

SUMMIT LEARNING TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
SOLIHULL 6TH FORM COLLEGE,
HELD AT THE COLLEGE AT 5.00 PM ON WEDNESDAY 13 OCTOBER 2021**

PRESENT: Mr L Banks Chair
Mrs L Gearing
Miss J Miah
Ms A Richards
Mrs S Shingler
Ms C Sweeney

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

APOLOGIES: Mr J Bridges
Mr M Hoque
Mr M Sullivan

Ref	Action	Owner	Review Date
0203	Vice Principal, JS, to present retention data at this meeting same time next year	JS	October 2022
0205	The Vice Principal, JS, to ensure H&S Link Governor received copies of the H&S reports	JS	ongoing
0206	Vice Principal to review traffic issues on site in the mornings	JH	ASAP

The Chair had sent his apologies for this meeting and so the Vice Chair, Mr Banks would chair this meeting. The Principal was unable to attend as he was currently recovering from a procedure and so the Vice Principals would provide College updates.

DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS

Attention was drawn to the Articles of Association relating 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.

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.

- 0194 **RESOLVED:** That the Summit Learning Trust Code of Conduct be adopted for the academic year 2021/2022.

CONFIRMATION OF APPOINTMENT OF CHAIR AND ELECTION OF VICE CHAIR 2021/22

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

- 0195 **RESOLVED:** That Mr L Banks be elected Vice Chair until the end of the first term of the academic year 2022/23.

ANY OTHER BUSINESS

Papers been circulated regarding pay (Appendices 2, 3 and 4) and the VP advised that the 6th Form College Association worked with unions to recommend a pay deal. This had come back with a recommended 1% - 1 ½% increase payable from September 2021. The Chair asked how this impacted the budget and was an estimated increase factored in. The VP advised the budget included an allowance for pay increases.

The LGB Constitution (Appendix 5) had been circulated as changes had been made regarding the number of LGB meetings each year and the constitution of the LGB.

- 0196 **RESOLVED:** i. That the proposed pay agreements be recommended to Trust
 ii. That the LGB Constitution be adopted.

0197 **MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 9 June 2021 be approved as an accurate record.

0198 **MATTERS ARISING FROM THE MINUTES**

The end of term invitation to Governors to attend site had needed to be postponed due to the pandemic.

0199 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there was a vacancy for a Parent Governor on the Local Governing Body at this time and the Vice Principal, JH, advised she would ensure this was recruited after half-term.

There were no terms of office due to expire before the date of the next meeting and the Clerk advised that Mr M Haqq had not attended the last two meetings.

APPOINTMENT OF LINK GOVERNORS

The Chair advised it was a request from the Trust to appoint a Link Governor covering Health and Safety. VG advised that this would include a walk around site once a term with a report back to Governors. VG also advised that the Estates Director would be attending a future meeting of the LGB.

- Safeguarding Link Governor – Ms Shingler
- SEND/Looked After Children/Children In Care/
Young Adult Carer Link Governor – Mr L Banks

- Careers/Employability Link Governor – Mrs L Gearing
- Health and Safety – Mr L Banks

0200 **RESOLVED:** That the Link Governors be appointed as above.

SCHEME OF DELEGATION

The Scheme of Delegation had been circulated prior to the meeting as changes had been made and approved by the Trust Board.

0201 **RESOLVED:** That the Scheme of Delegation (Appendix 6) be adopted.

0202 **URGENT ACTION TAKEN BY THE CHAIR**

There was nothing to report under this item.

0203 **PRINCIPAL'S REPORT**

The Vice Principals had circulated several reports prior to the meeting and Governors' attention was drawn to the following.

Progress Information Headlines and Summary (Appendix 7)

The Vice Principal, JH, advised that the Principal would be returning after half-term in a phased manner, and he had written the basics of the report.

The Vice Principal advised there was an amendment on P2. The transition between Management Information Systems had meant a discrepancy in the number of students and the correct number was 2,469. This translated to an additional income of over £900,000+ in the next academic year, but the Vice Principal noted the students needed the curriculum access and support this year, before the funding was received. There had been approximately 100 subject change requests and 63 had been accommodated. Students for whom subject changes were not possible had been informed. The Vice Principal noted the College was full and the biggest subjects were very full, including the Science subjects, Psychology and Maths. Key assessments 1 and 6 had just taken place and feedback had been given to students to guide their repair work.

