



THE CORPORATION OF CROYDON COLLEGE

Meeting held via video conference

4 June 2020 at 6.00pm

PART ONE MINUTES

PRESENT: Gordon Smith (Chair of the Corporation)
Caireen Mitchell (Principal & CEO)
Jean Cook
Tom Hesmondhalgh
Penny Wycherley
Nasim Jivani Hemani
Andrew Lowe
Andy Booth
Andrew Gilchrist (via telephone)
Fiona Brennan (Staff Governor, Coulsdon)

IN ATTENDANCE: Ann-Christine Harland (VP Finance & Resources)
Angela Edwards (VP Education and Quality)
Fadia Clarke (VP Skills Training and Higher Education)
Richard Beales (Principal, Coulsdon Sixth Form College - CP)

CLERK: Clare Mitchell (Director of Governance)

QUORUM: The meeting was quorate

| | Item |
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| 1 | <p>PRELIMINARY BUSINESS</p> <p>i. Introductory Remarks The Chair welcomed Andrew Gilchrist to his first meeting.</p> <p>ii. Apologies for Absence</p> <ul style="list-style-type: none"> • Rahel Haque, Nigel Dias, Lucia Guetcherian (Staff Governor, Croydon), Arnold Amoako (Student Governor), Evelyn Bayerlein (Student Governor). <p>iii. Declarations of Interest</p> <ul style="list-style-type: none"> • Andrew Gilchrist - Governor at Brooklands College. <p>iv. Minutes of the additional Board meeting on 20 May 2020</p> <ul style="list-style-type: none"> • The minutes were agreed as an accurate record, subject to amending the sentence relating to the deficit budget on page 3 so that it referred to 2019/20. <p>v. Matters arising</p> <ul style="list-style-type: none"> • There were no matters arising not covered elsewhere on the agenda. |

PLANS FOR REOPENING THE COLLEGE

- The Chair reminded Governors that the role of the Governing Body was to ensure that the College's plans maximised safety and minimised risk in following the Government's direction for wider reopening from 15 June 2020. The Chair and the Health and Safety (H&S) Lead Governor had had the opportunity to comment on a draft of the risk management plan and the H&S Lead Governor had attended the meeting of the Health and Safety Group which had considered this and the high level risk assessment for reopening the College on 2 June 2020.
- The P&CEO gave an overview of the plans, explaining that the Government's decision to delay the reopening by two weeks to 15 June 2020 had enabled more detailed planning and greater engagement with the unions and staff.
- The high level risk assessment would be supported by a risk assessment for the Coulsdon Campus and one for each of the Schools at the Croydon Campus. The cohorts of students and the activities they would be undertaking varied considerably from classroom based to practical assessments.
- The students invited to attend the College in the remaining three weeks of term at the Croydon Campus were those that the Schools felt would benefit most from face to face teaching. These included entry level students on ESOL courses who had not been engaging well with online learning and students who needed to complete practical assessments.
- More vulnerable students were also expected to return to College; numbers were increasing gradually as lockdown lifted. Vulnerable students who were not in a timetabled class would be accommodated in the Learning Resource Centre.
- There were sufficient staff who were assessed as low risk available to come into the College for the remainder of the term. On average, each staff member coming back into College would be in one day a week. Overall, the numbers of staff coming back into the College would still be quite limited.
- Concerns had been raised both at the Coulsdon LQC and by the unions about BAME staff facing an increased level of risk from Covid 19. HR would be contacting BAME staff to reinforce the importance of this group declaring any underlying health conditions to the College so that they could risk assessed appropriately. The unions had generally been supportive and had commented that the risk assessment was comprehensive. However, feedback on the high level risk assessment was still being received and it was a dynamic document which would change over time.
- Staff coming back on site would receive an online induction on the new procedures that would be in place. In addition, the Head of Learning and Quality was working with teachers on socially distanced activities that could take place in classrooms.
- Communications would be sent to returning students the w/c 8 June 2020. There would be a small number of SEND students who could not be accommodated because their needs would present a risk to the health and wellbeing of staff. This was particularly likely to be the case where students had EHCPs. The P&CEO provided assurance that the College was actively engaging with students' parents and guardians where these issues arose. The Chair indicated that this was likely to be a challenging area and expressed concern that guidance on this issue had not yet been provided by the Local Authority. The P&CEO was asked to inform

the Local Authority if an eligible student could not be invited back to College because of their particular special needs.

ACTION: P&CEO to ensure the Local Authority was informed if an eligible student could not be invited back to College because of their particular special needs.

- Andrew Gilchrist queried why there was a safeguarding member of staff on site at Croydon Campus at all times but not at the Coulsdon Campus. Fiona Brennan stated that it would be preferable for a safeguarding member of staff to be on site at the Coulsdon Campus at all times. The P&CEO indicated that there was a plan to increase the amount of time a safeguarding member of staff was available at the Coulsdon Campus. There would be a safeguarding member of staff at the Croydon Campus who was available by phone at all times when the College was open.
- Fiona Brennan also queried whether staff and students should be advised to wear masks on site. The P&CEO explained that she understood the concerns that staff had about this issue and it had also been raised by the unions. The College was following current government guidance, which was that face masks were not appropriate in an education setting and that they would not provide protection for the length of time involved. The layout of classrooms would ensure that staff were socially distanced from students.
- Fiona Brennan expressed concern that there were very few estates staff at the Coulsdon Campus to manage the flow of students in corridors. The CP agreed to raise this concern with the Director of Estates and IT. However, there would only be a small number of students on site at any one time and there would be staggered start times. At least three premises staff would be on site when students were in the building. Government guidance was that transitory contact, e.g. in corridors, was very low risk.

ACTION: CP to raise the need for sufficient estates staff at the Coulsdon Campus to manage the flow of students in corridors with the Director of Estates and IT.

- Jean Cook noted the work that had gone into the risk assessment and the need to do the best for students. However, she queried whether, in view of the wider national picture in relation to Covid 19 and the fact that England remained at Alert Level 4 and the five tests had not yet been met, it was too soon to reopen the College.
- Fiona Brennan expressed concern about the number of students that would need to be accommodated in specific areas of the Coulsdon Campus in the larger Faculties. The CP indicated that this had been reviewed and action was being taken to minimise the number of visits to the campus per student to a maximum of three per week. Student visits would be spread across the week and the facilities.
- The P&CEO stated that any staff or students with symptoms who had come into the College would be expected to self-isolate and take a test for Covid 19. If the test results was positive the track and trace system would assist with identifying those individuals who might have been exposed and also needed to self-isolate. Accurate class registers would be essential for this to work effectively. The H&S Lead Governor asked that staff and students were informed that testing had to take place within five days of the onset of symptoms for the results to be accurate. The H&S Lead Governor was also given assurance that the staff induction included details of evacuation routes.

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| | <ul style="list-style-type: none"> • Staff mental health was being supported through webinars and the Employee Assistance Programme. Managers were in regular contact with their teams. The new Head of HR would be conducting a pulse survey of staff. Focus groups had taken place with students from each of the Schools as part of the quality review process. The students in these groups had been very positive about the move to online learning, but staff were aware that they could be faced with significant safeguarding issues as students came back into the College. Staff were also being encouraged to undertake a number of free distance learning courses; including one on supporting students. • In terms of the risk management plan, the other main area of risk to the wider opening of the College related to risks over which the College had little control e.g. problems with the transport system or very high levels of sickness among staff. An additional Health and Safety Group meeting would be scheduled for August so that the learning from the three weeks of opening at the end of this term could be put into action before the start of the Autumn term. Server capacity was being prioritised to support online learning and the strategy for PC replacement was being reviewed. • The P&CEO drew the Board’s attention to the very significant amount of work that staff had undertaken to put these plans in place; in particular the H&S Adviser and the Premises and IT teams. The Board expressed its thanks to all the staff who had enabled the College to reach this point and those who would support the three week reopening period. The H&S Lead Governor added that a huge amount of work had been done and that this had been evident from the H&S Group meeting that she had attended. Fiona Brennan asked how the College’s risk assessment compared to those undertaken in the schools and colleges where other Governors worked. The consensus was that the high level risk assessments were similar, but the detailed risk assessments specific to the Coulsdon Campus and the Schools at the Croydon Campus would also be key as they would include more specific details such as staggered start times. Penny Wycherley advised that once it had reopened, Croydon College would need to move swiftly on to planning for the start of the Autumn term. <p>The Corporation APPROVED the reopening of the College to a wider group of students for the three weeks from 15 June 2020 to the end of term.</p> |
| <p>3.</p> | <p>PARTNERSHIP WITH ROEHAMPTON COLLEGE</p> <ul style="list-style-type: none"> • The VPTSHE introduced the paper, which outlined the discussions that had taken place to date with the University of Roehampton with a view to developing a strategic partnership with the College to deliver a limited number of HE courses from September 2021. A full proposal would be brought back to the Board at a later date but the College now planned to make these discussions public in order to engage wider stakeholders and to ensure the developments addressed local employment needs. Wider marketing would also be undertaken. <p>The Corporation NOTED the progress of developments between the College and the University of Roehampton</p> <ul style="list-style-type: none"> • The Chair proposed the establishment of small governance group to provide additional oversight of HE. This was an area of significant strategic risk to the College. The impact of Covid 19 on this area was unknown as yet and developments were taking place rapidly. |

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| | <ul style="list-style-type: none"> • Membership of the group would include three Governors. Penny Wycherley volunteered to become a member. • At this point the Chair envisaged that the group would have a limited life span and would be a subgroup of the Croydon LQC. The Director of Governance would draw up terms of reference for the group. <p>ACTION: Director of Governance to draw up terms of reference for a Higher Education Group.</p> <ul style="list-style-type: none"> • Governors who wished to become members of the Higher Education Group were asked to contact the Director of Governance. <p>ACTION: Governors who wished to become members of the Higher Education Group to contact the Director of Governance</p> |
| 4. | <p>ANY OTHER BUSINESS</p> <p>i. Appointment of a new Governor</p> <ul style="list-style-type: none"> • The Chair recommended the appointment of Catherine Boyd-Maunsell as a Governor. All members had been sent a copy of her CV. The interview panel had consisted of the Chair and the other members of the Search and Governance Committee, Tom Hesmondhalgh and Jean Cook. <p>The Corporation APPROVED the appointment of Catherine Boyd-Maunsell as a Governor for a four year period to 3 June 2024 and appointed her as a member of the Finance and Resources and Remuneration/Search and Governance Committees.</p> <p>ii. Weekly updates to Governors</p> <ul style="list-style-type: none"> • It was agreed that weekly updates would sent out to Governors on 12 June, indicating whether all plans were in place for reopening, and at the end of each of the three weeks that the College was open indicating the numbers of students attending College, any changes made to the arrangements put in place or to the risk assessment. The updates should also include any preliminary feedback from staff or students and any emerging issues. The Board would be meeting again the week after the College closed. <p>ACTION: Director of Governance to circulate weekly updates to Governors until the end of the summer term.</p> <p>The Chair thanked the P&CEO and all of the staff team for their work during this difficult period.</p> |
| 5. | <p>DATE OF NEXT MEETING</p> <p>Wednesday 8 July 2020 at 6.00pm via Zoom.</p> |

Signed:

Date: