



**MINUTES**  
**FROM THE MEETING OF THE WEST SOMERSET COLLEGE**  
**LOCAL GOVERNING BODY**  
**HELD ON**  
**WEDNESDAY 13 NOVEMBER 2019 AT 6.00 PM AT THE COLLEGE**

Actions from WSC LGB Meeting on 13 November 2019

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Due Raised</b>
<b>2.1</b>	SG to raise recruitment strategy with PLE and see if an additional package to attract teachers could be looked at.	<b>SG</b>	13/11/2019
<b>3.1</b>	SG to take Governor concerns regarding PP and SEN funding to the BCT board and feedback to Governors	<b>SG</b>	13/11/2019
<b>3.3</b>	GD to follow on Governor Periodic H&S inspections with BP.	<b>GD</b>	13/11/2019
<b>3.3</b>	GM to liaise with BP regarding outstanding areas in the H&S audit report	<b>GM</b>	13/11/2019
<b>5.0</b>	GM to arrange a meeting with the site manager to look through the accessibility plan and ensure it is fit for purpose	<b>GM</b>	13/11/2019
<b>7.0</b>	GM/SG to invite governors to an update meeting in January.	<b>GM/SG</b>	13/11/2019
<b>7.0</b>	SG to contact NM to ascertain where the monthly financial information such as PP funding will be posted on Trust Governor.	<b>SG</b>	13/11/2019



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Members

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

In Attendance

✓	Fran Davis	(FD)	Clerk
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1. **Procedural Matters**

The Chair welcomed everyone to the meeting.

1.1 Apologies for absence and acceptance/non-acceptance  
 Michelle Butterworth will be late due to an earlier meeting

1.2 Declarations of Interest  
 None

1.3 Minutes from the meeting held on 18 September 2019

1.4 Matters arising not covered elsewhere in the meeting.

GM/MB to provide update on application bid from the Hinkley mitigation fund to support student mental health/counselling – through to next round – **Completed** NG confirmed £10,000 had been agreed to fund this. Further details will be available in January.

SG/GM to discuss with PLE safeguarding cover arrangements for out of school core hours and holidays – **Completed** There are financial restrictions with this and SG will speak to SP. MC advised we do provide assistance. A half termly letter is being sent out to all parents to share key agencies to contact when there are issues in the holidays.

Governors wanted to be sure staff such as MC do get time off over the holidays. MC confirmed they do.

GM to share outcomes from mock exams with Governors – **Completed** this will be covered on the agenda tonight.

GM to share SEF with Governors at next LGB meeting in November. **Completed** this will be covered on the agenda tonight.

GM to arrange for James Morris to send DS a copy of the Sex and Relationships Policy – **Completed** DS confirmed this is in hand.

GM to give an update on Ebacc at the next LGB meeting – **Completed** this will be covered on the agenda tonight

SG/GM to look into the opportunity of Governors stepping in earlier than the current 15-day threshold for exclusion meetings **Completed** Governors will be looking to intervene at an earlier stage of perhaps 9 days. However, thought would need to be given who is involved in the earlier stage as we need to ensure an objective panel for any exclusions.

2 **CEO Reporting Requirements**

2.1 2.1 Head teacher’s report

GM advised the KPI figures are based on year 10 mock exams, with projected growth only. GM is much happier with this data as it presents the worst case scenario. In the past projections have not been as robustly made but it is much tighter now.

The Chair noted that A8 is showing all red because of the more realistic and accurate data.  
 Yes, but we should see a much better picture in January. Governors confirmed they would prefer to see data this way. It was asked if High Ability (HA) pupils and English was being targeted.  
 GM confirmed HA pupils are a big concern and will be targeted as well English and Maths. GM shared English is a Trust wide concern at the moment and the DoE (Director of Education) is looking at what can be done differently.

It was asked if English is rescuable  
 Yes, in terms of teaching we have the 3 best teachers in the school working on this.

It was commented that this was a historical trend of catching up and targeting year 11 with all resources but really action was needed from year 9.  
GM advised we have a real challenge recruiting quality staff

A level outcomes are more difficult to predict at KS5 until students sit a full paper in December we are not overly confident of data at the moment.

**Staffing** - Science NQT resigned yesterday due to personal problems and PB has also resigned which has made science vulnerable. We have replaced him with Matthew Clewer full time from January 2020. However, the temporary replacement we have until Christmas we do not have high levels of confidence in her although she is extremely able.