The report contained a lot of statistics, and the Vice Principal reminded Governors that student outcomes in the last two years had been based on Centre Assessed Grades. The trajectory was upwards, as was the national trajectory, and the challenge was to maintain that improvement as the College returns to formal state examinations at the end of this year. The BTEC Y13 results were also strong although there were some challenges within the Y12 results. There had been a change in the method of

assessment of BTEC qualifications. The inclusion of a substantial amount of external assessment for the first time carries with it a risk element. Over 100 students had progressed to the University of Birmingham and the destinations report would be shared with Governors in the January meeting.

The Chair asked if the number of appeals was in line with expectation and the Vice Principal noted that there were more than anticipated. The process followed had been very robust. Of the level 2 appeals to the exam boards, none were successful. The Vice Principal advised this indicated that the exam boards also felt the College process was robust.

The breakdown for different subjects was contained in the report and the Vice Principal advised the additional Governors' meeting in January would include a focus on Curriculum, bringing members from some of the teams to meet Governors. **The Chair asked if there was any correlation between value added on BTEC and A Level Chemistry** and the Vice Principal advised it was not an easy comparison to make due to the different methods of assessment. The Vice Principal noted the BTEC, which up until the summer series 2021 was 100% coursework, allowed students who did not flourish in exam conditions to excel in their chosen area. **A Governor asked if there was more support offered for students who were going to be taking traditional style exams** and the Vice Principal, JS, advised that both year groups in College this year had not sat GCSEs and so this was an issue which was being addressed. A significant theme was ensuring students were prepared for exams and there was a focus on exam practice. The Student Governor noted there was nothing to prepare for the stress of a real state exam situation, but there was a lot of practice on exam papers, although this was done in smaller chunks. The Vice Principal, JH, advised the Mock exams in January would replicate exam conditions, with external invigilators, to help prepare students and this was more important than ever before. With the Mock exams, results were held back, and students received them all on the same day, which helped with motivation and continuing development in the lead up to the formal examinations. A Governor noted that anxiety may be a problem at that time.

Attendance and Retention (Appendix 8)

The Vice Principal, JS, noted that last year's attendance figure did benefit from the summer closure, but the current figure was at a good level. Retention issues were usually between Y12 and Y13 and there had been very little drop out, 89% of students who started Y12 were in Y13, which was slightly lower than the previous year, but this was still above the national average for retention. In 2017/18 retention was at 82% so this was a great improvement. The Vice Principal, JH, noted retention had been mentioned by OfSTED in their report following their last inspection, so this improvement was positive. JS noted that recruitment was high, in part as a consequence of the Centre Assessed Grades awarded by Schools. Retention would be monitored closely. **The Chair asked when data for 2021/22 would be available** and the Vice Principal clarified the 1477 students in Y12 this year would be reviewed to understand what proportion of them were enrolled into Y13. In year drop out is also monitored.

ACTION: Vice Principal, JS, to present retention data at this meeting same time next year.

Student Discipline Annual Report (Appendices 9 and 10)

A Governor noted that the number of ethnic minority students were higher in this area than white students and vice versa in commendations and asked if EDI was considered in staff development. The Vice Principal, JS, agreed this looked to be an issue with students and staff. The data analysis was being improved so that it was easier to track different groups and for the first time, intersectionality was being reviewed to understand if there were other factors involved. There was also a link to professional learning and that was why Anti-Discrimination and Diversity work across the Trust was such an important focus. The Vice Principal, JH, noted it was a Trust priority as well as a College priority. **The Chair asked if the demographics were similar to last year in this report** and JS confirmed they were.

