

Governors Present: Gill Slater (Chair) Phil Douce
James Adnett Joe Durnall
Matthew Bennett Sam Lifford (via Teams)
Emma Bridges Sheena Payne-Lunn
Paul Cumming Ed Senior
Sean Devlin Paul Tamas

In Attendance: Jane Jenkins (Vice Principal Designate)
Luke Moseley (Vice Principal Designate)
Jo Payne (Clerk to the Local Governing Body)
Toby Hooper (Vice-Chair of the Heart of Mercia Trust as an observer).

1. Apologies

Apologies were received from Matthew Adams, Alex Gwinn, Wendy Pickess and Cherry Yau.

2. Opening Standing Items

- (i) In light of reference to the Chantry School in the CEO update, Paul Cumming declared that he is a governor at the school.
- (ii) Those parts of the agenda, which referred to individual students or members of staff were identified as confidential to the Local Governing Body. There was also an item of confidential business which would be considered at the end of the meeting and would require student and staff governors to withdraw.
- (iii) No items of urgent business were identified.

3. Quality Assurance Training

The Vice Principal (Curriculum) delivered a presentation to governors focusing on quality assurance processes and procedures. The key data and processes were identified as SARs/QIPs, key data on attendance, retention and achievement, appraisals with link to key priorities, lesson observations, learning walks, peer appraisals, deep dives, subject improvement, quality assurance across the Trust and engagement with stakeholders. Governors were also reminded of the important role they had in quality assurance.

It was noted that Heads of Department and Subject Leads were currently reflecting on the year and completing SARs and QIPs in draft. The process for validating these once completed after results were known would involve members of the Quality group sampling SARs and QIPs with light touch validation and moderation by Hereford Sixth Form College.

In response to questions it was noted that:

- It had not yet been decided whether governors would be involved in the validation of SARs and QIPs although the Curriculum and Quality Committee would continue to receive these in specific subjects as they requested;
- A mini-inspection was planned to take place at College in October 2022;

- The practice questioning was a useful exercise and would continue even after an inspection, but without the coaching element currently involved;
- Support staff areas undertake a similar process of review and reflection and meet with the Principal and Vice Principals to validate their annual reports;
- There would be a lack of reliable value added data this year given that the prior attainment of the students sitting external exams this year was based on CAGs.

The Local Governing Body thanked the Vice Principal (Curriculum) for her presentation and commented that this provided them with assurance that quality assurance processes were rigorous and robust.

4. **Heart of Mercia Update**

The CEO's update was **noted**. Governors thought that it would be useful if key data, e.g. retention and attendance, was presented in a consistent format across the Trust. The Vice-Chair of the Trust advised that the Vice Principal at King Edward VI College, Stourbridge, was undertaking a project around the presentation of Trust data and this was due to be presented to the Trust's Audit Committee.

5. **Minutes**

(i) Minutes of the meeting on Wednesday, 2nd March 2022

The minutes were **confirmed** as a correct record and signed by the Chair. In relation to the action points, it was noted that the areas of highest and lowest performance from 2019 results were added to crib sheet and this had been shared with governors.

6. **Finance and Resources**

(i) Finance & Resources Committee meeting minutes: 25.05.22

The Clerk presented the minutes and noted the following:

- Three versions of the financial forecast were prepared to suggest the impact of varying pay awards on the College's finances;
- The Student Conduct Policy was updated to include the process for appealing a formal sanction other than exclusion or suspension as this was previously omitted. The membership of the Student Exclusion Appeal Panel was amended so that it would consist of two governors and a senior member of staff rather than an Independent Chair, one governor and a senior member of staff;
- The College's equality objectives for 2022-26 were approved and the Committee requested a report on how the College had performed against the previous objectives in addition to annual reporting on progress with the new objectives;
- The Committee had recommended the approval of its terms of reference and cycle of business.

The Local Governing Body **received** the Committee minutes.

(ii) Draft Five-Year Property Forecast

The Principal advised that the Trust CEO requested that a five-year property forecast be produced by each of the colleges so that there was an overview of the planned investment in premises. Projects which required a successful capital bid were highlighted with the caveat that these could not be completed without such funding. The identified projects would also need to be reviewed on the basis of affordability in each year.

(iii) Sports Facilities Capital Project

The Principal advised that the City Council were applying for levelling up funding for a £4.5 million project to include an upgrade of the athletics facilities, resurfacing of the Astroturf as a 3G pitch and a new gym with a weights facility. The project would also mean that the College would have sole use of the Sports Hall during the day and Freedom Leisure would no longer use the College's Dance Studio and Gym in the evenings and at weekends allowing the potential to develop these spaces or change their usage.

Although each of the joint use partners would need to contribute approximately £30,000 towards the Astroturf, it was noted that significant investment would be needed to renovate for existing facilities for continued use regardless of any capital funding. The College would need to donate significant parts of its current land to enable the Sports Hall to be build and additional car parking to be provided.

The Local Governing Body **noted** the information provided and were positive about the benefits that such a project would bring. They raised concerns about what happened to the donated College land should the joint use agreement come to an end and whether this needed to be covered by a legal agreement and also whether any associated legal costs would be covered by the project funding if successful. The Principal agreed to raise these issues as appropriate.

