeals expired the following day.</p> <p>The College had provided high quality online lessons during lockdown and there had also been high quality transition work provided to Year 11 students. As mentioned earlier in the meeting, university applications were in line with previous years and in terms of enrolments, the College had the highest number of Year 12's enrolled of 735; 103 Level 2 students; 601 Year 13's, making the number on roll currently 1439.</p> <p>The Board then reviewed the staff survey results of 2020 which had been conducted during lockdown together with the staff exit survey results. The recommendations flowing from the survey were reviewed and noted.</p> <p>There was then a brief pause in the meeting as the Board viewed live a clip on the BBC 6 o'clock news which featured College Student's and the Principal talking about the impact of the summer examination results process and the subsequent Government U-turn.</p>	
<p>6.</p>	<p>Oral Update Briefing from the Principal</p> <p>The Principal gave an overview of the start of the new academic year. The College had moved into the Old Woking Community Centre (OWCC) and had set up appropriate facilities within the building including a small canteen for Year 13 students who were now using the venue to assist with social distancing requirements.</p> <p>The Principal continued to lobby Gavin Williamson, Secretary of State for Education, Jonathan Lord, MP for Woking, and the Regional Schools Commissioner, amongst others to raise awareness of the College's capacity issues particularly in light of the unsuccessful CIF bid for growth.</p> <p>The CIF bid based on growth would be discussed by the Principal and Chair and Vice Chair as part of the forthcoming Strategic Working Group. The CIF bid for windows which had also been unsuccessful had missed by one point would be</p>	

	<p>reviewed and re-submitted.</p> <p>There was general discussion concerning the support Trustees could lend to the Principal in terms of lobbying MPs and it was agreed that the Chair would look to attend one of Jonathan Lord's surgeries to press the College's case.</p> <p>In respect of the start of the new academic year and the impact of a second spike of COVID-19, then students had been asked to wear masks in communal areas of the college and in corridors. The take up of wearing masks had been good and through reminders, persuasion and some humour, take up was increasing to about 90%. To date, there had been no positive tests reported for either staff or students. If there were 2 or more cases, then an institution had to report to the Department of Health and follow government guidance.</p> <p>In terms of new staff appointed during lockdown and therefore those that had not had their teaching observed, management had stepped up mentoring, together with additional support and lesson observations.</p>	
7.	<p>Policy Watch</p> <p>The Board received and approved the following policies:</p> <ul style="list-style-type: none"> • Pastoral Provision Policy; • Safeguarding Policy; • Prevent Strategy; • Learning, Teaching & Assessment Policy; and • Anti-Bullying Policy <p>It was noted that ordinarily policies were not brought before this meeting but the identified policies were all policies that were due for review during lockdown and therefore to avoid a backlog it had been suggested that the Board be asked to review them at this stage.</p> <p>To allow for all Trustees to review them fully, it was agreed that as the only changes proposed were minor and mainly related to changes of names etc that they should be approved in principle but that Trustees would be asked to provide any comments or suggested amendments outside of the meeting and within the next 7 days. The Clerk would email Trustees to confirm agreement. If there were no substantive changes then the policies would be deemed to be approved.</p>	
8.	<p>Governance</p> <p>Trustees were asked to complete the Annual Declarations & Register of Interests form for Trustees and return these to the Clerk.</p> <p>In terms of the College's SAR process, then SAR reviews were due to be held on Thursday 1st October and Friday 2nd October to which Trustees were invited to attend.</p> <p>In respect of the Trustees' Governance Self-Assessment the suggestion was that a</p>	

	virtual meeting could be held to review the Governance QIP from 2019/20 and the format for this year's self-assessment process. The Clerk would contact Trustees to confirm arrangements.	
9.	Date & Time of Next Meeting It was agreed that the next meeting of the Board of Trustees would be held on Wednesday 11 th November 2020 at 6.30pm	
	Signed: <i>M. Stone</i>Chair of the Board Dated: <i>25.3.21</i>	