



MINUTES
FROM THE MEETING OF THE WEST SOMERSET COLLEGE
LOCAL GOVERNING BODY
HELD ON
TUESDAY 15 SEPTEMBER 2020
VIA TEAMS

Actions from WSC LGB Meeting on 15 September 2020

Item Reference	Action	Person Responsible	Due Raised
1.2	FD to remind Governors to complete and return Declaration of Interest forms to FD	FD	15/09/2020
1.4	MF to forward NLG report to LGB	MF	15/09/2020
1.4	FD to invite LJ to next LGB meeting in November.	FD	15/09/2020
2.4	GM to broker meeting with the link Governor, lead person and a member of SLT	GM	15/09/2020
3.0	GM to forward the Transition plan for NS to JA.	GM	15/09/2020



MINUTES
FROM THE MEETING OF THE WEST SOMERSET COLLEGE
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HELD ON
TUESDAY 15 SEPTEMBER 2020 AT 6.00PM
VIA TEAMS

Members

✓	Martina Forster	(MF)	Chair
✓	Michelle Butterworth	(MB)	
✓	Geoff Dibble	(GD)	
✓	Debbie Shelley	(DS)	
✓	Jane Armstrong	(JA)	
✓	Gregg Mockridge	(GM)	Head teacher

In Attendance

✓	Fran Davis	(FD)	Clerk
✓	Peter Elliott	(PLE)	CEO
✓	Greg Jones	(GJ)	Company Secretary
✓	Paul Widgery	(PW)	Potential new Governor

1. **Procedural Matters**

The Chair welcomed Paul Widgery who was joining the meeting as a potential new Governor.

1.1 Apologies for absence and acceptance/non-acceptance

None all Governors were present

1.2 Declarations of Interest – new forms to be completed

Forms have been returned by Geoff Dibble

Action - FD to remind Governors to complete and return Declaration of Interest forms to FD

FD

1.3 Election of Vice Chair

Debbie Shelley agreed to take this post
 MF proposed DS and JA seconded the appointment.

1.4 Appointment of Officers

1.4.1 Safeguarding – Jane Armstrong

1.4.2 SEND – Debbie Shelley

1.4.3 H&S – Geoff Dibble

The appointment of an CEIAG was discussed but as the appointment was not mandatory it was agreed all Governors would have oversight of this role.

The Chair also felt it would be useful to have oversight on Pupil Premium and NQT's and asked Governors to be mindful of this.

1.5 Governor training

Areas required

- Complaints/exclusions
- ADP monitoring - Data interpretation
- SEN overview
- Pupil premium

It was asked how these training sessions would be delivered, locally or as a central group with other academy Governors. It was agreed to wait until all training needs had been identified across the Trust

The Chair advised the report from the NLG had been received which could contain other areas that may need training. The report will be forwarded out shortly to the LGB and an invite will be extended to Lawayne Jefferson to attend the next meeting.

Action MF to forward NLG report to LGB

Action FD to invite LJ to next LGB meeting in November.

MF
FD

1.6 Governors Code of Conduct

All Governors confirmed they had read and agreed with the Code of Conduct.

1.7 Keeping Children in Education 2019 (Part 2)

All Governors confirmed they had read and understood the guidance.

1.8 Minutes from the meeting on 3 June 2020

The Chair approved them and they will be signed at an opportune time.

1.4 Matters arising not covered elsewhere in the meeting.

Actions Outstanding:

- SG to raise recruitment strategy with PLE and see if an additional package to attract teachers could be looked at. SG understands that this is being looked at as part of

our Trust recruitment strategy, but we still need some formal confirmation. PLE advised the Trust could not differentiate pay between academies. However, it might be possible to offer some recruitment bonus although they are time limited. Governors were happy this would now sit with the Trust board within their recruitment strategy. **Completed**

- Chair to ascertain in September whether NG will be returning to the LGB – **Completed** NG has stepped down from the LGB.
- GM to forward homework policy out to LGB **Completed**
- GM to forward amended ADP out to LGB at end of June for feedback. **Completed** the new ADP has been made available to Governors
- GM to forward final version of Ofsted Action Plan to LGB for feedback. **Completed**
- GM to arrange a meeting with the site manager to look through the accessibility plan and ensure it is fit for purpose – Completed this is valid until 2021 however it will be reviewed in September 2020 when a new pupil joins us. **Completed** –A review for the new pupil was completed in July.

2. **CEO Reporting Requirements**

2.1 Head teacher report – this report had been made available on Trust Governor.

GM wished to highlight from the report:

- the P8 figure cannot be used to compare year on year results due to the National situation in 2020. However, it was felt these results would have been a fairly accurate result.
- A' level figures were National before the government U turn on grades.
- The vocational courses are awaiting final certification.
- George Cucu returned to work

It was asked if there was any update on vocational results GM advised City and Guilds have only just released a document but with contradicting information on hairdressing. All of the others are through. A level hospitality is also outstanding.

PLE advised that even though the results may change and we cannot compare year on year this should not detract from celebrating the enormous amount of hard work that has been undertaken by staff and students.

