



MINUTES
FROM THE MEETING OF THE WEST SOMERSET COLLEGE
LOCAL GOVERNING BODY
HELD ON
WEDNESDAY 12 JUNE 2019 AT 6.00 PM AT THE COLLEGE

Actions from WSC LGB Meetings

Item Reference	Action	Person Responsible	Due Raised
1.4	AL to liaise with SG to arrange dates for Governors to come into class to watch a feedback session. Postponed until Autumn.	GM/AL	08/05/2019
1.4	GM to liaise with MB and PM to formulate an application bid from the Hinkley mitigation fund to support student mental health/counselling.	GM/MB	12/06/2019
1.4	SG/GM to discuss with PLE safeguarding cover arrangements for out of school core hours and holidays.	SG/GM	08/05/2019
1.4	MC to forward questionnaire to SG for passing onto Governors who felt they would benefit from the questionnaire. GM to forward as to date there has been a technical glitch with Survey monkey.	GM	08/05/2019
1.4	SG to check OA funding is being allocated to WSC and correctly shown	SG	08/05/2019
3.	GM to share IDSR with SG and SG to forward onto Governors.	GM/SG	12/06/2019
5.	SG to clarify who is responsible for approval of the curriculum (Trust or LGB).	SG	12/06/2019



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Members

✓	Sid Gibson	(SG)	Chair
✓	Martina Forster	(MF)	
✓	Michelle Butterworth	(MB)	
✓	Geoff Dibble	(GD)	
-	Naomi Griffiths	(NG)	
✓	Colin Johnson	(CJ)	
✓	Debbie Shelley	(DS)	
✓	Gregg Mockridge	(GM)	Head teacher

In Attendance

-	Peter Elliott	(PLE)	CEO
✓	Fran Davis	(FD)	Clerk

1. **Procedural Matters**

1.1 Apologies for absence and acceptance/non-acceptance

Naomi Griffiths – family commitments

1.2 Declarations of Interest

None.

1.3 Minutes from the meeting on 13 May 2019

There was an amendment on the minutes under 4.3 the word ‘free’ was removed as the question had been asked whether membership could be offered to under 13’s. The minutes were approved and signed at the meeting.

1.4 Matters arising not covered elsewhere in the meeting.

Actions Outstanding:

- AL to liaise with SG to arrange dates for Governors to come into class to watch a feedback session. GM to

AL

chase up with AL – This has been postponed due to exams, but will be rearranged for the autumn term.

- GM/SG to clarify with PLE the Trust position on having a trained counsellor on site – This was raised with PLE and there is no official stance from the Trust it is a local matter but if a counsellor was required by the college it would need to be funded from the college budget. GM advised he is in discussions with Minehead Eye about making a joint funding application bid from the Hinkley mitigation fund. GM commented that he had looked back and ascertained over 150hrs had been lost from pastoral care. TG advised the pastoral team were now able to offer bereavement counselling for students as training through the Diocese had been undertaken.

It was asked how the retreat was going
 It has been difficult to use whilst exams have been going on.
 The Chair explained the retreat was a place student could go if needed.
 A Governor offered assistance as very interested in the students' mental health and well-being.
 GM thanked the Governor and would like MB to be involved in the funding bid application with Paul Matchum from Minehead Eye.

Action GM to liaise with MB and PM to formulate an application bid from the Hinkley mitigation fund.

GM/MB

- SG to enquire whether not having a safeguarding officer at WSC should be added to the Risk Register – Completed - Plans to recruit a safeguarding officer are in hand.

- SG/GM to discuss with PLE safeguarding cover arrangements for out of school core hours and holidays - **Outstanding**

SG/GM

- MC to forward questionnaire to SG for passing onto Governors who felt they would benefit from the questionnaire – **Outstanding** GM apologised this had not been sent out but there had problems with Survey Monkey and were now looking at Google Doc's instead.

GM

- SG to meet with GM and rephrase wording on risk register regarding WSAT – **Completed**.

- GM/SG to query staffing figures with Finance department – **Completed** GM advised vocational staff had not been included.

The Chair advised finance papers had been posted onto Trust Governor and if Governors had any queries please

email them to the Chair who would collate and forward to CFO. A Trust wide finance tutorial was being arranged for the autumn term.

- SG to check OA funding is being allocated to WSC and correctly shown – **Outstanding**
- SG to arrange a tour of the gym facilities for Governors – **Completed**. The Chair advised he had been elected new Chair of the new BTCT Leisure Company and would give regular updates to the LGB.

