

Minutes of Growth and Engagement

Date: 16th Jan 2025

Time: 4.30 - 5.41pm

Location: In College, S11

Present:	Mrs C Carpenter (Chair)	Mr J Johnson
	Mr B Jones	Mrs D House
	Mr D Batten	Mr A Scott (Principal)
	Mr A Fitt <i>[arr 437pm]</i>	
	Mrs I henson (via Teams) <i>[left 448pm]</i>	
	Miss S Duggan (via Teams) <i>[left 511pm]</i>	

In attendance:

- Mrs R Stratton (Deputy principal)
- Miss F McIntyre (Clerk)
- Mr M Jones (Vice principal) *[left 432pm]*
- Mr A Waters (Head of student support) *[left 448pm]*
- Mrs D Finch (Designated Safeguarding Lead) *[left 448pm]*
- Mrs E Barrett (Vice principal)

Apologies:

Mrs C Lowe	Mr T Grant
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1 Apologies

Apologies noted as above.
In absence of Chair CC will be chairing.

2 Declarations of interest

None.

3 Minutes of the last meetings – October 2024

Minutes approved as accurate record.

3.1 Matters arising:

Q: Letter to previous MP. Is a letter to a new MP now an action?

A: No. Have had good contact and support from new MP on a number of matters and they have a good understanding of difficulties facing College. Has been in College a couple of times.

Data discrepancy - staff absence it was added rather than averaged, will be shared Page 5 - 5.1.2, clarification on whether the discussion concluded that the reports for governors was enough, decided it was but the report from AW has been amended after taking advice from Southampton council.

4 Staff Matters

4.1 Engagement activity

Report shared with governors tracks engagement and the school liaison overview.

MJ (vice principal) highlighted the following points:

- Few anomalies highlighted in the report are not causing concern. Tracking is similar to last year.
- High bookings for open events.
- In a positive place but no complacency and monitoring closelet.
- Invited to two new schools in the area - Deer Park and St Marks.

Q: How are the mass interview events conducted?

A: Planning six events. Around 70 out of 110 attended yesterday.

Staff sign up and have management also in attendance. They sign up for appointments.

4.2 Safeguarding update

Safeguarding paper provided to Governors circulated with information to the end of December. The report highlights the number of higher risk students rated "red" is 19.

It was decided to do a self harm policy. It was explained to Governors that if the College is notified there has been an incident before the students come back on site have a meeting with student and parents to ensure they are supported. Create a safety plan which is sent to parents and all teachers involved.

Example given of Level one student and encouraged to come in for short times. Last term created four plans.

Q: Do you get many students declining support?

A: Noone has as now making it clear that they need to have a plan in place to keep them safe. Other students when offered support for mental health do not always take it up.

4.2.1 Prevent - there have been two referrals done in the first half term. Following up they are engaging well.

4.2.2 Domestics - notified that over Christmas period there were six incidents

[AF arrive 437pm]

Police ask College not to get directly involved but they are kept an eye on.

4.2.3 Counsellor has been in College for term and working well. 3.5 days of booked appointments. Allowed time for drop ins also with an open door policy. If there is a no show the door will be left open and students know they can drop in.

4.3 Tutorial activity

Report format has changed after previous discussions and taking external advice.

Report has a list of career fair attendees.

Careers week timetable is included also with a diverse program of events.

Successful integration of the nurse as discussed previously at G&E committees. A strong presence around College and work being done is beneficial. Tracking trends through a log to monitor what she is dealing with. Good connection with students with health needs such as cardiac or diabetes to support their health.

Looking at log then can consider

Nurse has pointed out that many students come with headaches and could be dehydrated. This can then be communicated to students. Good advocate for health so working on this - dehydration, hygiene and sleep identified.

Comment: impressive list of employers and good from a governors point of view good to hear feedback on how the nurse role has developed.

Q: Timings for Monday 10th - governor wants to attend?

A: 1030 till 130pm.

Q: It is easy to get list of independent apprenticeship providers or is it difficult to get this information?

A: Have a website called futureshub with pages for job opportunities, apprenticeships and universities. There is information on there. Governor may be able to get list.

AF ACTION

[IH left 448pm]

[DF and AW left 448pm]

4.4 Student attendance

Report circulated prior to meeting and RS (deputy principal) highlighted the following:

- Issues are with level 1 student
- There are double the number of starts this year from last year.
- Level 1 are most vulnerable groups
- Work across board is very positive and there are very positive stories of students who struggled to attend College

Comments:

- Report shows the work that goes in to support students to make the improvements.
- Attendance at Level 3 is commendable.

There have been seven days of strike action so far with three more planned. Attendance is therefore not as good as it could be as students are often notified the teacher will be absent so do not attend.

4.5 Student profile

The following were highlighted from report:

- Fairly consistent picture with ethnicity.
- Changes are bringing more inline with the local population.

Q: What is gender split by level outcomes?

A: Girls out perform boys till 16 and then 16 to 18 it changes.

RS info for next meeting. ACTION

5 Staff attendance

Governors were shown a paper on staff attendance that covered the period of last term. Is fairly consistent and provides reassurance it is monitored closely with actions taken to support staff where needed.

Q: Musculoskeletal injuries, what sort of support do these staff get?

