

**Minutes of the Special Meeting of the Corporation of West Thames College
Held on Wednesday 07 March 2018 in the Banks Room**

Members Present	Mr S Wilcox (Chair)	Ms T Aust	Mrs M Harpley
	Ms A Patterson	Ms C Ajit Singh	Mr J Bryant
	Mr J Bolt	Mr A Ward	Ms N Duszniak
	Mr M Ahmed	Mr T White	

Also present	Mr J Allen	Mr M Cooper	Mr G Baker
	Ms K Lehmann	Mr M Michaelides	

The meeting commenced at 18.00

1 APOLOGIES, WELCOME, AGENDA & QUORACY

An apology was received from Mr Bruce Armstrong.

The Clerk confirmed the meeting was quorate.

The Chair confirmed that the special meeting had been arranged to conduct a review of the draft of the Post Inspection Action Plan (PIAP) before the Corporation is asked to approve the final draft at the Board meeting on 21 March.

The Chair stated that the acid test, as a Corporation and for individual Governors, is to ask the question - 'Do we feel there is enough information, enough detail with robust action planning, to give assurances and confidence that the PIAP will address the areas requiring further development as identified by Ofsted at the recent inspection'. The Chair asked for Governors to keep this question in their mind as they review the draft PIAP.

2 DECLARATIONS OF INTEREST

There were no declared interests against any agenda item.

3. VICE PRINCIPAL APPOINTMENT

The Principal reported to the Corporation the outcome of the selection process, concluded that day, for the appointment of the Vice Principal Quality & Curriculum.

The Corporation welcomed confirmation of the appointment of Mr Dave Evans, currently Head of 14-16 at Bromley College.

The Principal thanked those governors who participated in the selection process.

4. NOTES FROM THE CORPORATION STRATEGY MEETING HELD 24 JANUARY 2018

The notes from the Corporation strategy meeting, and the outcomes of the various activities conducted during the day, were NOTED.

5 DRAFT POST INSPECTION ACTION PLAN (PIAP)

The draft of the Post Inspection Action Plan (PIAP) was received for review and the Chair invited the Principal to speak on this agenda item.

The Principal confirmed the plan, when approved by the Corporation, will be shared with all College staff, with the ESFA and with Ofsted.

The Principal confirmed that what is being made available at this meeting is the overall action plan and confirmed there are detailed action plans sitting behind each of the key areas, which are available for Governors if requested. The Principal reported to the meeting that the Chair of the Quality Committee has asked to receive these action plans at the next meeting of the Committee.

It was **AGREED** for the supporting action plans to be made available to all governors for their review. In terms of how best to do this, it was **AGREED** for these to be made available on the Governor Portal and for the Portal to be set up for review and demonstration at the 21 March Corporation meeting.

There is a separate action plan for data which is not intended to be shared with an external audience, but is available for Corporation.

A number of activities have already taken place but for many of these, the impact will not be realised until the end of the summer term 2018. Staff were recently issued with an email summarising ten activities that have already taken place. It was **AGREED** to share this staff notification with Governors, and to circulate to Governors any further staff notifications, as this would be a good way of keeping Governors informed on the improvements being made.

As discussed at the recent special Corporation meeting, held in January, that was arranged to discuss the outcomes and impact of the inspection, the draft of the PIAP is an action plan covering the period from now to the summer term, and sets out what can be achieved in the current academic year. It was **CONFIRMED** a follow up PIAP would be made available in the summer term for the academic year 2018-19.

A Post Inspection Steering Group has been set up which will meet fortnightly to review progress. There are also ET+ groups, the Executive Team, CMT, and the Principal Performance Review meetings which will also be monitoring progress.

It is intended that an update on progress will be reported at each Corporation meeting as well as at the Quality Committee.

The Chair invited each Governor to comment on the draft of the PIAP, and collectively as a Corporation, the following points were made.

In the published Ofsted Inspection Report, Governors were criticised in that their actions had not resulted in significant improvements since the previous inspection. Governors asked the key question - 'Is everything in the PIAP to address the specific areas for development identified by Ofsted?'

This is critical, as there has to be a clear mechanism for Governors to challenge and to seek assurances. Governors were not assured, through the review of the draft PIAP, that all the areas for development identified by Ofsted have been adequately covered in the draft PIAP.

It was **AGREED** there needs to be an overarching mapping exercise between the published Ofsted inspection report and the draft PIAP, and the supporting Action Plans that lay behind the draft PIAP. Such a matrix would give assurances to Governors that all points are being addressed. To support the mapping exercise, the PIAP, and supporting action points, should have an additional column linking the action point to the Ofsted report.

