

**Governors Present:** Gill Slater (Chair)  
Matthew Adams  
Rubia Amin  
Emma Bridges  
Paul Cumming  
Sean Devlin

Phil Douce  
Alex Gwinn  
Cathy Scott-Burt  
Ed Senior  
Abi Stephenson  
Sarah Turner

**In Attendance:** Ruth Scotson (Deputy Principal)  
Jo Payne (Clerk to the Local Governing Body)  
Julie Ferman (Senior Leader for Student Well-being & Head of Year)

1. **Apologies:** Apologies were received from Kat Bashar, Sallyanne Griffiths, Sam Lifford, Sheena Payne-Lunn and Cherry Yau.

2. **Opening Standing Items**

- (i) There were no declarations of interest relevant to the agenda.
- (ii) No items were identified as confidential.
- (iii) The Principal's had an update which was identified as confidential.

3. **Safeguarding Update Training**

Julie Ferman, Senior Leader for Student Well-being and Designated Safeguarding Lead, delivered a safeguarding training update. Governors were reminded of their responsibilities in relation to safeguarding and the individuals who made up the Safeguarding Team which included Sean Devlin as the Designated Governor.

As part of the training Governors were reminded of the different types of abuse and the most recent additions included within the latest Keeping Children Safe in Education. The Early Help statement was available on the website and details the College's provision to support students before an external referral would be made. An update on local issues was provided.

The Local Governing Body thanked Julie Ferman for providing the training which was greatly appreciated.

4. **Governance**

The Clerk presented her update report and highlighted the following:

- The Curriculum and Quality Committee had considered the current skillset of the Local Governing Body and identified skills that would be lost as a result of recent resignations in response to addressing dual representation. The Committee identified the need to appoint a Governor with legal background and another with experience of quality assurance in the first instance. An advert had been placed with 'Inspiring Governance' and it was the intention to write to local law firms to promote the current vacancies;
- Proposed minor changes to the Policy on Governor Appointments were approved, however, a subsequent visit from the County's Education Advisor for Safeguarding advised that there are proposals to make it a statutory requirement to obtain references for Governors.

The policy had been further amended to make it a condition of appointment to supply the names of referees with appointment subject to these being satisfactory;

- Key slides from the recent SFCA Clerk's Conference were shared for Governors' information.

In response to questions, the Clerk advised that:

- Section 128 checks were undertaken on Governors;
- In seeking references, the Clerk intended to share the governor role description and person specification with referees who would be asked to confirm that they felt the applicant was suitable for the role and to confirm that, to the best of their knowledge, there was no reason that they should not work with children on vulnerable adults.

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

## 5. Minutes

### (i) Local Governing Body meeting held on 27<sup>th</sup> November 2019

The minutes were **approved** as an accurate record and an update on the action points provided. The Chair confirmed that the issues in relation to dual representation had now been resolved and that she would attend the Trust Board meetings to represent the Local Governing Body, but not in the capacity of a Trustee. Questions about the purpose of the MAT charge had also been addressed and resolved.

## 6. Stakeholder Voice

The Local Governing Body considered a link visit report from the designated SEND Governor, Cathy Scott-Burt, further to a recent meeting with the Learning Support Manager. The visit had been very interesting, however, Cathy Scott-Burt had found it surprising that there was no means of baseline testing students when they join College. She asked whether consideration had been given to the use of ALIS which evaluates a student's attitude to learning in addition to testing their ability in literacy and numeracy.

The Staff Governor, who is the Assistant Learning Support Manager, advised that the College previously used the BKSB assessment at the point of enrolment, but this was often not reflective of the student's ability.

The Local Governing Body **noted** the information provided and asked that the College consider the possibility of baseline testing students and report back on the feasibility of this.

## 7. Quality Assurance

### (i) Curriculum & Quality Committee minutes: 05.02.20

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

- The Self-Assessment Report was considered and the justifications for the proposed grades scrutinised. The Committee agreed to recommend that the Local Governing Body approve the SAR;
- The IDSR was not available at the time of the meeting, but had subsequently been received;
- There was some concern about the 50% threshold being too low for an attendance alert, but the difficulties in relation to this had been outlined by the Principal.

