



SUMMIT LEARNING TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
SOLIHULL SIXTH FORM COLLEGE
HELD VIA MICROSOFT TEAMS
AT 5.00 PM ON WEDNESDAY 7 OCTOBER 2020**

PRESENT: Mr L Banks
Mr J Bridges Chair
Mrs L Gearing
Mrs S Shingler
Mr M Sullivan Principal
Ms C Sweeney

IN ATTENDANCE: Mrs J Hamilton Vice Principal
Mr J Staddon Vice Principal
Mrs R Walker Clerk

NO APOLOGIES: Mr O Ahmed
Ms J Edwards
Mr M Lone

Ref	Action	Owner	Review Date
0141	The Principal and Chair to draft and send a letter of thanks to identified universities	Principal/Chair	Next meeting
0141	Principal to review GDPR/Safeguarding with regards to remote lessons	Principal	ASAP
0141	The Principal requested that feedback on the End State Planner be sent to his PA and an updated version would be presented at the next LGB meeting.	All	ASAP
0141	Governors to confirm receipt and reading of KCSIE Parts 1 and 2	ALL	ASAP

The Chair opened the meeting and welcomed all to the first meeting of the year.

DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS

Attention was drawn to the Articles of Association relating to conflicts of interest, including but not limited to any Personal Financial Interest.

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

One declaration of interest was received. Caroline Sweeney, staff governor, confirmed that she had written and would be presenting the SEND annual report in her role as Curriculum Leader for Additional Learning Support at the College.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

The Clerk advised that College email addresses had been set up for all Governors and it was essential that Governors check this to ensure that they received meeting papers and other communications.

Governors were advised that a Summit Learning Trust Code of Conduct was included within the Local Governing Body Handbook (Appendix 1).

The Clerk also advised that electronic Register of Business Interest forms would be circulated shortly to be completed online by all Governors.

- 0131 **RESOLVED:** That the Summit Learning Trust Code of Conduct be adopted for the academic year 2020/2021.

CONFIRMATION OF APPOINTMENT OF CHAIR AND ELECTION OF VICE CHAIR 2020/21

It was confirmed that Mr Bridges had been appointed in the role of Chair for the academic year by the Trust Board.

- 0132 **RESOLVED:** That Mr L Banks be elected Vice Chair until the end of the first term of the academic year 2021/22.

0133 **ANY OTHER BUSINESS**

There were no other matters arising.

MINUTES OF THE PREVIOUS MEETING

0134 **RESOLVED:** That the minutes of the meeting held on 10 June 2020, be approved as an accurate record.

0135 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

0136 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there were no vacancies on the Local Governing Body at this time.

There were no terms of office due to expire before the date of the next meeting and the Chair advised there were attendance issues with several Governors which he would pick up outside of the meeting.

There was a confidential discussion at this point – see Confidential Appendix A.

APPOINTMENT OF LINK GOVERNORS

The Chair noted that the focus on Young Adult Carers needed to come under a Link Governor and it was suggested it be included with the Link Governor for Looked After Children/Children In Care. The Principal advised that the College was looking to get a kitemark for support for this group and consequently they needed support from a Governor. The Chair advised details of the role were contained within the LGB handbook and if anyone was interested in this role, to advise the Chair, the Principal or the Clerk.

- Safeguarding Link Governor – Ms Edwards
- SEND/Looked After Children/Children In Care/
Young Adult Carer Link Governor – Mr L Banks
- Careers/Employability Link Governor – Mrs L Gearing

0137 **RESOLVED:** That the Link Governors be appointed as above.

SCHEME OF DELEGATION

The Scheme of Delegation was contained within the Summit Learning Trust LGB Handbook and the Clerk advised that no changes had been made since the previous year.

0138 **RESOLVED:** That the Scheme of Delegation (Appendix 1) be adopted.

0139 **STANDING ORDERS**Chair's Actions

There was nothing to report under this item.

Virtual meeting arrangements

The meetings would continue virtually for the time being. The Chair advised there was a Trust policy on virtual meetings, and noted they seemed to be working well.

