

**SUMMIT LEARNING TRUST**

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD OF  
SOLIHULL SIXTH FORM COLLEGE  
HELD AT THE SCHOOL AT 5.00 PM ON THURSDAY 4 JULY 2019**

PRESENT: Mr A Acheratt  
Mr O Ahmed  
Mrs J Edwards - Vice Chair  
Ms S Shingler  
Mr M Sullivan - Principal  
Ms C Sweeney

IN ATTENDANCE: Mrs M Kaur - Clerk  
Mrs J Hamilton - Vice Principal  
Mr J Staddon - Vice Principal

APOLOGIES: Mr L Banks  
Mr J Bridges  
Ms L Gearing

[IT HAD BEEN AGREED AT THE PREVIOUS MEETING THAT THE VICE CHAIR WOULD CHAIR THE MEETING IN THE ABSENCE OF THE CHAIR]

0040 **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 and Related Party Transactions.

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.

0041 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

**MINUTES OF THE PREVIOUS MEETING**

0042 **RESOLVED:** That the minutes of the previous meeting, held on Thursday 24 January 2019, be approved as a correct record.

0043 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

0044 **MEMBERSHIP OF THE LOCAL GOVERNING BOARD**

The Clerk reported that there were no terms of office that were due to come to an end before the date of the next meeting.

Governors were informed that with the recent appointment of Mr Ahmed, there were no vacancies on the Governing Board and no attendance issues to report.

0045 **ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

**PRINCIPAL REPORT**

Governors had received the pack relating to the Principal's Report in advance of the meeting and Governors' attention was drawn to the following matters:

- This was the second year where progression exams had taken place at the College and the progression exams analysis (Appendix 1) from May 2019 was provided. There had been a significant number of U grades in Maths. Each of the students who received a U grade had the opportunity to resit the exam and the majority of results were a pass. There were significant improvements between the progression exams and the progression exam resits.
- There were improvements in all subjects but concerns remained in Chemistry, Law and Maths.

**A Governor asked if results in Chemistry and Biology had improved** and it was confirmed that they had significantly improved from last year. Maths was the main area of concern and there were a number of U grade students with whom discussions were planned to take place to advise on their next steps.

**A Parent Governor commented that she was extremely pleased with the support received from the College for her child during exam period.**

**The Chair commented that the law results were surprising as this was a popular subject amongst students** and was advised that Law had been a concern for the last two years based on internal data. There had been positive value added in the final examinations, however there were concerns around the measurements of performance in year rather than progress. The teachers had been changed to ensure that Y13 received a good experience and there was more confidence in the outcomes for the summer.

**A Governor asked if staff recruitment was taking place and** was informed that a positive Maths appointment had been made for a teacher who had previous experience at the College.

[MR AHMED ENTERED THE MEETING AT THIS POINT]

- Governor Introductions were made for the benefit of Mr Ahmed.
- Student attendance (Appendix 2) overall was slightly lower than last year but this was due to the change with the new academic coaching model. The academic coaching attendance had increased but this was reported in a different way previously. Attendance for Y13 was lower than that of Y12, but there was a significant increase in attendance of the latter. With the progression exams also taking place at this time of year, attendance levels had fallen slightly due to concentration on exams. The actions taken during the last academic year were outlined at the end of the attendance report. There was a review strategy in place for the academic coaches to improve attendance and the academic coaching team had moved their focus to persistent absenteeism and were reviewing the Colleges' approaches in supporting these students. An email system would be put in place where an email would be sent to a parent where attendance was an issue, in order to get their support in improving attendance. The feedback from the text message service had been positive and parents were able to opt out of the service.

**Governors wholly agreed that this was useful and a Governor asked whether there was a benchmark figure that the College worked to for attendance** and was advised that the College received a report where attendance was compared against 91 other Sixth form Colleges in the country. This would be provided in the autumn term and this year, the College's attendance was above average.

**A Governor asked why the BTec Y13 attendance was lower than other groups** and was advised that the students on BTec courses were generally on a lower than average point score and more likely to come from a disadvantaged background and this may have impacted.

**The Student Governor asked if an initiative had been put in place to improve the attendance specifically for coaching sessions as it was at times very repetitive.** The Principal informed that working on developing skills was an important part of coaching and whilst at times it might seem repetitive certain areas, such as cyber security, safeguarding and Prevent, had to be revisited. Teachers did try to deliver this in different ways and student comments were welcomed in order to make the coaching programme more engaging.

**A Governor queried whether a text message system for students would be more useful to them as students did not always use the intranet** and was advised that the College were moving to a new MIS system which may have a text messaging service built into it. The Student Governor expressed that push notifications would be more beneficial.

**A Governor asked whether the one-to-one sessions were included separately in the attendance report** and was advised that they were not as they were included in the academic coaching attendance.