It was asked if Bridgwater schools have a similar problem with recruitment of teachers.  
GM not as bad.  
It was asked if there was any help available from the Trust.  
Unfortunately, not.  
The Chair thought that a recruitment strategy, with an additional package to attract teachers, needed to be looked into.  
**Action** SG to raise recruitment strategy with PLE and see if an additional package to attract teachers to WSC could be looked at.  
  
It was asked if OA funding could pick up recruitment as funding had been extended by another year.  
It was not sure whether a more permanent solution was required.  
  
There was a discussion on what additional benefits could be added to the package such as housing and whether recruiting through Teach First, as WSAT do, was worth considering.  
  
The role of Careers Lead across the Trust was also being looked into.

SG

**Values** – following consultation we have decided to go with Respect and Ambition. We will need to rebrand. MC has been working with Stanchester Academy looking at rewards systems to reflect our new values.  
**Curriculum** - Ebacc needs to be higher, however GM advised students will not be pushed into languages unless they wish to undertake them. GM is looking to offer Spanish as it is easier to learn and will give students the chance to take something new.

Michelle arrived at 18.52

It was suggested this was a difficult proposition to get pupils to take start a new language in year 9.

SMC, who is working with the middle schools, has a target of recruiting 75 students to Ebacc. We feel this option needs minimum staffing and students who have chosen French or Spanish and find it is not working for them can reselect their options.

There was a discussion on the impact onto the Art selection of options

GM is really keen to have 4 option blocks and have languages in each one. Art, Photography, Music and, moving forward, some Drama. Even if they do select languages there will still be 2 options. However, GM advised as part of the changes he wishes to remove Triple Science from the options.

It was asked if many students have come out of French  
Yes, quite a lot.

Referring to the Curriculum Changes Overview document there was a discussion on the proposed changes.

It was asked about the feasibility of being able to recruit sufficient teachers to support the plans for Science.

GM agreed that this is a problem but we have to assume we can recruit.

SMSC was discussed and what impact this would have on the timetable and students.

Removal of hospitality was also raised and GM advised we only have two groups of 10 students and it is hugely expensive to run.

It was asked whether Governors needed to approve this formally with a formal statement confirming we are happy with this.

GM wished to take this to the staff first and come back to Governors in the New Year with staff feedback.

It was asked about the Post 16 lessons increasing and what the impacts would be.

GM confirmed that all Academic subjects will increase from 6 lessons a fortnight to 7 lessons a fortnight to match the Guided Learning Hour requirement. There would also be a staffing cost to this.

GM shared that in recent Ofsted inspections there has been criticism about the effective relationship between middle schools and their secondary partner schools. However, WSC is in agreement with our middle schools but the 3 year KS3 is not good for our students due to the transitions as a three tier system.

It was thought WSC has to be confident that what is being delivered in the middle schools is being concluded correctly. We have to ensure we make the learning experience more enriched

**Attendance** - GM shared that PP attendance is poor and year 11 attendance overall is a big concern at 90%. Unfortunately, this pattern and bad behaviour has occurred since year 9 despite numerous interventions.

There was a discussion on the lack of support from the LA in prosecuting families whose children did not attend school. GM felt frustrated that WSC is held to account but there is only so much we can do and with no support from the LA there is limited opportunity to change the mind set of families.

Governors also felt frustrated that families whose children have excellent attendance and take even the smallest amount of time off are heavily penalised.

GM shared that it has been incredibly difficult to get County to engage with them, however a meeting has finally been arranged.

It was asked what is the impact of letters going home with attendance data on them. Unfortunately, not much but we have to show we are doing everything we can and these letters are part of a process.

It was asked what the Trust position was on this GM advised he has not yet spoken to PLE as wished to speak to County and report back.

It was asked if year 13 are a concern  
Yes, but small numbers.  
Is that being managed  
Yes, strictly monitored.

Behaviour and the exclusion of a pupil was discussed. It was asked what happens if they are removed. GM explained the procedure.

2.2 Action Plan

Governors noted the contents of the plan.

3.3 WSC Reports

3.1 Pupil premium report

GM advised there was more PP money this year. The new format was completed by AL who has done a good job. The data is not validated yet but will be updated in January. Overall picture for PP students and you can clearly see the gaps.

The Chair commented that PP funding should be specifically targeted at PP students and not used for whole school spend. GM advised that we do not have a budget for to support students for trips and visits.

There was a discussion about funding not being used for interventions but some areas such as Data management and Assistant HT achievement receiving quite significant amounts. It was felt this represented the costs of 2 attendance Officers.

Governors also wished to clarify who allocates the funds to these areas and if GM is accountable for PP progress, should he not own the budget and do what was necessary for the pupils. As it appeared to be a grey area, it was asked if the Chair, as a Trustee, could take these questions up with the BCT Board.  
**Action** – SG to take Governor concerns regarding PP and SEN funding to the BCT board and feedback to Governors.

