

Risk Management Plan 2020-21 updated October 2020

Risk Identified - Ref. Risk Analysis	Planned Action	Action		Review	
Category A – Significant Risks		By whom	By when	By whom	By when
<p>HR2 Staff morale deteriorates as a consequence of heavy workload and restrictions on remuneration leading to a diminishing of the student experience.</p> <p><i>Leading to possible loss of quality of provision, high staff turnover and a decline in the number of students wishing to come to the college</i></p>	<p>The current year's pay award has been implemented in full.</p> <p>Opportunities to reduce heavy workloads have been taken where possible.</p> <p>More recent actions include:</p> <p>Organising the calendar to ensure that key events are adequately planned to help balance workload Ensure that staff wellbeing is on the agenda for every meeting across college Develop an internal communication strategy including a weekly online meeting. Have themed wellbeing and ad hoc thanks such as Easter Eggs, thank you cards. Use INSET effectively, support team identity, building and fostering our community</p>	Principal & Deputy Principal	On-going	Corporation	Termly
<p>P1 There are insufficient resources of the right type available to meet accommodation needs, achievable within required timescales and with successful planning outcomes. This is particularly the case within the science area (laboratories)</p> <p><i>Leading to possible fall in student numbers and a contraction of the size of college</i></p>	<p>The College Estates Strategy will be revisited and a new plan developed with Governors. The STEM building is now complete open. The College will seek to build reserves where possible to address accommodation needs. An Accommodation Working Group has been established.</p>	Principal & VP Resources	On-going	Corporation	On going
<p>F2 Risk of not growing due to competition and demand affecting financial viability</p> <p><i>Leading to a decline in college income and a subsequent decline in provision provided</i></p>	<p>Student numbers for 20/21 are 1885, a growth of approx. 70 from 19/20. Open Day/Evenings arrangements have been adapted in light of the uncertainties of the opening arrangements in September 2020 due to the pandemic.</p>	SLT	Ongoing	Corporation	December 2020
<p>F4 Uncertainty caused by Government policy</p>	<p>Monitor government announcements and review regularly</p>	SLT	On-going	Corporation	Termly
<p>C1 Failure to improve value added on BTEC courses</p>	<p>In year ALPS tracker embedded across all BTEC teachers and classes, allowing teachers and managers to monitor progress and put actions into place to improve grades. Quality systems in place- ensuring a consistent approach with</p>	HoS/AHoS	On-going	Corporation	On-going

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Category A – Significant Risks					
	coherent assessment plans. A cross college approach on raising aspirations of all BTEC teachers and students				
MA13 Pandemic forces significant changes to College operations and/or closure	The College has implemented a range of measures over the last few months to respond to the recent pandemic a lockdown situation and now a return to College operations. Actions include the continuation of following government guidelines, weekly review of the risk assessment and monitoring of controls, planning for managing onsite and online teaching from September and supporting staff and student needs during this time.	SLT	On-going	Corporation	On-going

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Category B – Contingency Risks					
C2 Inability to improve overall achievement rates <i>Leading to failure to recruit on to specific courses and thereby reducing student choice</i>	Quality cycle redeveloped and implemented college wide with in-year data underpinning in-year actions for improvement. Full and consistent use of ALPS tracking across college to improve outcomes across every subject Sharing and dissemination of good practice including external quality reviews	HoS & AHoS	On going	Corporation	Termly
C3 Inability to address increased demand for specialist support services (including financial pressures) <i>Leading to reduced performance by students who need support and students seeking places elsewhere</i>	There are increased pressures from students with Educational Action Plans (EHPs). To address this a new structure in Additional Support was set up in 2019/20 to further improve support services, including a new manager and a mental health practitioner.	P/VP(S) & Add Support Mgr	Ongoing	Corporation	On-going
HR1 Inability to fill key staff roles <i>Leading to gaps in expertise which may be expensive or even difficult to fill in the short and medium term. This could impact on</i>	A new Principal, two Vice-Principals and new HOS and AHOS have been appointed to form the College management team from September 2020 following the retirement of the current Principal in August 2020.	Principal	On-going	Governors	On going

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<i>the effectiveness of the college</i>					
MA1 Critical Incident plans are not fully embedded or tested <i>Leading to possible deterioration in college's ability to continue functioning effectively</i>	Continue in-house testing of scenarios and any real time incidents. Plans should be adapted as required following the testing. In March 2020 the College responded to the Covid pandemic and a routine review will be carried out in 20/21. SLT will complete a table-top critical incident scenario in 20/21	SLT	June 2021	Audit Committee	Summer 2021
MA2 The College is unable to retain sufficient staff at the required levels & quality when needed <i>Leading to poorer results and drop in admissions</i>	All vacancies currently filled with appropriately qualified staff	SLT	On-going	Corporation	On-going
MA12 Damage to the college reputation	Communicate with parents, local residents and councillors where appropriate. Monitor student behaviour.	SLT	On-going	Corporation	On-going
HR3 SLT lack the capacity to deliver the Strategic Plan <i>Leading to the potential of the college being vulnerable to continuing to operate as an independent institution</i>	Monitor and review the new structure from September 2020.	P/DP	On-going	Corporation	On-going
P2 Inadequate student social space <i>Leading to consequential effect on reputation and student numbers</i>	Take opportunities to create student social space as they present themselves. Listen and respond to student views where possible	SLT	On-going	Corporation	On-going
P6 Failure to properly manage the risks associated with construction works	Construction phase plan and documentation to be reviewed/monitored and insurers notified. H&S Advisor to have access to documentation required and to be included in project meetings and communications. VP(R), Site Manager and H&S Advisor meet monthly with construction team.	VP(R)/ Principal	Duration of works	Corporation	Duration of works
HR4 Appointment of new Principal triggers an Ofsted inspection, changes the strategic direction, impacts on student outcomes and enrolment	Recruitment process managed by AOC and led by Governors, with input from staff and students via panel groups. New Principal now in post.	Governors /Principal	On-going	Corporation	On-going

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Key to Categories

C = Curriculum F = Finance G = Governance HR = Human Resources MA = Management/Administration P = Premises CS = Capital Strategy