**A Governor asked the Student Governor what he would like to see within the coaching sessions** and the Student Governor advised that as a Coaching Representative, he did not feel that meeting students once a week for 20 minutes allowed enough time to engage.

**A Governor asked if more time was required within the coaching session** and the Student Advocate advised that this may be beneficial.

**A Governor asked if students were likely to stay behind for that additional time** and the Student Governor advised that they were more likely to stay if coaching was not the last session of the day. The coaching session was meant to last 1.5 hours but finished earlier. The Principal confirmed that this was valuable information and would be investigated further as this was not the expectation. Class delivery should last 30-40minutes with the remainder of the session for one-to-one meetings.

**The Student Governor advised that there had been two occasions on a Monday morning where a Coach was not present and students had attended the session.** He was advised that when a member of staff was ill, it was the expectation of the College that where possible, an alternative staff member was in attendance to deliver the session.

- Governors had received the external monitoring review report (Appendix 3) which was undertaken by Mr P Cox, Education Consultant, in advance of the meeting. Further progress had been made since the review and the improvements made since previous visits were included within the report.

Mrs Gearing had provided her apologies and emailed her questions (Appendix 4) in relation to the monitoring report and **asked whether Governors could support the initiative for visitors in class** and it was confirmed that Governors were welcome to carry out support visits. The way in which the monitoring of teaching & learning takes place had changed and there was more of an 'open door' policy around the College.

**A Governor referred to the recommendations on page 8 of the report and queried how point 11 would be implemented** and was advised that modelling had been considered as part of CPD sessions. The new Teaching and Learning strategy would be launched in August and one of the principles of this was also modelling. Feedback was another of the key principles of the strategy.

**The Chair made reference to point 19 on page 5 of the report where it stated that 'teachers had a high regard for the Assistant Principals** and was informed that three of the Assistant Principals taught in one block per week.

**A Governor queried how this impacted on the leadership role** and was advised that although this was demanding alongside their SLT role, the Assistant Principals thrived on this.

**A Governor made reference to point 15 on page 4 of the report which referred to a lack of evidence captured in some subjects with regard to British Values (BV)** and was advised that this was not an overall reflection of the College as Mr Cox had been sent to specific areas where there were concerns. On the previous review, Mr Cox had undertaken a broader visit of the College.

**The Student Governor remarked that when visitors were observing lessons, the teaching style of the teacher sometimes differed slightly.** The Principal advised that the observations were carried out to identify strengths and areas for improvement and some teachers performed better under pressure whilst others were more nervous.

**With regard to the disciplinary report, a Governor asked if there was anything that could be done to provide a positive role model for students from specific backgrounds** and was advised that this was not a representative sample of the Asian/Pakistani group as many of those were the highest performers. This data referred to only 20 students out of more than a thousand.

- Governors had received the notes from the Student Conference (Appendix 6) in advance of the meeting and were informed that the Student Council facilitated this event. It had been recognised that there were far less students than expected. Changes would be implemented to ensure stronger participation next year. The cross College survey gave a more representative view.

**A Governor asked if any initiatives in terms of student well-being were in place at the College, from those transitioning from a school setting** and was advised that the focus in the first few weeks was to help settle the students in and to signpost the support available. There was to be a School Nurse in place for next year and students would be recruited as Health Ambassadors.

**A Governor queried the process during exams when students required the use of toilets and asked if students were accompanied** and was advised that if students needed the toilet, there were accompanied by a staff member and the cubicle door had to remain ajar. This was a JCQ requirement that the College had to adhere to.

**A Governor asked if teachers attended courses on mental health** and was advised that they were first aid trained staff and all senior leaders were trained in mental health first aid. Safeguarding training was due to take place on the morning of 15 July 2019 and staff were encouraged to complete the zero suicide training as the College were aware of the high national suicide rate amongst young people. All Governors were invited to attend the Safeguarding training.

0046 **RESOLVED:** That the report of the Principal be adopted.

[MRS SWEENEY WITHDREW FROM THE MEETING AT THIS POINT]

0047 **NOTE OF VISIT REPORT BY HELEN GLASS**

Governors had received the Note of Visit (Appendix 7) from Helen Glass, the recently appointed Trust Educational Director for the 2019/20 academic year. The document referred to a visit carried out by Mrs Glass.

**The Chair asked if the actions had been completed** and it was confirmed that most of the actions had been put in place. Performance categories were used as a tool to reflect on how to achieve improvements in the classroom.

0048 **SAFEGUARDING**

Governors had received the Safeguarding Update (Appendix 8) in advance of the meeting. The CPOMS system which was introduced in January 2019 was used effectively to record, monitor and track safeguarding concerns and reports were generated automatically.

The number of incidents was higher than the number of students which highlighted that a single student was attached to more than one incident. The most significant area in terms of volume was 'emotional concerns', which often related to mental health. There were more female referrals in relation to mental health.