Governors congratulated GM on a great set of results.

It was noted that the 5+ English and Maths results show there is still has some work to do
GM we were aware they were going to be lower as this was a lower ability cohort and we put in a set of results that reflected the ability of the group.

A Governor raised that where other schools inflate results this does a disservice to students.
PLE felt at WSC they had been particularly cautious about giving students unrealistic grades.
Governors felt this was a reflection that WSC know their students well.

- Attendance was 96% for years 9,10 and 11. County average is 92%

Zoning and times of the day.

- Students are being dropped off too early
- Staggered start and finish time helpful and makes transport easier to manage.
- Shorter break is much better and students prefer this setup.

When we review how things are working it may be we continue with some that have been successful.

It was asked about the timings for lunch as year 11 appear to have lunch between 10.40 – 10.55am
GM advised we have put a rotation system in place to allow for the refectory to be cleaned between each year group. This means year 11 have a different lunch time over three weeks.

A Governor could see the reason but sees early to have a hot lunch.
GM advised we have had to modify the food and changed this to a hot breakfast.

It was asked if changes to breaks etc had impacted on behaviour
GM confirmed it has, it is much improved.

It was asked if all the plans that have been put in place are working
Yes, we review it every day.

It was asked whether the issuing of laptops to students had been received positively and encouraged them to access online learning.
Yes, 8/200 students in year 11 and 8/85 students for year 13 did not access Teams.

GM advised the big push is how we communicate and engage with the community. We have our first tutor evening coming up.

We have also found the phone calls home have been well received.

The Chair felt there was a positive feeling in the community about the frequent communication between home and college during lockdown and it was important for us to maintain this.

A Governor commented the feedback he had received was support and contact from WSC had been significantly better than offered by the middle and primary schools. GM felt we will be able to get good results if we can show parents and pupils we care about them.

- We have now introduced every six weeks at the staff meeting an update on safeguarding and training which also links into the ADP.

The Safeguarding Governor offered to attend the meetings.

It was asked when new signage promoting the two values of ambition and respect would be up at the college GM advised it is part of the ADP to have signage up but the tutor space was due to have posters but we have had an internal glitch with the advertising. However, staff are implanting the rewards and sanctions on a daily basis.

PLE wished to thank Gregg for all his hard work over the summer as it has been incredibly busy with all the changes. Also the transition back to college in September has been very smooth with a great start to the new term. The Governors echoed their appreciation and thought GM had been outstanding in his role.

It was asked if, on reflection, over the lockdown would you have done anything differently. GM would have liked to have got more students in – year 9 particularly.

A Governor observed that some schools were sending bubbles home which must be very disruptive. PLE advised we are very clear on processes and protocols and to help we have issued a flow chart giving different scenarios.

2.4

It was noted that the new ADP and SEF were now available to Governors. GM explained how the ADP had been constructed and noted that now Governors were linked to Strands it would be useful to consider how this will be monitored.

It was asked how strand linked Governors should liaise with the lead person GM suggested after half term the link Governor, lead person and a member of SLT should meet.

Action GM to broker meeting in November with the link Governor, lead person and a member of SLT

PLE advised that costings had been added to the ADP and the Trust will take a view on what to fund. When that has been agreed it would be useful to share this with the LGB. The funding will also need to be monitored.

GM

2.5 It was noted that on the SEF the sixth form requires improvement
GM advised that after consideration we have gone with Requires Improvement as the historical data is not backing up a Good grade.

It was asked as Ofsted have put inspections on hold until January 2021 are we working to the original schedule or do we have more time
GM advised that although Ofsted are not inspecting they may pay a visit to check what is in place. If they do inspect in January we are ready.

It was noted that recruitment is still a significant challenge
GM confirmed that we have on average one applicant per teaching post which can increase if an SLT post.

3 WSC Items - for information

3.1 Governor Safeguarding report – This report was made available on Trust Governor prior to the meeting

MF advised this was a brief catch up with MC to see how things were going.

It was asked if the current DSL was stepping down
GM confirmed that Nic Spicer was taking this role on and a transition plan had been formulated with Sally Power, Trust Safeguarding Lead.
Action - GM to forward the Transition plan for NS to JA.

GM

3.2 Governor SEN Report - This report was made available on Trust Governor prior to the meeting

DS confirmed this meeting was also a catch up meeting. A couple of things for us to monitor is the transition of EHCP pupils to year 9 and the need to manage parents' expectations.

A governor felt that in their opinion the language used in the report could be interpreted as a potential judgement.
GM agreed that there have been some historical problems where the relationship between the middle schools and the college have broken down however the relationship between all the HT's in West Somerset is much better. If there are problems, we ring each other.
Governors were pleased to hear this.

It was noted by a Governor that the survey data from the students was very interesting that some were able to focus more on their work without disruption from other students. This highlights the importance of focusing on behaviour. GM agreed behaviour is a key focus but the phone calls have been successful and they are also to celebrate a student's work as well.

The Chair thanked everyone for their time and GM for all his hard work

4 **Date of next meeting** 4 November 2020