

Governors Present: Gill Slater (Chair)
Matthew Adams
Kat Bashar
Paul Cumming
Angela Davis
Alex Gwinn
Toby Hooper

Sheena Payne-Lunn
Ed Senior
Isabel Swift
Sarah Turner

In Attendance: Ruth Scotson (Deputy Principal)
Jo Payne (Clerk to the Local Governing Body)
Barbara Clements (Finance Manager)

1. Appointment of Chair

Gill Slater was unanimously appointed Chair for the remainder of the academic year.

The Clerk advised that the operating principles for the Local Governing Body state that at the last meeting of the academic year the Chair and Vice-Chair should be elected/re-elected for the following academic year.

2. Apologies

Apologies were received from Sean Devlin, Phil Douce, Sheila Fallon, Emily Furniss and Sam Lifford. Isabel Swift and Barbara Clements gave notice that they had to leave the meeting at 6.30pm and 6.45pm respectively.

The Chair welcomed newly appointed staff governor, Alex Gwinn, and external governor, Sarah Turner, to the meeting.

3. Opening Standing Items

- (i) Gill Slater and Toby Hooper declared that they were Trustees of Heart of Mercia Multi-Academy Trust.
- (ii) Those parts of the agenda, which referred to individual students or members of staff, sensitive contracts or issues, were identified as confidential to the Governing Body. The Chair advised that there was an item to be discussed at the end of the meeting and that staff and student governors would be asked to withdraw.
- (iii) The confidential item was also identified as urgent.

4. Governance

The Clerk presented her report and explained that the Local Governing Body was required to decide whether it had its own sub-committees. It was noted that the Hereford Sixth Form College Local Governing Body would have two sub-committees: Finance and Resources; Curriculum and Quality. The advantages and disadvantages of the sub-committee model were outlined and potential composition of each committee proposed based on the skills and experience of governors. The operating principles for the Local Governing Body were noted and make reference to two standing committees.

There was some discussion and it was **agreed** that it would be beneficial to adopt the same structure as the other academy in the Trust and to, therefore, have two sub-committees as proposed. Governors said that it would be useful for them to see the schemes of delegation for the Local Governing Body and terms of reference for the new committees. The Clerk agreed to circulate these documents.

In relation to governor vacancies the Clerk advised that:

- One nomination had been received for the position of parent governor from Catherine Scott-Burt and her supporting statement was considered;
- Cherry Yau had expressed an interest in the role of governor. The Clerk met with Cherry who is a Finance Manager at DPD and a former student of the College and it was felt that her skills made her a suitable candidate.

It was noted that the role of the Local Governing Body in governor appointments was to make recommendations to the Board who had responsibility for local governor appointments.

On the basis of the proposals put forward by the Clerk, the Local Governing Body agreed to:

- **Recommend** the appointment of Catherine Scott-Burt as a parent governor and member of the Curriculum and Quality Committee for a period of four years;
- **Recommend** the appointment of Cherry Yau as an independent governor and member of the Finance and Resources Committee for a period of four years.

5. Minutes

(i) GB meeting held on 20th March 2019

The minutes were noted and the Clerk reminded governors that the minutes were signed at the close of the final meeting of the Worcester Sixth Form College Governing Body. Both action points related to the conversion to a 16-19 academy and had been completed ahead of conversion on 1st April.

The Governing Body **noted** the information provided.

6. Stakeholder Voice

The Chair invited governors who had undertaken recent link visits to report back to the Governing Body and the following points were made:

- Former governor, Deborah Tiffany, had attended a meeting as part of the recent Quality Visit involving the some members of staff and the Executive Principal of the Trust;
- Angela Davies had attended and reviewed the production of 'Cabaret' in the autumn term which she said was fantastic and testament to the hard work of staff and students involved. It raised some important underlying themes and the student artwork used was also exemplary;
- Toby Hooper had spoken to the Law Professional Programme students who were well prepared and asked good questions. Not all students on the Professional Programme were studying A Level Law and it was positive that this enrichment option gave an understanding of the legal landscape and progression routes into the legal profession.

The Governing Body **noted** the information provided and the Chair thanked those governors who had visited College this term. Governors were encouraged to make arrangements to undertake a link visit where they had not already done so. The Chair commented that the University of

Worcester had introduced reverse mentoring, whereby students mentor governors so that they get a greater understanding of the student experience. The Finance Manager commented that members of her team felt that there was a missing link between governors and support staff and that perhaps identifying a governor as a link to the Local Governing Body would be positive.

7. **Quality Assurance**

(i) Quality Committee minutes: 13.03.19

In the absence of the former Chair of the Committee, Sarah Turner presented Committee minutes and reported as follows:

- The key judgements and improvement actions of the Self-Assessment Report were reviewed and the recommendation of the Committee was that the Local Governing Body approve the SAR;
- Quality Improvement Plans in Biology, Drama, Geography and Spanish were scrutinised and the Committee were reassured that appropriate actions were being taken to bring about improvement.

The Local Governing Body **approved** the judgements in the SAR as recommended by the Quality Committee.

(ii) Quality Visit Feedback

The Principal explained that an abridged version of the full report had been shared with the papers and the full report circulated for information. He explained the visit was conducted over a period of time not dissimilar to an Ofsted Inspection with visitors making judgements in the way that inspectors would.

The Principal outlined some of the key findings which included the following strengths:

- Very positive comments about the enthusiasm and knowledge of teaching staff;
- Good students with great potential;
- Strong use of IT in subjects;
- Good reference to assessment and exam requirements;
- Well managed safeguarding, SEND and careers provision.

The report suggests that areas for focus include:

- The College should consider its approach to linearization;
- Lessons were too teacher focused and more consideration needed to differentiation;
- Some students were off task in lessons;
- Study space and whether the quiet study area could be partitioned to prevent noise from the remainder of the LRC;
- More assemblies for students and briefing for staff which was raised by staff and students;
- Better focus on recruitment and marketing;
- Small group sizes in some of the lessons visited;
- Staff workload and whether reviewing the timetable might assist with reducing workload;

The Principal outlined that consultation was planned around staff workload and ways to mitigate this, and use of bells etc which it was felt was part of the College seeming quite 'schooly'. He added that quotes were being obtained for glass partitions in the LRC to address the quiet study space and also to internal signage and décor.

The Principal outlined the management response to the report and noted the following:

- The June training day would focus on linearisation. One of the Heads of Year, was taking a lead on this with options for alternative programmes being considered for students who are performing well in two subjects, but failing in their third. The Trust's Quality Manager had been very supportive in discussion the approach that Hereford Sixth Form College had taken with the move to linear A Levels. It was noted that Ofsted had moved back to emphasising the importance of retention at College rather than on course;
- Action was being taken to prepare for an inspection on the basis of the new Common Inspection Framework which expects that staff would be able to articulate what an ambitious curriculum would be and how subjects were preparing students;
- Whilst the student comment about guidance for those looking at apprenticeships as a progression route was disappointing given the amount that was done around this, it was equally important given the significant fall in the number of students applying to university, to promote the benefits of university progression;
- A Marketing Co-ordinator had been appointed and the marketing team were meeting regularly;
- As the College offers a wider range of subjects than any of the institutions that visited and has fewer students, the curriculum offering needs to be kept under review, although the potential that the subject offering might be the reason a student came to College was also noted.

The Local Governing Body **noted** the report, its contents and the management response. In response to the need to prepare for Inspection, the need to appoint a governor with responsibility for safeguarding was emphasised. The Clerk agreed to share a role description with governors and to invite expressions of interest in the role.

(Isabel Swift left the meeting at 6.42pm).

(iii) Quality Assurance update

The Principal outlined updates to the Quality and Development Plan and reported that:

- There had been concerns about improvement in Biology due to significant staffing issues at Christmas, although significant efforts had been made to resolve these, there were concerns about the disruption to students. Additional sessions were being put on for students.
- Improvement or modest improvement was expected in Drama, Geography, Sociology and Spanish;
- Work was continuing to improve progression from Level 2 to Level 3 and students had been put on a three-year programme when they enrolled at College. This improved from 30% to 50% last year and it was hoped to further improve on this;
- In relation to student wellbeing, he was pleased with the response of students to World Mental Health Day earlier in the year and to the response to a request for new students to join the Peer Awareness group with training offered by the University of Worcester. The Principal said he was particularly impressed with the Young Enterprise team who had progressed to the regional final of the competition with a toy aimed at improving mental health in school-aged children. The social awareness, values and presenting skills of the Young Enterprise team were exemplary.

