

**SUMMIT LEARNING TRUST**
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF  
THE SIXTH FORM COLLEGE, SOLIHULL  
HELD AT THE COLLEGE AT 5.00 PM ON THURSDAY 24 JANUARY 2019**

PRESENT:	Mr L Banks	
	Mr J Bridges	- Chair
	Ms L Gearing	
	Ms S Shingler	
	Mr M Sullivan	- Principal
	Ms C Sweeney	
	Mr A Ali	
	Mr A Acheratt	
IN ATTENDANCE:	Mr G Ferrante	-School Improvements Director
	Mrs M Kaur	- Clerk
	Mrs J Hamilton	- Vice Principal
APOLOGIES:	Ms J Edwards	
	Mrs L Edwards	
	Mr S Akram	

<u>REF</u>	<u>ACTION</u>	<u>OWNER</u>	<u>REVIEW DATE</u>
0027	Letter of appreciation to be composed and sent to Mr V Dey	MS/JB	04/07/19
0027	Letter to be send to Mr S Akram on his termination of position on LGB	Clerk	04/07/19
0027	Appointment of new Parent Governor	MS	04/07/19
0029	Proposed name change of College to be presented to the Trust Board	JB	04/07/19
0033	Skills Audit forms to be completed and sent to Clerk	All	04/07/19
0034	The College's wish list to be presented to the Trust Board	JB	04/07/19
0035	To form a proposal of expectations of the LGB	MS/JB	04/07/19
0035	Suggestion of a training scheme (particularly new Governor induction training) to the Trust	JB	04/07/19

**0022 APOLOGIES AND WELCOME**

The Chair introduced himself to the LGB and welcomed Ms Gearing and Ms Shingler to their first meeting of the Local Governing Board. Governor introductions were made for the purpose of new Governors.

0023 **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 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.

The following interests were noted:

- Ms S Shingler's husband is the Operations Manager at The Sixth Form College, Solihull.
- Ms Gearing is a Trustee member at Better Futures Multi Academy Trust Board, which sponsors King Edwards Sixth Form College, Nuneaton.

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.

0024 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

**MINUTES OF THE PREVIOUS MEETING**

0025 **RESOLVED:** That the minutes of the previous meeting, held on Wednesday 3 October 2018, be approved as a correct record.

0026 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**MEMBERSHIP OF THE LOCAL GOVERNING BOARD / BODY**

- The Chair congratulated Ms J Edwards and Ms L Gearing on their roles as Trust appointed Governors to the Local Governing Body.
- Ms S Shingler had been elected as Parent Governor to the Local Governing Board and her term of office was for two years.
- Mr A Acheratt was welcomed to the meeting as Student Governor and his term of office was until the completion of his course at the College (July 2020).

- Mr V Dey's resignation had been received by the Trust, due to personal reasons and Mr J Bridges would take on the role of Chair at the College for the remainder of 2018/19.
- Mr S Akram, Parent Governor, had not attended any meetings in the last 12 months.

- 0027 **ACTIONS:**
- i) A letter of appreciation to be composed by the Principal and Chair, and sent to Mr Dey, thanking him for his time as Chair on the Local Governing Board.
  - ii) The Clerk to issue a letter to Mr Akram terminating his position
  - iii) The Principal to consider the appointment of a replacement Parent Governor.

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.

### PRINCIPAL'S REPORT

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

### PROGRESS UPDATE

This was the first time that the College had collected so much in-year data this early in the academic year. The data (Appendix 1) had been collated from a variety of assessments and the next data set would include the mock exam results so would therefore be a more accurate measure of progress. The mock exams would be set at the same standard as last year, and hence would give the first comparable results. In Y13 assessments, there had been some significant improvements in closing the gaps.

**A Governor asked why it was thought that the initial assessments may be slightly generous in comparison to mocks** and was advised that it was the first time that curriculum areas were asked to put in student data so early in the year and staff had made slightly holistic predictions for motivational purposes.

**A Governor asked if this was expected to continue in future** and the Principal explained that we have introduced a new assessment strategy with key assessments every half term. Staff are having to review in year progress more regularly and to make predictions on where they feel every student is at each checkpoint. Over time the expectation is that predictions will become more accurate.

**A Governor asked if a comparison would be made between these figures and the mock exam results** and was informed that a comparison would be made against these and last year's figures. This information would be provided to Governors.

