



Document 2

Blue Coat School Local Governing Board Minutes

Held on: Tuesday 15 September 2020 at 5.00pm

Place: via Zoom

Present:

Mrs Lyn Johnson	Chair of Governors
Mr Graeme Anderson	
Mr Josh Boxall	
Mr Mike Draper	
Mr Peter Merrylees	
Miss Lou Peet	
Mrs Vicki Shelley	
Mrs Anna Stacey	
Mr Paul Tuffin	

In attendance:

Mrs Lois Whitehouse	Chief Executive Officer of IET
Mrs Jane Durkin	Head of Operations, IET
Ms Lisa Henden	Deputy Headteacher, Blue Coat School
Mrs Kelly Goddard	Clerk to the Governors

01/20 APOLOGIES FOR ABSENCE

The Chair welcomed Governors to the first virtual meeting as a Local Governing Board (partner in the Inspire Education Trust - IET) and thanked them for their attendance. She reminded colleagues to place themselves on mute unless they had a question or comment.

02/20 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda.

Governors **received** and **noted** Declaration of Business Interest Forms which were to be returned to the school. The Clerk **agreed** to clarify how many returns there had been with Kay Grainger (Headteachers PA). **ACTION.**
Governors were urged to return any outstanding forms. **ACTION.**

Governors were all **requested** to declare their interests on GovernorHub under their personal profile within the 'Declarations' tab' **ACTION.**

03/20 ACTION TAKEN UNDER POWERS OF URGENCY

No action had been taken under powers of urgency since the previous meeting.

04/20 MEMBERSHIP AND REVIEW OF GOVERNOR RESPONSIBILITIES

i) Recommendation of Chair and Vice Chair Appointment to Trust Board

It was explained that the appointment of Chair and Vice Chair of the Local Governing Board was to be made by the Board of Directors of IET. Lyn Johnson had previously

been Chair of the Governing Board and Mike Draper was Vice Chair. Both were happy to continue in this position and the Local Governing Board **endorsed** the recommendation.

ACTION: Lyn Johnson to be recommended as Chair of the Local Governing Board and Mike Draper to be recommended as Chair of the Local Governing Board to the IET Trust Board.

ii) **Foundation Governors**

Mark Gore had resigned as a Foundation Governor.

Anna Stacey and Peter Merrylees had been appointed by the Diocese.

ACTION: Term of office to be confirmed by the Diocese

iii) **Appointment of Co-opted Governors**

There was one vacancy due to the resignation of Matthew Connor Hemmings. It was noted that an area of skill required on the Local Governing Board was legal.

Clerks Note: The Trust Board would make the appointment of Co-opted Governors but a recommendation from the Local Governing Board would be considered.

iv) **Parent Governors**

There were two vacancies due to the resignation of Anna Stacey and Peter Merrylees as they were appointed as above.

ACTION: The Headteacher would advertise for two Parent Governor vacancies.

Governors asked: **Who decided how many Parent Governors would sit on a Local Governing Board?**

The CEO explained that the Terms of Reference indicated Up to 3 Parent Governors. The Chair explained that on joining the Multi Academy Trust, the Interim Executive Board had been keen to retain a similar structure to the previous Governing Board and therefore two Parent Governors were retained. The Director appointed Governors gave flexibility between the balance of Foundation or Co-opted Governors dependent on if a school was a faith school. There was flexibility within the composition of LGBs to ensure an appropriate mix of Governors by the use of the term 'up to'.

v) **LGB Terms of Reference**

The Governors **received** and **noted** a PowerPoint presentation outlining the governance structure of the MAT which provided context regarding who were the Members and Directors of Inspire and how the Local Governing Board's fit into the structure. The CEO explained the following:

- There had been a review of capacity and skills on the Trust Board over the last six months and that there were now two Associate Directors (Lisa Hayes and Mike Draper) who would attend Trust Board meetings sharing their expertise. Mike would provide Finance support as this was a key element identified that was required to be more robust.
- There was a Trust Finance Committee and there was also a new Standards Committee that has been established. The two Committees would look at the key strategies of the Trust and have an overview of all schools within the Trust.
- In addition a Chairs Development Committee was to be introduced who would meet termly which was an advisory group and method of two way communication (meet termly).

