



Board Meeting

Monday 9th December 2019

Minutes

Present:

Independent Members:

Pamela Chowdhury
Del Cooke
Funmi Esuola
Delia Goldring
Peter Green (Chair)
Lucy Harrison
Matthew Konneh
Marco Macchitella
Adrian Marrocco
James Marshall
Milton McIntosh
Helen Pettifor
Zubair Shaikh

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Parent Member:

Indira Warwick

Staff Members:

Aisha Adesanya
Jo Large

Student Governors:

Luke Alsford
Bella Goodman-Spears

Principal:

John Rubinstein

Clerk to the Governors:

Beth Yap

In Attendance:

Ian Hooper
Lubna Hussain
Carol Kirkland
Olivia Stanton
Peter Thompson

Minute	Decision /Action	D/A
3.3.4	Training for governors on the new Ofsted framework to take place at the Annual Strategy & Training Event in January.	A
3.4	Aisha Adesanya to contact Alumni to understand what additional support would have helped them during their time at the College.	A
5.	Confidential action.	A
7.1	To approve the audited year-end accounts for the 2018-19 financial year.	D

7.2	To approve the management accounts for the first three months of the financial year.	D
8.1	Woodhouse emails to be created for all the Chairs of Committees.	A
8.1	'Student learning numbers' to be considered as part of the internal audit this year.	A
9.	Privacy notice for governors to be circulated to the Board.	A

1. Governance

1.1 Apologies for Absence

Lynn Blades and Angela Hille.

1.2 Declaration of Interest

None.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 28th October 2019 were approved and signed by the Chair.

2.2 As minute 5 was deemed to be confidential, this would be removed prior to the minutes being uploaded to the College website.

3. Matters Arising

1.9 Following a comment in the governor self-assessment that *the Board could do more to take into account the views of staff and students when making key decisions*, the Chair confirmed that he has met with College staff and the Student Union executive.

3.3.4 Training for governors on the new Ofsted framework to take place at the Annual Strategy & Training Event in January.

4. Ian Hooper confirmed that Aisha Adesanya is currently contacting alumni to understand what additional support would have helped them during their time at the College.

7. John Rubinstein confirmed that he has delivered an assembly at Hornsey Girls School, who are eager to build links since the closure of their sixth form but unlikely to enter into a formal partnership with Woodhouse.

7. John Rubinstein explained that he has been looking into ways to assist medical students and has been in discussion with a number of potential partners who have online materials for entrance tests such as UCAT and BMAT.

7. The Student Governors confirmed that the issue with the girls' toilets has now been resolved.

10. Peter Green informed the Board that there would be no further conversations with developers regarding the North Finchley project.

10. Peter Green confirmed that an application for the refurbishment of all toilets in the millennium building, at a cost of £52k (with the College submitting 50%), has been submitted to the Mayor's Fund for London and the College expects to hear the outcome of this in the spring.

Action

Action

4. **Strategic/Training Item: College Curriculum**

John Rubinstein presented the Board with an overview of the College's curriculum offer, which currently includes 27 A Level subjects, and explained that this would reduce to 26 next year with the removal of 'Accounts'.

John explained that the majority of College students take three A Level subjects but 11% of the lower sixth and 4.4% of the upper sixth are taking four. Many schools do not let their students take four A Levels and students at Woodhouse must meet higher entry criteria in order to do this.

John explained that some students choose to take four subjects but drop one of these later on during the two-year course, which can affect the College's retention rate. **In response to a question from governors**, Ian confirmed that this does not affect the College's Value-Added score.

John reminded the Board that, since the move to linear A Levels, there is no formal AS level at the end of the lower sixth and the current model bases its exams on two years' work at the end of year 13. In addition to this, there are no modular exams, and coursework is limited to 20% in some subjects.

John went on to explain the College's block timetable, reminding Governors that this reduced from 6 to 5 blocks several years ago. John explained that the combination of most subjects is possible and this is a big factor in attracting students. Each subject has four lessons a week.

The Board noted the extracurricular activities that are offered by the College. This includes the EPQ, an option for the lower sixth that is currently being taken by around 70 students. John explained that the EPQ is worth half an A Level and shows a large amount of independent work, which is an advantage when applying to university. In addition to this, Woodhouse Plus takes place every Wednesday afternoon and gives students a range of activities, including volunteering or joining an employability skills academy such as medicine or law. John explained that, for the first time this year, students are able to take an AS level in dance as part of the Woodhouse Plus programme, in conjunction with Archer Academy.

John informed the Board that the College changed its structure a few years ago and implemented 'faculties'; defined groups of subject departments. **In response to a question for governors**, Peter Thompson confirmed that the introduction of faculties has contributed to improvements in many subjects. **In response to another question from governors**, Jo Large confirmed that the introduction of faculties has allowed for departments to share best practice with others within the faculty.

In response to a question from governors, John confirmed that the College sub-contracts its music and music tech A Level to Barnet Education Arts Trust (BEAT).