A Governor noted that commendations was in the gift of the College leadership team to improve, so whilst there was work at a wider level, was there anything that could be reviewed at a local level in this area. The Vice Principal, JH, advised she had shared this with the curriculum leaders and there were some stark comparisons. The Vice Principal was working with the new MIS system to develop a new system, from tracking to printing certificates. to make it as easy as possible to make commendations. **A Governor noted that value-added was a measure for the College and asked if that should play into commendations, rather than an absolute set achievement.** The Vice Principal, JS, advised that attainment levels were measured through value added, but in terms of exhibiting behaviours, this was a good point and that commendations needed to be awarded for improvement as well as achievement.

Staff Discipline Annual Report (Appendix 11)

The Vice Principal advised she had an update on this report.

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

ALS (SEND) Report (Appendix 12)

The SEND report had been circulated by the SEN Coordinator and staff Governor. The headline figures showed how these pupils had achieved in relation to their peers. Numbers of SEN students at the College were growing. A JCQ inspector had been to site today, Wednesday 13 October, to check on examination protocols. There were no exams currently ongoing, however, the inspector had inspected the paperwork and there were no issues.

The use of Arbor was still new and staff were adjusting to this as well as getting ready for the forthcoming exams and access arrangements. The Chair noted the support to students had a great impact and he appreciated the work that was done.

The Vice Principal, JS, noted the rising number of students with Educational Health Care Plans (EHCP) from 15 to 22, which had also been an increase on the previous year. The Chair noted that as part of his Governor visit report, he had reviewed this as they needed additional support. JS noted that additional staffing had been discussed in SLT today and there were a number of seconded roles and a permanent role to go to Trust Board for approval.

Commendations Annual Report (Appendix 13)

This was covered earlier in the meeting under the Student Discipline report.

Complaints Annual Report (Appendix 14)

The VP advised this was shared for information.

Professional Learning Offer (Appendices 15 and 16)

The Vice Principal, JH, noted this was the first time the staff development programme had been shared with Governors. The College teacher staff development plan for the academic year was shared, as well as information on new Thursday slots looking at guided reading and the Trust Anti-Discrimination and Diversity training sessions. The Trust training plan for the year was also included. **The Chair asked how flexible this was** and the Vice Principal advised it was responsive to need and it had to be reflective of what was required. **The Chair asked if this was for all teaching staff** and the Vice Principal confirmed it was, and part-timers were paid to come into sessions that took them over their hours. The Vice Principal advised that staff development had always been a priority at the College as it was absolutely fundamental to continuous improvement.

Marketing and Open Events Update (Appendix 17)

The Vice Principal advised this was a new agenda item and the College Open Day was on Saturday 16 October, and Governors were more than welcome to attend. Due to Covid it was decided that entry would take place at set points throughout the day and tickets had to be booked in advance. 3,000 spots were available to book and the Vice Principal advised that they had all been booked. The Vice Principal noted that students had opened their results on national television so there had been some great publicity for the College. The Vice Principal had shared the prospectus for the College as well and felt it was a really useful document for Governors to familiarise themselves with that the College has to offer.

The Vice Principal advised that staff were also going out to a lot of different schools to attend assemblies and parent's evenings to increase interest in the College. **The Chair**

asked if there were adverts on the back of buses and the Vice Principal advised there had not been yet, although these was planned again before and after Christmas. In August there had been adverts at bus stops. The Vice Principal noted it was important to create and maintain an awareness of the College and that many other Colleges and Schools with Sixth Forms were doing the same kind of things. VG noted there was also going to be a video made of the three secondaries and the College for promotional purposes. VG would advise timescales for this.

Community and Charity Work (Appendix 18)

The Vice Principal advised the document covered a variety of things that had been going on. Throughout the pandemic the College has also continued to pay the teachers in the school in the Gambia as well as fund some roofing repairs resulting from storm damage. The Vice Principal noted that one student had raised over £600 to support this cause.

0203

SAFEGUARDING

The Vice Principal, JS, advised the Safeguarding report (Appendices 19 and 20) covered the last academic year. Key thing to note was the trend towards increasing Mental Health issues and a Mental Health Lead was due to start imminently. The number of safeguarding referrals had remained consistent and a culture of vigilance encouraged.

