

SUMMIT LEARNING TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
SOLIHULL SIXTH FORM COLLEGE
HELD AT THE COLLEGE AT 5.00PM PM ON WEDNESDAY 11 MARCH 2020**

PRESENT:	Mr O Ahmed	
	Mr L Banks	
	Mr J Bridges	- Chair
	Mr M Lone	- Student Governor
	Miss S March	- Student Governor
	Mrs S Shingler	
	Mr M Sullivan	- Principal
	Ms C Sweeney	
IN ATTENDANCE:	Mrs J Hamilton	- Vice Principal
	Mrs M Kaur	- Clerk
	Mr J Staddon	- Vice Principal
	Mr R Hammond	- Assistant Principal
	Mr L Jones	- Curriculum Leader – Sport and Health
	Ms O Stone	- Assistant Principal
CONSENT TO ABSENCE:	Mrs J Edwards	
	Mrs L Gearing	

0103 **MONITORING OR PROGRESS IN UNDERPERFORMING CURRICULUM AREA: PHYSICAL EDUCATION**

Curriculum Improvement Plan and Progress in PE

Governors received the Curriculum Improvement Plan (Appendix 1) and the Curriculum Case Study for Progress in PE (Appendix 2) in advance of the meeting.

Mr L Jones, Curriculum Leader for Sports and Health, provided a presentation for Governors on Physical Education and highlighted the following points:

- Improvements had been made to the provision through a range of different initiatives and the team were targeting continuous improvement.
- The key actions from 2018-19 involved restructuring and allowing more time to revisit certain challenging areas, and the use of knowledge organisers (which were circulated to Governors). Each year these knowledge organisers were updated to ensure that

resources were streamlined, and exam focused. A 'gold sheet' was created to help students decode questions and to familiarise them with key command words. Weekly tests were given to students in class for retrieval practice and coursework was completed much earlier.

- Work was undertaken with an advisor throughout the year for support with assessment and moderation and Mr Jones had attended an AQA exam feedback session and a joint AQA training session with other Cenbase Sixth Forms.
- Interventions were in place and 'at risk' students were provided with an intense revision programme which was tracked. Students were introduced to the 'Everlearner' online support programme and 'Exampro' questions were set on the College Moodle to develop exam writing skills and question decoding. Additional support and revisions sessions were provided for students who required additional support.
- The impact included improvement on the overall exam outcomes and coursework marks had improved. Following post mock intervention plans, it was found that those at risk of failure, did not actually fail.

The Chair queried what initiatives were in place for those students who were not at risk of failure if the focus was on those 'at risk' and was assured that all students were being pushed beyond the level that they were working at. Last year's results were low, so staff interventions were in place to support the achievement of the 'at risk' students.

[MR AHMED ENTERED THE MEETING AT THIS POINT]

- The actions in place for the 2019-20 academic year included continued weekly testing, but with greater interleaving and spaced retrieval. There were more reading tasks ahead of classes and Y13 used Everlearner revision assignments and tests from the beginning of September 2019. Key assessments in Y13 had more synoptic elements and Y12 topics were revisited in Y13 key assessments. More exam style questioning was included within the lesson and more modelling using visualisers to provide a deeper understanding. There was a skeleton plan used with students to help structure an 8- and 15-mark question and pre-mock intervention work was in place for students below their expected grades, followed by post mock intervention work. Greater focus was placed on ensuring that key assessment data was more robust, along with use of the best exam questions from the previous year for students prior to mock exams. There was increased time and writing practice to develop the evaluation phase of the written work.
- The impact to date was that course completion was in line with the plan and had been flexible to meet the needs of the students. Quality learning walks showed significant evidence in all A Level PE lessons observed this year. The team PAR (at risk) and intervention tracker showed all actions with students and was shared across the team and the key assessment wrapper process was developed to link closely with VESPA (Vision, Effort, Systems, Practice and Attitude).

The Chair asked how success was measured in Y13 and was advised that the College were working towards the value added (VA) being 0. There were students capable of achieving a higher grade and sometimes students went beyond the expected grade.

The Chair commented that he felt reassured that the College were building systems to improve outcomes.

A Governor asked if students were doing anything differently this year and was advised that there was increased preparation work taking place and students received more feedback in order to develop their work; intra-class marking was an example of this.

The Chair questioned how much learning opportunity Curriculum Leaders (CL) received from other CL's from other subjects and was assured that communication did take place between CL's (fortnightly CL meetings).

A Student Governor suggested observing other subjects as a useful tool to gain an insight into other areas and it was noted that Sport and Health was a significantly large curriculum area with some outstanding subject outcomes in BTEC Sport and Health and Social Care and Cache childcare. Good practice was regularly observed here.

Governors thanked Mr Jones for his presentation, and it was commented that there was evidence of good practices taking place in PE.

[MR JONES WITHDREW FROM THE MEETING AT THIS POINT]

0104

PROGRESS UPDATE

Mr Hammond, Assistant Principal, referred to the Mock Exams Update (Appendix 3) which Governors had received in advance of the meeting. It was noted that significant work had taken place on ensuring an increase of VA in comparison. Overall students were performing better which was positive as this validated the changes that had been made. A rapid period of progress from this time of year through to the exams was also expected.

A subject breakdown was provided and although some subjects showed a decline, there was a pattern of improvement which suggested that rapid improvements would be made.

The results had been analysed and interrogated and Leaders had liaised with Curriculum Leaders to analyse each subject and most concerns were alleviated.

The Chair asked if there were patterns in some subjects which meant they should be treated with caution and it was confirmed that this was the case. This is only the second year of using key assessments to monitor progress and in many cases the content and degree of challenge in the key assessments were different year on year. That said, they are becoming a more accurate method of comparison and the number of U grades had decreased significantly. The chair suggested Curriculum Leader's needed to increase moderation and collaboration through peers and it was confirmed that this is becoming more common practice as well as noting meetings did take place to allow the Vice Principal Curriculum, Assistant Principal's and Curriculum Leader's to interrogate each subject and there were certain priority subjects that will receive more monitoring until the exams

The subjects with higher entrants carried more weight in overall College performance and were all better performing. In the smaller subjects, one student alone can impact on the subject's success and year on year comparisons.

The dashboards in place, meant that teachers could more easily be held to account for individual student performance. This was already having an impact most noticeably through the number of student interventions taking place and in the reduction of U grades in these mocks compared to last.

A Governor queried whether the days lost due to the teacher strike action, had impacted on progression and was assured that plans had been in place to mitigate the impact from the disruption. The College, LRC and the Refectory had remained open during the strike days to allow students to access to resources.

0105 **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.

There were no declarations of interest.

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.

0106 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting/immediately:

- Reparations in case of closure due to Coronavirus

MINUTES OF THE PREVIOUS MEETING

- 0107 **RESOLVED:** That the minutes of the previous meeting, held on Wednesday 11 December 2019, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

- 0108(a) Principal's Report (Minute No. 0085)

It was noted that the performance tables had been released since the last meeting and the unamended results were now in the public domain.

- 0109 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there was one vacancy for a Trust Governor. The clerk agreed to forward the new LGB and SSFC's LGB constitution which indicates the vacancy.

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

PRINCIPAL'S REPORT

Governors had received the Ofsted Inspection Report (Appendix 4) in advance of the meeting. Governors' attention was drawn to the following matters:

- The outcome for overall effectiveness was 'good', which was pleasing as this confirmed that the College SAR (Self-Assessment Report) was accurate.
- There were some areas of focus which were detailed on page 4 of the report and these were areas that the College were already aware of and had been pro-active in addressing.
- The report recognised the College's achievements.
- A particular thank you was extended to Mr Staddon, Vice Principal, by the Principal for attending the meetings with Inspectors.

The Chair noted recognition from the Governing Board for all of the hard work involved from the students, staff and the leadership team and thanked the Governing Board for their contribution to the overall outcomes.

- Ofsted were pleased that the Governing Board were kept abreast of all safeguarding issues (Appendix 5) and these were managed in an open and transparent way and dealt with effectively.
- The 100-day plan (Appendix 6) was completed ahead of the Ofsted inspection and it was noted that this document would be redrafted in light of the inspection as there were other areas of focus.

The Chair asked when the new plan would be in place and was assured that this would be in place in time for the next Local Governing Body meeting as strategic plans would need to be considered.

The Principal recommended that Governor input would be useful in this and it was agreed that a meeting be arranged for mid-May to consider the strategic direction going forward.

- The Ofsted report recognised that self-assessment was accurate, and the plans for improvement were in line with the areas to be addressed.

The Chair commented that it was reassuring to know that the College was moving in the right direction and was further assured that the 100-day plan had been very useful in pushing the pace. It allowed SLT to ensure that the monitoring of key initiatives was in place, whilst recognising that these were not the only things being done across the College.

