

Hastings Local Board meeting:

Date	13 November 2019	Time	15.00
Venue	Hastings		
Chair	Tony Campbell		
<p>Membership: Tony Campbell (chair), Simon Hubbard, Marie Sangster, Sue Waton, Tracy Griffin (staff), Neil Moir, Hilary Morawska, Mary Herns , Vic Kempner, Jordan ?</p> <p>In attendance: Mia Brown, Director of Governance, Susan Bonnet</p>			
Apologies: Mary Herns, Dan Shelley, Simon Hubbard, Sue Waton, Tracy Griffin			

	Item	Action
1)	Apologies	Apologies were noted from Mary Herns, Dan Shelley, Simon Hubbard, Sue Waton, Tracy Griffin and Neil Moir
2)	Declaration of interest	No declarations of interest were made.
3)	Minutes of the meeting held on 8 May 2019 and matters arising	<p>THE MINUTES OF THE MEETING OF THE 8 MAY 2019 WERE AGREED AS A TRUE AND ACCURATE RECORD.</p> <p><u>Matters arising</u></p> <p>THE NOMINATION OF VIC AS VICE CHAIR WAS APPROVED.</p> <p>Jim advised there is still an intention for Motor Vehicle to move back to the Ore site.</p>
4)	Terms Of Reference (revised)	<p>Mia Brown advised of a couple of main changes to the terms of reference. Initially the group dealt with higher education students at this meeting, but this is now more robustly monitored at the Quality and Standards Committee alongside international students and ?. She advised a stronger emphasis on developing engagement with local stakeholders and less emphasis on quality. Jim reiterated the renewed focus on stakeholder engagement being crucial to the local and overarching governing board.</p> <p>THE TERMS OF REFERENCE WERE APPROVED</p>
5)	Confirmation of members	<p>Current membership was discussed and the chair expressed the importance of having broad membership across a range of skills, knowledge and experience.</p> <p>The Chair will be meeting with Jess Steele, Heart of Hastings – involved in regeneration of the Pier, Trinity Triangle and also Clive Barker, CEO of BD Foods Ltd, it is believed they will be a fantastic addition to this board.</p>

		<p>Mia Brown advised that Lewes College Board have taken approach to reaching out the member's associates. The Chair suggested we do similar. Action: Mia to share advert for local tailoring.</p>
6)	Principals update	<p>Jim gave the following updates:</p> <p>Curriculum management structure – advised there will be changes in new year. He advised that Susan was successful yesterday as Assistant Principal for Hastings, Ore and the motor vehicle.</p> <p>Jim advised of a broader review of the college structure for 20/21 for a more developed model in the group. More info to follow as this becomes clearer.</p> <p>Staff recruitment – Jim advised the college is in a strong position for the first time in a number of years. He described some challenges in the construction area which is currently filled by agency staff also advised that more capacity is needed in maths and English. Jim advised of strong teachers in 6th form for English and Maths and described the current picture as an improving one. Susan concurred, saying there is a really strong team computing and engineering and discussed the 'grow your own' approach in computing. Tony advocated this approach and suggested more of this will be needed in the future. Hilary talked about the importance of future proofing and ensuring that children are encouraged and supported onto the right courses earlier on.</p> <p>Jordan emphasised the importance on presenting learners with a clear progression route as early as possible. Hilary agreed that this needs to happen long before year 11.</p> <p>Vic asked Jim for clarification about use of agency staff. Jim described this as significantly healthier. Susan said the biggest change has been improvements to timetabling of maths and English so that cover arrangements can be put in place. He said he has also been able to retain the good teachers recruited last year and this has benefited students as well as the solvency of the business.</p> <p>Hilary commented on the positive impact that having motivational speakers from the college attending schools. Susan agreed this activity must continue at pace.</p>

		<p><u>FE Commissioner</u> Jim advised the Further Education Commissioners office will visit the college group over two days next week. He described this as follow up to a monitoring visit in May. The visit will be focused on solvency and standards and will be a significant and in-depth inspection.</p> <p><u>Ofsted</u> Jim said that Ofsted inspect all merged colleges within three years of merger. An inspection could happen any time. Preparations are underway and an inspection is imminent. Inspections will be undertaken across the college group.</p> <p>EIF presentation to be given prior to the next meeting. Action: Mia Brown</p> <p><u>Safeguarding Audit</u> Jim advised a safeguarding audit run by the LA has been underway over the last three days. Advice and guidance will be issued shortly. Informal feedback has been positive, with some reported issues about consistency of reporting systems.</p> <p><u>Hastings Opportunity Area</u> Susan updated that an inset day took place and students were welcomed into three areas. A number of students returned to be involved in the day again. She described this as well managed with some challenges that were dealt with swiftly. She said this was a mutually positive experience.</p> <p>Action: Supported learning presentation to next meeting. Mia Brown</p>
7)	<p>Self-Assessment Report for 18-19 and emerging Quality Improvement Plan</p>	<p>Jim reminded the local board that this meeting is not a SAR validation meeting but that he will be talking to the local self-assessment report highlighting strengths and areas for improvement and that he would welcome comment and feedback. Mia Brown advised scrutiny of a college wide SAR is undertaken with the remit of the Quality and Standards Committee.</p> <p>Progress on the accompanying Quality Improvement Plan will be reported at each meeting. Action: Mia Brown</p> <p><u>Headlines</u></p> <ul style="list-style-type: none"> • healthy enrolments against national rates

- a cohort of students on two years programme have not picked up on achievement trackers – this has affected retention
- Strong pass rates on majority of offers
- Vocational course doing well – with a few expectations on course with smaller numbers.
- Supported learning was noted to be strong
- Public Services – a few years ago course had small numbers and they were not performing well but there has been areally healthy growth in numbers and achievement rates

Key areas for improvement

- 6th form provision – hampered by retention and measuring issues
- Pass rates for A-levels not high enough – but since the assessment there is now a significantly enhanced team in place
- Vocational and functional skills strong
- GCSE maths has seen improvements
- English has seen a slight dip - attributed to changes to exam and struggles with English teaching last year
- Issues noted in electoral engineering (not having a teacher to deliver it) and HOSCAT (achievement is high but national rate is higher) for the vast majority of provision the college are the only provider who delivers it, qualification issues.

Jim noted the following strengths

- Strong culture of responsibility and accountability , impactful performance management, sustained improvements in teaching, learning and assessment
- Students have a positive attitude to learning and behave well
- Student and apprentices develop good skills and generally make good progress
- Excellent links with local enterprise partnerships - meeting local needs – intent! Colleges need to put on courses that will serve the community well. Real strength
- Skilled and well informed governors have high aspirations for students and apprentices holding leaders to account.

Jim highlighted the following issues

- Retention for 16-19 year olds - unpicking the destination – to see how many learners went into employment or left education and employment all together.

There was a discussion about student services. Jim advised this is managed directly under him and the rest is likely to be devolved in the new year. Student services has not considered to have worked well under the wider group structure.

- Attendance is not high enough.

There was a discussion about how attendance is measured – looking at engagement and learners who are also carers. Jordan asked about support offered for students with poor mental health to keep them in education. Jim acknowledge this was a significant issues for learners across the college group. There was discussion about how to best utilise resources both within the college, NHS and the local community and voluntary sector to support young people attending the college. Jim said poor mental health is a common barrier to engagement and that solutions are complicated. The college benefits from 1 x safeguarding and 3x wellbeing mentors but meeting local need is a challenge. Jim cited challenges obtaining information from provider schools regarding learners mental health and wellbeing, as well as safeguarding issues, and plans to improve this are in train. Susan highlighted irocks and other similar organisations who could supplement college emotional support. Marie suggested utilising learners and staff from counselling courses on a train the trainer approach and local access to Samaritans.

Action: Susan will ask Lydia to examine progressing some of the solutions discussed today.

Action: Jim to give student and staff mental health and well-being more prominence on the SAR.

- Quality of feedback to students on marked work, and targets still requires work
- Quality of teaching, learning assessment within the 6th form provision remains too variable and overall requirement improvement
- Outcomes for learning from A level students show significant variation between different subject and overall inadequate
- High grade achievement for GCSE students is still only around a low national rate and also requires improvement.

