****

MINUTES OF THE HAVERING LOCAL BOARD

Date: 22nd February 2023

Venue: Teams

Time: 5.30 pm

|  |  |
| --- | --- |
| **Chair** | Shan Islam |
| **Local Board Members** | Keith Darvill, Lauren Edmunds, Michael Jones, Charlynn Koranteng, Janet Smith |
| **Attendance and Quoracy** | 6 of a possible 7 attended. Meeting Quorate |
| **Officers and Attendees** | Phil Hall – Deputy Principal, Sixth Form  Ian Budge – Deputy Principal, Ardleigh Green (until the end of item 7)  Jamie Stevenson – Group Director of Apprenticeships and Business Development |
| **Head of Governance - Havering** | Cathy Horne |

| **Minute Ref** | **Item of business** |
| --- | --- |
| **PROCEDURAL MATTERS** | |
| LB/23/01 | **Welcome and opening remarks**  The Chair welcomed Members to the meeting. He noted that it had been moved onto Teams with a shortened agenda due to a serious incident which had occurred the day before close to the Ardleigh Green Campus. He invited the Principal to give an update on the situation prior to commencement of the formal meeting. |
| LB/23/02 | **Incident involving a student at the Ardleigh Green Campus**  Members were informed that a stabbing had occurred outside the shops in Ardleigh Green Road, close to the college. The victim, a Level 1 student, was stabbed multiple times but had managed to get to the campus where he was given potentially lifesaving help by the Deputy Principal and the Safeguarding Officer using a bleed kit donated by the Ricky Hayden Memorial Foundation. The Deputy Principal had accompanied him in the ambulance and the Principal reassured members that he was now in a stable condition, despite suffering a punctured lung and requiring plastic surgery to his hands and arms where he had tried to protect himself. Members were informed that the college had instigated lockdown procedures to keep staff and students safe in the immediate aftermath. The police had confirmed that the assailants were two men on bikes and were not students at the college. No arrests had been made at the time of the meeting.  Members expressed their sympathy to the victim and their support for staff at the college. The Board discussed the effect on the local area and the importance of continuing engagement. It was noted that a community meeting was planned for 08/03/23. Members commented that the college was an important part of the community and noted its continuing efforts to engage and support local people and businesses. A Member commented that the Local Authority were currently reviewing CCTV across the Borough and that it was important to liaise with them about the location of cameras to benefit both the college and local residents.  The Chair thanked the Principal for her update and re-emphasised the Board’s continuing support. |
| LB/23/03 | **Apologies for absence**  Apologies were received from Sam Chilton-Cox. |
| LB/23/04 | **Declarations of Interest**  There were no declarations of interest. |
| LB/23/05 | **Minutes of the Havering Local Board held on 30th November 2022**  *Paper: Minutes of the Havering Local Board – 30th November 2022*  The minutes were approved and would be signed by the Chair as a true and accurate record of the meeting. |
| LB/23/06 | **Matters Arising / Actions Tracker**  All items on the tracker were in progress and would be reported on during the meeting. |
| **DISCUSSION ITEMS** | |
| LB/23/07 | **Principal’s Update**  The Principal began her report by explaining that demand for the 6th form was high and there was a need to create additional teaching and social space. There was a programme of new builds and moves taking place across all three Havering campuses in order to rationalise the offer and futureproof the campuses against a backdrop of rising numbers of young people in the Borough. Funding had been agreed for a new teaching block at Wingletye Lane. Good quality, temporary portacabins were being considered. Master planning was progressing well at Ardleigh Green and Board members were shown the architects plan of the site. The college was continuing with the refurbishment of the science labs at Wingletye Lane and it was hoped to develop a centre of excellence in conjunction with a science organisation. Work was also progressing on plans for an Arts Academy across both campuses, working with the Queens Theatre.  Members asked about teacher recruitment and were informed that the plan for growth involved advertising for difficult to recruit to areas, such as Science and Sociology, at Easter which would allow staff currently working in schools to give a terms notice prior to commencement in September.  A member commented that the skills agenda was key for the borough and working with the local authority was critical. He was reassured that the local authority was fully involved with the plans for the college. |
| LB/23/08 | **Community Engagement and Campus round up**  *Papers: Assistant Principals – campus reports*  The Deputy Principals took members through their reports. Presentations at local schools had been successful with several asking the colleges to return for an additional presentation specifically around BTEC programmes. Applications to the 6th form were up by 26% on the previous year and there had been an excellent turn out at the open day in January. At Ardleigh Green applications were stable. Both colleges continued to work with the local community and to hold events, including the musical Six, Men’s Mental Health Day, and fundraising events for Turkey and Syria following the earthquakes there.  There were some concerns regarding student behaviour at Upminster Bridge station as well as littering in the local area. The college were working with the British Transport Police and the local police to resolve these issues. |
| LB/23/09 | **Employer Engagement**  Jamie Stevenson, Group Director of Apprenticeships and Business Development, joined the meeting for this item. The Chair asked him to give an overview of employer engagement and set out how the Local Board could support the Havering Colleges.  Members were informed that employer engagement was key, with the Local Skills Improvement Plan (LSIP) identifying skills gaps and needs for each employer. The College would be judged and benchmarked against this plan both by Ofsted and the Department for Education. The Group Director explained that Havering fell into the Local London area, hosted by Redbridge. The College would have to produce an Accountability Agreement, identifying 5-12 priorities in response to the identified skills needs, endorsed by employers and signed off by the Corporation. This would sit alongside the Strategic Plan.  An area of concern was difficulty in recruiting staff to certain subjects, such as engineering and construction. The College had enrolled 190 apprentices, mainly at Rainham and in Electrical and Plumbing. The target was 402 apprentices across the Group, although an achievement of 320 was more likely. He explained that the opportunities from employers were there but the students were not yet ready and needed more work experience and real-life or taster situations to help prepare them. Support in this key area was particularly welcomed as well as engagement with the curriculum.  The Group Director added that the College was looking at T Levels, work experience and getting adults back into work. Some employer engagement events were coming up and he would ensure that invitations were sent out to the Local Board via the Head of Governance – Havering.  Through Central London Forward, of which the College was also a member, a successful bid had been achieved through the Strategic Development Fund for low carbon technology labs at Hackney and Rainham. These were progressing well, with live systems installed, and would be completed by late March. Staff were being trained and work experience or shadowing for staff was also required. Short courses would be available for existing staff in industry as well as developing new curriculum areas in Carbon literacy and sustainability. The Group Director commented that it was vital to raise awareness and increase employer understanding. A Member commented that the Lower Thames Crossing had Level 3 provision and was looking for Level 1 and 2 partners. The college would be offering Level 2 provision and further discussion around this was agreed.  Two members expressed interest in the Carbon Literacy and Sustainability agenda and it was agreed that a meeting would be set up to discuss this in more detail. This would include consideration of Level 1 and 2 provision and working with the London Borough of Havering, who were developing eco-homes within the borough.  **ACTION** **POINTS:**   * Board members to consider how they might help with work experience and taster sessions for students. * Group Director to invite Board members to employer engagement events via the Head of Governance – Havering. * Board members to consider if they could offer any shadowing experience for staff in relation to low carbon technology. * Group Director to arrange a meeting to discuss the carbon literacy agenda in more detail. |
| **INFORMATION ITEMS** | |
| LB/23/10 | **Any Other Business**  The Chair updated the Board on the meeting held with Samantha Hennessey, Careers and HE Team Leader and a second meeting with the Deputy Principals and Emma Wood who headed up Enrichment at the Sixth Form. Local Board Members were keen to support both these areas of work and were currently developing materials which could be used by the teams to support students. He commented that this collaborative work was an excellent example of the value that the Local Board could bring.  A member of the Board offered to explore whether her company could provide a defibrillator for the colleges use.  Members reiterated their support to the college, particularly following the circumstances of the previous day. The Chair thanked all participants for their contribution to the meeting. |
| LB/23/11 | **Date of Next Meeting**:  An additional meeting would be arranged in March to enable the Board to hear from John Waite regarding Digital and discuss skills gaps, industry trends and developments. The summer meeting was scheduled for 5.30 pm on Tuesday 13th June at the Rainham Campus. |

*The meeting ended at 6.55 pm*