SG

2. SEN Update

TG thanked the safeguarding Governor for her report and felt it summarised what is going on.

Looking at the Governor Termly report one key point to note is although the Current SEND Progress 8 score shows -0.53% it is worth bearing in mind that 3 key students are having a significant impact on this data. If they were removed from the data, there would be a positive residual.

It was asked if this was an estimated figure

Yes

There are a number of disengaged students in Year 10 and we are looking at alternative non-GCSE qualifications being offered to a very few. The Trust would be delivering ASDAN award next year.

Governors were pleased with this development and thought it is important to match the curriculum to the needs of the students.

TG advised on the access arrangements and in year testing for year 9. There could be 34 students in year 9 who may require readers.

GM highlighted there had not been any guidance from DfE on attainment of KS2 pupils meaning all estimates on ability had been made at the college to where students sit on low, middle or high attainment levels.

Key actions for TG

- strategies being discussed with Trust and middle schools going well.
- Inclusion phases – method of approach showing graduated response to pupils. Highlights where all students are and what they need. Need to consider all aspects of their school life and investigate issues such as attendance and behaviour and look at reasons behind it.

Governors liked the whole school forensic approach to students. It was thought this was really good. It was asked if every pupil was being reviewed.
Yes, but it is a long process.

- ‘Quick wins’ was discussed and TG shared how this was being implemented. It could be used as a monitoring tool as well.

It was asked if supply teachers would use this as well
Yes, everyone would have access to it.

TG moved to the Inclusion expert report and gave an explanation on how it came about. It was noted WSC did not need to participate but in the spirit of being supportive took part in the audit.

It was asked about the scoring did it equate to a phrase
There was no descriptive phrasing to support the figure. I would score us, he would challenge and request evidence.
The SEN Governor was asked if the governance score was fair.
Yes, but was not involved in the process.

- Student and parental voice was discussed. It is difficult to get parental feedback if all is going well. However, we do get high attendance for annual reviews.
- HTLA’s – wish to ensure they have the skills to provide specific SEN interventions around the code of practice (Cognition and Learning, Communication and Interaction, SEMH etc.) when needed. We want to make HTLA’s specialists. Initial Literacy Intervention (ILI) and SEMH training has taken place. Normally ILI takes place in primaries. Pleased to say one student who undertook the ILI is showing 6 months’ improvement in 10 weeks.

It was asked about item 5 on the report about alternative providers
TG advised EHCP’s are being used to build up high quality information. Some students in the inclusion phase have interventions and we are tracking the impact that is being had.

It was asked if the SEN Governor wished to add anything in addition to her report.

- Transition from middle schools - This is an improving area but needs to be better. We need to make sure the college has all of the information from middle schools that we need to plan for each Yr 9 intake. Discussions are ongoing with the leadership from all schools as to how this is best achieved, but it is clear being in different academy trusts has been a barrier to co-operation but the needs of the children are paramount and the transition system should meet the needs of the students.

TG advised the quality of information being received could be improved from middle schools and gave an example of one student who has not been wearing an aid for his hearing impairment.

3 CEO Reporting requirements

3.1 Head Teacher's report

GM asked if the reports provided had sufficient information for the Governors as he wished to streamline them. Governors were happy with the presented format and found them easy to understand.

KPI's show progress against national which is looking positive. Having spoken to students they have all come out from exams feeling confident.

It was asked if enough was being done for high ability students.
 GM agreed that there had been a lot of work on middle and lower ability and it was possible high ability students had less focus.
 Is there more work to be done for high ability students
 Yes, this has already been identified but because of the P8 system it is difficult to move up as it is quite challenging work for those students. We are looking at every child and tailoring the curriculum to suit their needs.

There was a discussion on the advantages and disadvantages of mixed ability sets. GM advised there was a huge amount of research on both ways but essentially it comes down to teacher expectations for the students.

It was asked if boys and girls should be split
 No it does not work

It was acknowledged that the current year 11 have a good work ethic. Year 13 are a small cohort but really good students.

3.1.1 and 3.1.3 Staffing Update and Termly Action Plan

Staffing was discussed and it was agreed SLT had had a turbulent time.

