



**Minutes of the Local Governing Body meeting
Tuesday 19th July 2022 via Google meets**

Governors Present	Polly Stanton (PS), Chair Jonathan Russell (JRU), Principal Barrie Ashurst (BA) Eleanor Clapp (EC) Alan Sutton (AS) Sam Abbs (SA) Huw Thomas (HT) Rachel Kerr (RK) Priya Schoenfelder (PSC) Gloria Reed (GR)
Others Present	David Hunt (DH)
Apologies	Colin Sausman and Gareth Johnson
Quorum	The meeting was quorate throughout.

		OUTCOMES ACTIONS
1.	Welcome and Apologies	
1.1	PS Welcomed everyone to the meeting, special welcome to David Hunt who will be presenting his Safeguarding report.	
2.	Declaration of conflicts of interest	
2.1	There were no declarations of interest	
3.	Chairs/Clerks business	
3.1	PS Gave thanks to Gareth Johnson for his work as Clerk, he will be leaving at the end of August and PS informed the meeting that Sophie Palmer has been appointed as the new Clerk.	
3.2	PS Also gave thanks to Huw Thomas for his time and contributions as a Governor, as this was his last meeting in his Parent Governor role.	
3.3	There will be an election for a new parent Governor, scheduled for the Autumn term.	
3.4	PS Fed back information from the most recent Anglian Trust Governors forum. Their focus for the coming year being will be on school improvement, energy costs, curriculum development, staff development with emphasis on developing middle leaders and inclusive classrooms.	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

	<p>PS Slides from the forum will be uploaded to ALIS for Governors to review.</p> <p>BA Asked if all Governors were able to access ALIS.</p> <p>PS Will send out the instructions on how to access ALIS to all governors.</p>	<p>PS to forward ALIS instructions to Governors</p>
4.	<p>Minutes of the LGB meeting of the 21st June 2022</p> <p>See Document LGB 04 01 in the meeting folder.</p>	
4.1	<p>The minutes for the meeting had been circulated in advance. They are also available to view in the secure folder on the Google drive.</p>	
4.2	<p>Governors agreed they were a true and accurate record and the minutes will be signed by PS as Chair.</p>	<p>GJ to forward to PS for signing</p>
5.	<p>Matters arising</p> <p>PS Advised that the budget meeting papers discussed at the meeting were now in the June meeting folder on the drive.</p>	
6	<p>Safeguarding – Annual Report</p> <p>DHU presented the Annual Safeguarding Report. The monitoring report for Governors is in the meeting folder. See Document LGB 06 01.</p>	
6.1	<p>There were 882 concerns flagged by staff on MyConcern this year. The largest areas of concern were for mental well-being, self-harm and unpleasant or bullying behaviours.</p>	
6.2	<p>Suicidal thoughts concerns have grown, partly grief and partly pandemic.</p>	
6.3	<p>A number of cases linked to sexual harassment and sexual violence have been recorded, which is an area we will focus on this year. It is good they are being reported as it gives us a chance to deal with the issue.</p>	
6.4	<p>At the moment we have: 5 pupils with a social worker 3 pupils being subject to Section17, with a further 1 being investigated. 2 pupils with a full off-site provision</p>	
6.5	<p>Mental health and emotional well-being training for all staff, teaching and non-teaching took place in January.</p>	
6.6	<p>During the year we have developed some staff doing intense mentoring with young people.</p>	
6.7		

Polly Stanton

.....

.....

Local Governing Body Meeting

6.8	<p>Extra Internal mentoring has been developed and we continue to use outside agencies, Centre 33 and SSYI and referrals to Cruise and Unite have been made.</p> <p>A Wellbeing working party led by Sue Gelder has been set up for staff and pupils.</p>	
6.9	<p>On the January training day, detailed training in sexual harassment and violence was delivered to all staff, which led to a group being invited to develop a working party, which has now been set up.</p>	
6.10	<p>A range of surveys were completed by pupils and parents in the spring and summer. We are now analysing these results and how they will influence our plans for next year.</p>	
6.11	<p>Fortnightly pastoral meetings on behaviour have taken place, looking particularly at sexual harassment and sexual violence and making sure we are happy with our responses.</p>	
6.12	<p>Martha Gregg has now returned from Maternity leave and DH has now relinquished his acting lead role.</p>	
6.13	<p>DH Advised that he was extremely grateful for the support that Dan Burgess and Vicky Linzell had given with their work around safeguarding this year. Their thoughts and expertise have been very helpful to DH completing the role effectively.</p>	
6.14	<p>DH, Martha and Vicky and Year Leads have all received refresher training for DSL's. AS and Sue Gelder have also received training.</p>	
6.15	<p>Dan Burgess will be stepping down from his role within the day to day safeguarding team with Sue Gelder joining the team from September. Next year, JRU will be completing his refresher training and there will be DSL initial training for new year leads.</p> <p>GR Asked DH where he takes his support from for his well-being. DH Responded that there is help from Camila Saunders at the Trust and JRU has provided external supervision, this has been very helpful for him.</p> <p>BA Thanked DH for his presentation and enquired if concerns raised were always logged with pupil consent. DH Not always but the majority of concerns develop into a conversation with the pupil. Concerns are always logged with or without consent as there are no data protection issues as safeguarding a child is always more important.</p>	

Polly Stanton

.....

.....

Date: 05/10/2022

	<p>JR Passed on his thanks to DH for the outstanding job that he has done in this very difficult year and for the support that he has given to staff. SA Had met with DH, notes of their meeting can be found in the meeting folder. SA also thanked DH for the work completed this year, it has been incredibly difficult for the team and he has done an exceptional job.</p> <p>SA Added there were no concerns around safeguarding at SVC but would like to look to put together a plan for the Ofsted visit from a Governor perspective around safeguarding.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>College Improvement Plan 2022-3</p> <p>JRU gave a slide show presentation on the CIP for the coming year and an update on what has happened this year.</p> <p>There are 12 areas of the CIP around the CARE values. The plan for 2022-23 has no changes but the emphasis will be slightly shifted to certain areas.</p> <p>Community Wellbeing. The changes to the PSHE model will begin in September. SLT supervision has been offered. We are looking at the development of a strategy on Mental Health and Well Being with cross referral with Anglia Learning. SGE is leading on this as Senior mental health lead and developing peer support for leaders.</p> <p>Leadership for all. We have developed Housemates, House ambassadors, Anti Bullying support and launched pledges. We will be looking to develop peer support and mentoring and Year Leads to train and lead anti-bullying ambassadors.</p> <p>Taking part. The next steps are to develop pledges as well as registering attendance at clubs to monitor cohorts using extra- curricular programmes.</p> <p>Ambition Two literacy coordinators have been appointed and begun their roles. Broadening the Narrative project has been positively received. We have developed the library. We had 3 days of direct instruction training for a number of staff in our literacy team. We are looking to develop Disciplinary Reading and Reading Programmes.</p> <p>SEND will be a priority for next year. A recruitment programme has allowed the team to widen to 20. We have SEND champions within subject department areas and a Provision mapping tool has been purchased. The Sensory room has developed and been furnished. The SEND management structure has been developed for leaders to have more</p>	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

<p>7.4</p>	<p>capacity. Next year we will be improving training for all staff and TA's around SEND practices.</p> <p>Staff Induction. We will be reviewing and updating the programme of staff inductions and a plan is in place for this.</p> <p>Respect. We have created a BAME group for pupils. The Rainbow flag award has been achieved. Lots of work has been done on Broadening the Narrative programme working in subject areas. Next year areas for further development are for a wider impact across the trust and to see the outcome of the Broadening the Narrative project being embedded into subject curriculum thinking. We will continue to introduce and develop CARE values into the pupil body. We will have a focus on working with year 8 leading into year 9, back to basics emphasis for teaching staff in their classrooms and politeness within the pupil body.</p>	
<p>7.5</p>	<p>Celebration. We have seen lots more celebration, prize giving and celebration pledges have moved to the front of this agenda.</p> <p>Endeavour Better curriculum. To develop the creation of and use of knowledge organisers within subject areas and rationalising paperwork in curriculum areas.</p> <p>Better teaching. To develop inclusive classrooms, back to basics and SEND classroom will be at the forefront.</p> <p>Better assessment. Assessment will be a priority area, making sure all stakeholders clearly understand what, why and when we are assessing.</p> <p>Environment We now have a new catering contract and have completed the Garden project. We are still waiting for further details from the DfE project in September and will be looking to further develop pupil engagement and review staff habits.</p>	
<p>8</p>	<p>Ofsted and Governance</p> <p>PS Gave a slide show presentation on the areas Governors may need to know in preparation for an Ofsted Inspection. See Document LGB 08 01 in the meeting folder.</p>	
<p>8.1</p>	<p>PS Reported that Staff being able to articulate on what they are doing and what they know is very important and this has to continue through into Governor level.</p>	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

<p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>Knowing the CARE values and the wider understanding of each value will be helpful in thinking about the vision of the college. We need to rehearse and be confident about our understanding of these. We need to know what we know, how we know it and how accurate it is.</p> <p>For the Curriculum Vision, highlighting the statement from the endeavour strand, saying what we are aiming for and achieving it through better teaching and assessment.</p> <p>One of our strengths of having subject specialists coming to meetings to share developments which are then backed up by observations on Governors Days is very important.</p> <p>RK Suggested that Governors could be shared with a list of specific issues that have been identified, the solution and the outcome. JRU Each department in CIP writes their own development plan. Subject reviews within our QA process, which have six-month MOTs were the best way to bring specific subject understanding into these meetings.</p> <p>JRU In the Autumn term he will share with Governors the executive summaries that SLTs have written around safeguarding and attendance and some areas not covered in the CIP.</p> <p>JRU We will get one days' notice of an inspection and he would ideally like PS, SA (Safeguarding) and RK(SEND) to be available for meetings with the Inspectors. It would be helpful to have a deputy Governor to be briefed on Safeguarding and SEND.</p> <p>SA Advised that there is a Webinar in a recent NGA newsletter sent to Governors around Ofsted which is worth Governors watching.</p> <p>SA Suggested that an availability report is set up for Governors to show when they would be available if required for meetings with Ofsted.</p> <p>PS asked all Governor to work through all areas of the presentation, making suggestions for other information that may be needed to be known by the LGB for Ofsted conversations and we will review this at the first Autumn meeting. Not all information is needed to be memorised as notes are allowed in meetings.</p>	<p>Action PS</p> <p>Action Clerk</p>
<p>9.</p>	<p>Parent Survey</p> <p>JRU Gave feedback on the responses to the Parent Survey completed earlier in the term. See Documents LGB 09 01 and LGB 09 03 in the meeting folder for full details.</p>	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

9.1	All parents were asked and we received 240 responses. Generally, responses were very positive.	
9.2	<p>The main areas for development highlighted were:</p> <ul style="list-style-type: none"> More support around mental health More work to be done on dealing with bullying Staff recruitment and retention Low level disruption in classrooms Catering, options and queuing times 	
9.3	<p>JRU has prepared a response to parents outlining the information received from the survey and how each point raised will be addressed and wanted to share this with the meeting before sending it out to parents. See Document LGB 09 03.</p> <p>Parental Engagement PSC Shared that she had met with JRU and also with PS and GR to look at ways of increasing parental engagement with the school and Governing Body. See Document LGB 09 02 in the meeting folder for notes on these meetings.</p>	
9.4	<p>A proposal for a timetable and format for a Parents Day, similar to the Governors Day, has been drafted to help give parents a feel for what the school was like. This would include welcomes from JRU and Governors, a talk on Opportunities from Sue Gelder, meeting the pupil panel and a tour of the college with coffee and the opportunity for a chat.</p>	
9.5	<p>It is hoped that we could develop the chat into the formation of a PTA. It was not expected to be a fund-raising PTA, possibly looking at helping with second hand uniform sales and having a link to staff and Governors.</p>	
9.6	<p>Another idea was for Governors to have a presence at Open evenings and other school events. PSC mentioned how good it had been to meet parents at the recent prize giving evening.</p> <p>PS Advised that the issue of forming a PTA had been raised by some parents with JRU and he would need to go back to them.</p>	
10	Governors' Self-Evaluation	
	<p>RK provided a slide show presentation to give feedback on the response to the Self-evaluation survey. See Document LGB 09 01 in the meeting folder for full details.</p>	
10.1	<p>RK It was a small sample size with responses from 7 Governors, which were mainly positive.</p>	
10.2	<p>RK Highlighted areas where the responses were mixed, which were:</p>	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

<p>10.3</p>	<p>1. Inductions and preparing Governors for the role and the development of their own skills. 2. Governors understanding of the quality of teaching, learning and assessment in school.</p> <p>RK There was a very positive response to the Governors Days that had been held.</p> <p>PS Inductions had been difficult with the introduction of lockdown and the introduction of training programmes on ALIS. We had not been able to hold any face-to-face inductions for new Governors. JRU Improvements to the Induction process would be good, this could be led by the Trust Governance team, possibly introducing a peer buddy system to help welcome new Governors.</p> <p>JRU Confirmed that he would be happy to meet a Group of Governors in September, to go through these objectives in more detail to help Governors understanding on the quality of teaching, learning and assessment in school.</p>	<p>Action PS/Clerk</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Principal's Report</p> <p>JRU had circulated his report to the Governors prior to the meeting. The report covered Quality of Education, Behaviour Ethos and Attitudes, Leadership and Management and Personal Development. See Document LGB11 01 in the meeting folder for full details.</p> <p>PS mentioned that at the recent Trust forum there was a suggestion that more of the HR function could go to the Trust Central team. PS feels that staff with HR experience are needed on the school site.</p> <p>JRU Has three staff at school, all of whom have considerable dealings in HR work. It helps to have someone at the Trust who cases can be referred to, if they took all the HR work from schools they would need a very large team.</p> <p>Staff Report</p> <p>JRU had circulated his report to the Governors prior to the meeting. See Document LGB11 02 in the meeting folder. The Staff report encapsulated all of the staffing movements for the year.</p> <p>JRU Advised that the report listed the considerable number of staff who have left and the recruitment process needed to replace them. The HR work this year has seen a huge challenge in the recruitment of new staff.</p> <p>BA Asked if we now have a new Premises Manager. JRU Yes, we do, probably due to start on the 1st September.</p>	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

11.3	<p>JRU The lack of caretaking staff has been a particular issue at school, with staff having to help with opening and locking up the school. VHS have been very helpful with giving us some cover. We have another caretaker starting at the end of August.</p> <p>JRU Kimberley Ellis has now been appointed as PA to JRU and we are now advertising for a new Office Manager.</p> <p>The Governors thanked JRU for the considerable efforts that had taken place on recruitment through this past year.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p>	<p>Health and Safety</p> <p>JRU Had forwarded three Health and Safety reports to Governors, which are in the meeting folder on the Drive. See Documents LGB 12 01, LGB 12 02 and LGB 12 03.</p> <p>JRU and BA had completed a Health and Safety walk and Audit around the college site. The issues which need addressing from the Audit have been documented in the reports and listed on EVERY.</p> <p>JRU In the last few months, maintenance availability has been very limited by staff availability. Looking to develop the site team into a team of 5 by the 1st September.</p> <p>Claudine Bateman, Director of Operations, from the Trust is looking into details around Compliance which need to be in place for the school.</p> <p>JRU Confirmed that the Health and Safety committee meets every term with representatives from all risk areas, led by Kimberley Ellis with the Health and Safety Governor attending.</p> <p>BA Advised he has confidence in what the school is doing but has had concerns over the lack of resources which need to be in place.</p> <p>BA The EVERY system is very good for giving information on what needs doing.</p> <p>BA JRU has done very well on managing the Health and Safety issues.</p>	
13.1	<p>Policies</p> <p>There were no policies for review or ratification at this meeting</p>	

Polly Stanton

.....

..... Date: 05/10/2022

Local Governing Body Meeting

<p>14. 14.1</p>	<p>Risks Associated with the Agenda Items BA Confirmed he has completed the audit during the meeting and will send to all and place it in the meeting folder on the Drive.</p>	
<p>15. 15.1</p>	<p>Any other business There was no other business raised.</p>	
<p>16.</p>	<p>Dates of LGB Meetings 2022-3 PS Dates for next year's meeting are: Tuesday 20th September (In person) Tuesday 8th November (Virtual) Friday 2nd December Governors Day Tuesday 31st January (Virtual) Tuesday 28th March (In person) Tuesday 2nd May (Virtual) Tuesday 13th June In person) Monday 3rd July Governors Day We are moving to a mix of in person and virtual meetings, which will start at 6.00 p.m. PS Thanked JRU for all his work in the last year and also to pass on the LGB's thanks to the Team for all their efforts.</p>	

The meeting closed at 8.21 p.m.

Polly Stanton

.....

.....