## **WOKING COLLEGE**

Company Number:

10821223

## <u>DRAFT</u> <u>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</u>

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

	PART TWO - NON-CONFIDENTIAL ITEMS				ACTION	
<b>1</b> 1.1	APOLOGIES FOR ABSENCE AND QUORUM 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.					
<b>2.</b> 2.1 2.2	MINUTES OF TRUST BOARD MEETING OF 12 DECEMBER 2018  Accuracy. The Minutes were accepted as an accurate record and signed by the Chair.  Matters Arising.  The Board reviewed the Action Log and noted the following updates:					
	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.		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	НМЕ	YA agreed to join committee		

3.	Training Session for Trustees on the new Education Inspection Framework				
3.1	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:				
3.2					
	Main changes to the inspection process  ► 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:  ► Introduction of a new Education Inspection Framework (EIF):  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:				
	New Education Inspection Framework Old Common Inspection Framework				
	Quality of Education Effectiveness of Leadership and Management (Intent, Implementation & Impact)				
	Behaviour and Attitudes Quality of Teaching, Learning and Assessment				
	Personal Development Personal Development, Behaviour and Welfare				
	Leadership and Management Outcomes for Learners				
	In addition, there will be a written judgement on Safeguarding and the institution will receive a single grade for Overall Effectiveness				
	The Curriculum will be at the heart of the new framework. The three 'I's are:				
3.3	<ul> <li>Intent - why we did the work, the aims of education</li> <li>Implementation - what we did</li> <li>Impact - what was the result for students</li> </ul>				
3.4	The slides include a number of questions which Trustees might be asked on an Ofsted Inspection and Trustees discussed their response to each question.				
3.5	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.				
	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				
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4.	Teaching, Learning and Assessment College Self-Assessment Report (SAR) 2017-18	ACTION
4.1	Following the presentation on preparation for inspection the Assistant Principal presented a detailed review of the SAR (2017-18) which was approved by the Board in December 2018. Time had been set aside at this meeting to allow a detailed analysis and question and answer session by the Board on the areas for improvement identified by the self-assessment process across the College.	
4.2	<ul> <li>Areas noted included:</li> <li>The introduction of data management systems for monitoring and tracking progress: all teachers now have Promonitor and (new) ALPs Connect which can be used as a tool during the year to compare student performance against benchmarking data per class or even by individual student;</li> <li>The significant increase in BTEC High Grades –which have doubled in 6 years;</li> <li>A Level High grades increased by 3% last year;</li> <li>Areas for development – which feed into the Quality Improvement Plan – those discussed included a drop in Adult GCSE results and an increasing difference between male / female achievement at A Level – possibly due to the switch from coursework to exams as A levels have all become linear;</li> <li>The use of NA figures as targets despite the college having achieved higher than NA last year. It was agreed to amend those figures to state NA rather than express these as targets.</li> </ul>	
4.3	Trustees asked for more data or to continue to receive separate reports in future on:	
	<ul> <li>Results data for students in receipt of bursaries;</li> <li>Progression – the Board to continue to receive an annual detailed report each autumn;</li> <li>Lesson observation outcome report E.g. some teachers are asked as a result to share best practice with other teachers.     ACTION: SLT to consider how best to implement these requests</li> <li>Areas where Trustees need more knowledge or to triangulate their findings; it was agreed that this could be addressed by asking SLT members or teaching staff to give short presentations on particular issues at the start of Board meetings.</li> </ul>	BFR HME/ BFR
	DATE OF NEXT MEETING	
	Wednesday 13 February @ 6:30pm next Board meeting	
	The Part II Business closed at 8:30pm.	
	Signed:Date	

## **Matters arising Action Log from meeting 23 January 2019**

	ACTION REQUIRED	BY WHEN	BY	STATUS
			WHOM	
1	It was agreed that the Clerk should circulate the Strategic	Feb 19	HME	
	Plan again to Trustees			
2	Plan presentations for future Board Meetings by SLT members	On-going	HME/BFR	
	or teaching staff to address areas where Trustees need more			
	knowledge or to triangulate their findings			
3	SLT to consider how best to implement requests for more	On-going	BFR	
	reports data See Item 4.3 of minutes			