

Minutes of Full Board Training, Development & Strategy

Date: 19th Oct 2023

Time: 4.30 - 5.43 pm

Location: Itchen College, S11

Present:	Bev Jones Robert Parke Lou Court Colin Whitfield Sarah Hammett Marcus McCauley	Colin Breckenridge Ben Tyres David Batten Caroline Carpenter Shannan Duggan
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In attendance:	Rebecca Stratton Sue Carter	Fiona McIntyre
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Apologies:	Alex Scott Martin Brown Manjola Lico Douglas Holloway	Sadie Garner Debbie House Trevor Grant Mike Jones
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1 Apologies

- 1.1 Chair welcomed everyone to the meeting and apologies were received and accepted as above.
- 1.2 New governors introduced. Douglas Holloway sends apologies. Two new student governors Shannon Duggan and Marcus McCauley.

2 Declarations of interest

- 2.1 Conflicts of interests explained for the benefit of new governors. All existing governors asked to check their declarations and update where necessary.

3 Articles and Instruments

- 3.1 To allow three student governors for the period of 12 months a change is needed to the articles and instruments. Change was suggested as a student governor is staying on and have two prospective student governors and allows for better successions having overlap.
- 3.2 Proposed CB
2nd RP
Vote all in favour

4 Ratifications of new members

- 4.1 Governors introduced themselves for the benefit of the new governors.
- 4.2 New governors ratified and appointed.

5 Minutes of the last meetings

- 5.1 Minutes of the previous meeting were reviewed and agreed as a correct record.
- 5.2 Matters arising - none not covered by agenda.

6 Chairs Update

- 6.1 Enrollment has been exceptionally good and will hear from BS towards the end of the meeting. Excellent result in the standing for College in Southampton area.
- 6.2 Mike Jones has done a brilliant job in working out in schools. Thanked for his hardwork with his team.
- 6.3 The results of the three City College merger and its affect is unknown.

7 Building Update

7.1 Building

- 7.1.1 LRC refurb more or less finished and small snags remain. Ful inspection due tomorrow.
- 7.1.2 Generally looking good and very pleased with it.
- 7.1.3 Completed more or less on time and only a week or two late. Also within budget and the anticipated costs.

7.2 New build

- 7.2.1 Planning application is in and live. It took a while to complete the verification process. It is now on the portal.
- 7.2.2 A decision deadline is the 4th Jan. This does cause some concern as looking to appoint the contractor in November.
- 7.2.3 Tender process is underway to appoint a contractor. This does give College some exposure but due to timescales for the funding need to proceed.
- 7.2.4 Would only be liable for costs incurred up to planning. Cost liability will be safeguarded as much as possible.
- 7.2.5 Had visits from interested contractors - was four and possibly back down to three. Askia who did the new block and LRC are interested.
- 7.2.5 *Q: If the panel is in December will the decision be known before the 4th January?*
A: Yes will hear on the panel day. Hoping the panel will be on 11/12th December.
- 7.2.6 There has been one comment from a resident on the portal which is an objection based on parking not the building. They have until 30th October to object.
- 7.2.7 There was consultation with neighbours and only three turned up.
- 7.2.8 Appointing a contractor before planning is for the contractor to work up plans and liability would be around £20,000.
- 7.2.9 For the benefit of new governors it was explained the grant to pay for the new build has stipulation of being completed by Sept/Oct. So want
- 7.2.10 *Q: What will happen if it is not finished by deadline?*
A: The window to bid for the grant was late. They do not want projects not to spend the money well into the process. If around June time an extension is asked for then it should not be a problem as long as building is well under way.

6 Safeguarding

- 6.1 Safeguarding presented to governors and the same presentation that is given to all staff. Includes the updates from KCSIE which is released in September every year.
- 6.2 If any new staff start in College they have separate safeguarding training.
- 6.3 Governors asked to read KCSIE part one and annex
- 6.4 Presentation saved in TG.
- 6.5 All staff undertook Prevent training on inset day as well.
- 6.6 *Q: Stalking can be an issue, what would be College's strategy for dealing with this?*
A: Every situation is dealt with individually. The student would be encouraged to report to the police. It can be difficult in the College where another student as need to safeguard all students who may be involved. This could involve specific areas that students are allowed to move around in and making staff aware of the issue.
- 6.7 *Q: If students are recommended to go to the police is this followed up?*
A: Yes it would be recorded and followed up to check up and any further action taken. Would also then respond to anything from the police.

7 Enrollment Update

- 7.1 Presented previously to C&Q and G&E.
- 7.2 Enrollment has been positive this year. Have continued to enrol students up to and including this week. But have lost a few students also. Should end up between 1570 and 1580.
- 7.3 Increase in Level 1 and 2 courses which reflects the GCSE assessment changes which led to some challenging circumstances for some students.
- 7.4 Over 500 on GCSE or functional maths and 300 on English.
- 7.5 Increased Level one and two provisions. But also Level 3 has increased.
- 7.6 There is a possibility for in year funding and usually it is around March that this is available.
- 7.7 *Q: Does in year funding bring the lag funding forward?*
A: No it still comes through next year but it is additional funding.
Q: Is there accommodation for all students?
A: It is tight especially in bad weather for periods such as lunch. The common areas Governor comment: have walked around College and does not feel too tight. Student governor: some classes are busy and seating plans which work for the majority of students.
- 7.8 Room utilisation is high. A lot of the work done to move away from PC based rooms makes the space more flexible. There is a trolley of chromebooks that can be used when needed. Room is then flexible and tables can be moved for group work.
Comment: the timetable structure works that it does not feel as busy as it has in previously year where it felt busier.
- 7.9 *Q: Any pressures for teaching availability?*
A: Looking to recruit in one area and the curriculum planning worked well. Staff are good at being versatile which was helpful.
- 7.10 Comment: It is good to hear and this secures the longevity of the College. The risks highlighted in the paper focuses on under recruitment so to secure this is very good and reflects the work undertaken.

Q: What do we do if we do not get the additional funding?

A: If do not get planning then funding is in place. If do not get planning then it is back to the drawing board to consider the size of some of the existing classrooms and reconfiguration of some rooms. There is work to manage capacity in more efficient ways.

Q: If enrollment stays at 1580 there are 200 unfunded students - would it all be students?

A: Do not get anything for the first 100 and then 50% funding for 100.

7 Governor visits

- 7.1 SH - visited for a revision session and also discussed T level with a member of staff since new qualification.
BJ - visited English green light classroom.

8 Impact and Action Review

- 8.1 Variation to A&I, appointment of new governors safeguarding update
Enrollment success and discussion of the challenges. Plans for new build.
- 8.2 No actions

9 AOB

- 9.1 None.