

Governors Present: Sean Devlin (Chair) Beth Hallam
Matthew Adams Kelvin Hard
James Adnett Sam Lifford
Paul Cumming Wendy Pickess
Phil Douce Ed Senior
Tom Gregory Caroline Shaw

In Attendance: Jane Jenkins (Vice Principal Designate)
Jo Payne (Clerk to the Local Governing Body)
Emma Lamb (PA to the Vice Principal)

1. Appointment of Chair and Vice Chair

Sean Devlin and Sam Lifford were unanimously re-appointed as Chair and Vice Chair respectively for the 2023-24 academic year.

2. Apologies

Apologies were received from Duncan Clark, Alex Gwinn, Sam Moran and Sheena Payne-Lunn.

3. Opening Standing Items

- (i) Paul Cumming declared that he was a governor at the Chantry High School.
- (ii) Those parts of the agenda, where applicable, which referred to individual students or members of staff were identified as confidential to the Local Governing Body.
- (iii) No urgent business was identified.

4. Minutes

- (i) Minutes of the meeting on Wednesday, 6th June 2023
The minutes were **confirmed** as a correct record and signed by the Chair and an update was provided on the action points. The Principal advised that the SFCA have recently issued some information on AI which will be reviewed and disseminated as appropriate.
- (ii) Confidential Minute
The confidential minute from the meeting on 6th June was confirmed as a correct record and signed by the Vice-Chair.

5. Quality

- (i) Exam Results Overview
The Vice Principal presented the headline data from summer 2023 exam results and highlighted the following:
 - The proportion of high grades and the value added score have both increased, however the overall pass rate dipped in comparison to last year and 2019;
 - Whilst the percentage of students gaining A*/A grades increased, this was still below national rates and would remain an area of focus;

- Subjects who had performed particularly well against national rates were noted as were those who had underperformed and would be part of subject improvement support this academic year;
- The Six Dimensions Value Added indicates a score of 0.03. The College's value added is the best of the sixth form colleges in the Trust;
- An analysis of Applied Level 3 subjects indicates that the three A Level equivalent courses have underperformed which has affected the overall value added performance, however, this was still in line with A Levels and students made expected progress;
- Maths and English GCSE resit performance was outstanding;
- Destinations data still needs to be factored in. The current report indicates that 81% of students were placed at their first choice university with three students securing places at either the University of Cambridge or Oxford;
- Retention improved last year and was in line with other colleges in the Trust.

In response to challenge, it was noted that:

- There had been new staff appointments made in some of the areas which had underperformed. All teachers new to College are observed within the first three weeks of teaching;
- Attendance and retention are national issues. Attendance continues to be focus this year with tutors following up on all absences and contact made with parents or carers.

The Local Governing Body thanked the Vice Principal for her report and **noted** the contents provided. The Chair, on behalf of the Local Governing Body, congratulated the College on the results.

(ii) Quality Improvement Plan 2022-23

The Vice Principal explained that the QIP for last academic year has been updated to include evidence of action taken.

The Local Governing Body **noted** the contents of the Quality Improvement Plan 2022-23.

(iii) Quality Improvement Plan 2023-24

The Vice Principal advised that the four main themes identified were the same as last year and relate to monitoring, tracking and intervention, with a continued focus on encouraging students to have aspirational progression aims. More detailed information would be shared at the next Curriculum and Quality Committee.

The Local Governing Body **noted** the contents of the Quality Improvement Plan and asked for clarification as to whether students who have deferred their entry to university are included in the data.

6. Strategic & Governance

(i) Heart of Mercia Chief Executive Officer's Update

The Local Governing Body noted the contents of the Chief Executive Officer's update.

(ii) Principal's Update Report

The Principal presented his update report and in response to Governor challenge the following was noted:

- Given the higher number of applications received, the number invited to course confirmation was in line with what was expected, however, a larger proportion were not qualified for the courses they wished to study. More were not qualified for a Level 3 or even Level 2 programme and, consequently, were not able to enrol;
- Level 2 provision is larger than it has been in recent years as a result of fewer being qualified for level 3 programmes;

- The student number is likely to be approximately 1760. The growth of 60 students overall means that funding for next academic year will be positive, however given a smaller year 1 intake, it becomes more of a challenge for the student number to grow next year with an impact on funding in the following year;
- 23 students enrolled on the College's first T Level in Education and Early Years;
- The implementation of the no-smoking or vaping rule has meant a visible reduction in the numbers doing so at College, however, a significant staff presence was required to oversee this. There have been reports that the local shop continues to sell vapes to students aged under 18 and the College has reported this to Trading Standards and written to the proprietor;
- If the pay award agreed with school teachers was implemented in sixth form colleges, this would cost the College £188,000 above what is budgeted.

The Local Governing Body thanked the Principal for his report and **noted** the contents.

