

**Governors Present:** Sean Devlin (Chair) Alex Gwinn  
James Adnett Sheena Payne-Lunn  
Elle Beale Wendy Pickess  
Wisal Bashar Chantal Pottage  
Grahame Davies Ed Senior  
Andrew Forth Sam Wilson (via Teams)  
Tom Gregory

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

**Apologies:** Paul Rushton, Matthew Adams

### 1. Appointments

Following consideration by the Curriculum and Quality Committee, the Local Governing Body made the following recommendations for approval by the Trust Board:

- Sam Wilson to be reappointed as external governor and member of the Finance & Resources Committee
- Chantal Pottage to be appointed as the SEND link governor
- Grahame Davies to be appointed as the CEIAG link governor

### 2. 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.

### 3. Ofsted Inspection Toolkit

The Vice Principal delivered a presentation to governors on the new Ofsted Inspection toolkit and made the following key points:

- The new regime would take effect from November 2025 and it was possible that the College could be in scope for inspection as early as autumn 2026. The inspection would be a full inspection over three or four days, however, unlike the previous regime, planning calls would take place 5 or 6 days prior to the visit and there would be a number of calls where inspectors would identify their areas of focus. This would be aimed at validating the areas that the College presented as strengths and, where areas for improvement were identified, that appropriate actions had been identified;
- The key themes of the new toolkit are achieve, belong and thrive and the 'golden thread' of inclusion and how establishments are moving barriers to achievement etc. The College has had a focus on narrowing the disadvantage gap for several years and had demonstrated positive outcomes both academically and in terms of progression for students in receipt of free college meals etc so there is a strong foundation on which we can build;

- The toolkit requires inspectors to grade all key judgements with expected being where most will lie, strong equating to the previous outstanding judgement and exceptional applying only to the top 1% who could demonstrate lifechanging impact. It is based on a secure fit model whereby all judgements need to meet expected standards before consideration will be given to judging provision as strong;
- The inspection would start by determining whether safeguarding arrangements had been met rather than being a limiting factor in the previous regime. If something administrative was identified as being missing from the single central record, for example, there would be time during the inspection to demonstrate that this had been rectified;
- Senior leaders rather than middle leaders would accompany inspectors and be expected to be confident in speaking about strengths and areas of focus. In a change to previous inspections;
- Inspectors will identify between 6 and 8 students from a disadvantaged category e.g. SEND, and shadow them during their visit to see how teaching is being adapted to meet individual needs;
- The role of leaders and governors is to ensure that provision enables all students to belong and thrive, with particular focus as to how barriers are being identified and addressed. Governors are also expected to check on the workload and wellbeing of leaders;

In response to challenge from governors the following was noted:

- As the College had identified Pakistani students as a group who were not performing as well as their peers, there may well be a focus on how the College was identifying possible reasons for this and taking positive action to remove any barriers. Whichever group of students inspectors focus on, they will be looking at any interventions that were implemented as a result of a student falling being in progress grades for example;
- It is possible that inspectors would speak to the CEO and/or Trustees as part of an inspection in addition to wanting to speak to local governors;
- Senior leaders held a strategy afternoon to focus on the new toolkit and were in the process of creating narratives in respect of the areas for which they are responsible for and sharing with others so that all senior leaders could speak confidently about provision across College. These would be shared with governors in due course, in addition to identifying questions that governors might be asked and directing them to supporting evidence where they can be reassured areas of provision.

Governors **thanked** the Vice Principal for an informative presentation and invited the Principal and Vice Principal to consider ways that they could review and monitor the workload and wellbeing of leaders in a way that could be evidenced. Governors said they would welcome a strategy morning in the summer term to focus on inclusion and ideas in relation to removing barriers.

#### 4. Minutes

##### (i) Minutes of the meeting on Wednesday, 10<sup>th</sup> September 2025

The minutes were **confirmed** as a correct record and signed by the Chair and an update was provided on the action points as follows:

- Case studies of students who had progressed to the best universities for their particular subject, even where this was not a Russell Group establishment, would continue to be collated and there was also a project ongoing about applied students and their retention and progression;
- The College was seeking guidance from the SFCA with a view to making a connection with an institution who perform well with Pakistani students. This is a group of students that KEDST are also looking to make improvements with;
- The risk register had been reviewed with a net loss of 7 risks, primarily, where the risk resided at Trust level in relation to systems etc.

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

(ii) Confidential Minute

The confidential minute was **approved** as an accurate record by those eligible to view it.

(iii) Student Exclusion Appeal Panel Recommendations

Student Exclusion Appeal Panel recommendations were **approved** and related to slight changes to the process of disciplinary meetings where suspension or exclusion was a possibility.

## 5. **Management & Strategic**

(i) Trust Update

The Local Governing Body **received** the Trust Board update. It was noted that the Principal and Vice Principal had represented the College at the funeral of the former Chair of the Trust Board, Dr Ken Hopkins.

