



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 10 JUNE 2020**

PRESENT:	Mr L Banks	
	Mr J Bridges	- Chair
	Mrs L Gearing	
	Mr M Lone	- Student Governor
	Miss S March	- Student Governor
	Mrs S Shingler	
	Mr M Sullivan	- Principal
	Ms C Sweeney	- Staff Governor
IN ATTENDANCE:	Mrs J Hamilton	- Vice Principal
	Mrs M Hart	- Clerk
	Mr J Staddon	- Vice Principal
CONSENT TO ABSENCE:	Ms J Edwards	
NO APOLOGIES:	Mr O Ahmed	

0120 **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.

The following interests were noted:

The Chair was a Director of Automotive Quality, Compliance & Assurance Consultancy Ltd.
Mrs Gearing was a Trustee of Better Futures Multi-Academy Trust
Mrs Shingler was related to a member of staff and an employee of Education and Skills Funding Agency (ESFA), Department for Education

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.

0121 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

0122 **RESOLVED:** That the minutes of the previous meeting, held on Wednesday 11 March 2020, be approved as a correct record.

0123 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

URGENT ACTION TAKEN BY THE CHAIR

There were no actions to be reported.

0124(a) **Update on discussions regarding closure of the School/staffing levels**

Governors received the Staff Q&A (Appendix 1) in advance of the meeting.

0124(b) **Approval of amendments to any policies**

It was confirmed that the Trust Video Meetings Policy had been circulated.

PRINCIPAL'S REPORT

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

The Principal outlined issues which had arisen leading up to and following closure to students on 20th March 2020. Before closure, vulnerable students who needed them, were supplied with laptops. Remote learning has been in place for all students through Microsoft Teams and the virtual network since Monday 23rd May. The College had maintained close contact with vulnerable students during the Easter holidays and throughout lockdown.

Governors asked if any students or staff had been directly affected by Covid-19. Several members of staff had suffered bereavements. Staff had been supported and condolences offered. It had also been agreed that staff would be entitled to an additional day's leave to enable them to attend memorial services. Information had also been received about a small number of students who had been affected by the virus.

0125(a) Safeguarding

Governors confirmed that they had found the report very useful.

0125(b) How we are keeping safe and plans for the partial reopening of the College

Governors received the Briefing paper (Appendix 2) in advance of the meeting, the following was highlighted:

Originally the College had been advised to re-open from 1 June but the decision had been taken to open from 15 June to allow time to put appropriate health and safety measures in place. The aim was to give each Y12 A level student the opportunity to see a subject specialist once before the end of term (3 times in total) and each BTEC student to come in twice. Timetables had been released. Students would receive an invitation to come into College alongside a presentation giving students information on how to handle themselves whilst on site.

Governors found the briefing documents issued to staff useful, enabling them to be kept abreast of what was happening in the College. It was felt that the briefing papers were a good line of communication and reassurance.

Governors received the Risk Assessment (Appendix 3) in advance of the meeting.

On behalf of Governors, the Chair thanked the Principal and Senior Leadership Team (SLT) for their work in terms of the risk assessments undertaken in readiness for students' return. It was confirmed that many students were happy to return as some had found it difficult at home. **Governors asked if visits by students would be limited initially.** It was confirmed that only Y12 would be invited into College at the present time to minimise the numbers in the corridors and classrooms. Governors felt it important that students had the opportunity to meet teachers before returning to College.

A Student Governor asked for clarity in respect of predicted grades. It was confirmed that predicted grades for UCAS would be provided in the same way and to the same time frames as in previous years. Predicted grades would be based on Year 12 assessments and work undertaken in Year 13 up to the time of application. **The Year 12 Student Governor asked for as much information as possible to be circulated to students.** It was confirmed that guidance was expected from the Government as to any changes that may be applicable to A level and BTEC courses completing in 2021 and as soon as this was available messages would be sent out to all students.

Centre assessed grades have been submitted for all Year 13 A level and all Year 12 and 13 BTEC students. It was confirmed that results would be available on 13 August as previously planned.

Governors asked if invitations could be extended to Y13 to return once “the new normal” was established. It was agreed that SLT would look to arrange a celebration for Y13 in the future. SLT had also been working on a replacement for the June 2020 Celebration Evening and on welcoming Y11 students. Information would be available on the website. The main focus had been on completing the syllabi with Year 13 Students and ensuring that the College was providing online work for Y12. Staff had worked hard providing remote learning and centre assessed grades and exam staff had also been working hard entering the grades.

Morale was generally good, and staff had been keeping in regular touch with all students particularly those who were vulnerable.