- Attendance (Appendix 7) had increased and Ofsted had recognised this which was reassuring. The College were above average compared to other sixth form colleges and would continue to target 95% plus.
- An Attendance Officer was in place and was proactive in ensuring punctuality as well as attendance. The College had a contracted Education Welfare Officer (EWO) who carried out home visits.

The Chair asked how effective this initiative was and was advised that a letter had been sent to students' homes, which had generated a few responses and reassurance was provided to these families. There had been a 0.4% increase in attendance compared to this time last year which was positive. The strike days had impacted on student attendance and the rise in attendance was despite these.

The Chair asked if retention rates had decreased and was advised that although retention is good now, typically the drop out is greatest between Y12 and Y13. There was an action plan in place to mitigate this and the College aimed to ensure that students were confident in their progression. Progression exams were due to take place in late April/early May. There was a greater focus on retention this year and this was addressed directly during the Vice principal led support and challenge meetings.

- Governors were referred to the complaints report (Appendix 8). There had been two formal complaints and one complaint had been concluded. The other complaint was about the quality of teaching in a specific subject and this was ongoing.
- Governors had received the staff disciplinary report (Appendix 9) and the Student Disciplinary Report (Appendix 10) for information, as part of the Principal's Report.

0110 **RESOLVED:** That the report of the Principal be adopted.

0111 **SAFEGUARDING UPDATE – FEBRUARY 2020**

Governors were satisfied that this item had been covered within the Principal's Report and it was confirmed that Ofsted had judged that safeguarding practices were effective and efficient across College.

0112 **CHEMISTRY BUILD**

Governors were informed that there would be a new building constructed for the teaching of Chemistry at the back of the College near the student carpark and work was scheduled to be completed by the end of Easter.

Governors were invited to a tour of the new building ahead of the next Local Governing Board meeting on 10th June at 4.30pm. It was noted that the building would not be fully operational at this point.

A grand opening of the Chemistry build would take place upon completion, to which Governors would also be invited.

0113 **ALS/SEND UPDATE**

The ALS/SEND faculty were a part of the deep dive during the Ofsted inspection and outcomes were positive.

Referrals continued to grow, and the College were considering different ways of highlighting categories and tightening processes to ensure close monitoring. Priorities included working on exam access arrangements for Y13 students with separate rooms, scribes, and readers.

A Governor questioned how long the testing period took when a referral was made by a teacher, to allow positive impact in mock exams and was advised that this depended on the individual and the nature of the request

A Governor asked if the additional support was in place in time for the exam and it was confirmed that this was ensured, as the request was prioritised, and support was able to be put in place beforehand.

0114 **FEEDBACK TO/FROM TRUST**

Governors were referred to the Trust Update (Appendix 11) and the following points were noted:

- The former Chair of the Trust Board, Mr A Price had retired from his role but remained a Member of the Trust Board.
- Mrs K Crowston had been newly elected as Chair of the Trust Board.
- The annual accounts and audit reports for Summit Learning Trust had been approved.
- An update had been provided to Trustees on the completion of the Skills Audits by the Local Governing Body.

0115 **LINK GOVERNOR**

A Governor Visit Summary (Appendix 12) had been provided to detail the visits that had taken place.

Governors were encouraged to conduct a link visit at the College on a termly basis and evaluate the visit on the Governor Visit Form.

The Chair discussed the visits that he had conducted (Appendices 13 – 18) and acknowledged the good practices in place across the College.

0116 **GOVERNOR TRAINING**

Governors were advised that the S4S training plan was in the process of being updated and bespoke training programmes would be considered. The LGB were encouraged to discuss any training needs with the Clerk.

0117 **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.

0118 **REPARATIONS IN CASE OF CLOSURE DUE TO CORONAVIRUS – ANY OTHER BUSINESS**

Governors were reassured that the situation in relation to Coronavirus was being monitored and a letter had been issued to students and parents about basic hygiene.

There had been no reported incidents in College yet, although there had been one student self-isolating until Monday 16th March 2020, due to having had contact with a person who had travelled back from Italy.

Emergency and contingency planning was in place and the Incident Management Plan had been updated and would be enacted.

Deep cleaning had been ongoing within College and staff and students remained informed with the Colleges intentions. The impact would be minimised where possible.

0119 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Body would be held at the School at 5.00 pm on Wednesday 10 June 2020. (4.30 pm for Governors wishing to see the new Chemistry Building)

The meeting closed at 6.50 pm.

Signed:

(Chair of Local Governing Body)

Date: