

MINUTES

1



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| Directorate: | Corporation | |
| Minutes of: | Extraordinary HCUC Governing Body | |
| Date: | Friday 5 June 2020 | Time: 2.45pm |
| Venue: | Remote meeting via Zoom video conference | |
| Present: (by video-link) | Nicholas Davies Melissa Bridge Steve Cochran Tracey Critchley Darrell DeSouza Nasim Khan Johanna Morgan Alasdair MacLeod Steve Owen Amanda Priem Mariann Rand-Weaver Ketan Sheth | Governor (<i>Chair</i>) Uxbridge Staff Governor Governor (<i>Vice-Chair</i>) Harrow Staff Governor Governor (<i>Group CEO and Principal</i>) Governor Governor Governor Governor Governor Governor Governor |
| Apologies: | Marie Edoa Suzanne Ghadban Paul Walker | Harrow Student Governor Uxbridge Student Governor Governor |
| In attendance: | Pat Carvalho Dylan McTaggart Shane Woodhatch Andy Miller Tracy Reeve | Harrow Principal and Deputy CEO Deputy Principal HCUC Group Director – Finance & Resource Planning Executive Director Corporate Services Clerk to the Corporation |

1. Apologies for absence

Apologies had been received from Paul Walker and the Student Governors.

2. Notification of any urgent business Members may wish to raise under any other business, and any items to be taken as read that Members may wish to discuss

There was no other business notified.

3. Notification of interests Members may wish to declare relating to any item

No specific interests were notified.

4. Minutes of the Governing Body Meeting held on 19th May 2020

The Minutes and any matters arising would be carried forward to the next timetabled Corporation meeting on 7th July 2020.

ITEMS FOR DECISION/ APPROVAL

5. Covid-19: Return to College Risk Assessment and Action Plan

The meeting received a comprehensive update on the College's response to the Government advice in response to the Covid-19 pandemic. The meeting was reminded that following Government advice, the College's normal operations had been effectively closed from Monday 23 March 2020. Governors were assured that during the period of closure the College had been following all Public Health England and DfE

MINUTES

guidance (as discussed at the Corporation meeting on 19th May). Governors were reminded that the purpose of this Extraordinary Corporation Meeting was to enable Governors to formally approve the Risk Assessment and Action Plan for a phased return to campus.

Governors were reminded that since 23 March 2020, colleges had only been open to priority groups (vulnerable children and children of critical workers) and 'at risk' categorised students, who had continued to be supported onsite. Current DfE guidance was that remote education should remain the predominant mode of education during the summer term. However, from 15 June 2020, Government guidance was enabling colleges to be able to offer some face-to-face contact with year 10 and year 12 pupils or 16 to 19 learners in the first year of a two-year study programme. Colleges would be able to have a quarter of 16 to 19 learners in the first year of a two-year study programme attending at any one time. However, colleges would be required to ensure that the use of public transport for travel to and from college was minimised as far as possible. The Deputy Principal (DM) reminded the meeting of the arrangements that had been put in place by Ofqual and the awarding Bodies which had categorised qualifications into three 'buckets':

- i. Calculated grades (A levels, GCSEs, Functional Skills, and most vocational qualifications).
- ii. Amended assessment (qualifications which must be assessed but a new approach had been developed eg. Online exams/ assessments)
- iii. Delayed assessment (qualifications with a strong practical element which needed to be partially assessed onsite).

DM confirmed that a number of HCUC students would be required to complete outstanding 'amended' or 'delayed' assessments. The meeting noted that there were significant volumes of learners required to complete practical assessments on site in some schools e.g. ENGTI, H&B & Construction. In order to maintain social distancing requirements and due to the volume of assessments required, the meeting noted that it would be necessary to bring very limited numbers of HCUC students onsite in advance of the 15th June. DM confirmed that a number of these students would be in the at-risk categories already allowed onsite.