**A Governor asked if the predicted grades were available to students and if they were aware of the metrics that were used** and was advised that the predicted grades were made available to students. The metrics were based on outcomes from tests and homework and what the

teachers felt a student could achieve. Once a predicted grade was agreed, teachers asked students to reflect on how they would work to achieve this.

**The School Improvement Director (SID) asked how teachers were using the value added scores to make an impact** and was advised that all students knew their value added scores and if they were working below this, they were invited to intervention sessions.

**A Student Governor informed that the intervention sessions were working well and he felt that he was making better progress as a result.** The new timetable changes involved shorter lessons and a four hour gap at least one day a week. For Y13 students, this was beneficial as it meant that students had to stay in the College, in an environment where they could complete work.

It was highlighted that the comments made by Mr P Cox, Associate Education Consultant on page 5 of the Monitoring Review of Teaching and Learning (Appendix 2) about value added were positive and this was also echoed in the Ofsted report. The Monitoring Review had taken place in November 2018 and an Ofsted inspection (Appendix 3) had taken place shortly after in December 2018. Both reports showed that the College was on the right track to secure improvements.

**The Chair asked how close the College felt that they were, to their anticipated destination** and was advised that significant improvements were required by the end of this academic year. The Principal highlighted that there was never a final destination and there would always be room for improvement. The End State Planner indicated where the College aimed to be.

**The Chair asked when the next inspection from Ofsted was expected** and was informed that the College was still in the 12 to 24 month window from the date of the original inspection (January 2017) for their next visit. The Ofsted framework was due to change and the Principal had agreed that he would be happy to carry out a pilot inspection with them at any point until the end of the summer term.

**A Governor asked whether the report from the Teaching and Learning review was a draft copy** and was informed that the 'draft' watermark had remained on the report as Mr Cox had sent the report through with the watermark on and had since been away on holiday. This was however the final version and the watermark would be removed upon Mr Cox's return.

**A Governor asked, where the report commented on increasing observations in the review, did this refer to management or peer observations** and was informed that the one hour lesson observations had been removed unless there were significant issues. There were now 15-minute learning walks of all teaching staff and the data from the learning walks would be provided at the next meeting. The learning walks took place more frequently and were always paired. There were less formal learning walks from line managers and for developmental purposes to provide advice and guidance.

**A Governor asked if students were involved in the learning walks** and was informed that they were not but when a staff appointment was made, students were on the panel or were involved in the lesson observations. A Student Governor explained this process to Governors.

**A Governor asked if all students took part in the 30-minute interventions** and was advised that the interventions were targeted to those that required them. The interventions did not

occur weekly; on average they were fortnightly and there were approximately 18 interventions slots for each year group.

### SEND

The SEND Link Governor had visited the College and this was an initial visit in order to gain an understanding on how students with ALS needs were supported at the College. Data showed that all ALS students were working in line with their peers.

Exam access arrangements had been considered and all was in place for this.

The College were currently interviewing for students for entry in September 2019.

### ATTENDANCE AND BEHAVIOUR

Governors had received information relating to attendance (Appendix 4) and behaviour (Appendix 5) and Governors were provided with the opportunity to ask questions.

**A Governor asked why there had been a drop in attendance, when the comment had been made that students enjoyed the new 90-minute timetable.** A Student Governor advised that there were weekly coaching sessions taking place and he personally liked the coaching sessions, however a number of students were not in favour of them. There were plans to introduce a new texting system as a method of increasing attendance and parental engagement.

**A Governor asked, in a situation where a student was considerably late, were they given an absence mark and it was noted that there was a late mark and a very late mark.**

### STUDENT ADVOCATE

**A Governor asked whether teachers were aware of the disadvantaged students as on the papers, it stated that 'disadvantaged students were now known to teachers'** and was advised that a system to flag them up to teachers was introduced in September 2018.

### REBRANDING

Governors discussed the potential rebranding of the College, in line with the new Trust branding. In order to match the Trust's new brand identity, a new College logo had been created (Appendix 6) and the College proposed to revert to its' former identity 'Solihull Sixth Form College'. The College was often referred to as Solihull Sixth Form College, by staff and the press and being in Solihull was an important part of the College branding as students aspired to study in Solihull.

- 0028     **ACTION:**           That the proposed name change of the College from The Sixth Form College, Solihull to Solihull Sixth Form College be recommended to the Trust Board.
- 0029     **RESOLVED:**       That the report of the Principal be adopted.