Governors **AGREED** there is a need to see more detail in the draft PIAP. The issue to be addressed needs to be clearly stated, with confirmation of what is being done to address the issue, how this will be done, what will be the measurements to assess if the action has had the required impact, and what resources are required.

The Principal informed the meeting that the detail is in the supporting action plans but, having heard the challenges and the assurances being sought, more detail will be added to the PIAP with cross-referencing to the inspection report.

Governors **REQUESTED** that the final PIAP must have information on the ongoing assessment of progress being made in the implementation and impact on the actions listed in the PIAP. It was **AGREED** that a RAG rated column should be added to give governors a visual oversight on progress being made.

Governors **REQUESTED** a commentary on the numerical targets set in the PIAP - the commentary to cover how they have been set; whether they have been benchmarked against other data and, if so, what data; and if any target is below the target set in the Development Plan, to provide an explanation as to why this is the case.

Governors welcomed the good progress being made in putting together the draft PIAP and the various supporting action plans, and on how the action planning process is being cascaded throughout the College. What is important for Governors is to ensure the format of the PIAP, and supporting action plans, is a format that will give a tool for Governors to monitor, challenge and to seek assurances that good progress is being made to address the issues identified through the inspection.

Mary Harpley offered to make available a format of an action plan that is being used by the Local Authority following a recent Ofsted inspection of their services. The Principal and Chair welcomed this offer.

Governors sought assurances that sufficient resources have been allocated to the PIAP. The Principal reported that, now the Vice Principal has been appointed, albeit their start date is not expected until the start of the next academic year, arrangements are in hand to appoint an Ofsted inspector in a consultancy role to drive forward the PIAP between now and the start date of the Vice Principal.

The Principal circulated copies of the Data Action Plan. Following review, Governors made the same observations already made on the draft PIAP - there needs to be more detail as to each issue, its link to the inspection report, the actions to be taken, and expected impact and outcomes.

Governors made the observation that some action points in the Data Action Plan were not data action points but actions on teaching, learning & assessment that had been replicated from the draft PIAP. It was **AGREED** the Data Action Plan needs just to focus on data.

The Chair thanked Governors for their feedback and summarised there was unanimous agreement that good progress has been made on action planning, however, more detail is required in the action plans to ensure Governors have an effective tool against which to monitor and challenge. Also, the action plans need to be linked back to the inspection report.

The Chair asked the Principal as to whether she was clear on what was required and it was confirmed the Executive would begin work on the points made at this meeting, and thanked Governors for their detailed feedback.

In terms of the next stages, the revised PIAP will be made available for the Corporation meeting on 21 March. If it is not completed in readiness for when the papers are dispatched, arrangements will be made to circulate it separately to Governors.

The meeting closed at 18.45

Signed: _____

Date: _____

Ref	Action	Review
5	It was AGREED that the supporting action plans to be made available to all governors for their review. In terms of how best to do this, it was AGREED for these to be made available on the Governor Portal and for the Portal to be set up for review and demonstration at the 21 March Corporation meeting.	21/03/18
5	It was AGREED to share the staff notification with Governors, and to circulate to Governors any further staff notifications given this would be a good way of keeping Governors informed on the improvements being made.	21/03/18
5	A follow up PIAP will be made available in the summer term for the academic year 2018-19.	July Corporation meeting
5	It was AGREED there needs to be an overarching mapping exercise between the published Ofsted	21/03/18

	inspection report and the draft PIAP, and the supporting Action Plans that lay behind the draft PIAP. Such a matrix would give assurances to Governors that all points are being addressed. To support the mapping exercise, the PIAP and supporting action points should have an additional column linking the action point to the Ofsted report.	
5	Governors AGREED there is a need to see more detail in the draft PIAP. Each issue to be addressed needs to be clearly stated, with confirmation of what is being done to address the issue, how this will be done, what will be the measurements to assess if the action has had the required impact, and what resources are required.	21/03/18
5	Governors REQUESTED that the final PIAP must have information as to the on-going assessment of progress being made in the implementation and impact on the actions listed in the PIAP. It was AGREED that a RAG rated column should be added to give governors a visual oversight on progress being made.	21/03/18
5	Governors REQUESTED a commentary on the numerical targets set in the PIAP - the commentary to cover how they have been set; have they been benchmarked against other data and, if so, what data; and if any target is below the target set in the Development Plan, to provide an explanation on why this is the case.	21/03/18
5	It was AGREED the Data Action Plan needs more focus on data.	21/03/18
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