Next year, there were plans to change the structure of the safeguarding team, with the creation of a Deputy DSL to enable the College to reduce the size of the safeguarding team which would remove the DSL responsibility away from Assistant Principals.

**The Chair highlighted that she had conducted a safeguarding visit and found it encouraging that the safeguarding team were very specialised and the processes were good. The team were aware of the strengths within the team and were able to identify the best person to deal with specific situations.**

0049 **REVIEW OF COLLEGE IMPROVEMENT PLAN**

**End State Planner**

The End State Planner (Appendix 9) provided an overview of the initiatives in place at the College and how these had progressed. Results were due in less than seven working days and the plan would be updated once they were received. This would be considered at the next meeting.

With the new Ofsted Inspection Framework in mind, changes would be made to the document.

0050 **SKILLS AUDIT**

The Clerk informed that she was awaiting audits forms back from Governors and requested that all forms be returned by the last day of term with a view to presenting an analysis of skills at the next meeting in the autumn term.

0051 **FEEDBACK TO/FROM TRUST**

This item had been covered within the Principal's Report and the report from Mrs Glass.

0052 **ADOPTION OF POLICIES**

There were no policies to be adopted.

0053 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

Governors were informed that Mrs L Gearing had agreed to be the Careers Representative for the Local Governing Board and was due to attend training to support this role on 25 September 2019.

**Feedback from Mrs J Edwards – Safeguarding Visit**

Mrs Edwards remarked that she had undertaken a positive safeguarding visit and was made to feel very welcome by the team, who seemed to be working well. She commented that it was very useful for Governors to be included in such visits and various other events such as training.

**Feedback from Ms S Shingler – First Visit to College**

Ms Shingler conducted her First Visit to the College (Appendix 10) which was positive and it was beneficial to see the differences in how the classes worked for BTec and A level. The A Level class appeared to be more settled and engaged.

**Feedback from Ms L Gearing – Induction and Careers**

In the absence of Mrs Gearing, Governors were referred to the report forms from her visits (Appendices 11 and 12).

**Feedback from Mr J Bridges on The Student Experience, Mock Exam Assessments, Cenbase Training Day, College Strategy Review and Trustee Strategy Meeting**

Visit reports (Appendices 13 – 17) had been submitted to the LGB in and Governors were informed that robust scrutiny on Y13 mock exams was performed and there was some very strong challenge within the visit.

0054 **GOVERNOR TRAINING**

Governors were reminded that details of any S4S training courses attended would be added to GovernorHub and a report could be generated to summarise this. Should Governors attend any other training, it could also be added to GovernorHub

0055 **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.

0056 **SUMMARY OF CHANGES TO THE DFE GOVERNANCE HANDBOOK**

Governors received a summary of changes that had been made to the DfE Governance Handbook (Appendix 18) which came into effect in March 2019. The Clerk reminded Governors that a full copy of the Handbook was available from <https://www.gov.uk/government/publications/governance-handbook>.

0057 **GUIDES FROM THE DFE**

The Clerk drew Governors' attention to two new guides from the DfE that could be used to help address teacher workload. The change in requirements from OfSTED in terms of data was also highlighted as collection and analysis of data impacted on teacher workload and, therefore, additional information regarding the use of data had also been released by the DfE.

The guides could be found using the following links, which were also on Governor Hub:

Workload Reduction Toolkit

<https://www.gov.uk/government/publications/supporting-governing-boards-and-trustees-reducing-teacher-workload>

Making Data Work

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/754349/Workload\\_Advisory\\_Group-report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/754349/Workload_Advisory_Group-report.pdf)

0058 **DFE COMPLAINTS GUIDANCE, INCLUDING MODEL COMPLAINTS POLICY**

Governors noted that guidance had been provided by the DfE after instances had been identified where schools' complaints policies did not follow good practice or statutory requirements. Additional guidance had been produced to highlight appropriate practices <https://www.gov.uk/government/publications/school-complaints-procedures> and a model policy was also available. It was strongly recommended that the School ensured that their policy met the requirements of the DfE and that a revised policy be presented for approval if necessary.

The Principal advised that not all of these policies applied to the College sector, but the philosophy behind the information was useful.

**A Governor queried whether staff received PPE time** and was advised that College funding differed significantly from that of Schools.

**The Chair queried whether funding for the College would be raised** and was advised of the spending review in the new academic year which may impact on College funding.

The Principal thanked the Vice Principals for their continued support and for leading the College during his absence at the beginning of the year and expressed his sincere appreciation for their commitment.



0059 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Board would be held at the School at 5.00pm on Wednesday 9 October 2019.

[A confidential discussion which took place during the meeting has been recorded in Confidential Appendix A].

**The meeting closed at 18:55 pm.**

Signed: .....

(Chair of Local Governing Board)

Date: .....

DRAFT