



MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Held At Esher College
Wednesday, 6th March 2019, at 6.00 pm.

Present:

David Irving (Chair)
Dan Dean
Ben Jureidini
Hannah McKean

Adrian Mills
Tim Oliver
Ruth Seabrook

Dan Hards, Assistant Principal (Advising Officer)
Kerry Webb (Clerk)

1. BUSINESS INTERESTS IN AGENDA ITEMS

There were no declarations of business interests from Governors.

2. WELCOME AND APOLOGIES FOR ABSENCE

The Chair introduced new Governor, Ruth Seabrook, to those present and welcomed her to the meeting. All members of the committee were present.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 7th November 2019 were approved and signed as an accurate record, subject to the following amendment. In summary of actions, S&P 1-1004 item (ii) replace “this committee” with “the Quality and Standards Committee”.

4. MATTERS ARISING

All actions had been completed.

S&P1-001: Item 5.3 Strategic Plan update - Draft Strategic Objectives for 2019-2022 have been circulated.

S&P1-002: Item 7.1 Disciplinary and Grievance Procedures for Senior Postholders - This has been flagged for 3-year review.

S&P1-003: Item 8 Constitution - Karin Rowsell has kindly agreed to be Chair of the Quality and Standards Committee.

S&P1-004: Item 8 Constitution - Complete

S&P3-005: Item 9 Presentation at Corporation Meetings 2018/19 – Agenda items have been noted to be added to Agendas.

5. ADMISSIONS POLICY 2020

The Principal noted that the main change to the policy was that applications for both “Guaranteed Applicant Status” and “Open Applicant Status” are now open at the same time for the same period.

Q. Does the current wording sufficiently encourage applications from the wider geographical area?

The policy details that students residing in one of three postcode areas have Guaranteed Applicant Status. The Open Applicant Status applies to all remaining students. The wording in the policy is “the vast majority of Open applicants will be offered a place”. The Governors agreed that this was sufficient to encourage applicants from a wide geographical area.

Q. Is any analysis undertaken looking at how many students do not take up offers of a place at the College, and the proportion that are Guaranteed Applicant Status or Open Applicants? The College produces an annual Admissions Analysis which assesses these issues. It is considered by this Committee in the autumn term.

Subject to the below minor changes, the Committee agreed to recommend the policy to the Corporation.

- Change references in text from “Guaranteed criteria” to “Guaranteed Application Status” to ensure consistency.
- Add date at the end of the policy.

6. STRATEGIC PLAN 2019-2022

The Chair thanked Governors for their input into this document to date.

There was discussion as to what level of detail should be included within the Strategic Plan. The majority of the Governors agreed that the Strategic Plan is an over-arching document and as such, it should not include operational level detail. It was noted that the Strategic Plan had been prepared in the format instructed by the Corporation. Adrian Mills wished it to be recorded that he would like to see more detail included as to how the College is going to achieve objectives set out within the Strategic Plan. He had also offered his help with a plan of action for increasing the take-up rate and the Principal explained why he had politely declined. The Chair of Committee confirmed that this was not a matter for this meeting.

Q. It was discussed during recent meetings that the College should look at opportunities for increasing student admissions and reducing College costs. Why are details of how this is being looked at not included within the plan? This is being reviewed as part of the four working groups’ remits, the findings of which will be reported back to the Corporation through the presentations in July.

Q. Should updating the College website be looked into to ensure information included is relevant? This will be reviewed.

Q. Do we need to reflect within the Strategic Plan the recent decision to convert to an academy? It was agreed a postscript should be added explaining that since the plan was written, the College is in the process of converting to an academy.

Subject to the addition of the postscript (detailed above), the Committee agreed to recommend the Strategic Plan 2019-2022 to the Corporation for approval. Adrian Mills wished it to be recorded that he did not agree that it should be recommended to Corporation for approval.

7. REVIEW OF LINK GOVERNOR TERMS OF REFERENCE (SAFEGUARDING)

The Assistant Principal provided an overview of the changes that had been made to the Terms of Reference for Safeguarding Link Governor. He explained that it had been extensively updated to reflect the revised Keeping Children Safe in Education (2018) and the College's current Safeguarding and Child Protection policy. The responsibilities of the Safeguarding Link Governor are now listed within the document, therefore providing more clarity on the duties of the role.

The Governors extended their gratitude to the Assistant Principal, Karin Rowsell (the Safeguarding Link Governor) and the College's Safeguarding team for undertaking such a comprehensive review.

Q. Do we need to collectively look at safeguarding and Child Protection policies considering the recent increase in knife crime in the UK? The Assistant Principal confirmed that through Project Argus, the College has looked at various different scenarios related to this, engaged in role-play exercises and has reviewed how the College operates in practice. The SLT have also reviewed the Search and Restraint and Proportional Incident Policies as part of Prevent Awareness and wider security reviews across the College. The Principal confirmed that the installation of automated gates at the front and rear of the College has increased security, in addition to existing measures in place, CCTV and a Security Guard. The Students' access ID passes are de-activated once they leave the College.

Q. (Directed at Student Governor): What is your feeling about how safe students feel at the College? The College feels like a safe environment. No students have mentioned to him feeling unsafe or expressed concerns or anxiety relating to security.

The Governors agreed that whilst it is felt the College provides a safe environment for students it is important to not become complacent as security is paramount. The Assistant Principal agreed to raise this topic with the Safeguarding Link Governor.

ACTION: Assistant Principal to raise the topic of security with the Safeguarding Link Governor.

The Committee approved the Terms of Reference for the Safeguarding Link Governor.

8. REVIEW OF GOVERNORS' SKILLS AUDIT CRITERIA

It was agreed that the Governors possess a good range of skills, and in particular financial skills which are a key skill required. It was agreed that it is useful to undertake this audit to demonstrate the range of skills, identify any gaps and document this process.

Q. Can we reflect the sales and marketing skills required more comprehensively? It was agreed that changing "Marketing (including Design)" to "Marketing, Communication and Recruitment" would more accurately reflect the skills set required.

The Committee agreed to recommend the Governors' Skills Audit Document to the Corporation, subject to the above minor amendment. It was also agreed that Governors should be requested to complete the audit document at the next Corporation meeting (or bring it completed to the Corporation meeting, as it will be included within the agenda papers).

ACTION: Clerk to change the wording on the Governors’ Skills Audit Document from “Marketing (including Design) to “Marketing, Communication and Recruitment” and to include completion of document by Governors as an agenda item at the next Corporation meeting.

9. GOVERNOR TRAINING MORNING

The Principal invited requests from Governors for any specific topics to be covered at the Governors Training Morning on Monday 17th June 2019. The Principal suggested two topics he considered may be useful.

- An Overview of the New Inspection Framework from September 2019 – By June there should be sufficient information published about the new framework to enable the Deputy Principal to provide a headline briefing.
- Update on Conversion to an Academy and Implications for Governance.

It was agreed that these seemed appropriate topics to cover. The Chair of the Committee will invite Governors at the Corporation meeting to put forward any requests for topics they would like covered at the Governors’ Training Morning.

ACTION: Chair of Strategy and Policy Committee to invite Governors at the next Corporation meeting to put forward any requests for topics they would like covered at the Governors’ Training Morning.

10 AOB

There was none.

11. DATE OF NEXT MEETING: Wednesday, 5th June 2019

*The meeting closed at 6.45pm.
Attendance was 100%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

S&P2-001	<u>Item 7: Review of Terms of Reference of Link Governor (Safeguarding)</u> Assistant Principal to raise the topic of security with the Safeguarding Link Governor.
S&P2-002	<u>Item 8: Review of Governors' Skills Audit Criteria</u> Clerk to change the wording on the Governors' Skills Audit Document from "Marketing (including Design) to "Marketing, Communication and Recruitment" and to include completion of document by Governors as an agenda item at the next Corporation meeting.
S&P2-003	<u>Item 9: Governor Training Morning</u> Chair of Strategy and Policy Committee to invite Governors at the next Corporation meeting to put forward any requests for topics they would like covered at the Governors' Training Morning.

SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C	Item 5.	<u>Admissions Policy 2020</u> The Committee challenged whether the current wording encouraged applications from a wide geographical area and how application data is tracked.
C/S	Item 6	<u>Strategic Plan</u> The Committee explored what should be included within the Strategic Plan. They supported that the format prepared was consistent with what had been requested by the Corporation. The Committee provided useful suggestions regarding reviewing the website to ensure information remains relevant.
S/C	Item 8.	<u>Review of Link Governors' Terms of Reference (Safeguarding)</u> The Committee extended thanks to the Assistant Principal, the Safeguarding Governor and the extended Safeguarding team for their hard work and commitment. The Committee asked pertinent questions challenging the security arrangements at the College and were reassured by the measures in place.
S	Item 9.	<u>Governor Training Morning</u> The Committee supported the proposals for training sessions at the Governor training morning.