

Governors Present: Gill Slater (Chair) Cathy Scott-Burt
Matthew Adams Ed Senior
Sheila Boniface (*arrived at 6.40pm*) Abi Stephenson (*arrived at 6.14pm*)
Paul Cumming Isabel Swift
Angela Davis Sarah Turner
Sean Devlin (*arrived at 5.40pm*)
Alex Gwinn
Toby Hooper
Sam Lifford

In Attendance: Ruth Scotson (Deputy Principal)
Jo Payne (Clerk to the Local Governing Body)
Carl Rusby (Quality Manager)
Shirley Tully (Observer)

1. Presentation

The Quality Manager delivered a presentation on the new Ofsted Inspection Framework which would take effect from September 2019. The key points were as follows:

- A risk-based assessment using published data and a wider range of information would determine whether an institution was inspected;
- Providers previously judged as good would normally be subject to a short two to three day inspection;
- Sixth form colleges who had converted to 16-19 academy status would be treated in accordance with their most recent inspection;
- The four key judgement areas would be quality of education, behaviour and attitudes, personal development and leadership and management. The headline points from the handbook under each judgement were outlined and the sources of evidence that would be used to make judgements highlighted;
- There was significant focus on the idea of an 'ambitious curriculum' and that institutions should prepare learners for their progression route in terms of academic success, enrichment and personal development;
- Discussions with students, staff, parents and employers were prominent as a source of evidence across all key areas. The College had written to employers who accommodate our students on work placements asking them to complete the employer view questionnaire.

In response to questions the Quality Manager advised that:

- The 'ambitious curriculum' aspect was perhaps the most important in terms of ensuring a consistent approach across College. Colleagues would need to fully review schemes of work to focus on sequencing and planning to reflect linearisation;
- Further consideration needed to be given to evidencing progression and personal development in line with the new framework;
- Subject Leaders, in addition to managers, needed to be confident when talking about their subjects and were required to have an awareness about curriculum decisions and why certain decisions had been taken;
- The new framework was based on a five rather than three year inspection cycle.

The Deputy Principal commented that summer term training had focused on reviewing schemes of work and responding to linearization with staff being given admin time to work on this. The Principal added that there would still be the same focus on data as an inspection would be triggered based on a risk assessment of the data.

Governors' noted the information provided and thanked the Quality Manager for an informative presentation. The Clerk agreed to circulate the presentation to governors.

(Carl Rusby left with meeting at 6.12pm).

2. Apologies

Apologies were received from Phil Douce, Emily Furniss, Sheena Payne-Lunn and Cherry Yau. Sheila Boniface had given notice that she would be late arriving and Paul Cumming that he might need to leave before the end of the meeting.

The Chair welcomed newly appointed parent governor, Cathy Scott-Burt, and observer, Shirley Tully (Trustee of the Heart of Mercia Academy Trust) 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 Local Governing Body.
- (iii) No items were identified as confidential.

4. Minutes

(i) Minutes of the meeting on Wednesday, 10th April 2019

The minutes were **confirmed** as a correct record and signed by the Chair. An update was received on the action points. The Clerk confirmed that Sean Devlin had been appointed as Safeguarding Governor through the use of Chair's action which had been reported to the extraordinary meeting of the Local Governing Body on 5th June. The Safeguarding Governor had already met with the Designated Safeguarding Lead and Deputy DSL.

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

(ii) Confidential minute of the meeting on Wednesday, 10th April 2019

The confidential minute was **confirmed** as a correct record by those eligible to view it and signed by the Chair.

(iii) Confidential minute of the extraordinary meeting on 5th July 2019

The confidential minute was **confirmed** as a correct record by those eligible to view it and signed by the Chair.

5. Stakeholder Voice

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

- The visit of Pets as Therapy (PAT) dogs to College had been a feature of Mental Health Awareness Week. A significant number of students evidently enjoyed the experience aimed at improving wellbeing in the run up to the summer exam series;
- The ideas of the Principal and Premises Manager in relation to improvements to the foyer and visitor reception area both aesthetically and for security purposes seemed sensible and some suggestions had been made by the visiting governor about flooring materials;
- The quality of the work exhibited in the Art and Design Private View had been amazing and the decision to alter the layout so that the mediums were mixed rather than room specific had worked well and had encouraged students to look at the work of their peers.

The Local 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.

6. Quality Assurance

(i) Curriculum & Quality Committee minutes: 12.06.19

The Chair of the Committee, Sean Devlin, presented Committee minutes and reported as follows:

- Governance arrangements had been outlined by the Clerk and the Committee had agreed to recommend the appointment of Sean Devlin as Vice-Chair for the remainder of the academic year;
- The Committee's draft terms of reference were considered and recommended for approval;
- An enrolment target of 1347 was recommended for next academic year. This was based on the realistic possibility that 40 more students would be recruited in the first year compared which would maintain the same student number as this academic year due to a smaller cohort going into the second year. It was hoped to then build on this and for student numbers to increase in future years after a period of demographic decline;
- No changes were proposed to the Mission Statement of Strategic Aims at the current time;
- The Deputy Principal's Quality Assurance report was considered and the Quality and Development Plan monitored.

