



















# Minutes Part I

<b>Remote Access Symbols</b>	
	Dialled in
	Online

<b>Extraordinary Meeting of the Governing Body: The Re-opening of the College</b>
<b>Part I minutes</b>

<b>Meeting Time and Date</b>	<b>27 May – 4 June 2020</b>	
<b>Meeting Location</b>	<b>Remote: Written and Online meeting</b>	
<b>Members</b>	Roger McClure (Chair)  Douglas Fussell (*Vice Chair)  Heather Barrett-Mold OBE  (*Acting Vice Chair) Patricia Brown Paul Campbell Beryl De Souza	Peter Doble  David Domoney Robert Howard  Guy Jones-Owen Joanne Laban  Lady Milnes Coates  James Wisdom 
<small>* The Vice Chair of Governors' position was provisionally transferred from Douglas Fussell to Heather Barrett-Mold until the Summer 2020 meetings, as per Part I, AOB re. COVID-19</small>		
<b>Principal</b>	Malcolm Goodwin 	
<b>Staff Governor</b>	Sarah Seery 	
<b>Student Governors</b>	Carl Butler  Jarryd Russell Cara Glynn (Co-opted) 	
<b>Senior Leadership Team</b>	Christine Bianchin (Academic)  Susanne Datta (HR)  Damien Fallon (Finance)  Steven Girling (Estates) 	
<b>Minute Taker</b>	Joanne Coffey (Clerk)	
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	<b>Action</b>
<p><b>1. Written Full Governing Body meeting and Apologies</b></p> <p>1.1. Due to the College's temporary closure of its campuses during the COVID-19 pandemic, the Extraordinary Governing Body meeting took the form of a semi-live meeting between 27 May to 4 June 2020.</p> <p>1.2. This meeting used the board management system, Decision Time, and email to discuss papers and confirm approvals between 2-4 June 2020.</p> <p>1.3. An optional online meeting took place via Zoom on 1 June 2020.</p> <p>1.4. Apologies were noted for David Domoney and Patricia Brown were not available for either part of the meeting.</p>	
<p><b>2. Declaration of Interests</b></p> <p>2.1. None.</p>	
<p><b>3. The potential for a restart of some limited face-to-face learning in the remainder of the academic year 2019-20 (Decision)</b></p>	

<p><b>Background</b></p> <p>3.1. The College has been in COVID-19 "lockdown" since 23 March 2020. However, as required by the government, the College (along with many nurseries and schools) has remained ready and available to provide teaching and learning for a priority group of children and young people, namely, the children of critical workers and vulnerable children.</p> <p>3.2. Capel Manor initially provided face-to-face learning for a few vulnerable learners although they decided to study from home from Easter.</p> <p>3.3. The College had also continued to operate all the primary functions of the farm and vineyard, and other staff have continued to maintain the animal collections, facilities and gardens at other campuses for safety and security reasons.</p> <p>3.4. The College had followed the guidance and the timing of advice from government throughout the lockdown period and has kept both students, staff and Governors regularly informed of the changing situation.</p> <p>3.5. On 24 May 2020, the Prime Minister announced that some age groups could return to secondary schools from the week commencing 15 June 2020. In light of this, the Department for Education (DfE) published guidance for educational institutions seeking to open.</p> <p>3.6. The College proposed a limited restarting of some key practical face-to-face lessons that have been selected to provide a very particular, and needed support to some students, either for their safety or their wellbeing. It is the first steps to recovery, not a wholesale return to full delivery or a rushed response to government instructions.</p>	
<p><b>Zoom meeting minutes</b></p> <p><b><u>Important updates to the report</u></b></p> <p>3.7. Updated government advice states that colleges should seek to restart learning for up to a maximum of 25% of the total cohort of students. The number Capel is planning is well below that maximum (around 1-2%).</p> <p>3.8. The access road to the Gunnersbury Park campus remains closed and the café in the centre of the park burned down last Friday as a result of arson. We await a response from the community interest company managing Gunnersbury Park but it seems less likely that Gunnersbury Park will be able to re-open on 15 June 2020.</p> <p>3.9. The Principal, Vice Principal and Executive Director of Estates visited the Capel campuses on 28 May 2020 to assess the preparedness measures in place. The vast majority of the preparation were either in place now or would be in place by 15 June. They felt that the College was well prepared with enough staff and resources.</p>	

3.10. The majority of learning would be outdoors, with a limited number of students (100+ per week). Only those students selected as significantly benefitting from face-to-face learning and support for reasons related to mental health, safeguarding or practical safety were considered for the first tranche to return.

3.11. No one is being forced to return. Individuals will be able to make choices appropriate for themselves.

**Students**

3.12. It was agreed that students benefit from being in College and that, by not offering this option, the College could be letting them down.

3.13. It was deemed imperative to listen clearly to the students and their concerns as their feedback could provide helpful suggestions.

3.14. Student Governors, Cara and Carl, gave insight from the students' perspective. Although they were cautious about a return to College they also recognised the importance of normality and structure for students' mental health.

3.15. At least 40 students out of 100 students with higher needs have displayed their keenness to return to learn the practical skills that they need to progress.

