



# Blue Coat School Local Governing Board Minutes

**Held on:** Tuesday 4<sup>th</sup> May 2021 at 5pm  
**Place:** Via Zoom

**Present:** Mrs Lyn Johnson Chair of Governors  
Mr Josh Boxall  
Mr Mike Draper  
Mr Peter Merrylees  
Miss Lou Peet  
Mrs Vicki Shelley  
Mrs Anna Stacey  
Mr Paul Tuffin  
Mr Paul Cowie  
Mr James Okore Ombudo  
Ms Emma Griffiths

**In attendance:** Mr Mark Gore Link Director  
Mrs Lois Whitehouse Chief Executive Officer, IET  
Mrs Lisa Henden Deputy Headteacher, Bluecoat School  
Ms Jane Durkin Head of Operations, IET  
Mrs Kelly Goddard Clerk to Governors

The meeting began with a prayer.

## 18/21 WELCOME AND APOLOGIES

All Governors were in attendance at the meeting.

## 19/21 BUSINESS OF MEETING

The agenda for the meeting was agreed as received and there was no other business identified.

## 20/21 REGISTER OF BUSINESS INTERESTS

There were no declarations of business on any item on the agenda. Governors were reminded to declare any new business interests on GovernorHub.

## 21/21 CONFIRMATION OF MINUTES AND MATTERS ARISING

- i) The minutes of the meeting held on 9<sup>th</sup> February 2021 were **confirmed** and **signed**.
- ii) Matters arising from the minutes not on the agenda (including actions from the last meeting)

ACTION LOG	WHO	COMPLETE
Spring2021		
Contact Paul Cowie and inform of Behaviour and Attendance responsibility	Clerk	Complete
Request Learning Link log in for Local Governing	Clerk	Complete

Board		
Wellbeing minutes to be circulated when available	K Grainger	
Undertake safeguarding training	Governors	Chair sought list of those yet to undertake the training.

## 22/21 CHAIRS UPDATE

The Chair of the Local Governing Board reported that she had undertaken a face to face visit to school and she was positive about the experience which included attendance at a Heads of Department meeting.

The Chair had also attended a Trust Chair of Governors meeting where the Trust Development Plan had been shared which had been reconfigured to show a more cohesive approach from Nursery through to the end of secondary education.

## 23/21 MEMBERSHIP

There was one Co-opted vacancy. It was agreed that this would remain vacant for the current time.

## 24/21 HEADTEACHER'S REPORT

Vicki Shelley introduced her report to Governors and the following items were raised for discussion:

The following supportive reports were received:

- Martin Cragg – Coventry Improvement Officer Report
- Safeguarding paper (Blue Coat specific) also have a Trust document.
- School Development Plan

### School Context

- The total number of pupils in Year 13 was 165. It was anticipated that any spaces would be filled by the time of the next census.
- There had been no COVID-19 cases recently which was a huge relief to staff.

### Grades and assessment

- This item would be covered in detail later in the meeting

### Quality of Education

- An Instructional Coaching Pilot was underway. The school was moving away from formal observations and instead providing continual coaching and support to staff.
- Catch up and Pupil Premium spend – Governor, James Ombudo had met with two members of the Senior Leadership Team to undertake Governor monitoring on this.

Governors asked: **What was the school's thoughts on the tutoring programme?**

The support was hit and miss and depended on the quality of the tutor. The programme had been used for Year 11 but attendance had dropped while they were focusing on revision. It was felt to be intermittently effective.

- Sixth form offers and the current position were noted.
- SEND- The SENCO was currently off on long term sickness absence and therefore support for the Trust was being received as this area was an Ofsted action point.

- Attendance – Attendance was good compared locally, nationally, regionally. Cases of non-attendance and how that affected the figures was evidenced. Governors asked:

**What did AEA stand for?**

AEA stood for Authorised Educational Absence which was an ‘other’ reason as to why a pupil was authorised to not be on site. This included music lessons, work related learning, CAMHS appointments.

It was noted that the pastoral staff were working hard to chase up absence and this was proving positive results. Thanks would be passed on to the team.

- Safeguarding – A safeguarding paper for the Trust had been received and was included within the documents for the meeting. There was an increase in safeguarding cases over the pandemic.