The Local Governing Body **received** the Committee minutes and **noted** the information provided. In response to the recommendations they were being asked to make, the Local Governing Body:

- **Approved** the appointment of Sean Devlin as Vice-Chair for the remainder of the academic year;
- **Approved** the terms of reference for the Curriculum and Quality Committee;
- **Approved** the target student number of 1347 for the 2019-20 academic year;
- **Approved** the Mission Statement Strategic Aims without change.

7. Finance and Resources

(i) Finance & Resources Committee minutes: 19.06.19

The Chair of the Committee, Matthew Adams, presented the Committee minutes and reported as follows:

- The Trust's Finance Director, Sallyanne Griffiths, attended the meeting to present the financial forecast and latest accounts;
- The Committee had expressed some concern that the information presented was not the same as had previously been relied upon to be reassured about the College's financial position. The cross-over to academy status had caused some of the difficulties in reporting;
- The Committee sought assurances and explanations about the Trust's financial strategies;

- There had been challenge about the 5% MAT charge in terms of whether this was affordable or offered value for money and it was hoped that the Trust would clarify such matters;

The Chair, who was also a Trustee of the MAT Board, reported that she had raised questions about local spending and the threshold for this. The Executive Principal had responded to say that he did not expect the MAT to be involved in day to day decisions in relation to capital spend and that local governors would retain significant autonomy. A governor raised concern at the lack of financial information presentation to local governors as without information on the College's cashflow, it was difficult for governors to make informed decisions. It was felt that forecasts should be based on more than income and expenditure and that going forward more detailed extrapolation of financial information was required.

The Principal shared the concerns of governors in relation to the 5% top slice particularly given the decreasing EBITDA score over the coming years. Whilst positive next year, this did not take account of £270,000 top slice. The forecast also assumed continued government supporting for the increased employer pension contributions which was not guaranteed. Whilst agreed that financial detail needed some clarity, the Principal was complimentary about the support received from the Executive Principal and others in the Executive Group and remained confident and positive about the working relationship with the MAT going forward and the benefits it would bring.

The Chair added that there had been agreement by the Board that a Service Level Agreements was required in respect of the work that the Trust's Finance Director would be doing for the College.

The Local Governing Body **received** the Committee minutes and **noted** the information provided. In response to the recommendations they were being asked to make, the Local Governing Body:

- **Approved** the forecast for 2019-20
- **Approved** the terms of reference for the Finance and Resources Committee

(ii) Finance update

The Finance update as presented to the Finance and Resources Committee was considered and the contents **noted**.

(iii) Property Update

The Principal presented his report and reported that:

- Work would be undertaken over the holiday period to replace flooring and handrails in the foyer area;
- New directional signage would be installed and new room numbering introduced;
- Improvement to the foyer area was largely a response to comments in the Quality Visit report that the College felt school like;
- Measures to secure the building had gone a long way to deter unwelcome visitors and additional measures would be implemented which would include a turnstile into the recreational area (access by card reader only) and continued consideration to partitioning the visitors' reception area and the front doors;
- The Premises Manager and IT Support Manager had worked hard to implement new security measures and were thanked for their efforts;
- The input of governor, Matthew Adams, was appreciated to ensure that plans for the refurbishment were coherent.

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

8. Governance

The Clerk introduced a draft cycle of business for the Local Governing Body and its sub-committees and explained that this had been produced cross-referencing both the cycles of the previous committees and the cycle of businesses for the MAT Board and its sub-committees. It was intended to ensure that the cycles coincided with scheduled items on the Board cycle to ensure that Trustees were receiving annual safeguarding reports from all members of the MAT, for example, at the same time. The College's committee terms of reference had been amended to accommodate this and, if approved, agendas would reflect the cycle of business.

A draft training programme for the Local Governing Body was outlined with a focus on different aspects of the new Inspection Framework to include ambitious curriculum, student progress and Gatsby benchmarks. The Clerk noted that it did not seem feasible for 16 Heads of academic departments to present to the September meeting as has been the case in recent years, therefore, the Deputy Principal and Senior Leader for Subject Improvement would identify areas of underperformance and strategies identified to bring about the required improvements. The proposed training programme would also enable governors to meet each of the newly appointed Senior Leaders through the course of the academic year.

The Local Governing Body noted the information provided and agreed to:

- **Approve** the cycles of business;
- **Approve** the training programme as outlined.

9. Policy Reviews

Disaster Management Policy

The proposed changes to the policy were considered and **approved**.

Risk Management Policy

The proposed changes to the policy were considered and **approved**.

10. 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: Governors request for detailed financial analysis was considered as ensuring the best use of College resources on student provision.

(v) Any Urgent Business: No urgent business was raised.

Date of Next Meeting: The Local Governing Body **approved** the schedule meeting for 2019-20 noting the inclusion of the Governors' conference on Saturday, 1st February 2020. It was, therefore, confirmed that the next meeting of the Local Governing Body would be held on Wednesday, 18th September 2019.

The Chair invited Governors to reflect on whether they would be prepared to be put forward for the position of Chair or Vice-Chair of the Local Governing Body and to inform the Clerk of any thoughts in this respect. Local Governors who were also Trustees of the MAT Board were asked to consider and confirm their intent to remain as Local Governors or to resign to retain their position as MAT Board Trustee.

The meeting closed at 6.52p.m.

Signed:
Gill Slater (Chair)

Date:

GB ACTION POINTS ARISING FROM MEETING ON 10TH JULY 2019

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/10.07.19/1	Circulate Inspection Framework presentation.	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
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	✓

* Denotes amended action point.