0030 **SID REPORT**

The SID provided verbal feedback and highlighted the following points:

- Weekly meetings with the Principal on scrutiny and challenge are taking place.
- A performance management review of the Principal had taken place.
- Moderation had taken place at the College.
- The SID had taken part in the two-day teaching and learning review with Mr Cox and this validated some of the things that were discussed in the meeting. The review had been positive and learning walks were carried out for Chemistry, Biology, Physics and Maths. Mr Cox had also spoken to students.
- The College had taken part in an Ofsted review with the support of the CEO.
- Monthly Principals' meetings were taking place for all Schools within the Trust and there had been considerable developments from this.
- The SID had met with the Principal and Vice Principals about development plans for the College.
- Networks of Excellence for Inclusion and Teaching and Learning across the Trust had been introduced.
- The Trust were now considering a new management information system (MIS) and this was likely to be procured in time for the next academic year.

0031 **SAFEGUARDING**

The Principal provided a Safeguarding Update (Appendix 7).

Following a review conducted by the DSL, the College would be moving to CPOMS electronic recording of safeguarding concerns, in line with other Schools within the Trust.

The College were trialling a new enhanced web monitoring system called Smoothwall Visigo, which enabled a more efficient tracking of IT usage within the College. It used key press technology and picked up aspects of words of foul language, racism, violence and terrorism, which was monitored by a third party.

**REVIEW OF COLLEGE IMPROVEMENT PLAN**

**SAR**

The Principal referred to the Self-Assessment Report (Appendix 8) and highlighted that this was from 2017/18, the results of which had been discussed at the last meeting. Following approval, this was the final version of the document which would be sent to Ofsted.

**END STATE PLANNER**

The six terms were displayed on the first page of the End State Planner (Appendix 9) and each term was reviewed at appropriate times. Each term was split into six or seven weeks with actions identified and allocated to individual members of Senior Leadership Team and regularly reviewed to ensure that targets were met and monitor impact. This was a live document which was updated on an ongoing basis.

The Chair asked if there were any significant discrepancies if the October plan was compared with the status at the end of December and was informed that there were some items which had been carried forward. For example, the Trainer for the A Level Mindset training had not been available in December, as had been planned, so this training was to take place in Term 2.

A Governor highlighted that it would be useful to RAG rate the document and highlight any discrepancies.

A Governor asked whether there were figures to indicate how many staff would receive CPD (as stated in the End State Planner) and how was this measured in terms of proportion of activity. She was informed that for the majority of the time, it referred to all staff to ensure consistency but on occasions CPD was specific to individual staff and to teams. The Principal agreed to make this clearer.

0032 **RESOLVED:** That the Self-Assessment Review be approved.

### **SKILLS AUDIT**

The Clerk informed that the Skills Audit which had been posted on Governor Hub, required completion by all Governors. The information from the Skills Audits would be collated and an analysis of skills would be made by the Clerk. This information and an identification of skills gaps would be presented to the Local Governing Board.

0033 **ACTION:** That the all Skills Audits would be sent back to the Clerk via email by 31 January 2019.

### **FEEDBACK TO/FROM THE TRUST**

The Chair provided a brief summary of the minutes from the Trust Board meeting which took place on 18 December 2018:

- Governor appointments were made for Ms Gearing and Ms Shingler.
- There were changes made to the Pay policy on executive pay.
- The Trust change of name and rebranding was discussed.
- Updates were received from the Resources Committee and the Finance Committee.
- The Chair advised that he would like more staff and student voice coming back to the Trust Board.
- Updates were received from LGBs and the CEO provided a report.
- Updates were made to the Complaints Policy following recent events regarding silent lesson transitions at Ninestiles School.
- The secondary Schools Improvement Director, Mr Ferrante provided feedback at the meeting.

A Governor asked if the Ofsted report would be seen by Board of Trustees and was informed that it would, as would the Teaching and Learning review.

Governors were informed that the Trust Audit and Risk sub-committee met on 6 December 2018 (Appendix 10) and the following points were highlighted:

- The Trust Risk Register had been reviewed and the Committee were developing a 24 month control schedule which would review major risks.
- The issues presented by the introduction of a new financial management system had been discussed.
- There was expected to be a monthly reporting gap whilst the system was introduced.
- The next meeting of the Audit and Risk sub-committee would take place on 31 January 2019.
- The Trust communicated the updated DfE guidance on Health and Safety.
- The Trust Board emphasised that the College LGB was an important part of the overall Trust governance process, with particular responsibility for driving outcomes for students, providing feedback to the Board and providing an insight into the feelings of students and staff.
- The Chair of the Trust Board requested that the LGB established a wish list of potential investment requirements along with timescales and benefits to the results and outcomes of the College.