Other Protocols

There was nothing to report under this item

0140 **URGENT ACTION TAKEN BY THE CHAIR**

There was nothing to report under this item.

0141 **PRINCIPAL'S REPORT**

Governors had received the Reports in advance of the meeting. Governors' attention was drawn to the following matters:

The Principal advised that his report was in three parts and included a reflection on the previous year.

Principal's Report Part 1 (Appendix 2)

The Principal advised that normally there would be a detailed review of results, however, due to the way A-level results were arrived at, the Principal advised they were as they had been presented at the end of last year. The progress information on the first page did show an improvement in Value Added. Retention had vastly improved, but it was difficult to a proportion the reasons for this (a combination of the lack of Year 12 to Year 13 Progression exams, students completing in Year 13 who but for lockdown might not have remained to the end of the course etc). The Chair took this opportunity to thank the Principal and all staff who worked through the Centre Assessed Grades (CAG) process which was done thoroughly and was data driven. The Chair noted a lot of work had gone into this from the staff at the College. The Principal noted the universities had been very flexible and understood the issues, so not as many students were impacted as might have been. The Chair suggested a letter from the Principal and Chair to certain universities, thanking them for their flexibility and the Principal agreed this would a good idea and would compile a list to send it to and draft a letter.

ACTION: The Principal and Chair to draft and send a letter of thanks to identified universities.

Enrolments were up and the Principal advised they were getting close to census date, which was the date on which attendance-based funding was determined. As a result of lagged funding, the funding for this year's cohort would not be received until next year. **A Governor asked if the number of places was affected by the down turn in apprenticeships** and the Principal advised GCSE grades had increased, so more students had qualified to come to the college and also in the local area, the apprenticeship budgets had been reduced, meaning fewer apprenticeships. The Principal advised that during recessions and employment uncertainty, people historically turned to education. The Chair advised that with a predicted increase over the next few years, the issue of lagged funding would continue and the Principal noted that there would be an increase in funding year on year if that happened and this should not result in a deficit budget.

Key strengths were drawn from the OfSTED report and the Principal noted it had been a good report. The Safeguarding and Learning Environment was deemed to be good. Areas for improvement also came from OfSTED except point 3.2 which looked at the response to Covid-19. The Principal recognised that this had been an unplanned situation due to the pandemic and he advised that systems were now set up, so that if another lockdown occurred, students and staff were all more prepared to work online. Quality control systems on online teaching had yet to be worked out and by looking at results from key assessments from Y13, students seemed to be approximately where they were anticipated to be. However, robust quality assurance on teaching and learning had not yet taken place. The Chair suggested this was something that could be reviewed at the meeting in December. The Principal advised feedback from the written work would be the first area for review. The Principal additionally noted that all teaching was face to face, but it was difficult to conduct learning walks with the social distancing currently in place. **A Governor advised a teacher had streamed a lesson live for a student who had been unable to attend, and that had been found to be very useful, rather than having to catch up and asked if this was something that other teachers would look to do over the coming months.** The Principal advised it was one of the things that the College was looking to do, and this system had to be developed for a student who was unable to attend in person. This may be an easier way to learn remotely and keep work-life balance for staff. **A Governor asked if GDPR was covered for the other students in the class** and the Principal advised that in this instance, as it related to a student who would normally be in that class, the GDPR issues were reduced and the teacher had control of the lesson and the angle of the laptop. It became more complex when multiple people were dialling in on the same Teams channel and this was less GDPR and more around the good management of remote learning. A Governor suggested that the student viewing the lesson from home, could have other people present during the lesson and this was something to be aware of. The Principal agreed this was something to consider and he would take this away to review further. He advised that protocols were being developed for staff and students around how to work online safely.

ACTION: Principal to review GDPR/Safeguarding with regards to remote lessons

A Governor asked whether, given the increase in students, the Principal was able to get the required teaching staff and the Principal advised that the Vice Principal (JH) had worked to source additional staff as required, although some were existing staff who increased their fraction. The Vice Principal noted that student numbers were never confirmed until enrolment had been completed and advised she was happy with the staff the College had employed as all the interviewing was done online. They had been unable to view a lesson in the current circumstances and so the candidates had been required to teach the interview panel via Teams. The Vice Principal advised that lessons would be observed as part of their probation.

