



Local Governing Body

Monday 20th March 2023

Minutes

Present:

Aisha Adesanya
Sugra Alibhai
Sam Bailey
Angela Hille
Diane Kocacinar
Jo Large
Marco Macchitella (Chair)
Emma Neale

1.	Careers
2.	Disadvantaged & Catchup Funding
3.	Governance
4.	Minutes
5.	Matters Arising
6.	Principal's Report
7.	Assessment
8.	Admissions
9.	Risk Register
10.	AOB

In Attendance:

Alex Christodolou
Rachel Foster (item 1)
Peter Green
Lubna Hussain
David Lee
Catherine Snoad (items 1 and 2)
Peter Thompson
Beth Yap

Minute	Decision /Action	D/A
5.3.7	Lubna Hussain to ensure that the work taking place in response to Everyone's Invited is uploaded to Governorhub.	A
5.7	Pemi Arowojolu to continue to work with the Careers Team and feed back to governors on how this work is progressing.	A
6.	Update on the W Level to be presented at the next meeting.	A
7	Mock exams data to be shared with governors when available.	A

1. Careers

Alex Christodolou presented an update on the careers provision at Woodhouse College, following a review of current practice that has taken place.

After analysing the current strengths, opportunities, aspirations and results, a number of priorities were identified. As a result of this, a Strategic Careers Plan was created, which included seven key objectives:

1. Improve the guidance and support provided to students wanting to pursue apprenticeships/degree apprenticeships.
2. Improve the guidance and support provided to students wanting to study overseas.
3. Raise the aspiration of disadvantaged students wanting to attend high tariff universities.

4. Increase encounters with employers/employees.
5. Increase the number of students carrying out work placements.
6. Increase delivery of career-related learning across the curriculum.
7. Improve careers information sharing.

Rachel Foster, Careers Manager, outlined the key actions within the plan, explaining that, in order to improve the guidance and support around apprenticeships, the College is identifying students who are interested in apprenticeships and meeting weekly, with events, guest speakers and employability workshops. Vacancies and opportunities are also shared fortnightly via the Careers Newsletter.

In response to a question from governors, Rachel confirmed that around 100 students are interested in apprenticeships and went on to explain that, nationally, around 25,000 students are applying for 5,000 apprenticeship vacancies. **In response to a follow-up question**, Rachel explained that the College supports students in writing applications for apprenticeships.

Rachel informed the Governing Body of the work taking place to raise the aspirations of disadvantaged students, such as opportunities to visit universities and ensuring that the Career Ready Programme is targeting disadvantaged students.

In order to increase the number of students carrying out work placements, the College is creating a database of employers who can offer work experience and is also supporting placement searches and application letters.

Governors questioned whether the College had numerical targets around apprenticeships but was informed that this is difficult to set, as it is something that hasn't been tracked before. Sugra Alibhai confirmed that, whilst numerical targets were discussed by the Senior Leadership Team, it was agreed that the priority remains ensuring that students accomplish the progression that is right for them.

Noting the aim to improve the guidance and support provided to students wanting to study overseas, **governors questioned** how many students this applied to. Rachel confirmed that around 10 students are applying to study overseas and, whilst the College is not looking to increase that number, it is eager to ensure that these students receive the support they require.

2. Disadvantaged & Catch-Up Funding

Catherine Snoad informed the Governing Body that, in 2021, the College received funding from the DfE to mitigate the gaps in learning as a result of Covid. This funding could only be used to assist students who fall in the lowest 27% of economic disadvantage in the country, which captures around 150 students at the College.

Catherine confirmed that, as the co-ordinator for this fund, she reviewed the guidance from the Education Endowment Fund, which stated that, in order to achieve the maximum amount of progress, students should receive 1:1 tuition and high-quality teaching.

Therefore, each department was given the option of opting into this programme, as many subjects already have a strong programme of support which is offered to all students. Catherine explained that the College made the decision to pay its teachers to run additional sessions, as they already know the students well and have the specialist knowledge for the A level courses offered.

Catherine confirmed that the College spent £33k of the £42k from January to the summer of 2022, with staff running sessions that were relevant to their department. For example, maths held specific 1:1 sessions, whilst history considered exam feedback and geography focused on coursework, which is a key concern for the department.

The Governing Body noted that a similar approach is taking place this year, with £20k of the funding already having been spent and this will increase quickly once the students are on study leave.

In response to a question from governors, Catherine explained that, whilst no official guidance has been given, it is believed that this funding will continue until 2025 and, **in response to a follow up question,** confirmed that the College is required to report back to the DfE on the use of the fund.

