



**MINUTES  
FROM THE MEETING OF THE WEST SOMERSET COLLEGE  
LOCAL GOVERNING BODY  
HELD ON  
WEDNESDAY 15 SEPTEMBER 2021  
at 6.00pm at The Library, WSC**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date raised</b>
<b>1.2</b>	GM, GD and MB to confirm by email whether there are any changes to their Declaration of Interest form 2020.	GM, GD and MB	15/09/21
<b>1.4</b>	Link Governor for Pupil Premium to be discussed at next meeting.	LGB	15/09/21
<b>1.6</b>	GM, GD and MB to confirm by email they have read and understood the Keeping Children in Education (Part 2) document	GM, GD and MB	15/09/21
<b>1.8</b>	DS to look further into the question - does our vision include what the children who have left the school will have achieved and report back to the LGB.	DS	15/09/21
<b>2.1</b>	GM to arrange for the ADP document to have the correct links on it.	GM	15/09/21
<b>2.1</b>	GM would advise staff who their link governor is and staff will arrange to meet with them.	GM	15/09/21
<b>2.1</b>	GM to forward the Vision Staff presentation to Governors	GM	15/09/21
<b>3.0</b>	FD to forward Policy out to the LGB. Governors to email approval by 24 September.	FD/LGB	15/09/21





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*Chair: Martina Forster; Headteacher: Gregg Mockridge:*

**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
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**1. Procedural Matters**

1.1 Apologies for absence and acceptance/non acceptance.

All Governors were in attendance

1.2 Declaration of Interest - new forms to be completed

Awaiting confirmation from GM, GD and MB

**Action** GM, GD and MB to confirm by email whether there are any changes to their Declaration of Interest form 2020.

GM, GD and MB



Signed.....

- 1.3 Election of Vice Chair
 

Debbie Shelley was proposed by MF and seconded by GD
- 1.4 Appointment of Officers
  - 1.4.1 Safeguarding – Paul Widgery
  - 1.4.2 SEND– Michelle Butterworth
  - 1.4.3 H&S – Geoff Dibble
  - 1.4.3.2 CEIAG Governor - Debbie Shelley

MB was asked to consider taking the role of Pupil Premium link Governor as it sits well with SEND. This will be discussed at the next meeting.  
**Action** – Link Governor for Pupil Premium to be discussed at next meeting.
- 1.5 Governors Code of Conduct
 

All Governors agreed to abide by the Code of Conduct.
- 1.6 Keeping Children in Education 2021 (Part 2)
 

Awaiting confirmation from GM, GD and MB

**Action** GM, GD and MB to confirm by email they have read and understood the Keeping Children in Education (Part 2) document
- 1.7 Minutes from last meeting dated 26 May 2021
 

Minutes were agreed as accurate

Outstanding actions

  - GM to advise the LGB at the next meeting if any interest in the staff governor role has been expressed. **Ongoing** No response as yet. GM to continue encouraging staff to consider this post.
  - FD to forward out link and password for Governors to access the forums on the BTCT website - **Completed.**
  - FD to ascertain if the information related to Governor training already carried out or that was available for the next academic year - **Completed.**
  - FD to arrange LGB meeting to discuss governance self-evaluation. The LGB to feedback on this at next LGB meeting - **Completed**

LGB

GM, GD and MB



- FD to forward DfE website checklist to JA - **Completed**
- GM to ascertain staffing expertise at the Trust Apex centre and feedback to LGB – **Completed**  
Apex Centre is managed by Michelle Craig, with Dr Brian Cheffey - Maths and Science and Helen Jenkinson – English. There is also support from S&L Therapist - Paula Maestri and Elsa Carrera-Febas Ed Psych and a strong team of TA's. GM confirmed there were four Yr 11 students from WSC accessing the centre at the moment.
- FD to enquire whether the Admissions policy should have a separate statement for the sixth form - **Completed**

1.8 Feedback from Governance questions

MF advised the LGB had met to discuss the Governance review and felt overall it had been a good year despite all the challenges. A couple of points to note:

- There were some gaps in skill set however being part of a MAT this was not thought to be a problem as the Trust deals with areas such as finance, HR, premises and estates.
- Role of the Chair - It was felt that as WSC is Trust led it was not part of the Chair's remit to carry out reviews.
- Vision – it was felt the LGB have a good understanding of this regarding pupils at the college but not perhaps when they leave college.

