

Minutes of the meeting held at 4.00pm on 21 November 2019

Present:

K Haisman (Chair)	B Milburn (Vice Chair)
R Berry (Vice Chair)	A Rossi
E Stewart (from item 3)	H Nydam
K Brown	L Nash
D Gartland	

In Attendance: **N Coules, Group Director Information**
A Thorpe, Student Services Manager
S Small, Director of Curriculum
R Robson, LGB Clerk

Action

1 Declaration of Interests

Governors confirmed that they had no conflicts of interest to declare in relation to the items of the agenda.

2 Apologies for absence

There were no apologies for absence.

A Berry and B Milburn left the meeting and L Nash joined the meeting at 4.05pm

3 Appointment of Vice Chair

The report was received and **considered** by governors (minute book page A040).

The Vice Chair of the LGB shall be appointed by the Local Governors from amongst their number, for a term of 1 year. Both R Berry and B Milburn have expressed an interest to take on the role. After discussion and due consideration, the Board **resolved** to appoint both as Vice Chair.

A Berry and B Milburn joined the meeting at 4.10pm

4 Minutes of the meeting held on 2 October 2019

The minutes of the meeting (minute book pages AA041-A044) were reviewed and **confirmed** as a true record of the meeting for signature by the Chair

5 Matters Arising

The matters arising from the meeting were summarised in the report (minute book page A045) and all actions reported had either been resolved or where appropriate, an update had been provided on progress elsewhere on the agenda.

i. Governor Support/Challenge for the College

DG highlighted the need for all governors to be in a position in terms of their own knowledge and understanding of the College to be able to provide appropriate support and challenge; governors will need to know which are the good areas of provision as well as the areas of concern and what is being done to resolve those. It is hoped that the link governor programme will develop a greater depth of understanding. In addition to formal meetings and link governor visits DG noted the importance of governors attending other College events.

ii. Induction Handbook - Feedback

Governors were asked to provide feedback on the Induction Handbook. All agreed that it was helpful to have all the information in one place but noted that

it would very quickly become outdated and would be easier if in electronic form. The volume of the information supplied was considered to be too great with governors expressing concerns that important information could easily be lost.

K Brown and L Nash left the meeting at 4.20pm

6 **Membership**

The report was received and **considered** by governors (minute book pages A046-A047).

Under the Terms of Reference for Local Governing Bodies membership shall comprise not less than 9 and not more than 15 Local Governors, comprising; the Principal; a minimum of 2 and a maximum of 5 Parent Local Governors; up to 2 Staff Local Governors; and Local Governors appointed by the Trust.

Currently membership of the LGB stands at 7 but the vacancy for Staff Governor is proposed to be filled by Kate Brown and a Parent Local Governor vacancy filled by Louise Nash. It was noted that the Principal and the Trust Secretary are to meet with another interested Parent Governor and if appointable would propose the appointment to the Board at the next meeting to be held in March 2020.

The Board **resolved** to appoint K Brown, Staff Governor and L Nash, Parent Local Governor.

K Brown and L Nash joined the meeting at 4.25pm

7 **Governors Leads/Links**

The report was received and **considered** by governors (minute book page A048).

- i. ***Safeguarding and Equality and Diversity***
The governor lead/link for Safeguarding and Equality and Diversity would be linked with Abbi Thorpe, Student Services Manager. The Board **resolved** to designate both A Rossi and E Stewart as the Governor leads/links.
- ii. ***Health and Safety***
The governor lead/link for Health and Safety would be linked with the Group Health and Safety Manager, who commences in post on 2 January 2020. The Board **resolved** to designate H Nydam as the Governor lead/link.
- iii. ***Curriculum***
The governor lead/link for Curriculum would be linked with Stuart Small, Director of Curriculum. The Board **resolved** to designate both A Rossi and R Berry as the Governor leads/links.

8 **Safeguarding Policy and Appendices**

The Safeguarding Policy and its appendices were received and **considered** by governors (minute book pages A049-A098)

DG confirmed that all staff had received the policy, pending approval, and had received Safeguarding training. Students were made aware of the Safeguarding processes as part of student induction. He advised that during a learning walk on Safeguarding all students questioned knew who to go to if they had concerns. DG confirmed that the Policy was completely up to date with 'Keeping Children Safe in Education 2019' requirements. A governor queried the lack of specific reference to 'County Lines', DG confirmed that this was effectively covered

D Gartland

under other areas of the Policy without the necessity to specifically reference the term.

The Chair asked that governors be given a whole LGB training session on Safeguarding within the College.

A Thorpe

Governors queried the references within the policy to Suffolk County Council as not all students lived within the county. AT confirmed that initial referrals are made within the system in Suffolk but that further relevant referrals would then be considered. Governors raised questions the reporting process, AT explained the use of 'My Concern'.

The Board **resolved to approve** the Safeguarding Policy.

K Brown left the meeting at 5.00pm

9 Staffing, Offer and Uptake Report

The report was received and **considered** by governors (minute book pages (A099-A101).

At the request of the Board the report identifies the number of groups of students that Abbeygate Sixth Form College (ASFC) has for each subject and the FTE (Full Time Equivalent) teacher(s). Also detailed in the report is the number of staff that are employed by ASFC and whether they are seconded back to King Edwards (KEGS) or are still employed by them and then seconded to ASFC.

In addition, the report shows the current number of student enrolments by course. The subjects that have attracted the greatest number of students are Psychology, Criminology, Maths, Business, History and Biology. Subjects with lesser numbers include German, French, Music, Spanish, dance, Music Technology and Drama. It was noted that the EPQ (Extended Project Qualification) has proved incredibly popular with the most number of enrolments.

Governors noted the smaller numbers of students in some subjects but supported the strategy to provide a broad curriculum; as overall numbers grow the plan remains for those smaller classes to become sustainable courses. Governors questioned whether there was an appetite to drop any courses at this point. DG emphasised that the College had been established to serve the local community and that there will always be some subjects that attract smaller numbers.

DG updated on the current number of applications for 2020/21.

10 Key Performance Indicators

The report was received and **considered** by governors (minute book pages (A102-A104).

Retention measures the sustained enrolment of students within the College from the point of the initial census to student completion of their course. At the point the census was submitted ASFC had enrolled 238 students. With one additional student joining after this point, we now have 239 on roll and the retention figure is 100%.

Student attendance is checked regularly and both teaching staff, SAMs and Senior Leadership are proactive in chasing, confirming and challenging attendance issues. Course attendance year to date (first half term figures) show a positive picture with 95% attendance overall for academic subjects. The

attendance of students to tutorial groups is lower than their academic attendance, currently 84% but the teams are meeting with students and discussing these disparities with them and reinforcing the message that attendance to tutorials are compulsory and important, which is a message that is also being reiterated in academic lessons. Governors questioned the reasons behind the lower level of attendance at tutorials; DG explained that while students have not placed the same value on attending tutorials to date staff were working hard to change those perceptions

It was noted that all Staff have undertaken all training required to ensure students are safe at College. Tutorial programmes are delivering key messages and following PHSE Association guidelines. Safeguarding concerns are being reported, recorded, and students supported.

11 Workforce Update

The report was received and **considered** by governors (minute book pages (A105-A116)).

The report confirms that ASFC has a total of 24 employees (19.9FTEs). This includes 4 managers, 10.6 teaching staff, 2.8 academic staff and 2.5 business support. Unsurprisingly there are 24 new starters and no leavers to date. The absence report shows no absence or occupational health referrals made and there are currently no vacancies to recruit.

It was noted that the Single Central Record is complete and up to date and the staff appraisal system is to be implemented within the academic year.

Governors asked if well being support was in place for staff. DG confirmed that the College actively promoted staff wellbeing, and was holding wellbeing events to the same extent as CPD.

12 Any other Business

Governors requested additional training on ALPS to enable them to better understand data that they will receive in future meetings.

13 Dates of 2019/20 meetings:

Thursday 5 March 2020 at 4.30pm

Thursday 18 June 2020 at 4.30pm

The meeting closed at 5.54pm

N Coules