WORCESTER SIXTH FORM COLLEGE

Minutes of the Local Governing Body Meeting held on Wednesday, 5ᵗʰ March 2025 at *5.30 pm*

Governors Present: Sean Devlin (Chair)   Wendy Pickess
 Matthew Adams   Chantal Pottage
 Elle Beale   Paul Rushton
 Grahame Davies   Ed Senior
 Andrew Forth   Caroline Shaw
 Sheena Payne-Lunn

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

1.   **Apologies:** James Adnett, Tom Gregory and Alex Gwinn.

2.   **Appointments**
 The Curriculum and Quality Committee recommended the appointment of a staff governor. The Local Governing Body duly **approved, pending ratification** by the Trust Board, the appointment of Alex Gwinn as Staff Governor and member of the Curriculum and Quality Committee for a four-year period.

3.   **Opening Standing Items**
 (i)   There were no declarations of interest relevant to the agenda.
 (ii) No confidential items were identified.
 (iii) No urgent business was identified.

4.   **Training: Teaching & Learning Strategies and Progress**
 The Associate Senior Lead for Teaching and Learning delivered training on teaching and learning strategies and the work of the teaching and learning team. The key points were as follows:
   • Six Raising Standards Leads (RSLs) have been in post this year and are working to further raise the profile of teaching and learning across College;
   • The College's teaching and learning strategy has six key themes and subject areas have been asked to identify an area of focus in addition to the whole College priority of feedback;
   • The RSL's are piloting Developmental Learning Walks which have started with the RSL's opening their classroom doors with teachers able to observe strategies they have been developing. Twenty staff engaged with the first Open Door Day;
   • Some of the lessons were filmed and one was used as part of coaching training that SLT and RSLs have participated in;
   • It is anticipated that once implemented as a process for all that reflections on what has been tried and learnt will form part of an appraisal conversation.

In response to challenge, the following points were noted:
- In terms of staff buy in, the number who took part in the first day was positive (around 25% of teachers). It is hoped that a second such opportunity in June when there is less teaching will see a higher rate of engagement. There is a change of culture needed so that teachers are comfortable with peers being in their lessons and it is hoped this can be developed through the staggered implementation. The ultimate aim is that all teachers will engage with the process;
- Consideration will be given as to whether there are enough RSLs;
- Consideration will also be given to incorporating feedback from students on their perceptions of the things that teachers are trying in lessons;
- There is not currently a requirement for Subject Improvement Subjects to participate and these subjects are having lessons observed as part of the programme of support.

The Local Governing Body thanked the Associate Senior Lead for Teaching and Learning for his presentation and **noted** the contents provided.

5.   Minutes
(i)   Minutes of the meeting on Wednesday, 27th November 2024
The minutes were **confirmed** as a correct record and signed by the Chair and an update was provided on the action points.

6.   Management & Strategic
(i)   Trust Update
The summary of the most recent Board meeting was received and the contents were **noted**. In response to questions, the Principal commented that an EBITDA of £158,000 represented a modest surplus.

The Chair advised that he had attended the most recent LGB Chairs meeting and found the opportunity to hear from the other LGB Chairs useful. The notes of the meeting were received. The Chair confirmed that he had raised capacity issues in relation to classrooms and toilets and has requested that the Director of Governance update the record of the meeting accordingly.

(ii)   Principal's Update
The Principal outlined the key points from his report which were as follows:
- Level 3 Value Added performance has been published nationally for the first time since 2019. Back in 2019 the College's A Level Value Added performance score was -0.16 whereas now students make expected progress which is the same for the other A Level providers in the Trust. In relation to Applied value added performance, College students make above average progress with the best score in the Trust;
- Music Technology will be withdrawn from September 2025 and applicants have been informed. Staffing arrangements have been put in place to support the teaching of year 2 of the course for existing students;
- Given the reprieve for Business Applied Level 3 following the outcome of the pause and review, the introduction of the Business T Level has been delayed;
- The Trust Safeguarding Co-ordinator conducted a safeguarding audit. One of the recommendations that was made was to explore the introduction of CPOMS as a means of obtaining safeguarding files from county schools who use the system and for having this information easily and readily accessible to the safeguarding team;
- The Principal advised that an individual had tried to gain access to College, was apprehended by College staff and escorted off site. This person was known to be a potential risk to an individual student with a history of violence. An emergency call was made to the Police who said that they would attend, but failed to do so. Obtaining information from the Police subsequently to allow the College to risk assess the