7. Quality Assurance

(i) Curriculum & Quality Committee minutes: 18.05.22

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

- The College were planning appropriately for the requirement for students to complete 40 additional hours to be funded as full-time students;
- The Committee considered whether the College could more clearly define its key values to stakeholders;
- Deep dives and practice questioning had been successful and contributed to the College's robust quality assurance processes;
- The College's emphasis on promoting university as a progression route was noted with discussion around the difficulty of apprenticeships being advertised at the right level and at an appropriate time in the academic year;
- The progress of Children Looked After was identified, however the Committee was reassured by the support the College had in place for individual students.

The Local Governing Body **received** the Committee minutes.

8. Stakeholder Voice

The Local Governing Body **noted** the link visit feedback reports in relation to a visit to Biology, half-termly safeguarding link visits and attendance at the College's Ambition Event. The Chair thanked relevant governors for their time in meeting with College staff. The Clerk advised that a training needs questionnaire would be shared with governors for completion and this included an opportunity to identify specific areas of interest for next year's link visits.

9. Governance

The Clerk presented her report and advised that:

- The Local Governing Body were required to appoint a Chair and Vice-Chair for next academic year. Whilst Gill Slater and Sean Devlin were both willing to stand for re-appointment for the autumn term, Gill's term of office as an external governor ends in December and, further to fourteen years as a governor, would not stand for re-appointment. Sean Devlin would be willing to stand for appointment as Chair

from January 2023 but would create a vacancy for Vice-Chair. The role description was shared and expressions of interest should be made via the Clerk;

- Whilst there was nothing to state that the Chair cannot also act as the designated safeguarding link governor, feedback from colleges recently inspected was that this would be challenged and was not advisable given the significance of both roles. As Sean Devlin currently acts as the designated safeguarding link governor and his preference is not to take on both roles, expressions of interest were invited for this role and the role specification shared. Ideally, an appointment would be made in September to enable the appointed governor to receive appropriate training and to have a period of transition;
- There was a vacancy for an external governor and it was proposed to advertise this without a requirement for specific expertise or skills given the range of backgrounds and knowledge of the current Local Governing Body;
- Governors were invited to review the LGB cycle of business and terms of reference of its sub-committees.

Local Governing Body noted the information provided and **approved**:

- The appointment of Gill Slater as Chair and Sean Devlin and Vice-Chair for the autumn term of the 2022-23 academic year;
- The advertisement of the external governor vacancy;
- The Local Governing Body cycle of business and the terms of reference of its sub-committees.

10. Policy Reviews

(i) Emergency Response Plan

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

(ii) Risk Management Policy

The policy was **approved** without change.

(iii) GDPR Policy and Annual Report

The proposed changes to the policy were **approved** subject to consideration as to whether there was sufficient reference to the use and storage of data e.g. saved in multiple places. The Local Governing Body **noted** the contents of the report including the findings of an internal audit, the number and nature of CCTV, freedom of information and subject access requests. This data would be shared with the Local Governing Body on an annual basis.

There was some discussion about whether the Heart of Mercia Trust Data Protection Officer would be conducting audits of data and storage and governors also felt that there should be a Trust level policy in relation to GDPR.

11. Closing Standing Items

(i) Chair's Action: None.

(ii) Health and Safety: None.

(iii) Risk Management: None.

(iv) Impact: The training aided governors understanding of the College's quality assurance processes so that they can better support and challenge in this area to ensure they can monitor the quality of provision for students.

(v) Any Urgent Business:

An item of confidential business was tabled with staff and student governors excused.

- (vi) Date of Next Meeting: The Local Governing Body **approved** the meeting schedule for 2022-23 noting the inclusion of the Governors' conference on Saturday, 8th October 2022. It was, therefore, confirmed that the next meeting of the Local Governing Body would be held on Wednesday, 14th September 2022.

The meeting closed at 7.01p.m.

Signed:
Gill Slater (Chair)

Date:

LGB ACTION POINTS ARISING FROM MEETING ON 8TH JUNE 2022

| Report Reference | Action Point | Person Responsible | Completion | Check |
|---------------------|---|--------------------|----------------|-------|
| LGB/08.06.22/6(iii) | Raise concerns in relation to College land should the joint use agreement come to an end and also the query about legal fees as the opportunity arises. | EYS | September 2022 | |
| LGB/08.06.22/9 | External governor vacancy to be advertised. | JJP | ASAP | |
| LGB/08.06.22/9 | Expressions of interest in relation to Vice-Chair and Safeguarding Link role to be shared with the Clerk. | Governors | September 2022 | |

No action points were brought forward.

ACTION POINTS COMPLETED

| Report Reference | Action Point | Person Responsible | Completion | Check |
|------------------|---|--------------------|------------|-------|
| LGB/02.03.22/5ii | Areas of highest and lowest performance to be updated in Inspection crib sheet for governors. | JLJ | ASAP | ✓ |
| LGB/02.03.22/8 | Share affordability report in relation to Post-16 Capacity Fund bid prior to submission. | EYS | March 2022 | ✓ |

* Denotes amended action point.