In response to a final question from governors, Catherine confirmed that staff are sensitive to the fact that there may be students who require additional support and do not meet the requirements of this fund. The Governing Body noted that the College is providing support to all students who need it.

3. Governance

3.1 Apologies for Absence

Amir Sam. Funmi Esuola, Meryem Rekber and Pemi Arowojolu were absent without apologies.

3.2 Declaration of Interest

None.

4. Minutes

The Governing Body approved the minutes of 21 November 2022 as a true and accurate record of the events that took place. It was agreed that item 10 would be removed prior to the minutes being uploaded to the College website.

5. Matters Arising

3.7 Lubna Hussain to ensure that the work taking place in response to Everyone's Invited is uploaded to Governorhub.

Action

5. **In response to a question from governors,** Peter Thompson confirmed that the College's appeal to the exam board regarding the grades in art was unsuccessful.

7. Pemi Arowojolu to continue to work with the Careers Team and feed back to governors on how this work is progressing.

Action

6. **Principal's Report & CIP update**

Sugra Alibhai presented the Principal's report and invited questions.

Confidential Minute.

Sugra also presented the College Improvement Plan, informing governors that this is reviewed and updated every half term. Governors noted the work taking place around the W Level, which is a statement of intent for the opportunities and experiences that the College would like its students to have outside of the curriculum. It was agreed that an update on the W Level would be presented at the next meeting.

Action

7. **Assessment**

Sugra informed the Governing Body that the upper sixth mocks have recently taken place and the College is now finalising this data.

The Governing Body was reminded of the assessment schedule for upper and lower sixth, noting that the summer exams for lower sixth is the basis for UCAS grades. **In response to a question from governors**, Sugra confirmed that the College implements various contracts, interventions and meetings based on the summer results.

Sugra explained that the main mocks for upper sixth take place in February and, this is spread across two weeks. This was introduced in 2021-2022. Sugra reminded the Governing Body that this staff work incredibly hard to mark these papers and have adapted well to this change.

The Governing Body was also reminded that advanced information about where to focus revision, which was provided in 2022, will not be provided this year and students will need to learn and revise the whole specification as normal. Ofqual has also confirmed that, at a national level, grades will be in line with those in 2019 and there will be a safety net to ensure that, nationally, grades are not lower than they were in 2019

Sugra explained that, as a result of this, it is difficult to gauge this year's grades. However, the College has much in place to support assessments, such as Leadership meeting regularly with Heads of Faculty and Heads of Department to discuss data and moderation.

The Governing Body was informed that the College is anticipating that A*-B grades will be lower than last year's. It was agreed that the mock exam data would be shared with governors when available.

Action

8. **Admissions**

Peter Thompson presented an update on admissions, explaining that the College has made 1357 offers and students now have a week to respond. The College received around 300 acceptances within an hour of the offers being sent out.

The Governing Body was pleased to note a 10.5% increase on the number of

applications received in 2022 but acknowledged the additional work this creates for staff. **In response to a question from governors**, Peter confirmed that the College requires an average grade of 6, which is based on the student's predicted grade.

The Governing Body also reviewed the schools from which the College receives the most applications, noting that applications from Highgate Wood Secondary School increased from 45 last year to 103 with no explanation. **In response to a question from governors**, Sugra confirmed that the College is mindful of the number of students it takes from fee paying schools and this figure is currently around 10%. **Governors requested** that this information is included in future.

It was noted that Archer Academy and Friern Barnet School remains the College's partner schools and, as these schools do not have a sixth form, these students are given priority in the admissions criteria.

Finally, it was noted that the College would like to recruit an additional Further Maths Teacher, to expand the Further Maths provision, as the demand for this subject continues. However, the campus is unable to accommodate this at present.

9. Risk Register

The Governing Body considered the College's Risk Register, noting the changes that were requested by the Audit & Compliance Committee, which included adding a risk around potential incidents resulting in reputational damage.

Sugra informed governors that, in response to the risk around exam malpractice, the upper sixth exam assembly will include detailing instances of exam malpractice.

10. AOB

Finally, the **Governing Body questioned** why the number of safeguarding incidents has risen in recent years, and Lubna Hussain explained that many students feel comfortable in sharing their experiences, particularly after the pandemic. Governors were also reminded that the College has 2 full time Safeguarding Officers and is more heavily resourced in this area than many schools. Lubna confirmed that the College regularly reviews the number of safeguarding incidents and is mindful of the increases in eating disorders, self-harm and suicide ideation.

The meeting concluded at 8:04pm