safety of the student and others at College was proving problematic. The Principal has contacted the MP and the West Midlands Police and Crime Commissioner to request that concerns about the lack of Police response be raised on behalf of the College;

- The College has drafted a sustainability and climate action plan in response to the requirements for educational establishments to do so and this aims to respond to the areas of decarbonisation, adaptation and resilience, biodiversity and climate education and green careers;
- A condition and decarbonisation survey was undertaken in July 2024 and the report has now been received. A project has been identified that would make the College net zero in terms of fossil fuel usage for a cost of £2.2 million. If the College were to be successful in securing grant funding via a Salix bid, the College's contribution towards this would be approximately £500,000;
- A recent test to practice restoring College data from offsite cloud backups was successful, however, installation of the backup software took longer than expected.

In response to challenge, the following was noted:
- There are other institutions where students can study Music Technology should they wish. In terms of current students, there are currently 21 in year 1 and the arrangements for supporting them next year will be communicated shortly now that arrangements have been agreed;
- CPOMS would cost approximately £8,000 per year. Governors were supportive of its implementation if it assisted the College with securing earlier safeguarding information about students;
- It was suggested that there were too many KPIs in the sustainability and climate action plan which seemed unrealistic to report on and achieve. It was recommended that the action plan be revisited with a view to identifying four or five KPIs;
- In terms of the network restoration test, governors asked for confirmation of the recovery time objective.

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

7. **Governance**
(i) Stakeholder Feedback
- The recent safeguarding link visit report was noted. The safeguarding designated governor advised that the meeting was constructive and that the next visit is planned for 20th March;
- The SEN link governor reported on her initial meeting with the Learning Support Manager noting difficulties in filling staff vacancies. There are six high need students and 480 students with some form of exam access arrangements and only eight learning support assistants. The Learning Support Manager is completing a National Professional SENCO Qualification.

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

8. **Quality Assurance**
(i) Curriculum & Quality Committee minutes: 05.02.25
The Chair of the Committee presented the minutes and reported that the Committee had made a recommendation in relation to the staff governor appointment. The draft minutes were **received** and the contents **noted**.

9. **Finance and Resources**
(i) Finance & Resources Committee minutes: 12.02.25
The Chair of the Committee presented the minutes and reported that the Committee had considered options presented to the Trust aimed at addressing the shortage of toilets and associated capacity issues should classrooms be renovated into toilet facilities. The draft minutes were **received** and the contents **noted**.

10. Closing Standing Items
(i) Chair's Action: No Chair's action had been taken since the last meeting.
(ii) Health and Safety: The consideration of the lack of toilets was noted. The lack of Police response was also noted.
(iii) Risk Management: The risk of an intruder and lack of response from the Police was identified and will be reflected upon when the risk register is next reviewed.
(iv) Impact: Governors' focus on teaching and learning was noted.
(v) Any Urgent Business: None.
(vi) Date of Next Meeting: 4th June 2025.

The meeting closed at 6.53pm.

Signed: ………………………………………………………   Date: ……………………
           Sean Devlin (Chair)

LGB ACTION POINTS ARISING FROM MEETING ON 5TH MARCH 2025

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/05.03.25/6(ii)	Revisit the sustainability and climate action plan to refine the number of KPIs.	EYS/JJP	March 2025	
LGB/05.03.25/6(ii)	Confirm the recovery time objective in relation to network and systems backup.	EYS	March 2025	

ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/27.11.24/3	Continued tracking of disadvantaged student progress with further updates to be shared with the Curriculum and Quality Committee.	JLJ	February 2025	✓

* Denotes amended action point.