**Action** – DS to look into the question - does our vision include what the children who have left the school will have achieved and report back to the LGB

DS

- Engagement – no formal reporting to parents and the community. Ideas were discussed on how the LGB could improve on this area and it was thought Governors could attend open/evening meetings.

GM advised parents evenings are now held online as parents prefer this method. However, there was an open evening planned for 23/9 which Governors could attend.

1.9 Feedback on Website review

JA felt overall the website was easy to use and navigate around. Points to consider:



- A lot of information is available on the site but it is knowing where to look and under which heading it would sit.
- Equality issue – if parents do not have access to broadband etc how is that information relayed to them.  
GM advised Year 8 parents are asked if IT help is needed and/or if paper copies of information is required
- There was no mention of complying with government school admissions/ appeal code.  
GM confirmed this was on the website under policies and SCC do follow this up if we do not respond by the required date.
- Online curriculum offer for 20/21 is on the site but has not been updated.
- Career programme needs further information

There was a discussion about how to effectively delineate clearly between Trust and College policies and provide links as appropriate.

Thanks was given to JA for carrying out this review.

2.0

A Governor raised that photographs of pupils on the website did not represent diversity of pupils. GM agreed however the school only has 3% of pupils with different social and ethnic backgrounds. New photographs are being taken and will appear on the website shortly.

Matters arising not contained elsewhere on this agenda

None

2

**Head Teacher Items**

2.1 Head teacher’s report

GM gave highlights from the report:

- Results were based on ability and protocols that were put in place. P8 figure cannot be used to compare year on year results. There were no appeals which showed the parents trusted the process.

Governors were pleased with the results and the quality of assurance measures put in place for allocating grades.



It was asked if the results are shared with the community  
GM confirmed they were.

There was a conversation concerning grades allocated nationally and the gap between private and comprehensive schools

A Governor noted it was disappointing that a negative result of -0.04 was recorded for PP students and asked if any more could have been done  
GM shared some background on the students which had impacted on the figures.

A Governor noted GM should be very proud of the results.  
GM advised he was so pleased; the pupils had done their very best.

- KS5 – average grade B achieved. All pupils got their university places.
- Staffing update
- ADP

It was asked why the ADP states the sixth form needs to improve but the SEF indicates it is good  
GM explained the results for the sixth form are good but we cannot back them up with recognised data which makes it difficult to justify a good rating.

A Governor noted the links in the report do not work  
GM will arrange for the document to be sent out with the correct links on it

**Action** GM to arrange for the ADP document to have the correct links on it.

GM

Strand Links were allocated to Governors

- Strand 1 – MF/JA
- Strand 2 MB would cover SEN aspect and PW safeguarding
- Strand 3 – DS
- Strand 4 – GD

**Action** GM would advise staff who their link governor is and staff will arrange to meet with them.

GM

- OA funding has been extended for one more year. The careers initiative has benefited the



college significantly. Looking now how to maintain the legacy from this project.

It was asked if there were any concerns about the scheme ending  
Yes, the careers project has cost about £10K and we are unsure how to continue funding this.

- Curriculum – Year 9 will be taking triple Science. The BTC blended offer will only be with one student in Y13 physics. Y12 physics and all media will now be delivered at WSC.
- Attendance – national average is 74%. WSC was 94% for week 1 and 2. However, 3 pupils from year 11 have not returned to school although one is at the Apex centre.

There was a discussion on the procedures in place to locate and ensure students' safety as Governors were concerned pupils could come to serious harm and no one would be aware of this.  
Governors were reassured by GM there were processes in place.

It was asked if any lack of attendance was due to pupils being a carer.  
GM gave details of one pupil who has not been in school for four days due to caring responsibilities.  
It was asked what support was there for the student  
The parent is not receptive to educational support for their child. However, we do have access to 6 AV1 robots which offer fantastic support and enables pupils not in school to attend lessons and reconnect with their school and friends.

The idea of fundraising for more of these devices was discussed.

It was asked how many pupils are away due to Covid.  
We have 13 students who have tested positive via PCR tests and 10 awaiting on the results.

- Behaviour has improved. MC has led on staff acknowledging positive behaviour. 93 positive phone calls have been made by staff to families in the last week or so.
- Vision and values are displayed around the college on walls and the focus is on rewarding pupils.



- School day is back to normal however we are retaining specific areas for students to be at break and lunch times.

2.2 ADP Final review 20 21 and 21 and 22

2.3 SEF

The Chair advised documents for points 2.2. and 2.3 were for information as it is important the LGB understand how the key performance indicators for each strand support students and are delivered. GM offered to share the Vision staff presentation with Governors  
**Action** GM to forward the Vision Staff presentation to Governors

**GM**

Governors were impressed with how much has been achieved and GM and the team have moved a huge way forward.

A Governor felt that the BTCT statement on page 3 of the ADP was a very wordy statement, with the use of 'outstanding' and other plaudits used non-specifically. It was thought a simpler, more succinct statement or just the 'Every child achieves' statement on it would be sufficient.

2.4 Results

This was covered in the Head teacher report

3 **Approval of Policies**

3.1 Behaviour towards Staff

The policy has not been made available to Governors prior to the meeting, therefore it would be forwarded out tomorrow (16/9). Governors were asked to respond by Wednesday 24 September.

**Action** FD to forward Policy out to the LGB. Governors to email approval by 24 September.

**FD/LGB**

3.2 Behaviour and Rewards

This policy had been reviewed by Governors and it was felt there were some grammatical errors that needed amending. As the content was fine, it was therefore





approved by MF and seconded by MB with the caveat that the errors would be amended.

A Governor did note that not all students are in favour of a non uniform day as a reward and would have preferred other options.  
GM advised this was the most popular choice by students.

**AOB**

GM tabled items on:  
Pupil Premium Report  
Overview of SEF for Year 10 and 12

**Pupil Premium Report**

This statutory report sets out how we use funding to support our Pupil Premium (PP) students and has to be displayed on the college website.

There was a discussion about the generic use of funding such as data tracking and attendance officers as these are harder to monitor the impact/benefit to students. However, the targeted areas such as revision resources and workshops and Seneca etc were considered to be useful additions.

Governors would prefer there to be some flexibility with the PP funding whilst recognising the majority is spent on enabling quality first teaching and thought there should be more opportunities to bid for additional funds from the PP pot.

GM advised he has access to a Heads Contingency fund which has some discretion.

**SEF 2021/22 and SEF Year 12 DAP 3**

It has been difficult to project outcomes for Year's 12 and 10 given the gaps in learning. We are waiting on the Government to announce content for the coming year's exams. However, we will need to be creative for Year 10 as they will require additional support. Documents supporting these items outlined interventions put in place.

The Government guidance on Sexual violence and sexual harassment in schools and colleges has been forwarded to Governors.



GM advised Ofsted will have a keen focus on this. There is a website for reporting concerns and the data shows 274 incidents have been logged. We are keeping a close eye on the pupils who have reported some quite worrying instances.

It was asked how the college would be dealing with this.  
GM outlined how this would be delivered to pupils via assemblies, focus groups and SLT and staff being available to talk to pupils.

There was a discussion which highlighted some of the challenges faced by staff and pupils:

- What is deemed unacceptable behaviour in college is different to outside of the college.
- Social media influences young people
- Balance between the right of female pupils to wear what they wish vs what is deemed acceptable by others.
- How to encourage students to talk about issues
- Staff and pupil Culture needs to change

Governors thought it might be useful to have external speakers and maybe even actors to come into the college and demonstrate what is and is not acceptable behaviour.

4      **Date of next meeting - Wednesday 1 December 2021 via Teams**