Governors discussed the benefits of a new two-storey Chemistry block. The Chair would present this to the Trust stating the benefits.

A Student Governor highlighted that this would certainly be beneficial as the Biology classes were considerably brighter and more modern and as a result he felt the students' attitude to learning was more positive. The current Chemistry laboratories were smaller and outdated and their layout made group work more difficult. The Biology classes had been refurbished in the 2000s, whereas the Chemistry rooms had not been refurbished since the 1980s. There were only two laboratories that could hold 23 students so when conducting practical lessons, some of the other classes had to be split up into smaller groups (called overflow lessons). A new building would allow the College to address this issue. The two-storey building would allow independent learning space with a 100-seat computer bay. The College were encouraging students to complete more independent study and had added a class of supervised study for all A level students in 2018/19. In order to roll out this initiative to BTEC students the additional study space was required.

The College would also benefit from additional social space with canopies or a covered sheltered outside area where students could sit without getting wet when it rained. The two Student Governors agreed that these were the two key priorities and reiterated that the request for additional social space had been on the student council agenda for some time.

**A Governor asked how the College would address the current situation with group work within the current Chemistry labs, if their refurbishment was not agreed by the Trust Board.** It was agreed that it was more challenging and that some of the lessons could be moved out into general classrooms. The College worked within the confines of the resources that it had, but a new Chemistry lab would allow more effective teaching. An invitation was extended by Ms Gearing to look at the Science facilities at Coventry University.

**A Governor asked if there was sufficient funding in place for this** and it was confirmed that all costing had been done and forwarded to the Trust.

The Principal advised Governors that A Level Dance provision was coming to an end this year and it had not been decided what would happen with the facility.



A Student Governor asked what would happen to the area which now houses Chemistry if the new building went ahead and was informed that it would be refurbished to accommodate another faculty. The intention would be to remove the two modular buildings.

0034 **ACTION:** That the Chair provide feedback to the Trust on the wish list from the College.

**LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO COLLEGE/ STRATEGIC GOVERNOR INVOLVEMENT**

Mr Banks informed that he had visited the Open Day (Appendix 11) which was very well attended. He had observed practical sessions in Chemistry and was proud of the College that he had once attended.

Mr Banks had also conducted an initial Additional Learning Support (ALS) visit (Appendix 12) and there were no major issues identified. All policies were on the website. There were seven high needs students and funding had significantly reduced over the last three years.

Ms Edwards was not present at the meeting to provide feedback on her Safeguarding Link visit and this would be presented at the next meeting.

The Vice Principal encouraged Governors to liaise with her to arrange appointments for the Link Governor visits and said that she would welcome further scrutiny of specific subjects.

0035 **ACTION:**

- i) That the Chair and Principal form a proposal of the expectations of the Local Governing Board and Governors would discuss this at the next meeting.
- ii) That the Chair suggest a Training Scheme to the Trust, particularly induction training for new Governors.

0036 **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 on GovernorHub, either by the Clerk or themselves.

0037 **CHAIR'S CORRESPONDENCE**

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

0038 **SECTION 128 CHECKS**

Governors were informed that Section 128 checks were now required for any new Governors that were appointed. These would be carried out as part of the DBS check. The checks were designed to ensure that individuals banned from being involved in the management of schools were identified.

Should Governing Boards wish to check that current Governors were not on the barred list, Section 128 checks could be carried out without the need for a full DBS check being carried out. Schools should contact the provider of their DBS checks to arrange this.

0039 **DATE OF NEXT MEETING**

The Clerk requested Governors to identify any agenda items for the next meeting and the following were agreed:

- Progress Report (including data from Learning Walks)
- Progress report links to the End State Planner
- Guidelines for Governors
- Student Conference Feedback
- Mental Health Awareness of Students

Governors confirmed that the next meeting of the Local Governing Body would be held at the College at 5.00pm on Thursday 4 July 2019.

The meeting closed at 7.10 pm.

Signed: .....  
(Chair of Local Governing Body)

Date: .....