

CORPORATION BOARD

Minutes of the meeting held on 3rd October 2018, Board Room, Silbury 17:00 to 19:00

Board Members	Attendance 2018/19	Present at this meeting
Dotun Adeoye	1 of 1	Dotun Adeoye
Rebecca Carrington	1 of 1	Rebecca Carrington
Peter Cox	0 of 1	
Jane Drew	1 of 1	Jane Drew
Jean Gowin	0 of 1	
Louise James	0 of 1	
Liz Marr	0 of 1	
David Meadowcroft	1 of 1	David Meadowcroft
Julie Mills	1 of 1	Julie Mills
Giles Mullins	1 of 1	Giles Mullins
Stephen Norrish	1 of 1	Stephen Norrish
Ruby Parmar	1 of 1	Ruby Parmar
Charlynn Pullen	1 of 1	Charlynn Pullen
Gwynneth Tan	1 of 1	Gwynneth Tan
Silvia Vitiello	1 of 1	Silvia Vitiello
Attendance % this meeting	73%	11 / 15
Attendance % year to date	73%	11 / 15

In attendance: Karen Brown, Chris McLean, Lindsey Styles (in part), Amy Langford (in part), Marc Gillham (in part)

Welcome and Procedural

1.1 Apologies had been received from Jean Gowin, Louise James, Liz Marr and Peter Cox. Ruby Parmar and Silvia Vitiello would be arriving later.

1.2 Declarations of Interest

Rebecca Carrington is owner / principal of Arts1.

1.3 Check-In

With reference to the Safeguarding, SEND and KCSIE documents (previously circulated), governors raised questions (which were addressed in item 2.1).

Governor Development

2.1 Safeguarding / SEND / Mental Health

This was a governor development item. Prior to the meeting, the latest Keeping Children Safe In Education (KCSIE) (revised September 2019), the 2017/18 Safeguarding Annual Report (approved by the Board on 13/6/18) and the 2017/18 SEND Annual Report (approved by the Board on 13/6/18), had been circulated.

Lindsey Styles (the College's Designated Safeguarding Lead, and Amy Langford (the College's SENCO) assured the Board on safeguarding, prevent and mental health (MH) support for students. Key areas of discussion included:

Safeguarding and Mental Health

- The latest version of KCSIE had been circulated which staff and governors must read and understand;
- CONTEST (Counter Terrorism June 2018) is a new strategy on extremism. There are no new obligations for education establishments;
- There have been 134 safeguarding incidents at College since 4th September (one month) involving 105 students with MH issues. A high proportion of students with MH issues also have SEND needs (special educational needs and disabilities);
- There have been six serious suicide attempts including two in College. In addition, there have been a further 14 'attempts / cries for help' incidents. These incidents affect both students and staff.

Additional Learning Support

- So far this academic year there have been over 1800 disclosures from students requiring additional learning support of which 600 students only disclosed at enrolment (i.e. the College had no prior notice to assess the level of support they required). Where the College does have prior notice, it works with schools to assess the level of need prior to enrolment e.g. from November 2018 the College will be working with schools to prepare for the 2019 intake. On the other hand, the College also receives applications from students who do not arrive even though plans have been put in place;
- There are 154 students with high needs but the College only has a funding allocation for 125. More funding will be pursued;
- Complex medical needs is increasing. The Learning Support team works with facilities to ensure that the College can meet the needs of students with e.g. diabetes, epilepsy, personal care needs etc;

Q How does the College support students with mental health issues?

- There are 27 mental health first aiders (first response) who work across the College. The team includes teaching staff, support staff and receptionists. Lindsey gave an example of a recent 'disassociate behaviours' incident, how it was handled, the impact on other staff and students and how this student will be monitored;
- Late disclosures are a problem for the College e.g. out of the 14 attempted suicides, only one student was previously known to the College to have MH issues. These students will have a wellbeing review before they return to their studies as the College has to be satisfied that it can keep them safe and there will not be an impact on other students and staff. College may be too big and too noisy for some students.
- The College has very strong links with CAMHS and Mental Health Services in and out of county.