- **Return to College Risk Assessment and Action Plan**

The CEO (DDS) highlighted the considerable work that had gone into preparing this Covid-19 Return to Campus Action Plan which had been coordinated by the Executive Director Corporate Services (AM). The Action Plan had been reviewed by the SLT and the College Health and Safety Adviser who were all happy with the content and proposed actions. The meeting was pleased to note that there were no 'red' rated risks as action had been put in place to successfully mitigate risks down to 'amber' or 'green' status. DDS commended the SLT as the majority of the items on the action plan were RAG rated as 'green' i.e. completed or in place and ongoing; the job now would be to ensure that none of the 'amber' rated risks (with a future date for completion) caused a blockage in the phased return. The meeting considered the very detailed HCUC Covid-19 Re-opening Risk Assessment and Campus Action Plan which considered RAG rated risks, objectives and actions in the following areas of operation:

- Preparing buildings and facilities
- Emergency evacuations
- Cleaning and waste disposal
- Classrooms (including College salons and workshops etc.)
- Staffing
- Security
- Social Distancing requirements
- Catering
- Personal Protective Equipment (PPE)
- Student re-orientation (coming back into College after a period of College closure)
- Transport
- First Aid
- Safeguarding
- Curriculum/ learning environment
- SEND learners

MINUTES

3

- Attendance
- Communication
- Governance
- College events
- Financial impact

The Chair sought additional clarity around the tracking of HCUC staff and incidences of Covid-19. DDS confirmed that all staff were being tracked via a weekly Google Form issued by HR. In addition, the HR Team had a clear view of any staff with a 'red' or 'amber' risk associated with Covid-19 e.g. those that were clinically extremely vulnerable, clinically vulnerable or living with anyone in those groups. The meeting noted that there had been a very low reported incidence of Covid-19 within the staff group: 2 positive results out of 30 tests. However, the meeting was very sad to note that the College had lost one member of staff who had passed away due to Covid-19. PC confirmed that HCUC staff would be advised about the passing of DM, a technician in Construction at Harrow College on Monday 8th June; the current plan was to have a minute silence with staff and students to commemorate anyone who had been lost during the pandemic. PC also confirmed that a memorial plaque would be put up for DM. The Chair sought, and was given, additional detail on how the social distancing requirements would be likely to affect the classrooms as larger number of learners returned to College in September 2020. AM confirmed that the Estates team had assessed all classrooms to ascertain the maximum learner number that could be accommodated whilst maintaining 2m social distancing and with a 3m gap between the Smartboard and the first desk – to give teaching staff room to teach safely. Toilets had also been assessed; alternate urinals and individual toilets had been closed off to maintain safe distancing. The meeting (KS) sought confirmation on whether the cleaning schedule across HCUC would be amended moving forward. AM confirmed that an enhanced programme of cleaning was already in place; classrooms were being disinfected daily not just cleaned, and the cleaning team were revisiting any 'touch-points' three times each day. The meeting sought confirmation that all hand dryers in toilets were hands free; AM informed the meeting that although he had not personally checked every toilet on every campus he had never seen a push-button hand dryer across HCUC. **However, AM would check with the Estates Manager to ascertain confirmation that all hand dryers were hands-free.** Governors (AP) sought assurance around the statement in the Action Plan that fire doors were being held back to facilitate one-way circuits within the College. AM confirmed that the College fire system meant that if any fire alarm was triggered the fire doors were on a self-release mechanism; the College H&S Adviser had checked with the local Fire Service that this fully complied with all fire regulations. DDS highlighted that the SLT had also shared this Action Plan with the College insurers. The meeting discussed the risk around PPE which was showing as 'amber' and sought assurance that the SLT were confident in their supplier. AM confirmed that 20 additional face-shields had been delivered earlier in the day so the College now had an adequate supply. The meeting was reminded that any learners using public transport in September would be required to wear face coverings; the College would have spare supplies to issue to learners if they had lost their mask before their college to home journey at the end of the day. The current plan was also to have a temperature testing facility at the College entrances which had the capacity to check a row of 3 people at the same time. DDS confirmed that this was not a requirement of current guidance but the SLT felt it would provide heightened assurance for when numbers on campus increased in September. The meeting sought, and was given confirmation of the clear process that would be followed if any learner or staff member presented with a high temperature.