Strategic priorities were set by the Trust Board at a Trust level and the College priorities were building on those from the previous year. Two new priorities were online development and EdTech, along with what opportunities and learnings arose from Covid situation. The second priority was Black Lives Matter/Anti-discrimination and there would be an anti-racism drive across the College, which would be developed across the year. **A Governor asked about student behaviour** and the Principal advised that the College had been working hard with other local colleges and the police, but he wanted to get CCTV in Bruton Park, to support work with the council and police. The incidents which occurred last year did have an impact and the Principal advised he was expecting some sort of response to Covid in the behaviours, however, by and large students were happy to be back. The Vice Principal (JS) added that this year they had been very impressed by student behaviour. Previously OfSTED had noted low level littering, indicating students didn't care about their environment, but this year there had been positive feedback around this. There was a high staff presence due to one-way systems and to ensure facemasks were in place, so that may have impacted on it, but there had been a noticeable difference to student attitudes. The Chair advised that he was happy to add any weight to requests the Principal needed to make with regards to measures to monitor outside behaviour. The Chair also advised he had contacts within Solihull Council, if that was a way to help build relationships. The Chair additionally noted that with regards to the BLM/Anti-racism approach, the LGB should be aware and able to contribute to the direction the College took and that this should be discussed again at future meetings. The Principal agreed and it would be added either to the December or following meeting's agenda. The Principal noted the Investors in Diversity award that the college had, showed that this was already important to the College and this would be focused on BLM this year.

The response to the A Level issues was mentioned and there were no further questions regarding this.

With regards to the reopening of the College, the Principal advised it was one of the biggest, most open colleges in the country, as many were doing much more teaching online. The Principal advised that lessons and coaching were 100% face to face, with only enrichments and supervised study reduced. This meant that the College was working very closely with Public Health England (PHE), but there had been no Covid-19 cases in the last 14 days. The Principal noted it had been a lot of work to ensure students were aware of the importance of the changes.

The tiered responses were contained within the document to advise what would cause the College to move back towards partial opening. The Chair noted he was aware that the staff Trade Unions had raised questions due to how open the College was, and he felt the attitude of the students returning showed how important it was that the College remained as open as possible. **The Chair asked the Principal to confirm the risk assessments supported this way of working** and the Principal advised there had been a union meeting the previous day, which had been very positive. The Principal reported that the unions had been useful and helpful to work with and noted the more people who viewed a risk assessment, the more things were picked up. The Risk Assessments were available for all the tiers and the Principal noted there may be a need to respond to PHE or to an issue in the local area, so a quicker response may be needed. **The Chair queried why other colleges were not as open and noted it was also important that everyone felt safe and comfortable.** The Principal advised that by building up the hours now it meant that, if the situation deteriorated, students were ready to deal with online learning and were prepared. The Staff Governor advised the College had worked very

closely with the unions. It was a supportive conversation to make the College safe for staff and students.

The Principal reported from the results that the overall Value Added was 0.26 and results for each subject were detailed within the report.

There was a confidential discussion at this point – see Confidential Appendix A

Principal's Report Part 2 (Appendix 3)

Retention and Attendance (Appendix 4)

The Vice Principal (JS) acknowledged that the Principal had already mentioned the retention and advised that the issue of retention was usually around returning from Y12 to Y13.

Attendance over the last academic year was difficult to analyse due to being closed for so long and the Vice Principal advised that at the point of lockdown, a 1% improvement in attendance was in place. This year there was a 6.5% increase in absence which was directly attributable to self-isolation or quarantine due to Covid. Aside from that, it was close to the previous year. **A Governor asked if the Vice Principal felt there was a risk to attendance in asking students to come in for part of a day if the College moved to Tier 2** and the Vice Principal advised there may be, which was why the College wanted to remain fully open for as long as possible. There were very few students currently self-isolating and as the Principal had reported, there were no positive cases currently. This indicated the measures being taken were having the desired impact. The Vice Principal advised they had not yet seen a spread of cases in the college and so the College would remain at Tier 1 for as long as possible.