The Local Governing Body **received** the Committee minutes and **noted** the information provided. In response to the recommendation, the Local Governing Body **approved** the judgements in the Self-Assessment as 'Good'.

(ii) Quality and Development Plan

The Quality and Development Plan was unchanged from the version presented to the Curriculum and Quality Committee. The Local Governing Body **received and noted** the contents of the Quality and Development Plan.

(iii) Ofsted Inspection Data Summary Report

The Deputy Principal outlined the key features of the IDSR and reported that:

- The subject areas identified as underperforming were mostly the same as those previously identified in the ALPS report, however, Biology and English Language and Literature were identified as having value added significantly below the national score despite having an ALPS score of 6;
- Performance in Applied General courses was better in this data than suggested in other sources of data;
- Performance in Maths and English GCSE was very good.

In response to questions the Principal and Deputy Principal advised that:

- Underperforming subjects were continuing to be supported as part of the Quality Improvement Review. Staff had responded well to this support although, ultimately, the success of this intervention would not be known until results were released;
- Additional sessions in Biology were being used to cover content in response to student feedback. Students want all content covered by Easter so that they can revisit and revise topics in the immediate run-up to the exams. Alternative specifications had been considered, but all were felt to be similarly difficult and content heavy;
- All staff in Biology were currently part-time with an acting Head of Department who was also part-time. Given that funding next year looked positive, it was probable that an appointment would be made in Biology. Even though this might result in overstaffing, it would remove the vulnerability caused by staff absence in the current and previous academic year;
- A lot of time had been dedicated to revisiting topics and adapting schemes of work to respond to linearization;
- Whilst the IDSR data on Applied General courses was positive, it only counted the courses who were completing the new, harder specifications, therefore, only 60% of the College's Applied provision was included. The remaining courses had moved to the harder specification this year;
- Students were more likely to be offered a place and accept their first choice than was the case nationally, and once at university, they achieved better outcomes than other sixth form students generally and better than the private sector students when they attended Russell Group universities;
- The mock exam week next academic year would be held before Christmas to enable earlier intervention. It was also intended that teaching start earlier in the autumn term.

The Local Governing Body **noted** the information provided. It was **requested** that governors be provided with an update on the underperforming subjects to include any context and current performance of second year students. Governors also provided challenge in respect of Sociology given that it had been identified as being significantly below national value added for two years and governors were aware that performance issues preceded this. They asked that they be kept informed as to measures being taken to address this continued underperformance.

## 8. Finance and Resources

### (i) Finance & Resources Committee minutes: 12.02.20

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

- The Finance Director had reported difficulties with the Civica software which meant that a forecast could not be shared with the Committee;
- Staff equality monitoring data had been scrutinised and a number of action points had arisen from consideration of this data;
- The external audit reports in relation to Health and Safety and Site Security and the recommendations arising from these were considered in detail. The Committee was reassured that the Principal and Premises and Estates Manager had already responded to recommendations identified as urgent and that other action would be taken as outlined in the management response.

The Principal advised that the urgent action identified in relation to the gas safety certificate had been resolved with a higher-level service contract agreed to guarantee that this would not expire. He added that the Premises and Estates Manager had responded positively to the audit findings and would meet routinely with the Principal to consider forthcoming service deadlines. In response to questions, the Principal confirmed that the College had a compliance register of equipment to be serviced.

The Local Governing Body **received** the Committee minutes and **noted** the information provided.

*(Rubia Amin left at 7.10pm)*

### (ii) Finance update

The Local Governing Body considered the latest update provided by the Trust's Finance Director and the forecast that had been included. Governors questioned the deficit EBITDA figure in the forecast to August. The Principal advised that he was not aware of any issues with the finances and that this related to the phasing of income.