The Chair sought, and was given, assurance that the SLT had been speaking to the union representatives; the HR Director had met with them on a regular weekly basis during the College closure and they had contributed to the Return to Campus Action Plan. Staff Governor (TC) highlighted the ongoing need to review this Return to College Action Plan on a regular basis and specifically in advance of increased numbers of staff and students accessing the College campuses in September 2020. It was agreed that specific risk assessments and action plans would need to be completed for all Schools in advance of September 2020.

Having considered the detailed Re-opening Risk Assessment and Action Plan the meeting considered the proposal that a small, targeted number of students requiring high volumes of Ofqual required assessments should be allowed onsite before the 15th June. The meeting was given additional assurance that the HCUC

MINUTES

Action Plan was supported by School specific risk-assessments and Covid-19 Return to Study plans aimed at mitigating risks for these specific days onsite. DM highlighted that these School level 'Student Return to College' priority plans had been completed in partnership with estates, H&S, HR, timetables, exams, curriculum Directors and himself as Deputy Principal HCUC. PPE requirements had also been assessed within these School specific risk assessments. staff-vetting, room capacity etc. HR would also consider the weekly self-assessed health check completed by staff before they returned to campus. Governors noted that the HR Director had also completed an action plan and guidance note 'Employees Returning to Working on College Campus'. SLT had carefully considered communications around this return to campus to overcome any hesitancy for learners or parents and a student pre-return survey would be undertaken to ascertain their proposed method of transport and to check whether they were in any 'at-risk' category. Staff Governor (MB) raised the possible issue of learners having to rely on public transport both now and in September; the reduced transport timetable might lead to problems with lateness or attendance. In addition, a return to College, 'advice & reassurance' letter would be sent to affected students & parents; this would include an A5 'HCUC C19 safety measures for students onsite' flyer. DM also confirmed that the HCUC website would be updated to offer return to College, advice & reassurance. Finally, a parents & students & SLT Zoom session would be offered every Friday (from Friday 12th June) with targeted invitations issued to specific parental groups. Governors (AMcL) sought clarity on what would happen if a learner needed to complete practical assessments but did not feel safe coming back onto campus. DDS confirmed that the College could not insist on attendance but failure to complete the practical assessment would mean that the learner could not successfully achieve their qualification. The meeting (JM) sought anecdotal feedback from learners who had been asked to return in June for an assessment. DM informed the meeting that Hair and Beauty learners had already been approached and there seemed to be little anxiety from learners about coming back onto campus. Staff had been in constant contact with learners, and to some extent parents, during the College closure which was giving them confidence in the prospect of coming back into College. Governors expressed surprise that Ofqual should be insisting that Hair and Beauty learners completed practical assignments when Government regulations still precluded hairdressers and beauty salons from opening. DM assured the meeting that the small numbers on site at any one time and the use of appropriate PPE would mitigate risks.

The meeting noted the numbers of staff and students that would be required to be on site across the four campuses during week commencing 8th June and week commencing 15th June. The number were noted as small in percentage terms: <2% of Harrow College (HC) full-time (FT) students and <1% of Uxbridge College (UC) FT students in week commencing 8th June; and 6.5% of HC FT students and 6.7% of UC FT students from 15th June. Governors were assured that the overall College and School-specific risk assessment (for those schools bringing learners back early) had been extremely thorough and that learners attendance would be staggered by time and campus.

The COVID-19 Return to College Risk Assessment and Action Plan was RECEIVED and APPROVED.

It was AGREED that the Action Plan would need to be reviewed by SLT on an ongoing basis and specific risk assessments and action plans would need to be completed for all HCUC Schools in advance of increased numbers of learners and staff accessing HCUC campuses in September 2020.

Governors APPROVED the proposal as presented that a small, targeted number of students requiring high volumes of Ofqual required assessments should be allowed onsite before the 15th June 2020.

6. To confirm the dates and times of the meetings for 2019/20

- Tuesday 30th June 2020, IT Strategy Meeting at 3pm (remote access via Zoom video conference).
- Tuesday 7th July 2020 at 5.30pm (remote access via Zoom).

MINUTES

ANY OTHER BUSINESS

7. Any other business as previously notified

There was no other business.

The meeting closed at 3.45pm.

Signed

Date.....