



**SPECIAL MEETING OF THE HSDC CORPORATION
HELD ON WEDNESDAY 25th SEPTEMBER 2024
ROOM 32, ALTON CAMPUS AND REMOTE ACCESS VIA MICROSOFT TEAMS**

M I N U T E S

Present:

Xin Austin - *remote*

Mike Bateman - *remote*

Stella Charman – (Associate Governor)

Clive Dobbin (Chair)

Mike Gaston (Principal)

Romy Jones - *remote*

Yvanna Kenfack Donfack (Student Governor)

Elspeth Mackeggie Gurney

Kamlesh Pandya

Helen Read (Staff Governor) - *remote*

Mike Tiller (Staff Governor)

Tony Wright (Vice-Chair)

2 x vacancies (external governors LM/MT)

In attendance:

Dominic Asater – Deputy Principal Finance & Facilities

Richard Barlow – Deputy Principal Curriculum

Suki Dhesi – Vice-Principal Students, Quality & Learning - *remote*

Jackie Eayrs – Clerk to the Corporation

Total Membership	18
Total vacancies	2 (<i>External Governors</i>)
Total possible attendance	16
Quorum:	8
Total Present:	11 - meeting quorate (69% attendance)

Minute Number	Minute	Action
HSDC CORP 54/24	Board Briefing – The briefing on the management structure was deferred to the next meeting.	Action: DPC
HSDC CORP 55/24	Apologies for Absence – All members were welcomed to the meeting. Apologies for absence were received and accepted from Simon Claridge, Lucy Flannery, Lorna Hayes, Steve Jorden, James Stefanaras.	
HSDC CORP 56/24	Declarations of Interest - No member declared any conflict of interest with any item on the agenda which had not previously been declared.	
HSDC CORP 57/24	Minutes and Matters Arising from Previous Meetings: (i) Minutes of the meeting of the HSDC Board held on the 13th July 2024 - The Minutes of the meeting held on the 13 th July 2024 were agreed as a true and accurate record and were signed by the Chair. (ii) Confidential minutes of the meeting of the HSDC Board held on the 13th July 2024 – The confidential minutes of the meeting held on the 13 th July 2024 were agreed as a true and accurate record and were signed by the Chair. (iii) Matters arising from the minutes and the confidential minutes of the meeting of the HSDC Board held on the 13th July 2024 – Members noted that all the matters arising had been completed with the exception of one action which wasn't yet due. (iv) Confidential minutes of the Special meeting of the HSDC Board held on the 29th August 2024 – The confidential minutes of the special meeting of the HSDC Board held on the 29 th August 2024 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them.	
HSDC CORP 58/24	Principal's Termly Update: (<i>Romy Jones joined the meeting during this item at 17.12hrs</i>) (<i>Mike Bateman joined the meeting during this item at 17.28hrs</i>).	

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	Members of the Board received a Termly Report from the Principal which provided an update on key College issues, including initial outcomes for 2023/2024 and enrolments for 2024/2025. The Principal stated that he did not propose to revisit the 23/24 outcomes as this had been fully discussed at the additional special meeting of the Corporation held on the 29th August 2024 which had been extremely useful for open discussion about what was important to HSDC as a tertiary college and what signified success. He referred members to his report, in particular, the 24/26 16-18 enrolment numbers for each campus and drew the following to members' attention: - Enrolment numbers were fluctuating daily. On the 16th September 2024 the College had enrolled 4628 16-18 fundable students against a curriculum plan target of 4432 and on the 25th September, the College had enrolled 4568. - Members reviewed the data per campus vs target vs RO4 23/24. - Against planned enrolment numbers, the College had done well. - Predicted RO4 24/25 numbers assumed the same trend of pre-census withdrawals and new enrolments would occur. Alton – The Alton campus had achieved well over the curriculum plan target for new starts (+89) and even above the previous year's actual enrolment number. However, due to lower new starts in 23/24, there were less second years in 24/25 which was keeping the overall number just behind 23/24 (997 24/25 compared to 1020 23/24). Havant – The 24/25 enrolment at the Havant campus was up both against curriculum plan (+59) and 23/24 enrolments (+88). However, due to a lower first year enrolment in 23/24, the 24/25 second year cohort was significantly lower than in 23/24 which negated the first-year gains for the current year's funding. The Principal advised members that, if there was a strong enrolment again in 24/25, this would start to see the campus grow in totality again. South Downs – The South Downs campus had also seen an increase in enrolments. Second years had grown by +51 compared to 23/24 and new students had increased against plan by +142 in 24/25 and +128 in 23/24. This campus still had waiting lists and, with the curriculum staff managing to timetable it all, this was very good growth. - Governors reviewed and noted enrolment data by level for each campus. - The Principal tabled a 7-year RO4 data trend back to 2017/2018 for all 3 campuses. He highlighted the 'spikey-ness' of the data. The Principal stated that there was no other reason for the loss of students other than they had chosen to enroll at the CoP College. The DP Curriculum was looking at market share and progression returners and further detail would be provided to the CQL Committee in November 2024. - According to an AoC survey, nearly 50% of colleges had seen a drop in enrolment figures for 16-19 year olds with 46 colleges reporting a dip between 5% - 15%. Colleges believed that unaffordable transport combined with the abolition of the EMA (Education Maintenance Allowance) and increased competition for student numbers amongst school and college sixth forms had been the main causes for the decline. - The Principal advised members that he was currently meeting with all headteachers of the feeder schools for Havant, South Downs and Alton to try to get a sense of their view to inform the focus of the College's marketing campaign. Questions were invited from members and Governors raised the following points: - Governors questioned whether there was any way of understanding and getting underneath the 'spikey' data or whether there were too many variables to form a judgement. The Principal responded by saying that it was very difficult. Governors asked whether the College could plot against the demographic as that was known. The Principal stated that this could be done to an extent. He went on to say that it had recently been discovered that the census data might not be as accurate as previously thought due to changing patterns of immigration. - Governors sought clarity on the options appraisal for the Alton campus. The Principal outlined the scope and methodology of the review. - The Staff Governor added that, in respect of enrolments in Construction, he had found that the College was enrolling students that had applied for Level 3 but had	

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	been enrolled on Level 2 because they had not achieved a pass in English or Maths. He advised members that very few had moved up to Level 3 from level 2 or progressed onto the T Level. This seemed to indicate that there was an issue down the line. The Principal added that this presented a challenge in terms of planning. The College would seek to predict the number of groups for each level but if students didn't achieve English and/or Maths, it created a logistical challenge. He went on to say that, within the planning and predicted numbers, an increase in predicted level 2 enrolments was required due to the outcomes in schools. - Members questioned the date for RO4. The Principal confirmed it was 6th December 2024. - Governors questioned how aggressive the College was being in its marketing. The DPC advised members that, currently, marketing messages were prioritizing good attendance at the autumn open events but, after those, the College would be putting forward a specific campaign targeting Portsmouth. He reminded Governors of a previously very short-lived "best in Portsmouth" campaign and confirmed that a slight variation to that campaign was being considered. This would still meet the desire for 'aggressive' marketing but also be at a level which the Principal would personally approve. Financial Impact – The Principal advised members that it was too early to determine the financial impact on the 25/26 funding. He went on to say that the good news was the improvement in 1st year enrolment although, clearly, the impact on the funding for 25/26 would be seen due to the 23/24 first year enrolment. Members were advised that every effort would be made to minimize withdrawals and retention rates would be key between now and RO4 in December. Ofsted – Members were advised that, between March and May 2024, Ofsted had run a 12-week public consultation that asked people for their views across 4 areas: culture, inspection practice, reporting and the impact of inspection. He went on to say that the 'Big Listen' consultation received 16,033 responses, which made it the largest consultation in Ofsted's history. Ofsted had published a detailed response, setting out how the inspectorate would reform. The Principal invited the VP SLQ to comment further and she advised members of the following: - The changes had been outlined in a half-term conference and would be effective from September 2025. - There would be a relaxing of the criteria around behaviour and attitude and personal development. - It had been acknowledged that apprenticeships and enrichment were not sensible and the framework had been adapted slightly. - Single word judgements would remain for: Leadership & Management, Personal Development, Behaviour & Attitude and Quality. - Ofsted did not understand the challenges around funding, mental health and attendance. National Pay for Teachers – The Principal expressed his disappointment at the announcement to uplift schoolteacher pay by 5.5% which would not apply to colleges. The pay rise would hand out £1.2billion in additional funding to schools starting from September 1st which was equivalent to an increase of over £2,500 for the average teacher. In addition, the offer had been extended to sixth form colleges who were academies but not the 40 sixth form colleges that had decided not to academise. The Principal stated that this decision made no sense at all and put additional pressure on colleges in terms of keeping staff and making them feel valued within the sector. He went on to say that a dinner with 12 other colleges and Labour MPs from Portsmouth were meeting to discuss this issue in Westminster at the beginning of October. The AoC were also putting pressure on the Government to review their decision. The Principal added that the AoC would not make a recommendation on pay until after the budget. If there was no more money to fund a pay award, the AoC recommendation was unlikely to be more than 2% which could be a challenge for many colleges, including HSDC.	

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	ESFA – The ESFA (Education and Skills Funding Agency) would cease to operate and would be integrated into the core Department for Education (DfE) by the end of March 2025. The Children’s Commissioner’s School Survey – The Children’s Commissioner, Dame Rachel Da Souza, had used her statutory powers to extend the order to include colleges in England to complete a survey about the wellbeing needs of young people and the services on offer. It aimed to “better understand the role schools play in children’s development” and would help to shape her recommendation to the government. The Principal stated that this survey would be a real challenge in terms of the questions that would need to be answered in a college setting e.g how many students vape etc. He went on to say that colleges were being asked more and more to undertake mental health and wellbeing activities that were the responsibility of other external agencies. Governors questioned what the potential change to VAT would mean in cash terms. The DP F&F confirmed that he would look into this and provide an answer. Members of the Corporation reviewed and noted the Principal’s Termly Report.	Action: DP F&F
HSDC CORP 59/24	Child Protection & Safeguarding: Members of the Board received a verbal report from the VP SLQ on Safeguarding and KCSiE. In addition, members received the Hampshire Safeguarding Children Partnership Self-Audit Tool for 2024, the related action plan and the Safeguarding Policy which had been updated for consideration and approval. The VP SLQ advised members that the changes within KCSiE had been minor for 2024 which had been embedded into the Safeguarding Policy. She drew members’ attention to the following: • Early help clarified: to include students frequently missing from education/permanently excluded/has a parent or carer in custody. • Abuse and neglect were now ‘abuse, neglect and exploitation’. • Abuse included witnessing (e.g. seeing/hearing domestic abuse). • DfE Data Protection Guidance for schools 2024 detailed what information should be held/not held about a young person to prevent a data breach. Guidance to schools was clear regarding what constituted a data breach. This applied to colleges as well. • Support children in the court system and providing support for them. • DSL should keep a rationale for any decision made. The VP SLQ confirmed that all the changes outlined had been included in the Safeguarding Policy which had been presented for consideration. In addition, members were advised that the Ofsted Inspector during the inspection in May 2024 had made some suggestions and these too had been included. Governors questioned how good schools had been at sharing information with the College. The VP SLQ responded by saying that information sharing had been very good. She went on to say that the main group that had grown was the Care Experienced young people of which there were now 118 students (116 of them at the South Downs campus, none at Alton and 2 at the Havant campus). These students had usually been assigned a social worker and the College was required to meet with them every term. This equated to a massive workload, as well as all the other groups on the increase including mental health, substance abuse, neglect and links with radicalisation. Monitoring was rigorous and 180 students required daily check-ins in terms of attendance and weekly check-ins to ensure they were not in crisis. Members reviewed the Hampshire Safeguarding Children Partnership Audit Tool and related action plan which was required to be submitted by 30th September 2024 to retain oversight of the College’s safeguarding practices. Members were advised that progress was monitored termly by the Safeguarding Forum.	

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	The VP SLQ drew the main areas on the action plan to members' attention which included: - Web filters - To ensure that appropriate online filters and monitoring systems were in place and effective. The keywords list needed to be refined as flagged content mailbox had too much information and nearly all were false positives. - Shortlisting Process – To ensure online searches were taking place on shortlisted candidates to identify any incidents or issues that had happened. - SCR Spot check – DSL to spot check the Single Central Record in between Safeguarding Governor spot checks. Ofsted had confirmed that frequent spot checks were good practice. - Campus Security Measures – To update staff about campus security measures when completed e.g. CCTV upgrade. - 14-16 Students – Separate lunch arrangements for 14–16-year-old students was mandatory and they could not mix with 16+ year old students. - DBS Update Service for new staff alongside annual self-declaration. Members were advised that new staff were signed up to the DBS checking service from September 2024. This had been based on advice from Ofsted in May 2024. - Use of Reasonable Force in Schools – The application of the procedures and/or policies related to physical intervention consistent with DfE guidance. Members noted that Safety Wardens were required to confirm that they had read and understood the policy to ensure compliance and that it was applied to all incidents. - Confidential Comments – To ensure confidential comments were summarised into a generic comment with advice for teachers so they could support the student as required without disclosing the safeguarding issue. Members noted that no confidential information was being shared by email. Teaching staff and tutors had given positive feedback about information sharing. The Principal added that he hoped governors continued to feel reassured that the work the Safeguarding Team were doing and the level of scrutiny undertaken. He continued by saying that volume of work continued to grow but he remained confident that it was taken seriously, and the College did a remarkable job. Members requested that their thanks be recorded and extended to the Safeguarding Team in recognition of the incredible work they did supporting and looking after HSDC students. Members of the Board formally approved the Safeguarding Audit to be submitted to Hampshire County Council by 30th September 2024 and approved the updated Safeguarding Policy.	Action: VP SLQ
HSDC CORP 60/23	Date of next meeting – Members noted that, in accordance with the Corporation Calendar 2024/2025 approved on the 13th July 2024, the next meeting of the full Corporation was scheduled to take place on Wednesday 18th December 2024 at 3.30pm with Christmas Dinner directly afterwards in the Training Restaurant 74South. In addition, members were reminded of the Governors' Training session scheduled for Monday 7th October 2024.	

There being no other business, the meeting closed at 18.00 hrs.

Signed:

Date:.....