

Minutes: Growth and Engagement

Date: 10th Oct 2024

Time: 4.30 - 6.18pm

Location: S11, In college

Present:

Mr T Grant (Chair)	Mr B Jones
Mr D Batten	Mr A Fitt
Mr A Scott	Mrs C Lowe

Apologies: Mrs C Carpenter

In attendance:

Ms J Brooke	Miss F McIntyre
Mrs E Barrett	Mr A Waters
Mrs D Finch	Mr M Jones
Mrs R Statton	

1 Apologies

1.1 Apologies received as above.

2 Declarations of interest

2.1 None.

3 Minutes of the last meeting

3.1 Matters arising:

Still no response to letter sent to MP later and is no longer the MP. Will write to new MP

Q: Ripple was going to be installed, has this been done?

A: Has been installed and not as successful as would have liked. It may be clashing with existing filtering software. Explained software dealing with self harm - pauses screen and brings up messages.

3.2 Minutes approved.

4 Staff Matters:

4.1 Annual report on staff attendance for the previous year

Positive over last year and slight drop in lost time rate.

Small discrepancy in data so will be brought back to governors next meeting. **ACTION RS.**

Q: Anything causing concern?

A: Not particularly. Over the last few years data has been different with pandemic but feels like it is settling.

Q: Are you putting in support for staff around mental health and menopause?

A: Have looked at these issues over the last few years and HR have looked at how absences are managed across board. There is a menopause policy and open conversation happening and awareness.

Q: Mental health and wellbeing - some days lost. Any programs in place to support?

A: Behind the data is an individual so it varies. There is an employee support program with Counselling available.

- 4.2 Report on staff changes for the new academic year, to include vacancies
Report provides a summary. Do have a good number of casual support staff with minibus drivers, invigilators.

Some of the changes are part time staff leaving and being replaced with full time due to Curriculum requirements.

There are currently two ECT.

Q: Any concentration around subjects with staff leaving?

A: Business has been a tricky area to recruit to. Other Colleges are saying this. Computer science is also difficult.

- 4.3 Report on the staff survey to include staff morale and well- being
Staff were surveyed for the Ofsted inspection also.

Responses over the last few years have been fairly consistent and positive. This year a slight shift with 1 or 2% increase with strongly disagree but a 3% increase in strongly agree. Small number of staff who are not happy.

Strong areas - *Values, mission, wanting to work here*

Increase in pressure with resources with larger student numbers.

Teachers may be having to move to different classrooms and this is coming through in the comments.

There has been investment in resources across College but if do not have immediate access to resources then impact on staff.

Q: Did you see the Ofsted staff survey?

A: Yes briefly, it was overwhelmingly positive as was the parent and student surveys.

Response rates for Ofsted were parents over 300, students over 1000 and staff 180.

Inspectors said they have never seen feedback like that.

- 4.4 Programme for staff development provision for next academic year
Shared in May and adjustments but mostly similar. Focusing on CPD for student facing staff.
Overview of what is available throughout the year.

Q: Is there a program for managers?

A: Last year had a new group of curriculum managers so had a year long program. Wessex leadership program and Southampton aspiring leaders program would be used if appropriate.

Q: Teaching triangles, how do they decide the focus?

A: It can be from teachers to identify what they want to focus on, the first year gave structured suggestions. Also student feedback and engage with that feedback. Might also come from professional reviews or QIP targets.

Q: Do they then record the reflections?

A: It is recorded through an online program. This year in response to feedback it is done across faculties.

Q: How do you measure the impact of CPD?

A: Variety of measures. MHB has worked with the head of T&L. SG has sent a detailed student voice survey. Students by course asked to reflect on modeling and reteaching. It has been very informative. Have seen improvements in responses from students.

5 16-18 Student Matters:

5.1 Safeguarding report for previous year

DF provided a full report from the year as overview as had termly reports.

36 waiting at the end of the academic year for Counsellors. Students returning this year were contacted over summer.