**Leadership and Management**

- Workforce absence- There were four members of staff who were absent long term.
- The vacancies and new starters were listed.
- Staff well-being survey – Leaders were working through Blue Coat specific information to be shared at the next well-being meeting. **ACTION.**

**25/21 GRADING AND ASSESSMENT POLICY AND PRACTICE**

The Centre Policy was **received** and **noted**. It was **noted** that the school had done a phenomenal job in reviewing the assessment position for 2021. Lisa Henden was invited to provide an update regarding the process undertaken:

- The document outlined the assessment procedures and was also in place for parents to appeal. The document had been made accessible for a number of parties.
- There was also a supportive PDF for KS3 and 4, 5 regarding what each subject was basing their assessments on at the moment. The school was ensuring that the process was transparent which had brought reassurance for parents. The information had been relayed via video, PowerPoints and explained verbally. Parents had also been sent a student declaration form that students would sign. The communication with parents was positive.
- Staff had completed an assessment record. This was a simple document confirming that the assessments matched the assessment objectives.
- All teachers were completing further assessments, marking and moderating.
- Training for staff had been provided on unconscious bias and blind moderation was also being undertaken by choosing children from different key groups.
- Every student would have a folder with evidence in for every subject..
- All access arrangement forms would be in the folder including any evidence of variation forms.
- There was an opportunity now for parents to raise any mitigating circumstances for assessments. They could apply now rather than challenging at appeal.
- Once the student folders were collected in, grade descriptors would be used to make judgements. Data sets from 2017-19 would be used in line with the evidence.
- The aforementioned was a lot of work for staff. All Heads of Department had been given tutor time free. Meetings had been swapped for the moderation processes. All support staff were supporting the process. Everyone was doing a sterling job and no-one was afraid to ask questions.
- Leadership would also take a selection of folders for moderation to ensure they met the descriptors, board expectations and to test the appeals process.
- The exam board would take a selection of folders to cross check.
- Leadership team were meeting with those staff they line managed each week.

**Was there any adverse impact of not having SENCO in place?**

All children were getting approved access arrangements via the Exams Officer. Overarching access arrangements forms would be checked and special consideration would be applied where necessary. The school was doing its best with a SENCO in post.

The Staff Governor confirmed that staff had been sent all access arrangements for all pupils. All staff were supportive. There was a paper trail for all evidence and there was a robust system in place. It was important that the assessments reflected the abilities of the students. The exams were cancelled but teachers were marking all the assessments which had a significant impact on workload. However, they were unusual circumstances and there was a sense that everyone was in this together. The Hub staff were working very hard to ensure the children got what they needed.

Governors thanked all staff for their hard work to get to this point and what was coming over the next weeks and months.

## **26/21 SAFEGUARDING REPORT AND SINGLE CENTRAL REGISTER**

The Governors **received** and **noted** the Safeguarding document. A Trust document had been created outlining how the school approached safeguarding particularly child on child abuse. There was a focus on the 'Everyone's Invited' platforms.

The Headteacher had met with the Safeguarding Governor (Paul Tuffin) and the Chair of the Local Governing Board to review case studies and what processes were involved. The Safeguarding Governor had also reviewed the Single Central Record and he was satisfied that it was in order and there were no gaps. The Trust had also reviewed it. The only item for action was to agree a time for 'leavers' to be left on the record.

Governors training on The Key regarding child on child abuse was to be completed. The link had been shared and the Clerk would recirculate it. **ACTION.**

## **27/21 REPORTS OF COMMITTEES**

### **i) Curriculum and Standards**

Mark Gore indicated that there was a meeting planned later in the week. There was a focus on Special Educational Needs, arrangements around COVID-19 and assessment going forward.

### **ii) Wellbeing**

The minutes of the wellbeing committee were **received** and **noted**. Lyn Johnson, Peter Merrylees and Emma Griffiths were due to meet during the current week regarding SIAMS. The schools lead for SIAMS would be attending the next committee meeting.

## **28/21 GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**

### **i) To ask questions about any reports uploaded to Governor Hub.**

The Safeguarding Governor had provided a short update on his visit earlier in the meeting.

Peter Merrylees had undertaken a pupil voice where comprehensive responses were received to three key questions. He was impressed with how staff and students had adapted during lockdown and the work put in by all. Peter would share his report on GovernorHub. **ACTION.**

It was suggested that pupils could attend virtual meetings perhaps as part of the Standards Committee.

James Ombudo had undertaken monitoring on Pupil Premium where he had asked: Were staff aware of the Pupil Premium pupils, the strategies used to support pupils, key aspects of the strategy and what were the desired outcomes and what were the main barriers to learning. He was reassured that the staff cared about the pupils, were professional and knew the needs of pupils. David Bermingham (Director) had also spoken to the pupils regarding Pupil Premium.

Mark Gore had undertaken monitoring on Post 16. He noted that previously Sixth Form was a concern but was now a real strength. He had discussed recruitment into the provision, curriculum and how pupils were supported through COVID-19. He said that the provision was a tribute to the leadership involved.

It was noted that there were lots of ways to be creative to get Governors involved.

**ii) To receive feedback from training undertaken & discuss future training needs**

It was noted that at the Autumn Term meeting an annual review of governance would take place. The CEO explained that all Local Governing Board's within the Trust had Housekeeping meetings where this was done alongside elections etc.