There was a confidential discussion at this point – see Confidential Appendix A

SEND (Appendix 5)

The SEND Lead advised the headline figures were probably the most interesting showing almost all of the most vulnerable students had progressed into Y13 or higher education. Of Education Health Care Plan (EHCP) students, only 2 left in Y13 with excellent results and they went on to their university of choice. Y12 SEND students had all progressed to Y13 with the exception of one, who had relocated. There was one EHCP student who could not do any learning through lockdown and had the opportunity to restart their course this year. However, they had been unable to do this so the offer to restart their course had been rolled forward to the following academic year.

This year sixteen EHCP students had enrolled at the College, which was a huge increase in numbers and the staff were still getting to know them. One had transferred and was starting this week and the SEND Lead advised that she was confident they would all do well at the College. There was a growing number of Young Carers who had all progressed very well onto Y13 or higher education. The Chair advised it seemed this group of students were a great credit to the team and the staff at the College.

Complaints Report (Appendix 6)

The Vice Principal (JH) advised that the complaints annual report showed two formal complaints, but the leadership team had dealt with more queries than ever before, due to Covid and the return to college and the CAGs. All had been dealt with and there was nothing outstanding.

Student Discipline was reported on, (Appendices 7 and 8) and it was noted that Events (Appendix 9) and Trips and Visits (Appendix 10) had all stopped due to Covid. There could currently be no overseas or overnight trips and the Risk Assessments for day trips were extensive. Risk assessments had been completed for Music and Sport and others were still to be worked through.

Staff disciplinary for 19/20 (Appendix 11)

There were two issues, one which Governors were aware of and one that had just been resolved and had taken some time due to lockdown. A panel had been held and the resulting actions were included in the report. The Chair advised the report was clear.

The Chair noted the number of queries that had to be dealt with in the unusual circumstances and thanked the Vice Principal and staff for dealing with these so successfully.

Principal's Report Part 3 (Appendix 12) Planning

Teaching, Learning and Assessment Strategy (Appendix 13)

The Principal asked if there were any questions on this and the Chair advised he had found the paper interesting and educational. The Principal advised there were some things to note in Appendices 2 and 3 which contained training for the year and key assessment calendars, and he noted that the key assessments had already been started.

The Chair asked the Principal to mention the Young Carers Accreditation and the Principal advised that the College was liaising with the Young Adult Carers team at Carers Trust Solihull Solihull, in working towards The Quality Standard Accreditation in Carer Support (FE/HE). A report would be presented at the next Governing Body. The Link Governor for Young Adult Carers would coordinate with the SEND Lead regarding this.

Recovery curriculum (Appendix 14)

The Principal advised this was relatively straightforward, GAP testing and analysis was underway and as students were self-isolating for 14 days, that caused additional gaps that would need to be closed, so this would be an ongoing issue throughout the academic year. There was a requirement to adapt teaching methodologies, even in Tier 1, as there were changes to previous behaviours such as social distancing and no dynamic seating plans. Preparing for the worst and hoping for the best described the College's approach to the year, and they would try to remain open as far as they could. The Principal noted that they were still awaiting announcements around changes to syllabuses and exam timings and the later they came, the more difficult they were to respond to. The College, however, remains confident that they would be able to positively manage whatever the Department for Education and Ofqual require us to do in the best interests of all of our students.

End State Planner (Appendix 15)

The Principal advised that there was a focus on 2024-25 at a strategic level and he welcomed any comments or feedback on this. The Chair advised that although there had been some time to review the papers, this topic required more reflection and perhaps Governors could contact the SLT directly as they reviewed it, and have a wrap-up point on the agenda as it moved from draft to strategy statement

ACTION: The Principal requested that feedback on the End State Planner be sent to his PA and an updated version would be presented at the next LGB meeting.

Anti-racism for SLT (Appendix 16)

The Principal advised this was building on Investors In Diversity and was being added to the action plan so the college was in a position to be able to address this and demonstrate that the College was anti-racist. The Principal noted it was not as in-depth as previous plans and felt it was hard to deliver across Teams, rather than face to face, as it was an emotive topic which was difficult to deliver at a distance. The Chair agreed with this assessment and this was not always an easy topic to talk about, which would be more difficult over Teams.

