



MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Wednesday 8th November 2023, at 6.00 pm.

Present:

Paul Collyer (Vice Chair)

Dan Hards

John Thater

Sophie Cook

Claire Douglas

Carl Egginton

Catherine Davies (Clerk)

1. REGISTER OF INTERESTS

There were no declarations of interests from Trustees.

2. APOLOGIES FOR ABSENCE

Apologies were accepted and received from Tim Oliver and Emma O'Brien.

3. MINUTES OF THE LAST MEETING

The Acting Chair referred to Point 5.2 of the Minutes and asked if the Complaints Policy had been edited to become gender-neutral text. The Principal replied that he would clarify and report back to the Committee.

The minutes of the previous meeting of 14th June 2023 were approved as an accurate record subject to clarification regarding the editing of the Complaints policies as gender-neutral text.

ACTION: Principal to clarify the text of the Complaints policies had been edited to become gender-neutral. (Following the meeting the Clerk confirmed the policies had been edited in June 2023).

4. MATTERS ARISING

The Committee reviewed the actions arising from previous meetings:

S&P3-001	Clerk to clarify if Members of the Board are sufficiently independent to hear appeals in the case of complaints against the Board of Trustees. The Clerk advised the Committee that a Member was not an individual independent of the College and the Complaints Policies have been updated to reflect this.
S&P3-002	Kate Parsons will source appropriate continued professional development to support the work of the Safeguarding and EDI Link Trustee. The Clerk advised

	the Committee that the Safeguarding and EDI Link Trustee has attended the SG and EDI SAR review, will complete an on-line Safer Recruitment course and meet with the Safeguarding Team to discuss additional training needs.
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5. ADMISSIONS ANALYSIS 2023

The Principal introduced the Admission Analysis and gave an overview of the admissions process for the students who enrolled in September 2023 and the offers made to students who are eligible to enrol in 2024.

The Overview included:

- The 2023 enrolment take up was slightly lower than projected, the invite was then extended to the whole reserve list and the 6.1 enrolment target was slightly exceeded.
- 6.2 retention has remained consistent with projections and currently the College has a total roll of 2042 students.
- The College received a record number of applications for September 2024 and offers have now been made. Using the ballot process, all applications from the “Open Applications” category were either offered a place, moved to a waiting list, or the application was declined.
- A new initiative to invite prospective students to an information evening in early November has been a success and a Trustee who attended the event thanked the students who took part in an interesting panel discussion.

Moving forward the Principal asked the Committee to consider how to approach and adapt the 2025 Admissions Policy so that it is fair and reasonable but also takes into account new competition from local further education colleges and secondary schools; for example Richmond Upon Thames School and Richmond Upon Thames College have formed a partnership to encourage natural progression from the School to the College. The Principal reminded the Committee that Level 3 Reform will also impact admissions due to changes to courses that are offered to prospective students. A recent presentation by Pearson to College staff had highlighted some possible changes to BTEC courses currently offered.

A Trustee asked about the timeline for making a decision on the Admission Policy 2025 and the Principal replied that at both the upcoming Board Meeting and February Training Morning further feedback and discussion will be welcome before the Policy is considered for recommendation to the Board at the next Committee meeting.

The Vice Chair asked the Principal to share recent data on applications from prospective students who meet the criteria in the Admissions Policy for Exceptional Applicant Status. The Principal updated the Committee and the Vice Chair thanked the Principal and commented that the data supports the College Mission statement.

The Vice Chair congratulated the College on the record number of applications received for September 2024 enrolment.

6. TO CONFIRM PRESENTATIONS AT BOARD MEETINGS 2023-24

The committee confirmed the following presentations at the 2023-24 Board Meetings:

- March 2024 – Creative Division
- July 2024 – Learning Support

The Principal added that he will update the Board on Level 3 Reform at the December meeting.

A Trustee asked if a presentation on AI could be pencilled in and following a discussion the Committee agreed to move this to the 2024-25 presentation schedule.

The Vice Chair asked if the demand for courses from prospective students was changing and the Principal replied that the demand for Economics and Business Studies A Levels places had increased and this was reflected in the teacher recruitment priorities at the College.

7. TRUSTEE TRAINING MORNING – 22 FEBRUARY 2024

The Clerk updated the Committee that Wylie Bisset will be leading Risk Management training for Trustees at the Training Morning on 22nd February as a requirement following the internal audit of Risk Management. The Principal and Vice Chair requested that the training takes place in person rather than via the trainer being accessed via a remote link.

ACTION: Clerk to ensure the trainer for Risk Management training on 22nd February is in person.

The committee agreed that the Trustee Training Morning on 22nd February 2024 will include the following sessions:

- Risk Management Training
- Review of Level 3 Reform
- HR and staff recruitment
- Development of College Ethos and Values
- Student Focus Group
- Lesson visit (optional)

8. CONSTITUTION

Parent Trustee and new External Trustee

- The Clerk updated the Committee that Dave Roberts has been elected as Parent Trustee from 15 November 2023 for a term of 2 years.
- The Current Parent Trustee, Jane Duscherer, is due to be appointed as an External Trustee by the Members when her Parent Trustee role ends on 14 November 2023.

Terms of Reference – Career Progression Link Trustee

- The Committee approved the TOR for the Career Progression Link Trustee.

9. ANY OTHER BUSINESS

The Principal updated the Committee that a number of HR Policies are due to be updated in the near future. The new HR Director who is due to be appointed soon will be asked to review the policies to ensure they are best practice. The Vice Chair suggested the Committee approves a roadmap for reviewing the staff related policies at the next Committee meeting.

ACTION: Principal to provide a roadmap for reviewing staff related policies.

The Principal thanked the Vice Chair for chairing the meeting.

10. DATE OF NEXT MEETING

The Vice Chair noted that the next meeting is scheduled for 6th March 2024 at 6pm.

*The meeting closed at 7.05pm.
Attendance was 75%.*

Signed.....

Date.....

SUMMARY OF ACTIONS

1	Principal to clarify the text of the Complaints policies had been edited to become gender-neutral. (Following the meeting the Clerk confirmed this action had taken place in June 2023).
2	Clerk to ensure the trainer for Risk Management training on 22 nd February is in person.
3	Principal to provide a roadmap for reviewing staff related policies.

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

C/S	Minute	Topic
S	5	The Vice Chair commented that the data related to applications via the “Exceptional Applicant Status” supports the College Mission statement. The Vice Chair congratulated the College on the record number of applications received for September 2024 enrolment.
C	6	A Trustee asked if a presentation on AI could be included in the Presentation Schedule.