**iii) Next Governor Briefing Dates:**

Tuesday 25 May at 1.00pm - 2.00pm

Thursday 27 May at 6.00pm - 7.00pm (Repeat session)

Tuesday 22 June at 1.00pm - 2.00pm

Thursday 24 June at 6.00pm - 7.00pm (Repeat session)

**iv) Future Governance – Virtual, face to face, a blended approach, consider effectiveness of constitution, use of technology and GovernorHub.**

The Local Governing Board agreed to maintain the online format for Governor meetings which supported availability of Governors but Governors were encouraged to attend school for monitoring purposes where possible.

**29/21 POLICIES**

**i) School Closure**

Governors **received** and **noted** the School Closure Policy. Governors asked:

**What was the purpose of the Policy?**

The purpose of the policy was regarding inclement weather. Who makes the decision over the closure of the school was not previously on the Scheme of Delegation?

**Was the School Gateway used widely enough to be added to the list of communications?**

It was **agreed** that School Gateway could be added to the Policy under point number 7. **ACTION.**

It was also **agreed** that under the NOTE: 'to staff' should be added after 'The school will not close'. **ACTION.**

**RESOLVED:** The School Closure Policy was **approved** pending the two additional items.

## ii) Literacy Policy

Governors **received** and **noted** the Literacy Policy. It was commented that the document appeared to be aspirational and was not necessarily a policy but implied ideas which could lead to inconsistency. The Headteacher explained that there was no requirement to have a policy but the document was an attempt to try and reduce inconsistencies. It was aspirational and was more about bringing good practice to staff attention. Governors asked:

### **How would the 'Top tips for boosting literacy at home' be communicated to parents?**

There were different levels of communication in non - COVID times. A lot of work was with SEND parents through the Hub. This comment would be taken on board.

**RESOLVED:** The Literacy Policy was **approved**.

## iii) Centre Policy (Grading for 2021)

**RESOLVED:** The Centre Policy (Grading for 2021) was **received, noted** and **approved**.

It was noted that the items were in red were in addition to the basic policy.

Governors were reminded that they had been sent a link on training regarding assessment and that a fair proportion should attend the virtual session. The Clerk **agreed** to seek the link and share it with Governors again. **ACTION.**

## 30/21 FINANCE AND RESOURCES UPDATE

Lois Whitehouse shared a PowerPoint with the Local Governing Board regarding the Inspire Education Trust School Improvement Framework which highlighted work being undertaken at the current time:

- The role of Trusts in School Improvement
- Key strategy around School Improvement
- Current government policy was that all schools were part of a MAT
- School Trusts as new Civic Structures: Our role within society was only going to extend
- A changing world- leading out of COVID
- Upcoming Education Policy Reforms
- IET Strategic Development Plan
- IET School Improvement Framework (continuous improvement framework our offer and approach, people, curriculum)
- IET Model for School Improvement
- IET Curriculum Offer
- IET Professional Development

Governors asked:

### **How many schools were possibly joining us?**

This was included in the development plan for the Trust Finance Committee which indicated a growth plan to gain a primary in January 2022, September 2022, and a Secondary in 2024. Future growth would not be at the cost of our current pupils.

### **Did the schools concerned already exist, or were there plans for new schools?**

The Trust would work with the Regional Schools Commissioner. The Diocese were asking schools to think about their plans for academisation. The Trust would work in partnership with the Diocese as a mixed MAT.

Views on MATs and the government directive were shared.

An update on finance was also provided. There were no concerns regarding Blue Coat. Previous issues around repayment had been taken centrally by the Trust. In primary there was a declining birth rate and falling numbers on roll and therefore the Trust was looking at strategies to attract pupils and manage staffing structures. The focus was on teaching and learning and outcomes for Blue Coat.

### 31/21 ITEMS FOR THE NEXT AGENDA

It was agreed that the current agenda items should be used for the next meeting.

### 32/21 OTHER URGENT BUSINESS

There was no other business.

### 33/21 PUBLICATION OF DOCUMENTS

Governors **agreed** to publish all documents considered at the meeting with the exception of the following:

Headteacher Report

### 34/21 DATES OF FUTURE MEETINGS

Governors **agreed** dates of future meetings as:

**Summer 2021: Tuesday 13<sup>th</sup> July 2021 at 5.00pm (Clerked by Kelly O'Connor)**

ACTION LOG	WHO	COMPLETE
<b>Spring2021</b>		
Wellbeing minutes to be circulated when available	K Grainger	
Undertake safeguarding training	Governors	Chair sought list of those yet to undertake the training.
<b>Summer 2021</b>		
Seek and share link for Peer on Peer abuse training on The Key	Clerk	
Share Governor Monitoring Report on GovernorHub	Peter Merrylees	
Wellbeing survey outcomes to be shared at Wellbeing Committee meeting	Headteacher	
Provide Amendments to Headteacher PA for School Closure Policy	Clerk	Complete on 11.05.21
Seek link to Assessment training for Governors and Share on GovernorHub	Clerk	

**Signed: Virtual**

**Date: 13.07.21**