

Minutes of the meeting held at 4.30pm on 2 October 2019

Present: **K Haisman (Chair Designate)** **B Milburn**
 E Stewart **A Rossi**
 R Berry **H Nydam**
 D Gartland, Principal

In Attendance: **C Higgins, Trustee (Observer)**
 J Bridges, Trust Secretary

The meeting was preceded by a short presentation and introduction to the SAT Governance Portal and overview of the Governors' Induction Handbook

1 Declaration of Interests

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

2 Appointment of LGB Chair and Vice Chair

The report was received and **considered** by governors (minute book pages A002-A003).

In accordance with clause 4 of the Terms of Reference for Local Governing Bodies the Chair of an LGB shall be appointed by the Trustees, having sought the views of the Local Governors.

The term of office of the Chair of an LGB shall be for 1 year. Subject to remaining eligible to be a Chair, a Local Governor may be appointed for further terms of office as Chair by the Trustees.

At the 8 July 2019 meeting of the Board of Trustees the Board resolved to appoint K Haisman as the Chair Designate of Abbeygate Sixth Form LGB subject to gaining the support of the LGB at this meeting. The Board **supported** the appointment (by a show of hands) and approval is to be sought from the Board of Trustees at its next meeting to be held on 13 December 2019.

The Vice Chair of the LGB is to be appointed by the Local Governors from amongst their number, for a term of 1 year. The Board **resolved** to defer the appointment for consideration by the Board again at the next meeting of the LGB to be held on 21 November 2019.

3 Apologies for absence

There were no apologies for absence.

4 Membership

The report was received and **considered** by governors (minute book pages A004-A005).

Under the Terms of Reference for the 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.

Action

R Robson

Currently membership of the LGB stands a 7. There is a vacancy for one parent, and one staff, Local Governor.

Staff Local Governors are elected by staff members at the Academy. A Staff Local Governor must be a staff member at the time when he or she is elected. The Local Governors shall make all necessary arrangements for, and determine all other matters relating to, an election of the Staff Local Governors, including any question of whether a person is a staff member. Any election of Staff Local Governors which is contested shall be held by secret ballot.

The Board **resolved** to immediately commence the nomination and election processes to recruit one parent Local Governor and one Staff Local Governor. The Principal, with the support of the LGB Clerk, is to undertake the necessary arrangements.

D Gartland
R Robson

5 Terms of Reference and Scheme of Delegation

The report was received and **considered** by governors (minute book pages A006-A029).

In accordance with clause 13 of the Terms of Reference for Local Governing Bodies the Terms of Reference are drafted and maintained by the Trust. The Trust may make amendments to these Terms of Reference from time to time. In the event that amendments are made, the Trust shall notify the Chair of each Local Governing Body, who shall be expected to make the other Local Governors aware of such changes.

The Board also considered the Scheme of Delegation that sets out the level at which delegated decisions can be taken.

The Board acknowledged that the Board of Trustees had approved the Terms of Reference and the Scheme of Delegation at the meeting held on 8 July and recognised where the levels of power/authority are held and how their views may influence areas outside of their responsibility but are important to be expressed and reported up to the Trust Board. The LGB **resolved** to accept and adopt both documents.

The Board noted that there are a number of responsibilities to be carried out by the LGB which will require information, and possibly training, to be provided by the Trust to the LGB, for example, a sound understanding of budgets will be required in order for the LGB to fulfil its obligations under clause 5.3.2 (a) of the Terms of Reference.

Trust Board

6 Business Cycle and KPI Schedule

The report was received and **considered** by governors (minute book pages A030-A033).

In accordance with the Trust's Business Cycle of the LGBs the Board acknowledged that this determined when and how the delegated responsibilities of the Scheme of Delegation will be met by them in the academic year.

The Trust Schedule of KPIs detail the indicators that are to be measured and monitored by the LGBs. The Board recognised their responsibilities for the standards of teaching and learning, the standard and quality of education provided, student outcomes, and how and when this performance is to be reviewed, scrutinised and monitored by them and reported up to the Trust Board.

It was noted that the KPIs listed on the schedule make no mention of the target that they are to be measured by. The Principal explained that some of the KPIs; student success for example, would be measured against National Average or National Rates and these measures will become evident once we have data of our students to look at. Governors were reminded and encouraged to attend the ALPs training that has been organised for Monday 4 November 2019, 10.00am here at Abbeygate Sixth Form College.

7 Key Performance Indicators

The report was received and considered by governors (minute book pages (A034-A038)).

The report confirmed that the new Sixth Form College has a total number of 242 students on roll. The College received 512 applications, of which 394 were interviewed and offered a place, and 242 students accepted. That is a conversion rate of 64%. The total number of students on roll now is 244.

The largest feeder school, King Edwards, contributed 37% of the total students on roll; followed by 7.4% of students from Sybil Andrews, 5.8% from Stour Valley, 5% from IES Breckland and 4.5% from Thurston.

The Board noted that all students have participated in thorough and robust enrolment and induction processes and a post enrolment marketing campaign has been launched across all platforms promoting that 'it's not too late.

Governors raised concern of the number of students who were reported to have 'withdrawn' from the College. The Principal explained that this was the number of students who had applied to come to Abbeygate Sixth Form College but that had, for whatever reason, then not enrolled. The header therefore of 'withdrawn' was somewhat misleading as this in fact was the number of students who had applied to come to the College but had changed their mind and not enrolled.

A significant school engagement programme is in place for the next academic year (2019/20), which has already started with a range of talks, assemblies and evening events in local schools. Abbeygate Sixth Form College is working collaboratively with West Suffolk College colleagues to have a presence at every school event taking place in the autumn term.

The next Open Event for the College is scheduled for 15 October 2019 and a range of events for the summer term are planned in the new building as the phase 1 hand over is scheduled for 26 June 2020 and will include an Open Event, Tours and a Taster Day for year 11 students.

8 Any other Business

The Board asked for an update on staffing levels, and recruitment plans which was provided by the Principal. It was agreed that the Principal will provide a schedule of staff, subjects offered and level of student uptake at the next meeting of the LGB to be held on 21 November 2019.

The LGB Clerk is to add Governor Lead for Safeguarding (to work with Abbi Thorpe), Equality and Diversity and Health and Safety (to work with Nick Coules) nominations to the agenda for the next meeting of the LGB to be held on 21 November 2019.

The Principal informed the LGB that he had been contacted by the DfE recently as they intend to conduct an inspection of the new Sixth Form College sometime

D Gartland

R Robson

late November/early December 2019. He will keep the Board informed of their visit and feedback.

D Gartland

9 Dates of next meetings:

Thursday 21 November 2019 at 4.30pm

Thursday 5 March 2020 at 4.30pm

Thursday 18 June 2020 at 4.30pm

The meeting closed at 6.25pm