Enrollment 118 students to see as identified with protective factors who needed support. Some had tough time at school and saw College as a fresh start and wanted to try on their own and will reach out if support was needed.

Counselling now have Pippa with 3.5 days a week with 18 appointments available and drop ins. Some do not want a counsellor but someone to talk to so it worked well. Has an open door policy and if the door open students can go in.

Art course may be offered art therapy as a class with high needs.

Mental health practitioner does five appointments and works with MHST team. Have contacted all students this week on list.

CAHMS now have a wellbeing hub if they do not meet their criteria.

Tutor workshops - exam stress, low mood understanding panic, anxieties. Will start soon.

Nurse has started and is busy. Works well with staff and can refer back and forth.

Governor comment: saw the nurse as in uniform and good to have visibility.

5.1.2 Reports - Ofsted did not think the report to governors was full enough.

Use CPOMS in College for recording incidents. Provides more details which can be passed to governors if required.

Discussion: that level of detail seems operational and the overview seems more appropriate.

Need to be aware of responsibilities of governors in part 2 of KCSIE for managing safeguarding.

Has been trialled this year with wellbeing mentor. Meetings were logged but then can produce reports and graphs of requirements by months.

Spreadsheet with details of needs is on google drive so members staff have visibility. Has been colour coded highlighted with actions. Very visual.

5.1.3 *Q: What happens with the students still presented with issues at end of summer terms or August exam results?*

A: Have a list of who else can help and external agencies they can contact. This is on out of office for DF. There is online or text to support. Students on the waiting list are given this list for support. Been given to curriculum managers and on student support sections of website and on TVs in College.

Q: How do we support on a personal level?

A: Support is there and DF makes contact over summer. Doing welfare checks. The OHST team work annually also. They have access to College and can see students here or at outreach centres and doctor surgeries.

Q: Every year look at these numbers and they are increasing. The intake numbers seem to be lower than in previous years?

A: Students may not have come yet for support. Never know what will come each day. Some take a lot of time and some quicker. It is firefighting and dealing with issues as they arise. Example given of taking a student to class if too nervous to walk in on own.

Q: Where would we see allegations against staff, low levels concerns?

A: That would be HR.

Q: Contextual safeguarding, what are concerns when they leave College, is it knife crime/prevent? If known are there changes to support reducing and mitigating?

A: Not curriculum but addressed in tutor. Safeguarding outside College Risk outside the home ROTH. Issues are wide ranging and have links with child services and police and get reports.

Knife crime and gang violence not found to be issues in College In a systematic way.

One prevent referral was from a report from student.

In relation to knife crime the PCSO came out and engaged with students.

5.1.4 Prevent action plan

Action FM

Standard document and it is a live document. With two referrals already shows the need. Over summer the riots brings certain things up in importance.

Q: The grading shading, how is that determined?

A: It is a function of a spreadsheet that is supplied to us. Highlights areas need to have actions.

Q: Items scored 3, British values and lockdown procedures?

A: There is a review date against them. Trail new system before half term. System in place but not trialled. British values were not undertaken in tutorial and it has now been done. It shows the work in progress.

Q: How useful is the format of the action plan? Does this do what College needs?

A: Is useful as is at the moment and can make it more useful with follow ups. Had discussion on testing and part of student survey was on prevent. There were quizzes but did not work as wanted to. If reviewing will continue to adapt and use.

Q: Are there any areas without CCTV or heard from students any no go areas for them?

A: Have good coverage. Students in survey with Ofsted said no areas they feel unsafe.

Q: Are the toilets an issue?

A: Can be and monitored. Design of toilets does not help.

Q: What design would be?

A: Cubicles with own sinks so wash hands and leave.

Q: Leadership on prevent plan has some 1 and 2s. Priorities should be all 1.

A: By half term will be the case with the review dates shown and actions planned.

DF left 530

5.2` Tutorial activity – Autumn Term

AW showed governor presentation with three actions .

Luke Staton - motivation speaker. Works with corporate clients. 'Inspiring the next generation'

Will be follow on modules in tutor programme. There are 24.

Message was to ask questions to drive forward.

More information next time on the tutorial follow up.

Q: What other opportunities to support student to achieve and overcome barriers?

A: That is everything we do and the resits in English. Within departments to support students and enrichments.

Mini HE fair

Social mobility to encourage students to encourage students to consider.

1400 students on site who could access and

15 universities in hall

They had been prepped with questions to ask not just walk round hall

Looking to develop something similar with apprenticeship

Collaboration with Solent University

10 weeks of careers guidance targeting IMD 1 and 2 postcodes. The most disadvantaged in the City. Had good response.

- 5.2.1 Principal was on Unity 101 in a panel with vice chancellor of Solent University - was hosted by Geeta who will be running careers advice.

5.3 Recruitment report and Engagement activity

MJ presented and highlighted the following:

- Highlighting growth in numbers which put College in a good position.
- School list - Hamble may jump out but had 52 students less in year group so percentages similar.
- Growth in local schools
- Have 1000 bookings for open events next week.

Q: Who is main competitor, are students choosing Itchen over other Colleges?

A: With local schools working hard to get students to consider Itchen over Barton/Peter Symonds for A levels. Trying to engage with changing the mindset or having to go to Barton for going on to Uni.

Is also shift towards smaller institutions that appeal to students.

The City College merger is also not attractive to some students so picking up some students from that.

Have a student that comes from Ringwood for a course at Itchen.

Q: Question to MJ, anything changes for this year or on emphasis or focus?

A: No changes but may have to put a closing date for applications. Do recommend they are in by Easter.

5.4 Attendance report

Currently at 89.6%. 1% above the same point last year.

Q: How does it rate with levels?

A: Higher level 3 than 2 and 1. Level 2 last week for Maths GCSE was 85% which is good.

6 Adult Student and Community Matters:

JB presented to governors.

Looked at the last report to governors in April and have come a long way since then.

- 3000 learners in the last year.
- Funding Abri housing and palladium. Winchester council moth long program.
- Highlight skills bootcamp funding - provided good results. Collaborate with employers across county for employment opportunities.
- 97% completion rate - early years
- Have been asked to submit business case for growth.
- Partnerships are building and developing opportunities.
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Q: Are we going to look at a skills bootcamp contract?

A: Have new member of staff who will look at this.

Governors shown video on skills bootcamps with learners talking about their experience.

Q: Are you shouting loudly enough about skills bootcamps?

A: Trying to promote. Hampshire did the video.

Q: Can we connect with FE?

A: Putting business case for the growth and only ones doing the Early years and ahead of other providers with outcomes.

7 Health and Safety report for previous year

Context of Lynn Kenwood leaving.

SLT met with an external consultant. Offered support but not been back in touch. May have to look elsewhere.

Report sets out details.

Q: Does H&S include fire risk assessment?

A: Have to do two per year and usually do one per term. Did two last year.

Q: Checks carried out on classrooms- most completed?

A: It is sent it to members of staff and not all returned.

Q: Does that mean a chemistry lab could be without risk assessment?

A: No, it would be other classrooms.

Q: If something happened in one of those rooms without a risk assessment how vulnerable would you be?

A: Would need to look at where the gaps are. Did have in house for years. Will need to find a consultant.

8 To consider matters/issues raised by the staff Consultative group.

Not met yet.

9 To consider new and existing policies as required.

Safeguarding and Prevent

Approved

Health and Safety

Approved.

10 Meeting review, impact and governor visits

10.1 Impact

Good discussions around various areas.

Covered a lot of topics in depth.

10.2 Action review

Item	Action	Owner
4.1	Attendance daya	RS
5.1.4	Prevent action plan - add to COB	FM

10.3 Visits

CL - to arrange visit with Pastoral support

CC met with Aidy and to see how students were settling in.

Offer to visit bootcamps - TG

11 AOB

Item 6 make it item 5 so external staff can go quicker.

16th Jan - HE plus program for Trinity College. Start at 415pm.

12 Date of next meeting – 16th January 2025