Numerous documents had been received from the Department for Education (DfE), often with very few changes, and constantly reviewing these had been time consuming. **Governors asked if other work, such as recruitment had continued.** The Principal reported that over 1000 interviews had been carried out remotely. “Welcome to College” day had been replaced with Welcome to College week, creating virtual experiences for students. An online Careers’ Week was also planned for students to access. SLT were continuing with the work which should be carried out at this time of year despite the limitations and exploring new ways of doing things. Work for prospective Y12 students had been created to ensure they continued with their learning.

0125(c) What teaching and learning has occurred during College closure, and for the rest of this term

Governors received the Teaching & Learning report (Appendix 4) in advance of the meeting.

0125(d) How we calculated the Centre Assessment Grades and the rank ordering of all students

Governors received the CAG report (Appendix 5) in advance of the meeting.

Governors asked if students would be able to re-sit in October. It was confirmed that all GCSE and A levels would be on offer. Colleges were asking for funding rules to be relaxed to take into account students being allowed to repeat the same programme in 2020/21 should it be thought sensible to do so.. It may be necessary for Governors to consider adapting the Complaints Policy as the only avenue for students to disagree with results would be to make a complaint in terms of this year’s rank order.

Action: The Principal was requested to develop a proposal to be circulated to Governors via email.

Governors felt it important that the current circumstances were communicated to parents and students to explain what options were being allowed and to provide as much information as possible. Governors discussed destination options for students particularly those who might be deemed as under-represented and **asked if the College was looking to find ways to support and help them to make their choices, in terms of going to University or not.** The College would be open on results day to discuss results and the Careers team would also be available. The only information available at present was that the number of Apprenticeships had reduced by 80%. The College would do all it could to support students in planning their future, but little information was available at the present and was changing day by day. The Chair said that the request from the Board was that the College communicate as openly as they could and provide the support that students and parents needed in this period of

uncertainty. Student Governors confirmed that they received frequent messages from the College and were able to discuss issues with Careers Advisors.

0125(e) How we have made sure the vulnerable students at College have been safe

Governors received the report (Appendix 6) in advance of the meeting, the following was highlighted:

SLT and Academic Coaches had kept in touch with vulnerable students as much as possible. The report outlined the processes which had been followed. When new information had been received, Designated Safeguarding Leads (DSL) had responded and maintained contact throughout closure. There had been a reduction in the number of referrals but an increase in mental health concerns. SLT were in contact with Solihull Safeguarding Partnership to support students, particularly on returning to College and how this would be managed. Virtual Counselling services would be offered with appointments through Teams or telephone calls.

0125(g) Update on new Science block

It was confirmed that the new block was almost complete. There had been issues with supplies which had delayed completion coupled with the difficulties of building through the lockdown. A decision had been made around Malvern and Meriden buildings being demolished. The decision on Malvern had been rescinded so capacity would be extended.

Governors looked forward to touring the new facility once it was fully completed. Governors were invited to tour the building with social distancing being observed.

The new Badger accommodation had been completed. It was hoped that this would be up and running within the next month.

0126 **TRUST BOARD UPDATE**

Governors received the Trust Update (Appendix 7) in advance of the meeting, the following was highlighted:

- The most recent meeting had taken place mid-May. There had been lots of discussion around lockdown, Covid-19 and releasing early information on College/Schools re-opening.
- All the hard work undertaken on planning by all the Schools had been acknowledged.
- Summit Trust Website was now being regularly updated with news as it comes in and documents linked to the information.
- A statement had been released by the Trust regarding the unrest arising from the Black Lives matter issues in America. Governors would be supplied with suggested reading material to assist in understanding the issues a little more.
- Discussions had taken place on how to accelerate improvement and progress across the Trust, giving consideration to external resources.
- The first Chairs of LGBs meeting had taken place via Teams. This was felt to be a good way to share information and would help facilitate interaction across the Trust.
- The Skills audit process had also been discussed and would be shared across the Trust.

0127 **ADOPTION OF POLICIES**

There were no policies to be presented for consideration at the meeting.

0128 **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.

0129 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there was one vacancy for a Trust Governor.

The Clerk added that there were no attendance issues to report.

The Chair thanked Ms March for her work as Student Governor over the last couple of years in representing students on the Trust Board. Governors wished Ms March well in the future.

Ms March thanked Governors for their good wishes and said that she had enjoyed being part of the LGB.

0130 **DATE OF NEXT MEETING**

It was confirmed work had begun on the calendar for meetings for the academic year 2020/21. The Vice Principal would liaise with the Trust and the substantive Clerk and dates would be circulated to Governors.

The Chair asked for feedback on how meetings could be improved. It was felt important to make best use of IT to manage time more effectively, alongside meetings to take place in College.

The meeting closed at 6. 15 pm.

Signed:
(Chair of Local Governing Body)

Dated:.....