3.16. As all students have different needs, each individual (and parents) are being contacted to assess their vulnerabilities (in and out of College), their wish to return and how they can do so safely. They will also be followed up at frequent intervals.

3.17. If a student cannot safely return to the College or does not feel comfortable returning at this stage, there will be catch up sessions later or during the next academic year. This may also include a virtual summer school.

3.18. For students who do not have full time access to a computer at home (of which there are only a few), they are receiving written work by post and are being issued with loan laptops. A permanent solution of buying laptops through the College's bursary scheme is being finalised.

**Staff**

3.19. Protocols have been shared with all staff for comments to ensure the plans are as widely known, and as good as possible. It is also part of an informal consultation.

3.20. The College has less than 20 staff members who are part of a union, which means formal consultations are not necessary. However, the College has instead put in place informal consultations up until 14 June.

3.21. All staff are disclosing any underlying conditions and an equality impact assessment for disability, caring status, BAME etc. to identify how these can be managed.

- 3.22. A set of 'What if's' are being circulated to staff using the Moodle platform by HR to help with some of the anxieties that they may be experiencing.
- 3.23. The Staff Governor noted that it was good to see such secure plans which gave clarity to staff, although their main concerns were around the unknown elements.

#### **Moving studies to another campus**

- 3.24. Risk assessment on campuses mean that some campuses may not yet re-open so students are being asked to attend other campuses for their own safety.
- 3.25. The College is aware that this can cause financial and logistical difficulties for students but security and safety must come first and it is not an easy decision. This will all be talked through with each student affected.

#### **Using public transport**

- 3.26. Many students' main concern about returning to College is travelling on public transport.
- 3.27. Some staff will also need to travel on public transport.
- 3.28. The College will be sharing the government guidance on using public transport. Face coverings (masks) are advised along with social-distancing and other safeguards. The guides for students and staff will address this issue and will be available well before return.
- 3.29. On arrival at College from public transport, the protocols that have been put in place will ensure all are safe regardless of the route taken to College (i.e. public transport, walking, cycling, driving). These include an induction, hand-washing and social distancing as being the most effective measures to prevent transmission.

#### **Recruitment of students for 2020-21**

- 3.30. The College is continuing to recruit online and by phone, where potential new students can engage with the Admissions Team and academic staff directly. There is also a virtual Open Days. Some Governors expressed an interest in attending and supporting the virtual Open Day.
- 3.31. SLT remain cautious about enrolment and meeting recruitment targets and are modelling various outcomes against the curriculum plan.

#### **Advice and guidance**

- 3.32. Aside from Government advice, the Association of Colleges (AoC) have given very helpful, regular advice and the Principal is also part of a Landex group discussing the particular requirements of land based colleges.

3.33. Staff and student guides are being prepared which will give comprehensive guidance about how to work and study on campus under the new COVID-secure protocols. This is in addition to the ongoing advice and social-distancing and personal hygiene, and the signage and information displayed at each campus.

**Monitoring safety**

3.34. Campus Managers are fully engaged in preparations and very knowledgeable about each campus. They will have lead responsibility for maintain the COVID-secure environment. They will also complete daily report for each campus, including how well lessons are being delivered (from a safety standpoint) and full checks that all safety measures are being adhered to.

3.35. SLT will be checking that the Campus Managers have adopted all protocols and will receive feedback in order to revise any that are not working.

3.36. If an area of London gets locked down due to COVID-19 track and trace, the College will have a system in place to act quickly to protect students and staff and will have a “stand-down” position.

**Summary**

3.37. The general consensus was cautious but with an understanding of the need to re-open the College.

3.38. Governors were impressed with the planning and believed that the risk assessments were very thorough. They commended SLT on the mitigation measures that had been put in place.

3.39. It was noted that it is the execution of the plan that is most important now, as well as the how the wider context develops.

3.40. It was noted that seeking, and listening to, the opinion of students was vital so they feel any restart is happening with them, not to them.

3.41. The College’s longer term strategy is to learn to function with COVID-19, so this plan would need to be in place regardless.

3.42. It was agreed that the decision to re-open the College should be provisional for the time being. The final decision on Thursday was needed to provide certainty for the students, their parents/carers and staff although that decision, and the preparation for restart, must be subject to any extraordinary, government-led advice, such as the infection rate going back up.

3.43. The College must then be ready to react and potentially stand down the restart if needed.

3.44. It was agreed that small, cautious steps was the right way to move forward.

<p>3.45. The Student Governors thanked Governors and SLT on behalf of Capel's students as they felt very reassured by what was being put in place.</p> <p>3.46. The Principal thanked Governors for the really insightful questions. He expressed his view that, on balance, it was still right to re-open some of the face-to-face learning and that this had not changed during this meeting.</p> <p>3.47. The Chair asked that, if Governors become aware of anything that has been overlooked, that should send an email to the Principal.</p>	
<p><b>Resolved to</b></p> <p>3.48. <b>Agree that the COVID-secure preparations were sufficient, and the staff and students adequately prepared for the pathway ahead to be safe enough, and the time right, for the College to start the gradual process of return to face-to-face learning for a limited number of students from 15 June 2020, subject to any extraordinary events or government-led advice, prior to, or following the re-opening.</b></p>	
<p><b>4. AOB</b></p> <p>4.1. None</p>	