A: It would be working with them to understand their issues and how this can be accommodated to minimise issues.

There has been one long term absence who then left College as unable to return to work.

Q: Any trends in short term absence that can be more difficult to cover?

A: No particular trends. Some years more cough and colds and other times gastro issues. Do offer flu vaccines to staff which have good uptake.

5.1 Staff profile - Equality and Diversity and age profile of the staff.

Key things to note from report:

Consistent picture of staff profile with gender split, age profile and part time/full time.

It was clarified that staffing is $\frac{3}{4}$ part time and $\frac{1}{4}$ full time. Staff working five days but term time only would be classed as part time.

Q: Is this similar to patterns in other Colleges?

A: Experience of other colleges would be similar but do not have the data.

Helpful having PT staff as gives flexibility and adapt to the curriculum variances year on year.

Q: Age profile, previously raised as a concern. Is it still?

A: Have successfully recruited staff with a younger age profile but do still have significant numbers of staff in older groups which can create issues around succession planning. Working on it and creating levels of management.

6 Adult Student and Community Matters:

Report gives an overview of the different provisions in the community but not everything that is being offered.

EB (vice principal) highlighted the following points:

- Skills bootcamps - now have 100 which was the target.
- The success rates with completion and job outcomes exceeds the national average which is positive.
- Government has closed the framework which allows providers to bid for funding directly. Can still subcontract work.
- One area with skills shortage in the local area is teaching assistant so looking to support learners into work.
- Cooking courses are an important hook. Example given of trying to sign people up for maths courses may not have success but once they have started cooking courses can then offer further courses and pathways.

Finance details were included in the report for information.

There is work being done to increase community learning in the evening to be more of a community hub. Staff have been asked if there are any hobbies or skills that can be offered.

6.1 Have got onto the DWP purchasing system so this is another way that services can be provided.

Q: Would this be funded directly?

A: Yes, if DWP identifies a need for customer service courses in an area that is not available they will contact College to procure and provide this. It is wrong way round as College needs to list what can be provided which may be what they identify.

Comment: Interesting paper as it provides breadth and depth of activities but also the scale of them.

Will include the student numbers next time so governors can see the learners impacted.

Q: Bootcamps, what national rates? Retention and job applications?

A: Above for both. Tutor meets the learners before they start the course, deliver the course and plan time after course to support in applications. Have a growing number of recruiters that come in. The model is working well.

[SD left 511pm]

Q: How do you measure the impact of courses such as cook well eat well?

A: Seeing the learners engage with other programs. Sometimes the learners' outcomes are the skills to be able to cook for themselves. But often try and promote other programs which help the learner progress through. Benefits College as less recruitment.

Every course has feedback from learners and objectives specifically for the course.

Q: Multiply, half the total contract value. Is it working well?

A: It ends March. But it works well.

Report with details of multiply work requested.

EB ACTION

Q: Community, any plans to go back to everyday in the evenings?

A: Looked at the analysis of the usage of the days close and not the demand to warrant open College.

Would consider any opportunities that are worthwhile. It is not about reducing but condensing. Want to build the other days up rather than spread over seven days.

Q: There are structure changes with local councils, how will this affect funding?

A: Met with the executive director of growth at council and responsible for devolution within the city. The view is that adult education funding will come through the council. It should be an advantage for Itchen and should be positioned to access larger funds and have good relationships.

Work in Hvanat and Winchester and this will feed in. The appetite is not there with other Colleges to provide these courses and support local Colleges. Noone is doing what Itchen is doing.

Southampton College group subcontract goes out of region to national provider which they are not going to be able to do. Itchen welcomes it as it is an opportunity and other Colleges are more threatened by it.

Q: What is the main change?

A: Going to have a mayor to cover an area. Bournemouth to Chichester to Aldershot. Levels of district council will be removed.

Over the next few weeks there will be work done on the culture of College. Building a culture canvas to capture what it is like to be part of College. Values, norms, working practices, rewards.

Will be rolled out with curriculum and support managers. Will lead into work on an inset day so all staff can have input. Will then be brought to governors.

8 To consider new and existing policies as required.

None.

9 Impact and Action Review

9.1 Action

Item	Action	Owner
4.3	Apprenticeship providers list	AF
4.5	Gender split outcomes	RS
6.1	Multiply report	EB
10	Events for governors	FM

9.2 Impact

- *The breadth of the work and how well the College meets the needs of students*
- *Papers showing College varied and community work*
- *Good questions and discussion but high level of information so not always areas that are not covered for questions.*
- *Good challenge from governors and more details requested which allows College to develop reports further*
- *Input from student support staff helpful.*
- *Hearing a positive picture of where College is - need to always consider if missing anything that would be useful. In the past have considered and requested reports which have been added. It is a relatively new committee so was able to consider carefully, The COB shows the overview to be considered*

10 AOB

Events for governors to attend

ACTION FM

- 10.1 New build - had been previously reported to be on time. The day before Christmas holidays a report was received which showed three weeks behind. Speaking to project managers to get up to date information which will be shared with governors.

Need to draw down grants by the end of march. Three weeks behind puts construction till 23rd March.

Governors will be fully updated once information is obtained.

Principal not unduly worried.

- 11** **Date of next meeting** – 8th May 2025
AF unable to attend and sends apologies.