

MINUTES OF THE STRATEGY AND POLICY COMMITTEE MEETING

Wednesday 6th November 2024 at 6.00pm
Meeting held via Microsoft Teams

Present:

Tim Oliver (Chair)
Dan Hards, Principal
John Thater
Alex Cronje
Claire Douglas

Anna Mawson (Advising Officer)
Catherine Davies (Clerk)

1. DECLARATIONS OF INTEREST

There were no declarations of business interest from Trustees.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Paul Collyer, Sophie Cook and Emma O'Brien.

3. MINUTES OF THE LAST MEETING HELD 12th JUNE 2024

The Minutes of the previous meeting of 12th June 2024 were approved as an accurate record

4. MATTERS ARISING

None

5. ADMISSIONS ANALYSIS 2024

The Principal introduced the Admissions Analysis and gave an overview of the admissions process for the students who enrolled in September 2024 and offers made to students who are eligible to enrol in 2025.

The overview included:

- The 2024 enrolment process was successful and the number for enumeration is expected to be 2091. This number is an increase on 2023 but the SLT have ensured quality of teaching and learning has been retained and there hasn't been a significant impact on study areas around the site.
- Take up rates have been carefully managed and the guaranteed take up forecast for 2025 enrolment has been increased from 49.5% to 50% to account for the impact of KT6 being guaranteed and VAT on independent school fees leading to more students taking up a post 16 state option.
- To achieve a target of 2090 students for the 2025 enumeration, 1079 student need to enrol which required the College to offer places to 2862 applicants. In addition there is a waiting list of 600 students and 311 students were not given a place.

The Admissions Policy for 2026 should not see any significant changes. The schools with guaranteed status will be reviewed to ensure they still meet the criteria.

The Committee discussed the recent Welcome to Esher applicant event, it was previously held in the early Spring Term but since 23/24 academic year moved to November. A Trustee added that she had enjoyed attending the Welcome to Esher Evening and found the Student Panel very engaging.

The Chair thanked the Principal for his update.

6. POLICIES

Early Career Teacher Induction Policy

The Assistant Principal for Teaching and Learning introduced the Policy and gave an overview including:

- The College runs a full time 2-year ECT induction programme. The teachers generally come via the PGCE route, and they are funded via the Department for Education. The ECT's complete on-line training modules and part of their training is overseen by Berkshire Teaching School hub.
- The S7 Colleges deliver training centrally with teachers from the different colleges contributing to training sessions.
- The ETC has a mentor at the College and is given regular reviews on their progress.
- The College currently has 4 ECT's, 1 in their first year and 3 in their second year.

The Committee approved the Early Career Teacher Induction policy.

7. TRUSTEE TRAINING MORNING – 27 FEBRUARY 2025

7.1 Trustee Training Morning – 27 February 2025

The Principal proposed a workshop session during the training morning focusing on implementing the College Mission Statement and Values from a Trustee perspective, for example in the Committee processes and approach to approving policies.

The Committee agreed with this proposal and asked the Clerk to work with the Principal on drawing up the Agenda.

A Trustee asked for confirmation that the student focus groups will be part of the Agenda, and the Committee agreed on the benefit of this session.

A Trustee asked if career development for teaching staff could be considered and the Principal replied that the People Strategy is being developed by the Deputy Principal and HR Department and will be shared with the Board during the year.

Action: Clerk to work with Principal on Training Morning Agenda.

Action: The Chair asked the Clerk to remind Trustees of the training morning date.

7.2 Presentations at Board Meetings 2024-25

The Committee confirmed the following presentations at the 2024-25 Board Meetings:

- March 2025 – Humanities and Social Science
- July 2025 – Progression Guidance

7.3 Inviting Staff to observe Board Meetings

At the September Board meeting, the Board asked the Committee to consider ways of ensuring Staff can observe Board meetings. The Committee discussed ways to achieve this and agreed to offer the opportunity for 1 member of staff to attend 4 Board meetings during the academic year.

The Principal and Clerk agreed to work on Terms of Reference for inviting a member of staff to attend 4 board meetings per year.

Action: Principal and Clerk to draw up Terms of Reference for attendance of a staff member at Board meetings for approval at the next Committee meeting.

8. CONSTITUTION

8.1 Parent Trustee

The Clerk updated the Committee that Mark Aulds has been elected as Parent Trustee from 10th November 2024 for a term of 2 years.

The Chair thanked Stephanie Fudge for her service as Parent Trustee and Link Trustee for Safeguarding and EDI.

8.2 External Trustee Recruitment

The Chair updated the Committee that Tom Clark has been appointed as an External Trustee for a term of 4 years from 25th October 2024. Tom has a financial background and will be joining the Finance and Estates and Audit Committees.

9. ANY OTHER BUSINESS

The Student Trustee updated the Board that he is putting together a handbook for future Presidents and Vice Presidents of the Student Union and he would like input regarding the role Student Trustees. The Clerk offered to work with the Student Trustees to draw this together.

Action: Clerk to work with Student Trustees re input for Student Union handbook.

10. DATE OF NEXT MEETING – Wednesday 5TH March 2025

*The meeting closed at 6.38pm
Attendance was 63%*

Signed and date

SUMMARY OF ACTIONS

S&P 1 - 001	Clerk to work with Principal on Training Morning Agenda.
S&P 1 - 002	The Chair asked the Clerk to remind Trustees of the Training morning date
S&P 1 - 003	Principal and Clerk to draw up Terms of Reference for attendance of a staff member at Board meetings for approval at the next Committee meeting.
S&P 1 - 004	Clerk to work with Student Trustees re input for Student Union handbook.

SUMMARY OF TRUSTEE CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
C	7	A Trustee asked for confirmation that the student focus groups will be part of the Agenda.
S	5	A Trustee added that she had enjoyed attending the Welcome to Esher applicant event and found the Student Panel very engaging.