



**MINUTES**  
**FROM THE MEETING OF THE WEST SOMERSET COLLEGE**  
**LOCAL GOVERNING BODY**  
**HELD ON**  
**WEDNESDAY 4 NOVEMBER 2020 AT 6.00pm**  
**VIA TEAMS**

Actions from WSC LGB Meeting on 4 November 2020

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Due Raised</b>
<b>3.1</b>	FD to put EBACC delivery on next LGB meeting agenda.	<b>FD</b>	04/11/2020
<b>3.1</b>	GM to arrange for a list of acronyms to be forwarded to Governors.	<b>GM</b>	04/11/2020
<b>3.3</b>	FD to add the SEF to next LGB meeting agenda.	<b>FD</b>	04/11/2020



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Members

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

In Attendance

✓	Fran Davis	(FD)	Clerk
✓	Lawayne Jefferson	(LJ)	NLG
✓	Catherine Hargreaves	(CH)	Joined at 6.30pm
✓	Mary Cranna	(MC)	Joined at 6.30pm

1. **Procedural Matters**

The Chair welcomed Paul Widgery, who has joined the Governing body, and Lawayne Jefferson from NLG.

1.1 Apologies for absence and acceptance/non-acceptance

None all Governors were present

1.2 Declarations of Interest

All forms completed and returned. Paul Widgery has forwarded his to Greg Jones.

1.3 Minutes from the meeting on 15 September 2020

Minutes were agreed as accurate

#### 1.4 Matters arising not covered elsewhere in the meeting.

##### Actions Outstanding:

- FD to remind Governors to complete and return Declaration of Interest forms to FD – **Completed**
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- MF to forward NLG report to LGB – **Completed**. LJ will feedback on report later in the meeting.
- FD to invite LJ to next LGB meeting in November - **Completed**.
- GM to broker meeting with the link Governor, lead person and a member of SLT – **Completed**.
- GM to forward the Transition plan for NS to JA - **Completed**. JA has been into WSC and met with GM and NS. JA is also receiving ongoing training with Sally Power, Trust Safeguarding Lead. SP is also setting up a Safeguarding forum for all Safeguarding Governors across the Trust.

#### 2 Update on NLG Report

NLG Report has been received together with Action Plan. MF had been in contact with LJ regarding some questions concerning:

- The length of the Action plan (with 4 of the 6 points mirroring the Ofsted report/ADP).
- The vision and values/strategic direction and covid changes and risk are the two that may be would remain.
- Would a more face to face/visit to the college would have had more depth based on her previous experience of reviews.

LJ thanked everyone for participating in this report and then responded to questions raised.

- The report was designed to sit alongside the Ofsted review and take direction from this rather than a pedagogical perspective.
- The report was quite long – this was intended to give Governors choice of information to enable them to see how it could fit in with their priorities.

The Chair felt this had been covered by Governors being linked to the strands in the ADP and that the length of the report was a lot to digest especially for new Governors.

- Strand 1 – clarity of vision. Gaining feedback from stakeholders on their understanding of the strategic direction of the college and how the key strands support the school values and ethos and governors understand and are part of the process.

The Chair asked if LJ could share an example from her experience and send the document for the governors to see how this works in practice.

- Covid 19 impact – LJ felt it was important to have this included in the report and was keen to share what was being rolled out by various groups.

It was asked whether out of school activities can continue. LJ confirmed this as long as the necessary Risk Assessments are in place. GM advised that the Trust has made the decision they will not be continuing as their risk is heightened by travelling home on public transport.

The Chair asked whether a visit in more normal circumstances would have offered a different perspective of the college. LJ felt it was unlikely to have made any difference except affording if there was a need to look at Pupil Premium and being on site makes that easier.

The Chair thanked LJ for her time and it was noted the questions and case studies given were very useful to give insight and additional techniques going forward.

### 3 **CEO Reporting Requirements**

#### 3.1 Head Teacher report

- Data has shown there are significant gaps in years 11 and 13 learning. However, Years 9, 10 and 12 are ok.

It was asked if it was retrievable, do you have the resources to deliver the catch up required  
GM advised year 13 have not yet finished content and year 11 finish their delivery at February. There has been some misleading information about exams being push backed, year 11 and 13 will have the same timetable for exams as before. We should have more data in February and DfE should issue guidelines to what Mock exams will look like. We are preparing for all eventualities.

- Head of Maths resigned on 31 Oct and leaving us at 31 Dec.
- Staff absence has been low but this could change as they are exhausted.
- Staff survey gave good feedback

It was asked about SLT workload and wellbeing.  
GM advised they are working really hard and have had two Covid incidents to deal with. I am concerned about workload and feel this may impact on the team as the term progress but unable to see any way to alleviate this situation.

- H&S Executive visit – no actions raised from this. However, prior to this visit, we had been notified from another Trust school that chairs in the staff room had to be 2m apart. We changed this and from 40 chairs this has now been reduced to about 8.

- Curriculum – look to adapt the plan for EBACC delivery and targets.

It was agreed to have a larger discussion on EBACC delivery at the next meeting.