Vic asked about variability and inconsistency and whether Jim had a view about how and how long it will take to remedy. Jim advised the college knows its teachers well and is seeing improvements resulting from interventions that have been put in place. He described the past teaching challenges in English and Maths and 6th form and advised of good retention

		<p>of suitably trained and effective staff. Vic asked Jim what he and the rest of the board can do to support. Jim advised member involvement in PPRs and learning walks is a great way of seeing what is actually what is going on enabling members to make effective challenge.</p> <p><u>QIP</u> Jim outlined the QIP areas.</p> <p>Leadership and management – 6th form and English and Maths have been focused for intensive improvement plans.</p> <p>Enrichment has not been as impactful as should have been, but appetencies have since been appointed to support delivery of enrichment provision and there is a wealth of activity planned, which will be informed by the student voice.</p> <p>There is a task for the Principals to lead on an attendance strategy for the group.</p> <p>There are concerns that the Head of Curriculums are given a variety of tasks from a range of people and they need to be better support to understand what they need to prioritise.</p> <p>All teaching staff have been observed in the first 3 weeks of term and a teachers required support list has subsequently been created.</p> <p>All Head of Curriculums have been tasked with self-assessing against the new Ofsted inspection framework – with a focus on intent, implementation and impact.</p> <p>Vic asked how achievable the QIP is. Jim provided assurance that whilst it is always a challenge it is achievable and its focus is right.</p>
8)	<p>Student matters Staff matters</p>	<p>Mia explained that this will be a standing item on all three local college board agendas and will be an opportunity for the staff and student members to bring any feedback/ comments for their respective networks. Marie said there is a feeling amongst Hastings staff that they are being penalised for issues happening in Eastbourne and Lewes. She said that visibility of senior staff and governors at Hastings has reduced significantly and that a Principal’s note may be a helpful way to address these feelings.</p> <p>Action: Jim Sharpe to draft a note.</p>

		<p>Jordan said that he has been working to make the union are representative of the college as possible. He will be visiting the Ore site as part of this process.</p>
9)	Recruitment update	<p>Jim advised recruitment has improved and broadly above target. He highlighted strong numbers in construction and art and design. He advised the shortfall is predominantly in the 6th form – but that he is quite comfortable with this.</p> <p>Vic asked about group size and viability of courses for 6th form. Jim advised the average group size is 16, 1 group per year per subject. He said the bigger issue is trying to give a teacher a full time job with such a small number of courses.</p>
10)	Update on any significant safeguarding and Health & Safety matters	<p><u>Health and Safety</u></p> <p>Jim updated on the Health and Safety Executive visit. He advised there were 7 site visits following a serious injury on the campus. He advised a number of interviews under caution have been completed with all key Hastings based staff (tec and curriculum area manager) at Hastings, Ore and the Motor Vehicle and with the college group’s Health and Safety Manager.</p> <p>Jim said site inspections were positive with a small number of material breaches identified – lead solder in art dep, air compressor without thorough examination an storage of empty oxygen and acetylene gas bottles. There have been follow up site inspections to art and design at Eastbourne.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> • 2 day training to all managers • Cross group internal site inspections • Internal Health and Safety action plan <p>Jim advised more should be known about the outcome of the inspection in the next few days.</p> <p><u>Safeguarding</u></p> <p>As discussed a safeguarding audit has been underway over the last 3 days, no significant issues have been raised. Jim is in the process of completing designated safeguarding lead training, and his safeguarding training manger</p>

		<p>has completed training. The inspection team's feedback will be tabled for discussion at our next meeting.</p> <p>Action: Mia Brown</p>
11)	<p>Curriculum area visits by board members:</p> <ul style="list-style-type: none"> • Plans for 2019/20 	<p>Jim described the process of 3 x year PPRs – which are now focused on intent, implementation and impact and urged all members to attend these, usually over two or three days as observers. Tony advised the Principal leads on challenge and the governors feed in when asked, via the Chair.</p> <p>Vic urged all not to forget the Ore site and Motor Vehicle.</p> <p>Jim also encouraged members to attend the learning walks with quality team.</p> <p>Action: Members to send dates they are available to attend learning walks and PPRs to Mia.</p>
12)	<p>Strategic partnership developments discussion</p>	<p>Susan described current strategic developments and those in train. These were noted in late paper circulated</p>
13)	<p>Any other business</p>	<p>Vic suggested a future local board take place at the Ore site.</p> <p>Action: Lindsay Marriott</p>

Meeting dates:

- 12 March 2020
- 7 May 2020