The Principal reported that no appointment had been made to the MAT Accountant role which would have been based at College. The Trust were considering advertising again for this position.

The Local Governing Body **noted** the information provided and asked for consideration to be given to the arrangements for reporting to Governors' where the Finance Director was unable to attend the meeting.

### **Principal's Update**

The Principal's update report which was identified as urgent was tabled. The Principal reported that:

- The College had three suspected cases of Mumps. The local Health Protection Team was contacted and they advised that anyone with symptoms should remain at home for five days after symptoms first appeared. Guidance had been shared with parents and students in relation to advice about general hygiene;
- In response to the Coronavirus, the College had enacted its Emergency Response Plan and was making early preparations in accordance with the current level of risk and guidance from the DfE and Public Health England. Public information advice had been shared and hand sanitiser purchased and placed in key areas around College. It was noted that only 22 bottles could be purchased as there were supply shortages;
- Two exchange visits were planned for the end of next week. It was anticipated that these would be cancelled;

- Should there be a reported case and the DfE instructed the College to close, the College was already planning means of ensuring that students could be set work remotely and staff were being advised to ensure they had access to resources and files remotely. It was, however, noted that a reported case would not automatically mean that the College would be instructed to close;
- There had been significant IT issues over the past week which meant that staff and students were intermittently unable to access emails, the internet and network files. It was believed that the issue had been caused by fluctuations in the power supply that the hardware was unable to cope with. A new UPS unit had been purchased and installed today which it was hoped would resolve the issue in the short term, however, the purchase of replacement servers would be brought forward in-year at a cost of approximately £40,000. Whilst the Principal was confident that the College could afford this within the budget;
- The purchase of new systems that align with those of HSFC also seemed a sensible approach and where one of the College's did not have expertise at a certain level, this would be shared between the two institutions.

The Local Governing Body **noted** the information provided and asked to be kept informed with developments as appropriate. The Parent Governor did not believe that she had received the email advising of suspected Mumps. This would be checked.

**9. Closing Standing Items**

(i) Chair's Action

The Clerk advised that the Chair had approved the appointment of the Staff Governor by use of Chair's action and had approved the recommendation of the appointment of a new Parent Governor in consultation with the Chair of the Curriculum and Quality Committee.

The Local Governing Body **noted** the use of the Chair's action and **approved** the appointment of Wendy Pickess as Parent Governor and member of the Curriculum and Quality Committee for a four-year term.

- (ii) Health and Safety: The Local Governing Body noted its consideration of the College response to contagious diseases and the health and safety audit.
- (iii) Risk Management: No additional items were raised.
- (iv) Impact: Governors' scrutiny of IDSR data and challenge in relation to underperforming areas was to ensure the highest quality provision for students.
- (v) Any Urgent Business: With the exception of the Principals' Update report, no other urgent business was identified.
- (v) Date of Next Meeting: Wednesday, 10<sup>th</sup> June 2020

The meeting closed at 7.36p.m.

Signed: .....  
Gill Slater (Chair)

Date: .....

### LGB ACTION POINTS ARISING FROM MEETING ON 4<sup>TH</sup> MARCH 2020

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/04.03.20/6	Learning Support Manager to advise on current arrangements for identifying students' learning needs and whether baseline testing such as ALIS is preferable.	EYS	10.06.20	
LGB/04.03.20/7(ii)	Provide Governors with context in relation to subjects involved in Quality Improvement Reviews and provide an update on current student progress.	RJS	March 2020	
LGB/04.03.20/8(ii)	Consider arrangements for reporting to Governors where the Finance Director is unable to be in attendance.	EYS/SAGR	May 2020	

### ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

### ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/27.11.19/4	Raise concerns in relation to dual representation and the way in which Cirencester's application had been fast-tracked with the MAT Board.	GS	December 2019	✓
LGB/27.11.19/7(i)c	Request clarity on the MAT charge and intentions for any surplus at year end.	SAGR	November 2019	✓

\* Denotes amended action point.