(iii) Clerk's Update Report

The Clerk presented the update report and highlighted the following points:

- Due to the decision of West Mercia Police to prevent officers volunteering in governor roles, the previously appointed external governor (safeguarding lead) is unable to take up the position. The vacancy continues to be advertised and Sean Devlin has agreed to continue in the designated safeguarding governor role until a suitable replacement is found;
- The year 1 student governor vacancy will be advertised in October;
- In response to feedback from governors, a training programme for the academic year was proposed;
- A College calendar of events has been created to make it easy for governors to identify opportunities to visit set piece events.

The Local Governing Body **noted** the contents of the report and **approved** the training programme as outlined.

(iv) Marketing Annual Report

The Marketing Co-ordinator presented the annual Marketing report and noted the following:

- Last academic year's Open Events attracted the highest number of visitors in the last ten years with feedback about the events overwhelmingly positive;
- Communication with applicants and their parents continued over the summer and the schedule of this, including examples of subject specific content was noted;
- A series of events/activities are being planned to mark the College's 40th anniversary starting with the opening of the science extension on 6th October.

The Local Governing Body **noted** the contents of the report.

(v) Property Update

The Principal presented the Property Update and in response to challenge from governors, the following was noted:

- The College had a schools' condition report completed in 2018 and numerous surveys prior when the overcladding was being installed. None of this indicated the presence of RAAC, however, they were not explicitly looking for this. The Principal has requested quotes for a RAAC survey. The Principal has sought advice from the Trust CEO who has advised that the College does not currently need to take action;

- The science build is on track to be handed back to the College on 25th September.

The Local Governing Body **noted** the contents of the report. Governors expressed their concern at anything that might undermine the College's ability to ensure the safety of staff and students and were supportive of the Principal's attempts to explore the advisability of a survey.

(vi) Business Continuity Plan

The Clerk advised that the plan is based on the Trust template, but also incorporates appendices from the Emergency Response Plan which the Business Continuity plan will ultimately replace.

The Local Governing Body **approved** the Business Continuity Plan.

7. Stakeholder Voice

The Chair reported back on his attendance at induction training for staff new to College and the summer Art Exhibition. He had been very impressed with the training that new staff receive.

(Phil Douce left the meeting at 6.35pm)

8. Policy Reviews

(i) Student Union Constitution and Code of Practice

The Policy was approved without change.

(ii) Governors Handbook 2023-24

The Clerk confirmed that the updated handbook had been emailed to governors in full. The changes to the handbook, as outlined, were **approved**.

(iii) Management of the College Policy

The Local Governing Body **approved** the proposed changes to the Management of the College policy subject to a line of accountability being added to the organisational chart between the Local Governing Body and the Principal.

(iv) Quality Assurance Policy

The Local Governing Body **approved** the changes as outlined to the Quality Assurance policy.

(v) Freedom of Speech Policy

The Local Governing Body **approved** the Freedom of Speech policy without change.

(vi) Early Career Framework Policy

The Local Governing Body **approved** updates to the Early Career Framework policy.

(vii) Safeguarding Policy

The Local Governing Body **approved** updates to the Safeguarding Policy to reflect changes in personnel and the revised Keeping Children Safe in Education legislation. Following the resignation of the DSL, the current arrangements were outlined by the Principal, namely that a member of the Senior Leadership Team was acting as DSL with an interim Safeguarding Officer in place for the day to day response to safeguarding issues.

(viii) Managing Allegations

The Local Governing Body **approved** updates to the Managing Allegations policy based on requirements in Keeping Children Safe In Education 2023. The number of low level concerns raised in relation to staff and the nature of these and the action taken was noted.

9. Closing Standing Items

(i) Chair's Action: None taken since the last meeting.

- (ii) Health and Safety: Governor scrutiny in relation to RAAC was noted.
- (iii) Risk Management: Governors requested that when reviewing the risk register, particularly attention be given to adding a risk in relation to RAAC and also reflecting on the implications should the College not meet its recruitment target next year.
- (iv) Impact: Governor scrutiny of performance data and focus on student progression was noted.
- (v) Any Urgent Business: None.
- (vi) Date of Next Meeting: 29th November 2023.

The meeting closed at 6.50pm.

Signed:
Sean Devlin (Chair)

Date:

LGB ACTION POINTS ARISING FROM MEETING ON 13TH SEPTEMBER 2023

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/13.09.23/5(iii)	Clarify whether deferred entry to university is included in destinations data.	JLJ	November 2023	
LGB/13.09.23/6(v)	Investigate the advisability of a RAAC survey.	EYS	ASAP	
LGB/13.09.23/9(iii)	Review the risk register to include reference to RAAC and risk of not meeting the recruitment target next year and the subsequent impact on funding.	EYS	November 2023	

ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
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ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
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LGB/06.06.23/4i	Feedback to Trust on whether reporting on September retention has any validity.	JJP	June 2023	✓
LGB/06.06.23/9iv	Issue guidance to parents on the benefits and risks of AI.	EYS	September 2023	✓

* Denotes amended action point.