Governors asked about the background on Lauren Palmer
 Previously at Huish Episcopi and a Raising Standards Leader at BCA.
 Why was Dan Neal leaving
 It was only a temporary arrangement at WSC
 Do you have any concerns as it is a fluid leadership team, is there opportunity for some team building
 GM advised staff are coming in for one day in the summer holidays.
 Staff teaching commitment was queried
 TG currently has 50% commitment but this has been reduced to 20% next year.
 MC has a commitment of 60% and GM 20%.

Governors felt this was high for MC due to her safeguarding commitments.

The newly formed science team was discussed and that there may need to be some extra help required.

It was asked if physics would return full time go back onto the A level curriculum at WSC
Currently it is part of the blended offer with BTC.

The focus has been on reducing teacher work load and on getting departments fully up to speed with the next academic year.

It was asked about the new Grow framework
This is a new Trust wide framework to replace the current appraisal system for teachers. It is about encouraging staff to take a more active role in evaluating their own performance and needs for CPD.

GM has reviewed the prior attainment data and Maths was the worst. The current year 10 are looking poor with 60% at grade 5 and 40% at 4 in Maths. We are going to be adding an extra lesson next year but the challenge for the maths team is the number of staff who are not maths teaching specialists.

It was asked if a specialist teaching qualification was needed to teach subjects
No teachers can be asked to teach any subject and not required to be a specialist in it.
How do you assure the knowledge the teacher is transmitting
Through regular meetings around pedagogy and subject matter.

It was asked about the impact on the open buckets with regard to Religious studies being removed as a GCSE for 2019/20 with an improved PSHCE offer.
No impact on progress scores.

GM asked if the IDSR had been shared yet. As this has not been undertaken it was agreed this needed to be done.
Action GM to complete IDSR with SG and share with Governors. FD to forward when completed.

GM/FD

3.1.2 New SLT Structure

Governors noted information provided.

3.1.4 Attendance and Behaviour

GM advised attendance is not where it needs to be. We are working with the West Somerset schools but unfortunately poor

attendance in this area appears to be engrained in some families.

It was asked what level of attendance is required before parents are prosecuted.

80% and below, we currently have 3 students who have attendance under 20%.

It was asked if they were pupils with SEN

Only one

Home educating was also queried and what scrutiny was carried out in order for parents to home educate

None, there is no requirement

It was asked if post 16 attendance was normally made available to Governors.

No it had not been given before but thought it was in the lower 90%. GM agreed to supply attendance information for post 16's in future.

GM also advised paperwork was being put in place as some things had been missed before. It was important to have an audit trail.

Exclusions have been high up to Easter but it is improving.

Governors congratulated GM on doing a great job.

4 WSC Statutory items

4.1 H&S Report

The H&S governor viewed the report and commented that violence appeared high but some areas had been re categorised.

It was asked whether there had been an issue with hand tools

Not that GM was aware of. There was a big increase in physical assault but it appears that at WSC students wish to resolve their differences at school rather than out of school.

The fire alarm being set off during exams was raised. GM advised unfortunately the CCTV had been pointing the wrong way and not able to show who was responsible.

We have been in contact with the fire brigade to come out but unfortunately they do not have the resources to carry this out. Our worry is if there is a real alarm the students will be complacent and think it is another drill.

5 Curriculum for 2019/2020

It was not clear who was responsible for approving the curriculum but the Chair thought under the Scheme of

SG

Delegation it might be PLE. However, this would be clarified and the Chair would advise the LGB.

Action SG to clarify who is responsible for approval of the curriculum.

At key stage 5 we are offering Media and Physics in partnership with BTC, all other A' levels will be taught at WSC as before. With vocational, hairdressing will continue in Y12 only, the catering course will extend to Level 2 in Y13 as well as continuing with level 1 in Y12. Construction will continue in Y12 only. Motor vehicle continues in Y12 & Y13

We have put a plan together to target students on giving them what they want from a taster day.

It was asked about BTEC PE
 BTEC PE is finishing in Y11 and Y13 and replaced with Cambridge National course at pre and post 16. Tom Chambers at BCA is coming over. Sport delivery is fine but classroom based work is not right.

6 Date of next meeting

The Chair advised there will be a procedural meeting in September which will also critique results and have a quick look at the Action plan for the autumn term. IDSR will also be on the agenda. Items for the agenda will be agreed with GM and SG.

The Chair advised there will be less LGB meetings as the Trust is getting larger however a lot can be covered by email. This will ensure the meetings are focussed and do not detract from invaluable discussion time.