Silvia Vitiello and Ruby Parmar arrived at 17:25

Q How can students arrive at the College without the College not being aware of prior issues?

The student may have been home-educated. It is less of a problem if they transition from school as the College has a very good relationship with local SENCOs.

Q What is the position with right wing extremism?

There is on the rise nationally and right wing hate crime is on the increase in MK. There have been two safeguarding incidents since the start of term which have involved the police and parents. Both students have been evaluated by the TVP Prevent team and one has been allocated a mentor through the Channel Panel. The Chanel Panel in MK is seeing more cases of right wing extremism.

Q Is cyber bullying an issue and how is it monitored?

All staff are aware of the potential issues with social media and there have been examples of peer on peer sexual abuse and bullying. The use of the internet in College is monitored and a student who shared inappropriate images has already been asked to move on to another institution (the College tries to support them to stay in education). The College has the support of two PCSOs who work with the College to change behaviours.

Q What can be improved?

The key is to receive information early to ensure transition is effective; this means that interventions are in place from the start.

The Board asked for another discussion later in the year with questions submitted in advance

Strategic Priorities

2.2 Principal's Report (previously circulated as Paper 1)

Julie Mills referred to her report:

- 1) Strategic Priorities 2017/18
A brief summary on progress was appended to the report.
- 2) Strategic Plan to 2021
The objectives have been updated to reflect previous Board discussions e.g. the three-year rolling financial plan. Governors said that although the target for Ofsted outstanding had been changed to 2020/21, the College should continue the focus on improving the student experience.
- 3) Board Strategic Priorities 2018/19
The Board priorities are the same but have been re-ordered to highlight the focus on finance.
- 4) Prison Education Tender Process

Minuted as Confidential

The Board:

- ***received the Principal's Report***
- ***Approved the Strategic Plan objectives***
- ***Approved the Board Strategic Priorities for 2018/19***

2.3 Financial Health 2018/19 (previously circulated as Paper 2)

a) 2018/19 Student numbers against target (pre-41 days)

Minuted as Confidential

b) Finance T&FG Meeting 12th September 2019

No discussion

The Board noted the report and approved the Terms of Reference

Jane Drew, Chris McLean and Marc Gillham left the meeting at 18:00

Item 5 – minuted as confidential

Silvia Vitiello left the meeting at 18:40

2.4 Student Experience / Achievement (previously circulated as Paper 2)

- a) Emerging analysis of 17/18 achievement rates**
- b) Final SAR grades 17/18 (by School)**
- c) Academic KPIs and target SAR grades 18/19 for approval**

This item was deferred to the CQG meeting on 22nd October / next Board meeting.

Governance and Compliance

3.1 Prison Education Framework (PEF) Task & Finish Group 5th September 2018 (previously circulated as Paper 4)

The Board noted the report and approved the terms of reference

3.2 Property Development Monitoring Group (PDMG) (previously circulated as Paper 5)

The Board noted the report and approved the terms of reference

3.3 Items for the next meeting (6th November)

The Board agreed the agenda items for the next meeting:

- Student Achievement / Experience:
 - 2017/18 achievement, department SAR grades, 2018/19 academic KPIs for approval, 2018/19 progress against KPIs, Quality Strategy
- Financial Health:
 - 18/19 student numbers against plan / post 41 days
 - Cost reduction / income generation plan
- Staff KPIs 18/19
- Governor development: Equality & Diversity Single Equality Scheme, Annual Report for 2017/18

Governors were reminded to send any further suggestions for the agenda to the Head of Governance.

Consent Items

The following items were approved by consent / without discussion:

- 4.1 *Minutes of the Board Meeting held on 26th July 2018 (previously circulated as Paper 6.1 and Confidential 6.2)*
- 4.2 *College Seal – the Board noted that the seal was not used in 2017/18*
- 4.3 *Board Business Plan (previously circulated as Paper7)*

NEXT MEETING 6th November 2018 at 5pm

This was the last meeting for Giles Mullins who has resigned as a governor and the Chair thanked him for his support to the College as a Board Member and Member of the A&R Committee and Property Development Group.