(ii) Estates Master Planning

The Principal presented the proposals put forward by the consultant and architects as part of the MAT Master planning exercise that was ongoing identifying the following key points:

- The most likely project to be put forward for a bid for government FE capital funding would be a four-storey infill which would provide a net of 4 additional classrooms, a large flexible use space and a net of 32 toilet cubicles which would increase the number to about what should be expected for the number of students. The project would cost in the region of £2.5 million;
- There was potential to include responding to health and safety concerns in relation to the current kitchen and servery layout through the removal of two first floor classrooms which were not fit for purpose to enable the servery ceiling height to be increased and the kitchen brought up level with the servery;
- An option to extend the covered area in the outdoor recreational area effectively creating 100 additional seats next to the cafeteria and addressing access to the Gym could be achieved regardless of the outcome of the capital bid using the SCA;
- Longer term options for developing the site were also shared with governors including the potential installation of a mezzanine floor in the Hall and a redesign of the College entrance and student access.

In response to challenge it was noted that the details and eligibility of the Government scheme would not be announced until March and it was unknown when outcomes would be known, but if successful it is possible that some demolition work could take place during the summer, but construction would be ongoing through the next academic year.

Governors were enthused by the potential to address existing concerns and challenges around capacity, inadequate toilet facilities and health and safety issues and thanked the Principal for his update.

(iii) Strategic Development Plan

The Principal outlined the key successes including improved progression outcomes which reflected the impressive efforts of both Student Services and academic departments, improvements to student transport and related communications and the positive impact that the three associate members of SLT had made in the areas of teaching and learning, staff development and vocational and technical education. The College had sought to provide additional progression opportunities for colleagues with the appointment of a Project Lead in relation to behaviour on applied courses and a Literacy Co-ordinator. With respect to the latter, the College invested in diagnostic software to identify the reading ages of students and was considering the next steps, e.g. small group support for students with English as an additional language and what was affordable.

In terms of current challenges, whilst increases to staffing last year had helped in addressing some class size issues, it increased the staffing budget by £867,000 (including the pay award) so going ahead, staffing costs as a percentage of income would need to be carefully monitored. The need to embed the College mental health strategy, increase the number of students from identified groups participating in enrichment, responding to the introduction of V Levels and Ofsted preparedness were all highlighted.

The Local Governing Body **approved** the Strategic Plan.

(iv) SEND Audit

The MAT undertook an internal SEND audit and the finding relevant to the College were **noted**. The College was in the process of appointing for a Senior Leader for SEND/Inclusion to replace the Learning Support Manager who is leaving College at Christmas.

**6. Finance & Resources**

(i) Finance & Resources Committee minutes: 12.11.25

The Student Union accounts were **approved**. The Committee's focus on cyber security, AI and filtering and monitoring were noted by the Committee Chair.

**7. Quality Assurance**

(i) Curriculum & Quality Committee minutes: 05.11.25

The draft minutes of the Committee were **received** and recommendations in terms of governor appointments **noted**.

(ii) College Self-Assessment Report

The Vice Principal advised that the self-assessment report had been formatted in line with the new inspection toolkit and governors were invited to challenge the judgements reached. The self-assessment was **approved**.

**8. Governance**

(i) Stakeholder Feedback

Governors provided updates on visits in the following areas:

- The Safeguarding governor reported on a visit from the summer term. More recently, an autumn term visit was completed (report to be shared in the spring term) with a review of the single central record and focus groups with staff and students conducted;
- The Mental Health and Wellbeing link governor provided feedback on a recent visit along with plans for the team to receive trauma informed training;
- Two governors visited the November Open Event visiting all areas of College and speaking to visitors. They were highly impressed with what they saw. There was comment on the College website which had been viewed prior to the event, which it was felt was becoming slightly dated.

The Local Governing Body **noted** the updates provided. In relation to the comment about the College website, the Clerk in her role leading on the College's marketing advised that she was in the process of speaking to developers with the intention of looking to create a new website for the reason identified and the desire to make it more functional.

**9. 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 estates planning to address concerns about the kitchen and servery were noted.

- (iii) Risk Management: No additional risk management items were raised.
- (iv) Impact: Governors noted their training in their role in inspection and the scrutiny provided by governor link visits as providing scrutiny and challenge to improve provision for students..
- (v) Any Urgent Business: No items were raised.
- (vi) Date of Next Meeting: The Clerk advised that she would survey governors on their availability for the spring term meeting to be brought forward a week and would subsequently confirm the date based on availability.

The meeting closed at 7.06pm.

Signed: .....  
Sean Devlin (Chair)

Date: .....

### LGB ACTION POINTS ARISING FROM MEETING ON 26<sup>TH</sup> NOVEMBER 2025

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/26.11.25/3	Produce and share, in due course, Osted narratives in relation to all areas within the inspection remit.	EYS/JLJ	Ongoing	
LGB/26.11.25/3	Identify questions governors might be asked and produce crib sheets as appropriate.	JJP/JLJ	Ongoing	
LGB/26.11.25/3	Identify a summer term opportunity for strategic discussion in relation to inclusion and the identification and removal of barriers.	EYS/JJP	February 2026	

### ACTION POINTS BROUGHT FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
LGB.10.09.25/5(i)	Report on positive progression outcomes outside of the Russell Group measure.	JLJ	November 2025	
LGB.10.09.25/5(ii)	Consider liaison with institutions where Pakistani students made better than expected progress.	EYS/JLJ	Ongoing	

### ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
LGB/04.06.25/9(iii)	Review the risk register to identify if there are any risks that can be closed.	EYS	September 2025	✓

\* Denotes amended action point.