**Action** – FD to put EBACC delivery on next LGB meeting agenda.

FD

- We have had to adapt the blended offer with BTC. Media studies is returning to WSC from 19 Oct to be picked up by the English team. We are also putting additional support in for the Physics Y12&Y13 cohorts.
- Attendance nationally has been approximately 89.8% for secondary students up to the end of 16.10.20. We have been at 92.2% for the whole school, until end of 16.10.20.
- The Values work has started at WSC. There is still a significant amount of work to do to embed this but changes in signage as well as classroom displays will help the journey.
- OA update – laptops have been a welcome addition for families. We had minimum attendance of 75% online but mostly at 90%.
- NEETS – we are ok in comparison however it is concerning that year 13 aspirations are driven by cost as university fees are £9,000p.a. We have seen an 83% increase in claims for benefit in this area.

It was asked if a list of acronyms could be sent out to Governors.

**Action** – GM to arrange for a list of acronyms to be forwarded to Governors.

GM

- The paperwork element of Growing Great Teachers has been removed for the academic year 2020/21 following discussion with colleague Head teachers across the Trust. GM has had his performance review.

### 3.2 ADP

GM felt the ADP was in a more usable format and is a good working/live document.

- Academy improvement strands – We need to firm up links with SLT and Governors and ensure a termly catch up via Teams. It is important Governors are able to ask SLT to explain and evidence their work. Teaching and Learning session is booked with the Chair on 23 Nov.
- Integration of A level Media will come back to us.
- Further Restorative justice training has been postponed.

### 3.3 SEF

This has not changed significantly but it will be reviewed by PLE, TG, GM and MF in December.

It was agreed to discuss this in more detail at the next meeting.

**Action** – FD to add the SEF to next LGB meeting agenda.

FD

4 WSC Items

4.1 Governor Safeguarding - This report was made available on Trust Governor prior to the meeting

Governors noted bullying is still highlighted as an issue and asked for an overview of how effective the measures put in place are.  
MC advised we are having more incidents reported but this is encouraging as it means parents and pupils are engaging in the process. Parents are pleased with the new procedures.

Governors were pleased that engagement with parents and pupils was increasing and thanked MC for her work.

It was asked about the pupils who have elected to home educate their children  
GM was able to reassure Governors that each pupil was being monitored and gave the personal circumstances of each one

It was asked if bullying was a cause for pupils to elect to have home education  
GM advised all parents had been spoken to and none had raised bullying as an issue.

It was raised that there is a lot of cyber bullying, inside and outside of school.  
MC advised letters had been sent out on how students can stay safe online. We will take responsibility and action if cyber bullying comes into school.

Governors noted that an appointment for mental health first aid had been made.  
MC advised plans for ongoing work on this with students and parents. Mental Health is the focus of half termly safeguarding letter in Oct 2020.

It was asked whether the lack of having a counsellor should go on the risk register.  
GM advised that regrettably there are no funds to appoint one. However, we are fortunate in having a member of the pastoral support team who is a trained counsellor. Although we have to be mindful not to promote her skills as she is not employed as a counsellor.

Governors were pleased with the proactivity on mental health and wellbeing. They were also pleased to see gender neutrality being raised.  
MC advised areas being looked at for gender neutrality were how we phrase things, for instance instead of mankind we are saying human kind.

Behaviour has improved significantly and parents are receiving phone calls from teachers explaining what has happened and

why their child has been removed. We are also contacting parents with positive news on how students have performed/behaved.

A Governor noted an incident that had started outside school recently had carried on in school.

MC advised this was an unfortunate incident and we ended up having to exclude 7 pupils however we dealt with it and did restorative justice meetings which were successful.

It was asked whether disruptive behaviour may return after Covid restrictions are lifted

GM replied we have learnt a lot from this situation and some things we will carry on with such as 3 shorter lunchtimes and keeping to year zones.

It was noted that exclusions have dropped vastly.

MC advised we have been consistent and believe the telephone calls home are making a difference.

Governors thanked MC for her time and hard work.

4.2 Governor SEN report – The report was made available on trust governor prior to the meeting.

CH gave an update highlighting the following:

- We are revisiting the files of students currently on role to ensure we are fully aware of all students with SEN needs in the college; we are also contacting parents to add students to the register when required.
- Updating and creating pupil passports for all students and sending these home to parents to ensure they are accurate.
- Ongoing in term EHCP applications: 2 students in Year 9, 1 student Year 10, 1 student in Year 11 and in addition 3 students who currently are in receipt of high needs funding will convert over to EHCP's.

It was asked if parents are happy with transition procedures CH advised parents have been fantastic and we have been open and transparent with them which they appreciate.

Parental engagement has moved on significantly.

- Half termly drop in sessions and open door policy has increased parental engagement

It was asked what are the barriers to success CH replied we have a lot of pupils on the SEN register and we want to get into lessons but the current situation makes that difficult at the moment. Deployment of TA's and interventions are being staggered.

It was asked how many pupils with SEN fall into the Clinically vulnerable category

We have two not attending and the Trust is providing online teaching for them. They have access to their key worker, on a weekly basis, who is supporting their learning as well.

Governors thanked CH for her time and hard work

#### 4.3 H&S report

Only point to raise is the fire drills; they feel counter productive in the current situation however legally these have to be carried out.

GM acknowledged that the site team are doing a fantastic job as are the cleaners.

The Governors thanked GM and the whole team for their hard work in this difficult situation.

4 **Date of next meeting** – 24 February 2021