The Deputy Principal reported that she had been pleased with the launch of the HE+ Programme with the College acting as a Hub for the county. Two of the four lectures had taken place and a residential trip to Cambridge had been successful. The Programme and association with the University of Cambridge was positive both for supporting high flyers and in terms of reputation.

The Governing Body **received** the updated Quality and Development Plan and **noted** the information provided.

8. Finance and Resources

(i) Resources Committee minutes: 20.03.19

The Chair of the Resources Committee presented the Committee minutes and reported as follows:

- The financial position this year was in a much better position with a surplus anticipated;
- Comment had been made on ethnicity data in relation to employment data that was shared;
- New site security arrangements had been put in place with students requiring ID badges to enter the building via the front entrance.

The Principal commented that the new arrangements had been received relatively positive by students and had been introduced without significant financial outlay. It was intended that the doors would be wired to the fire alarm so that they could be put to emergency exit only. As more student were now walking through the car park to access the front door, additional zebra crossings had been put in place and it was the intention to install a few more speed humps in the car park. One of the staff governors commented that it would be valued in time if staff could have access to additional doors and the student governor commented that students were more positive about the security know that they knew the reasons for it and had become used to it.

The Local Governing Body **noted** the information provided.

(ii) Finance update

The Finance Manager presented her financial update report and circulated the period 8 accounts. The following points were made:

- The accounts to the end of March included the £107,000 'little extras' allocation which had been spent on MFD contracts, the work on the netball courts and site security. The accounts also take account of assets no longer owned that had been written off. This had ensured that the College converted to academy status in a good position with an operating surplus of £124,000;
- The bank loan had been paid off with £680,000 owed to the Trust. It was noted that the terms of the loan repayment had not yet been confirmed;
- When April to August were taken into account the predicted full year (13 month) surplus was £60,000;
- Where it was possible to pull spend into the accounts pre-academisation, this had been done e.g. pay rise;
- RSM were meeting with the Finance Manager tomorrow ahead of the final audit next week;
- The forecast for 2019-20 was comfortable, however, in 2020-21 a deficit of £21,000 was forecast due to the increase in TPS employer contributions;
- The statutory accounts for August 2018 to March 2019 would need to be approved and signed.

There was some discussion about the terms of the loan repayment to the Trust. Whilst a working figure of 2% had been suggested, there was some question as to whether the Trust should be making money from the arrangement with any interest being charged. Those governors who were also Trustees agreed to take this forward to the meeting of the Board.

The Local Governing Body **noted** the information provided and **agreed** to the use of Chair's action to sign the statutory accounts **subject to** the findings of the final audit of the accounts.

Barbara Clements was thanked for her professionalism and invaluable contribution to the Resources Committee and the Governing Body, particularly given the additional demands imposed by the academisation process. Governors wished Barbara well for the future.

(Barbara Clements left the meeting at 6.47pm).

9. Closing Standing Items

- (i) Chair's Action: None.
- (ii) Health and Safety: No health and safety matters were identified.
- (iii) Risk Management: No additional risk management items were raised.
- (iv) Impact: The consideration of the findings of the Quality Visit and proposed responses would be of benefit to provision for students.
- (v) Any Urgent Business: An urgent matter had been identified and staff and students would be asked to withdraw from the meeting.
- (vi) Date of Next Meeting: Wednesday, 10th July 2019.

(The Principal, Deputy Principal, staff governors and student governors withdrew from the meeting at 6.51pm). See confidential minute.

The meeting closed at 7.05p.m.

Signed:
Gill Slater (Chair)

Date:

GB ACTION POINTS ARISING FROM MEETING ON 10TH APRIL 2019

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/10.04.19/4	Share LGB scheme of delegation and committee terms of reference.	JJP	ASAP	
LGB/10.04.19/7(ii)	Circulate role description for safeguarding governor and request expressions of interest in the role.	JJP	ASAP	

ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
GB/20.03.19/6	Seek clarification from DfE lead about the remaining process before academisation is finalised.	JJP	ASAP	✓
GB/20.03.19/6	Ensure that all documentation is signed and returned to appropriate parties to meet deadlines.	JJP	ASAP	✓

* Denotes amended action point.