**Hasting Board Committee meeting:**

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| **Date** | March 12th 2020 | **Time** | 15.00 – 17.00 |
| **Venue** | Venue Boardroom, 5th floor, Station Plaza, Hastings | | |
| **Chair** | Tony Campbell | | |
| Membership: Tony Campbell (Chair), Simon Hubbard, Dan Shelley, Marie Sangster, Tracy Griffin (staff), Jordan Beeney (Student President), Kye Wilson (student), Neil Moir, Hilary Morawska, Mary Herns, Vic Kempner  In attendance: Mia Brown, Director of Governance, Susan Bonnet | | | |
| **Apologies**: Jordan Beeney (Student President), Kye Wilson (student), Neil Moir, Hilary Morawska, Mary Herns | | | |

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| 1) | **Apologies and welcomes** | Apologies were noted from Jordan Beeney (Student President), Kye Wilson (student), Neil Moir, Hilary Morawska, Mary Herns |
| 2) | **Declarations of Interest** | There were none. |
| 3) | **Minutes of the meeting of November 13th 2019 and matters arising** | The minutes from the last meeting were agreed as a true and accurate record.  Page 3 typo – electrical engineering  Jim Sharpe to give student and staff mental health and well-being more prominence on the SAR. Jim Sharpe said the SAR would be re-visited, on the back of FEC recommendations. |
| 4) | **Principal’s Update, inc. Local College Board KPIs & Quality Update** | **Predicted Achievements**  Jim Sharpe advised that predicted achievement is positive for the vast majority of curriculum areas and is currently in line with targets set.  Retention is high (between 92% in the Sixth Form, up to 100% is some areas). It was noted that all retention is captured via the reporting to prevent the errors that occurred last academic year.  Achievement is predicted to be very strong in:  1. Art and Design  2. Engineering  3. Hair & Beauty  4. Motor Vehicle  5. Sport and Public Services  6. Travel and Tourism  Jim Sharpe said that achievement within Sixth Form and English and maths remains the most a significant challenge. These areas will be teased out in the QIP.  Each teacher and the Head of Curriculum for the Sixth Form has clear targets, at student level, that need to be able to be met for the provision to achieve 85% achievement (1% above the national rate). Progress is reviewed weekly against this target.  Susan Bonnett described the standardisation of the mock process in English and mathematics which has allowed for double marking. This means that when the College looks at predicted achievement, it is based entirely on the mock, not based on the teacher's opinion. Standardisation means the College can pick up over marking and have had these remarked. There is importantly a confidence-building aspect for students. By January/February, students will have passed an element of their courses.  **Attendance**  Attendance continues to be a significant challenge for the College. Attendance to English and mathematics lessons has remained problematic this academic year. Attendance in the majority of academic, applied general and vocational courses remains strong. Minor issues in health and social care  Marie Sangster described some issues with timetabling and asked how much impact this has had on attendance. She said this it was more noticeable in Ore. Susan Bonnett agreed that that timetabling is an issue; ideally, learners wouldn’t have gaps, but problems become difficult in reality.  Jim Sharpe advised of further work on differentiating authorised and unauthorised attendance to facilitate greater accuracy. Marie Sangster supported the need to be more nuanced about authorised and non-authorised absence.  Susan Bonnett advised of establishing a study space in English and math, in Plaza, which is seen as a safe space to be. It is hoped this will lead to a culture shift in attendance.  **PPR update and future dates**  Jim Sharpe said that PPRs had been completed with all curriculum areas.  Key issues/challenges identified were:  1. Quality of IT  2. Student barriers to learning, particularly mental health issues  3. VSP support  4. Capacity for learning, assessment and teaching  5. ALS support  6. Enrichment  All HoCs have had one round of "callbacks" to assess progress against actions identified (February 14th). Further "callbacks" are scheduled.  It was noted that there had been minimal negative feedback this year about maths and English provision by learners. There have been several changes in teachers in these areas. There was a discussion about the impacts of such changes on vulnerable learners who can respond to slight changes with challenging behaviours and lack of attendance.  **QIP**  Leadership and management  Jim Share advised of HoC pressures. Principals are developing HoC priority actions sheet to support HoCs to manage their workload and ensure focus is on key, impactful activities.  Vic Kempner said the pressures were apparent in observing PPRs. HoCs are asked to take on more, on top of significant portfolios, doing more finance work which isn't something they had previously been involved, as well as teaching two days a week. Jim Sharpe advised all to be mindful of the demands on HoCs time.  Tony Campbell asked about the impacts of the East Kent model in terms of curriculum, quality and standards.  Marie Sangster asked about admin support to HoCs.  Jim Sharpe that CPD has been completed on; expectations of the new EIF, feedback from inspections under the new EIF, what an Ofsted inspector is looking for under the new EIF and what makes a good lesson. He said that the probability of inspection is imminent. He advised that quality for feedback to learners is an issue, and another weakness is about sharing good practice across all the campuses. Jim Sharpe advised of several teachers, causing concern about the quality of learning assessment and teaching. This is being monitored closely. |
| 7) | **Update on recruitment** | Jim Sharpe and Susan Bonnett gave an update on ‘live’ data on applications to the College.  It was acknowledged that applications are currently slightly higher than at this point last year (32/3%). Active applicants are down (94/11%), and active offers are up (77/13%). Overall, this would indicate that applications are broadly in line with this time last year.  Key risks:  1. Increased competition for students  2. Confusion regarding T levels  3. Group marketing issues (inc. website coverage for Hastings)  4. Changes to Year 11 application process  Jim Sharpe said the College would continue to pursue a diverse range of activities to maximise both enrolments of new students and progression of current students. Progression meetings are held with all full-time students this term as part of the progress review meetings cycle of the business.  Issues were noted for Hastings around marketing, and it is challenging to find Hastings college on East Sussex website. The process for year 11 application wasn’t easy, a lot of schools have fallen behind in their cycle. There was a discussion about local schools understanding of T-levels. |
| 8) | **Safeguarding** | Jim Sharpe is now a Designated Safeguarding Lead for Hastings and Ore. Rebecca Conroy remains the ESCG Group’s Designated Safeguarding Lead.  No student safeguarding issues were raised.  A point was flagged with the Interim Director of HR where a teacher’s application did not match to the references received, and there was a substantial gap in their employment history. Process now solved |
| 9) | **Health & Safety** | Jim Sharpe advised that critical issues remain around the HSE investigation. The College is in its final stages of completing the improvement notice. A more significant piece of work remains around the contravention order, which needs to be resolved by the end of June.  Jim Sharpe is still leading on health and safety for the ESCG Group at the moment. However, this is under review by Rebecca Conroy. Debbie Lesley has left ESCG. Staff are advised to report any health and safety issues directly to a line manager or a health and safety manager.  There was a discussion about oversight of health and safety at the Ore site. There is an additional duty to tier 4 at Ore that isn't given to those bases at Plaza. This requires further consideration by the Exec Team and escalated to Board if concerns remain.  **Action: Jim Sharpe to raise with Rebecca Conroy and Exec Team.** |
| 10) | **Student voice** | Jim Sharpe talked about the need to reinvigorate the IT resources on campus.    Simon Hubbard asked what the issues are.  Jim Sharpe advised of out of date hard ware, e.g. Photoshop course for adults. The hardware can no longer run the software in places. The access to IT for students is generally an issue; there are not many computer rooms and the Wi-Fi drops in an out which makes delivering and receiving learning difficult. Simon Hubbard said these issues are bound to affect the quality and experience of learning. Tony Campbell asked if these are issues experienced across the ESCG Group. Susan Bonnett did not think the other campuses were as adversely affected.  Simon Hubbard said this needs considering as part of the ESCG estates and digital strategies.  Tony Campbell said this being considered at CIC meetings and the College Group’s overall use of IT across all campuses.  Marie Sangster said that staff recognise that physical building works are needed at the other campuses, and there is a concern that the digital needs of Hastings will be overlooked  Simon Hubbard asked if the College knew which students had IT access outside of College. Susan Bonnett said this is widely understood at academic tutor level but that not all students volunteer this information. Bids can be made for funds based on social mobility.  **Action: Jim Sharpe to seek an understanding of the numbers of impacted learners.**  Jim Sharpe talked about well-being and mental health issues experienced by learners and the impact of the reduction in welfare officer posts. Simon Hubbard asked how much stress and tension experienced by students is related to mental health conditions and how much is related to home/ course pressures.  Susan Bonnett said it was mostly generalised anxiety. There was a discussion about the impact of social media on adolescent well-being. Marie Sangster asked if the College has looked into volunteers supporting the welfare team.  Mia Bryden said the ESCG Board had urged the College to develop a People Strategy which will articulate the importance of the well-being of staff and students at a group level.  Jim Sharpe said mental health first aid would be rolled out across the group and discussed the roles of vocational skills practitioners.  Jim Sharpe said a report on student feedback,'you said, we did' is tabled at the next Quality and Standards meeting. |
| 11) | **Staff Matters** | **Staff Survey October 2019**  The survey was open from 4 to October 25th 2019; 446 members of staff started completing the survey, and 401 fully completed it. This represents **29%** (of the 1,363 members of staff on the establishment list). 30% responded in Hastings. Working groups are in place to address the issues raised. A full discussion is to be held within the ESCG Board's HR Committee.  In terms of the business planning process, pre-work budget packs have been completed, and the College is behind the usual schedule for curriculum planning. |
| 12 | AOB | * Membership and chairing arrangements going forward * Tony thanks Jim and Susan – movement and merger and standards set |

Next meeting date: TBC