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MINUTES OF THE HAVERING LOCAL BOARD

Date: 30th November 2022

Venue: Wingletye Lane and Online

Time: 5.30 pm

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| **Chair** | Shan Islam |
| **Local Board Members** | Sam Chilton-Cox, Keith Darvill, Lauren Edmunds, Michael Jones (online), Charlynn Koranteng, Janet Smith |
| **Attendance and Quoracy** | 7 of a possible 7 attended. Meeting Quorate |
| **Officers and Attendees** | Phil Hall – Deputy Principal, Sixth Form  Ian Budge – Deputy Principal, Ardleigh Green (until 6.45 pm) |
| **Head of Governance - Havering** | Cathy Horne |

| **Minute Ref** | **Item of business** |
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| **PROCEDURAL MATTERS** | |
| LB/22/27 | **Welcome and opening remarks**  The Chair welcomed Members to the meeting and thanked Michael for joining online. He thanked Phil Hall for the tour of the campus which had been interesting and had enabled members to better understand the provision. |
| LB/22/28 | **Apologies for absence**  There were no apologies for absence. |
| LB/22/29 | **Declarations of Interest**  There were no declarations of interest. |
| LB/22/30 | **Minutes of the Havering Local Board held on 6th June 2022**  *Paper: Minutes of the Havering Local Board – 6th June 2022*  The minutes were approved and would be signed by the Chair as a true and accurate record of the meeting. |
| LB/22/31 | **Matters Arising / Actions Tracker**  LB/22/22 – The Employers we work with  Michael Jones confirmed he had spoken to Jamie Stevenson regarding apprenticeships and would follow up with Catherine Foley regarding the skills required by employers, IT units and Pathway – **ACTION POINT**  A meeting between Catherine Foley, Charlynn Koranteng and Lauren Edmunds about  T level placements and pathways had not yet taken place – **ACTION POINT**  Lauren informed Members that a T Level workshop had been organised by the Lower Thames Crossing and had been attended by two NCC staff members.  Many employers had not yet given consideration as to what T Levels meant in terms of the students who might apply for jobs and were still keen on A Levels or BTECs. There was significant guidance available for employers and NCC had a package of support in place to assist employers. Members suggested that the College used the links with employers to provide information to parents and students – **ACTION POINT** |
| **DISCUSSION ITEMS** | |
| LB/22/32 | **Principal’s Update – Enrolment and Master Planning**  The Principal of the Havering Colleges stated that enrolment at the 6th form had been close to, or above, target for all courses except Health & Social Care, which had been affected by poor take up of the new T Level. Additional teaching and social space was needed to enable the campus to grow and meet demand. Funding had been agreed for a new block but, until then, SEND students would be returning to Ardleigh Green in 2023, enabling Newcourt to be used for teaching. Science labs were in the process of refurbishment and it was hoped to develop a centre of excellence in conjunction with a science organisation.  Ardleigh Green had recruited well but a decrease in returning students, particularly in Health & Social Care and Business, had contributed to the campus only reaching 85% of its enrolment target. There were a range of reasons for this, including students leaving for paid work against the background of a national financial crisis. Master planning for Ardleigh Green included moving Motor Vehicle to Rainham, creating a new front entrance and a new block for SEND students. The changes to the car park had resulted in additional disabled bays and a large number of vehicle charging bays.  In response to a question, the Principal confirmed that the application from one school in the Borough had been turned down, with another waiting for a decision. The College had reached out to the school to discuss working with them. School sixth forms were unable to offer the breadth of courses offered by the college and their space was limited. The demographic within the Borough was changing and there would be increased demand for 16-19 education within a short period of time. There was also a growing requirement for SEND provision in the Borough and the £15m investment at Ardleigh Green would enable specialist SEND provision and supported learning.  Members agreed that messaging, particularly to potential and existing parents, was critical. The college provided significant pastoral support and this would be welcomed by parents who saw schools as the ‘safe’ option. |
| LB/22/33 | **Community Engagement and Campus round up**  *Papers: Assistant Principals – campus reports*  Both campuses continued to engage with the community and local schools. The identity of the colleges had become clearer, following the previously reported concerns after merger. The Deputy Principals had attended all school transfer evenings with a strong message that the colleges were the alternative to a school sixth form, offering significant breadth of provision and a more adult environment, whilst also providing a significant amount of support and regular feedback for parents.  Successful events had been held in college including ones around Black History and the elimination of violence against women. Students continued to be involved in community events and fundraising.  There was a focus on attendance, particularly at Rainham and Ardleigh Green where there was also work to be done on achievement and functional skills. With 50% of students at the Ardleigh Green campus studying at Level 2 or below, there was a real need to support students. Numbers had increased at Rainham and emphasis was being placed on sustainability and ensuring students were work ready. Members noted that Havering ranked 28 out of the 32 London boroughs for residents with a Level 3 or above qualification and raising the aspirations of students was a challenge. It was important for the College to work with students and help them to see how achieving a qualification could raise their life experiences. For many of the students progressing to university, they were the first in their family to do so. Some courses at Ardleigh Green were being held over 2 or 3 days to allow students more opportunity to earn money without leaving mid-way through their qualification. Mental Health continued to be an issue at both campuses. |
| LB/22/34 | **Focus on Tutorial, Coaching, the CUBE and Enrichment**  The Deputy Principal, sixth form, explained the coaching model which involved Pastoral Tutors responsible for several groups across campus. Students were grouped together so that sessions could be targeted appropriately. Each coaching group received a one-hour tutorial per week and there was a scheme of work which aimed to support students to stay safe, achieve and progress. Pastoral Tutors were the first port of call for parents as well as students, providing a single point of contact. In addition to the weekly sessions, all students had a progress review with an action plan produced. A student survey would be held in the near future to ascertain how the sessions were perceived. Early indications were good and attendance at coaching had improved. Members suggested surveying parents as well and using the pastoral coaching system as a USP at external events and talks.  **ACTION POINTS – Phil Hall to provide an update on the results of the student survey at the next meeting and Deputy Principals to consider how to use the Pastoral Coaching system as a USP.**  The Deputy Principal, Ardleigh Green, explained that enrichment had moved away from Safeguarding towards the Coaching system and supported students to become well-rounded and informed individuals, helping them to make friends and develop skills outside of their studies. Members agreed this was particularly valuable and considered ways in which they could help such as running a workshop on how individuals are seen online by potential employers and how to present themselves at interview.  **ACTION POINT – Phil Hall and Ian Budge to discuss with Local Board members how they could help with the Enrichment programme.**  The CUBE at the Sixth Form provided support for students applying to university as well as supporting those looking for work or apprenticeships. They were currently dealing with approximately 850 university applications. Members offered to support the CUBE with mock interviews and CV workshops, along with any other support required.  **ACTION POINT – CUBE Manager to meet with members to discuss ways to help.** |
| LB/22/35 | **Skills Gaps, Industry Trends and Developments**  This item was discussed as part of item LB/22/34. Members asked how to forward links for apprenticeships and employment and were asked to contact the Head of Governance in the first instance. She would direct them to the appropriate person and would also set up a meeting with Jamie Stevenson so that Members could discuss potential leads directly – **ACTION** **POINT.** |
| **INFORMATION ITEMS** | |
| LB/22/36 | **Any Other Business**  Two members were keen to engage on the climate change agenda through job opportunities and engaging with students. The Head of Governance would arrange a discussion with Jamie Stevenson in relation to jobs whilst engagement could form part of the Enrichment discussions with the Deputy Principals – **ACTION POINTS.**  The Chair thanked all participants for their input to a very productive meeting. |
| LB/22/37 | **Date of Next Meeting**:  5.30 pm on Wednesday 22nd February at Ardleigh Green Campus |

*The meeting ended at 7.05 pm*