In response to another question from governors, Ian Hooper confirmed that, in terms of management, he leads Woodhouse Plus directly and sets the timetable. Ian confirmed that staff are able to play to their strengths in deciding what areas to offer as part of Woodhouse Plus, such as tending allotments or

creating films on mobile phones.

In response to another question from governors, Ian confirmed that the College undertakes an evaluation of Woodhouse Plus each year and considers feedback from both staff and students.

In response to further questions from governors, Ian explained that Career Ready has been running at the College for 11 years and focuses on the College's business, economics and accounting students. Ian added that both Career Ready and the Duke of Edinburgh award can both be taken as part of Woodhouse Plus.

5. Confidential Item
Confidential minute.

6. Principal's Report

John Rubinstein presented the Principal's report, highlighting that the College currently has around 70 Oxbridge interviews taking place.

The Board was informed that two new student governors, Olivia Opara and Yasmin Jedidi, have been appointed and their term would commence from 1st January 2020.

Ian Hooper had nothing to add to his report except that the College has received one staff resignation. **In response to a question from governors,** Ian confirmed that the College is advertising for one learning support assistant for a student with high needs.

Olivia Stanton confirmed that the College has identified 63 students with poor literacy and the College has now implemented literacy and oracy interventions.

The Student Governors stated in their report that more could be done to raise the awareness of the January mocks earlier in the year. The Board also discussed the amount of space in common rooms such as the library or learning zone and agreed to keep an eye on this issue.

Lubna Hussain explained that the start of term tends to be busy for the safeguarding team and outlined the number of records of concern that have been raised since September. Lubna confirmed that there is nothing at this stage that is outside of the expected variety or number of issues reported by students or staff.

Lubna confirmed that the majority of staff attended safeguarding training last week and understood the direction in which the College is moving to improve its support for the wellbeing of its students.

The Board was informed that there has been an increase in the number of muggings in the area, with some of the victims being College students. John also confirmed that road safety is also an issue, as a student was recently hit by a car outside the College. Lubna confirmed that the College is now been issued

with a ‘Safer Schools Police Officer’.

Noting the high number of mental health issues, the **Student Governors requested** that more work be done to avoid burnout and increase resilience. In response to this, Lubna confirmed that the mental health charity, Mind, would be conducting an assembly on mental health, and the College will be holding a number of sessions covering key topics such as burnout and anxiety.

7. Financial Reports

7.1 Year End Accounts 2018-19

John Rubinstein presented the year-end accounts for the 2018-19 financial year, reminding the Board that the Audit Committee had discussed these in detail and recommends them to the Board.

The Board approved the audited year-end accounts for the 2018-19 financial year. The Chair would sign these accounts following the meeting.

Decision

7.2 Management Accounts 2019-20

John Rubinstein presented the management accounts for the first three months of the 2019-20 financial year, reminding the Board that the Finance & Operations Committee has reviewed these in detail and recommended them for approval.

John reminded the Board that this is the toughest year the College has had to deal with, financially, due to it being the last year of the funding freeze.

John also informed the Board that the College has had five new students with additional learning needs, and explained that the accounts included the expenditure for these students (such as additional support staff and capital improvements) but not the income, which is expected to be around £70k in grants from local authorities.

The Board approved the management accounts for the first three months of the financial year.

Decision

8. Reports from Committees

8.1 Audit Committee

The minutes of the Audit Committee of 18th November 2019 were noted. The Chair confirmed that the Committee has provisionally agreed the internal audit plan for this year.

The Chair also drew attention to the recommendation from the last internal audit that the governors are issued with a Woodhouse email address, starting with the chairs of committees. It was noted that since the implementation of Trust Governor, emails should be used for communication rather than distribution of documentation.

Action

It was also suggested that ‘student learning numbers’ is considered as

Action

part of the internal audit this year.

8.2 Finance & Operations Committee

The minutes of the Finance & Operations Committee of 25th November 2019 were noted and the Chair drew attention to the KPIs, particularly that capital expenditure should not exceed 80% of EBITDA. Given the low EBITDA this year, combined with essential building works, the committee expected this KPI limit to be breached.

In response to a question from governors, John confirmed that the College is expecting to hear back from the SFCA next week regarding the Unison case against local authorities relating to the way annual leave is calculated for term-time-only support staff.

In response to a final question from governors, John confirmed that the Quality & Standards Committee would discuss feedback from students with additional needs, regarding their experience at Woodhouse, at its next meeting.

9. Risk Management

The Board noted the risk management plan, paying particular attention to the risks for which it had responsibility. John Rubinstein confirmed that the final number of students this year was 1482, against a target of 1480.

John explained that, instead of the annual desk-based activity as part of the premises disaster plan, SLT discussed how to improve College security in the round, following new guidance from the DfE.

The Board was informed that a privacy notice for governors has now been drafted and will be circulated to the Board.

Action

10. AOB

The Board was issued with the ESFA Finance Dashboard for information.

11. Dates of Next Meetings

20 th January 2020	Annual Strategy & Training Event
23 rd March 2020	BOARD
6 th July 2020	BOARD

The meeting concluded at 8:05pm