**SG**

The Chair also asked if the figures on impact could be made more clear, perhaps in a table format, as the layout seemed confused.  
GM would feed this back to AL.

### 3.2 Safeguarding update

The Chair requested this item be covered after procedural update to allow MC to leave afterwards.

MC advised that some actions shown on the report are complete or underway.

Preventive wrap training has come up but not available at the moment  
SP to be involved with training audit. The safeguarding Governor wished to be included as well.  
In order to prevent self-harm escalating level 2 support has been put in and it is going well. We have noticed the number in the self-harm group is decreasing.

MC advised more support is required for pupils with mental health issues but we have a system supporting the pupils which is preventive and builds on this. However, there are just a couple of staff not recording their evidence. The strength and difficulties questionnaires shows improvement and how resources are used. The safeguarding Governor noted it was good to see a move towards prevention measures.

The Chair mentioned that the monitoring section on the report was difficult to understand.  
MC advised this was a standard Trust format for reports for all of the academies.

The Chair thanked MC for her dedication and infectious enthusiasm. MC acknowledged it was a team effort.

The safeguarding Governor wanted it acknowledged that it had been a very difficult time for MC with no deputy safeguarding lead but with CDL returning it is enabling MC to spend time on other issues, which is better for MC and students.

3.3 H&S Report

The H&S Governor noted the audit report (item 5:01) stated there had been no governor periodic appraisal of premises condition. This was not the case as he had tried to engage with BP to request more involvement but had not received any response.

**Action** GD to follow on Governor Periodic H&S inspections with BP.

**GD**

Governors asked if there were any areas we should be concerned about such as the windows and fire drills. GM advised we are waiting for a response from BP.

**Action** – GM to liaise with BP regarding outstanding areas in the audit report

**GM**

3.4 Behaviour Report

Already covered in the HT report

**4 Finance update – covered in training session**

4.1 Consolidated management Report month 1 – this was discussed in the training session.

**5 Policies**

5.1 Protection of Biometric Information

5.2 Induction of NQT's

5.3 Accessibility

The Chair advised at a recent Chairs meeting, he had been advised of a document issued by the DfE which sets out new policies needing Governor approval. Feedback to the DfE has also been requested about the necessity of policies etc and the advice given by Ann Adams, from Governor support services, was at this point not to do anything regarding the Biometric one. The Chair has been in touch with GJ, Trust Company Secretary concerning this.

The Accessibility policy was discussed and it was agreed that WSC needs to look at the plan with the site manager but as it is a central policy, which has been approved by the Board, we should have this.

**Action** GM to arrange a meeting with the site manager to look through the plan and ensure it is fit for purpose.

**GM**



It was recommended that all policies were approved with the caveats raised in order to ensure our compliance with the current DfE requirements.  
MF approved all three policies and DS seconded the motion.

6 **Careers**

It was asked if the CEIG link Governor had anything to add. NG advised there has been some interesting conversations with the OA and they are looking at providing a more joined up and ambitious programme moving forward.

It was asked if there was much engagement with employers. NG thought we need to find better ways of getting them involved as it is a slow process as we have a lot of micro businesses here. The report from Rosa Lewis, who is part of the OA group, has put significant emphasis on this. However, we have not had much support from some businesses such as the NHS and County Council but Butlins and Minehead Eye do support us. A Governor was disappointed to hear the NHS do not support the work experience as they have designated staff undertaking this.

The Gatsby benchmark shows WSC are 90% compliant on all elements, whereas most schools are only on 14%. However, we know our pupils are not ambitious. We need to consider how much impact this has on our students.

NG thought it would be useful to develop a West Somerset wide version but it needs totally revisiting. We need to consider how we make the work experience genuinely useful. It was acknowledged there are limited opportunities in West Somerset.

7 **Admissions 2021/22**

The Chair advised this policy is just for information but it will need to be approved by 28 Feb. The Chair requested any feedback on this to be sent to him.

It was raised that if the next LGB meeting is not until March, that is quite a gap with regard to receiving feedback on results, policies etc.

The Chair advised that he will be meeting with GM in January to discuss matters and other Governors could be invited along for an update.

**Action** – GM/SG to invite governors to an update meeting in January.

GM/SG

The Chair also wished to clarify with NM where the financial information will be posted on Trust Governor.

SG

**Action** – SG to contact NM to ascertain where the financial information such as PP funding will be posted on Trust Governor.

8 **Date of next meeting – 4 March 2020**