0142

SAFEGUARDING

The Chair advised that Keeping Children Safe In Education (KCSIE) 2020 (Appendix 17) was a big document and Governors were required to read parts 1 and 2.

ACTION: Governors to confirm receipt and reading of KCSIE Parts 1 and 2

Safeguarding and Prevent Report (Appendices 18-21)

The Vice Principal (JS) advised this covered the way the College was working on Safeguarding, and included the OfSTED feedback. The Vice Principal confirmed annual staff training had taken place and the majority had completed this successfully. Persistent Absence was now being recorded on C-POMS and the College was working with the Education Welfare Service regarding this, as it could be an indicator of Child Sex Exploitation (CSE) and Child Criminal Exploitation (CCE). There was also a record of students suffering a bereavement due to Covid-19. The Vice Principal advised there were 375 C-POMS concerns in the last academic year. He highlighted that 36% were related to Mental Health and that 61% were female students, which was in line with national averages. The response of the College in the way they supported students was covered. KCSIE was covered in this and the College's priorities for this year were also detailed. The Chair had requested a focus on Safeguarding in the next LGB and the Deputy Designated Safeguarding Lead (DSL), would attend that and give more insight into the operational side of Safeguarding.

POLICIES

The SSFC Safeguarding Policy (Appendix 22) had been circulated prior to the meeting. The Principal advised that once this had been adopted it would be published on the website and the Chair advised it was in line with the Trust Policy which had been approved on Monday 5 October 2020.

0143 **RESOLVED:** That the Safeguarding Policy be adopted and be uploaded to the website.

0144 **LINK STRATEGIC GOVERNOR INVOLVEMENT**

The Link Governor for SEND/Looked After Children/Children In Care/Young Adult Carer Link Governor would report back to the Governing Body at the December meeting.

0145 **SKILLS AUDIT**

The Chair advised that the Trust had made the approach to skills audits unified across all the Academies, but he felt that this did not need to be completed until the end of the academic year as the College had led on the introduction of this and it was up to date. The Skills Audits were circulated for information (Appendices 23 and 24).

0146 **FEEDBACK TO/FROM THE TRUST**

The Chair had shared feedback (Appendix 25) prior to the meeting and advised the Trust Board had met on Monday and the Chair and Vice Chair of the Trust would continue in those roles. The other highlights in the document were referred to, including the appointment of the Link Trustees for Safeguarding and SEND. The Principal advised that the Director of Inclusion was regularly in College and met with the SEND Lead and the Chair suggested that there may be networking opportunities across the Trust. The SEND Lead confirmed that there were many inclusion meetings that took place across the Trust.

The Chair asked if PPA was relevant to the 6th Form College and the Principal advised that there were different contracts and pay scales from the rest of the Trust so it was not.

The Chair advised a Secondary Education Director had been appointed by the Trust from January 2021 and the Principal advised that he had taken part in the recruitment process and this role would cover the College as well as the secondaries.

The Chair asked if there was any feedback that Governors would like him to take back to the Trust or if there was any additional information they wanted to receive and there was none at this time.

0147 **CHAIR'S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0148 **ONLINE INFORMATION ABOUT GOVERNORS**

Governors were advised that details of their names, term of office and email addresses would be included on the Get Information About Schools website. Governors were also advised that

the College website should be updated to reflect the names, type of Governor, terms of office, positions, pecuniary interests, Committee membership and attendance.

0149 **DATE OF NEXT MEETING**

The Chair advised that for the next agenda, in depth scrutiny could be given to the Self-Assessment report, SEND and Safeguarding and development of strategy for the next 5 years, as well as the approach towards anti-racism.

The Chair asked for any feedback or suggestions on the effectiveness of the LGB.

The date of the next meeting was confirmed as 5.00 pm on Wednesday 9 December 2020.

The meeting closed at 6.40 pm.

Signed:
(Chair of Local Governing Body)

Dated:.....