Every half-term the Single Central Record (SCR) was audited by the Vice Principal and the HR Business Partner as well as with the Safeguarding Governor. The Safeguarding Governor already had details of the safeguarding audit and was reviewing actions, to feedback at the next meeting. The Trust safeguarding audit was also in place, which took place in 'chunks' across the year and the Vice Principal noted it had been helpful in looking for areas to improve, for example, staff from particular service providers were signing in independently from the central log and this had now changed. **A Governor asked if they came in out of hours were they still able to use that system** and the VP advised they could see who had signed in prior to reception opening and that could be checked.

The Vice Principal felt that there had been a lot to deal with from a safeguarding perspective and there had been 91 referrals since September this year, compared to 64 in the same time period last year. Some of these had been very significant and so the workload was increasing. **A Governor asked what the key reasons for referrals were** and JS advised over 50% were around Mental Health, but some issues were very complex and took up an inordinate amount of time, and he gave an example.

A Governor asked about the alignment of categories on CPOMs and where sexual harassment fitted within this. The Vice Principal advised the categories in the report were from last year, and new categories were in place for this academic year, including peer on peer sexual harassment.

Keeping Children Safe In Education (Appendix 21) had been revised and had been shared prior to the meeting and it was noted that Governors should have read Parts 1 and 2. Part 5 was drawn to Governors' attention as it covered sexual harassment and sexual violence, which it was recommended that Governors read.

The Chair noted the Hayes online training was required to be completed by Governors.

0204 **RISK REGISTER**

This would be presented at the December LGB.

0205 **HEALTH AND SAFETY**

The Health and Safety report (Appendix 22) was shared, and **the Chair advised this would be a standing agenda item and he asked whether the key Health and Safety risks could be more pictorial.** The Vice Principal, JS, advised that he received additional documentation which he could share with the Link Governor, so they could provide updates to Governors.

ACTION: The Vice Principal, JS, to ensure H&S Link Governor received copies of the H&S reports

POLICIES

The policies listed below were circulated prior to the meeting and **a Governor asked what the policy was around being late to a lesson.** The Vice Principal advised that the policy was knock on the door and wait until there was an appropriate break in the lesson, then the teacher would let them in. Due to Covid, some doors were open and then it was a case of waiting to be asked to come at an appropriate time. The Vice Principal noted that lateness could be very disruptive and so it was important there was a process for dealing with this. **A Governor noted the traffic issues around accessing site in the morning** and the VP Janice took that as an action to investigate.

ACTION: Vice Principal to review traffic issues on site in the mornings

The Chair suggested security could look at this, but the Vice Principal, JS, advised that would constitute off-site. A Governor noted that some vulnerable pupils did require dropping off in the car park. The Vice Principal, JH, noted that due to Covid, there were more parents bringing their children in, so they did not have to use public transport.

- Behaviour Policy (Appendix 23)
- Health and Safety Policy (Appendix 24)
- Safeguarding and Child Protection Policy (Appendix 25)
- Online Safety Policy (Appendix 26)

0206 **RESOLVED:** That the above policies be adopted.

0207 **LINK STRATEGIC GOVERNOR INVOLVEMENT**

The Chair advised he had visited site in his role as SEND Link Governor (Appendix 27) and the main issue from this meeting was around the increasing number of SEND students and his concern around resourcing, which was already being addressed. The Chair was also going to meet with Louise Dale-Barron who is the Assistant Principal with responsibility for additional learning support.

A Governor asked how SEND students coped with longer lessons and the SEN Co-ordinator noted there were very few 2 hour lessons. There were reasonable adjustments made and if there was evidence provided, students could take a brief break to recalibrate, or other resources provided to help them.

0208 **FEEDBACK TO/FROM THE TRUST**

The summary of the last Trust Board meeting (Appendix 28) had been circulated prior to the meeting. VG thanked both Vice Principals for the support they had given during the Principal's absence and advised they were doing an amazing job, along with the rest of the team. Governors agreed with this and thanked both Vice Principals.

0209 **CHAIR'S CORRESPONDENCE**

There was no correspondence to share with Governors currently.

0210 **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.

0211 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Body would be held at 5.00 pm on Wednesday 8 December 2021.

The meeting closed at 6.40 pm.

Signed:
(Chair of Local Governing Body)

Date: