

MINUTES OF THE MEETING OF THE CORPORATION HELD 13 OCTOBER 2016

Present: Ms T Bruton (Chair)
Mr P Dubrow (Vice Chair)
Mr P Hannan (Principal)
Mr B McNicoll
Ms S Hart
Mr C Porter
Mr H Guntrip
Mr P Morris
Ms J-A Delaney
Professor S Lea
Mr G Coshall
Mr C Hearn

In attendance:	Mr J Allen	-Clerk to the Governors
	Mr M Lumsdon-Taylor	- Group Deputy CEO & Deputy Group Principal
	Dr L Pamphilon	-Group Vice Principal Quality, Standards and Performance
	Ms B Cleves	-Group Vice Principal
	Mr D Payne	-Group Vice Principal

The meeting commenced at 09.40.

APOLOGIES, WELCOMES, QUORACY & DECLARATION OF INTERESTS

1. Apologies were received from Mr G Cutress, Ms S Lowen and Ms R Mather.
2. Welcomes and introductions were made with the three new governors in attendance – Professor S Lea, Ms J-A Delaney and Mr G Coshall.
3. The Clerk confirmed that the meeting was quorate.
4. The membership of some of the Members of the Hadlow Corporation on the Board of West Kent & Ashford College (WKAC), Hadlow Rural Community School, Hadlow Group Board and Hadlow Group Audit Committee was noted. It was agreed that these interests would be a declared interest at all Corporation meetings. The Chair confirmed that all Members would be making decisions in the best interests of Hadlow College, regardless of their membership elsewhere within the Hadlow Group Structure.

GOVERNOR LINK SCHEME

5. The Governor Link Scheme Policy and allocated governor links for 2016-17 was received.

6. It was **AGREED** to amend the governor link visit form to enable governors to link their comments/observations to the Quality Improvement Plan of the College or their link area, with reference to areas of key strength or evidence of actions towards improvements.

7. It was **RESOLVED** to note the governor allocations for 2016/17.

PRINCIPAL'S PRESENTATION

8. The presentation provided governors with an update on the following key areas:

- Student recruitment
- Success rates
- Staff Recruitment
- Project & project Updates
- Kent Area Review
- Ofsted

9. It was noted that much of the data presented was still subject change as this meeting was being held early in the academic year. The Committees will receive a more detailed analysis at their respective November meetings.

10. It was **RESOLVED** to note the various updates provided by the Principal during his presentation.

OBSERVATION, SUPPORT & DEVELOPMENT

11. A presentation was received from Dr L Pamphilon, Group Vice Principal Quality, Standards and Performance. The following themes and key points were noted:

Why change the observation process?

- Staff are nervous about being observed
- Culture of staff being 'fearful' about being observed teaching which prevents genuine conversations about improvement
- Limits collaboration, risk taking or staff asking for feedback when they are trying something new
- Observation gives one point in time, but no more

New Observation and Support Process

- Removal of grading with numbers
- Use of positive developmental language
- Formal observations will be 45 minutes
- Staff will be told which lesson is being observed
- Staff who have been judged Outstanding for the last two years will not have a Formal Observation in 2016/17
- Technical Instructors skills will be judged by their managers

Formal Observations

- Staff will be judged using the following terms:
 - 'Expert Practice'
 - 'Innovative Practice'
 - 'Developing Practice'
 - 'Supported Practice'

Learning Walks

- Faculty Learning Walks – take place twice per year for all staff and will judge 5-6 key areas which can be cross referenced to the Formal Observation
- Faculty Learning Walks – will inform managers about the consistency of delivery
- Learning Walks – carried out every week will be used as a tool to support and develop staff

Support & Development

- All staff will be offered teaching and learning coaching during the year
- Where staff are identified as 'Developing' or 'Supported Practice' they will enter 'Supported Development'
- 'Supported Development' will continue to link to Capability, however, this is not the only route for performance management

13. Governors commented favorably on the change of approach being adopted and endorsed the direction of travel. The key issue is to ensure staff are fully engaged and to replace apprehension and fear that often surrounds a lesson observation with one of professional development.

14. Governors thanked Dr L Pamphilon for the detail of the presentation.

STEWARDSHIP TOUR AND GOVERNOR LINK LUNCH

15. Governors were taken on a tour of the College including a visit to the new build for the Hadlow Rural Community School. The tour concluded with lunch with their governor link member of staff.

Signed: _____

Date: _____