- It was felt that this new structure would enable robust governance and provided a clear delegation of roles and responsibilities.

The Governors **received** and **noted** the Local Governing Board Terms of Reference which explained how the Local Governing Board fitted in to the structure as described.

vi) Review of Governor Responsibilities

(a) IET Scheme of Delegation

The Governors **received** and **noted** the IET Scheme of Delegation. The document underpinned all operations within the Trust.

(b) Blue Coat Committees/ Working Parties

It was noted that currently there was a Local Governing Board and two committees. The Finance Committee needed to continue until the final accounts prior to the MAT were signed off but there would become a point where the committee was no longer required as finance was accountable at a Trust level. The Headteacher also attended the Trust Board Finance meetings. It was **agreed** that Mike Draper would continue to Chair this Committee and that he would issue a meeting invite to the Committee (Josh Boxall and Peter Merrylees). **ACTION.** It was then a decision for the committee to decide how frequently they met.

The second Committee was Performance and Standards sub committee (Anna Stacey, Paul Tuffin, Lyn Johnson). This was said to be an essential committee and the areas for focus were Special Educational Needs, curriculum planning and Covid recovery. The committee would meet twice a term and Lyn Johnson would circulate a date for the next meeting.

It was further suggested that a third Committee be convened which would be named the People or Wellbeing Committee (the committee would decide) which would have a focus on mental health, student welfare being an inclusive school and preparing for SIAMS. The CEO explained that she was happy for any working parties necessary to be convened and that a key element of the Trust Development Plan was around wellbeing. Governors were in support of the new Committee and it was noted that there needed to be a synergy between the Performance and Standards Committee and the Well-being Committee. It was also important to seek pupil voice. Anna Stacey agreed to circulate a date for the first meeting of the Committee. **ACTION.** An update from each committee would be provided at each Local Governing Board meeting.

The following Governor responsibilities were agreed:

Safeguarding – Paul Tuffin
Health and Safety - Mike Draper
Special Educational Needs - Lyn Johnson

vii) LGB Code of Conduct (complete declaration on GovernorHub)

Governors **received** and **noted** the Local Governing Board Code of Conduct which was adapted from a version provided by the national Governance Association (NGA). Governors **approved** the Code of Conduct. Governors **agreed** to declare that they would abide by the Code of Conduct on GovernorHub declarations. **ACTION.**

05/20 GOVERNOR INFORMATION AND TRAINING

i) Update from the Link Governor

It was noted that the two new Parent Governors would require Governor Induction training on

appointment. **ACTION.**

ii) Consider conducting a Local Governing Board Skills Audit

Governors **received** and **noted** the NGA document '20 questions a Governing Board should ask itself'. Governors reviewed the questions and agreed that the Governing Board met most of the questions. However, the following either had further discussion or points of action.

1) *Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?* Governors **agreed** to undertake a Skills Audit which would be circulated by the Clerk and Governors to return to the Clerk for collation by 5 October 2020. **ACTION.**

5) *How do we make use of good practice from across the country?* The Governors utilised information from both the NGA and The Key and the school was currently procuring the support of a National Leader of Education (NLG).

6) *Do we carry out a regular 360° review of the chair's performance and elect the chair each year?* The Chair would welcome a review of her performance by a Foundation Governor, a staff Governor and the CEO or Headteacher. **ACTION.**

8) *Does the chair carry out an annual review of each governor's contribution to the board's performance?* Governors agreed that they would be happy for the Chair to carry out an annual review. **ACTION.**

9) *Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?* It would be possible to review the vision once the IET vision had been shared.

11) *How effectively does our strategic planning cycle drive the governing board's activities and agenda setting?* It was felt that there was a need to further review how the Governing Board keeps the wider community informed about what happens at Blue Coat.

20) *How much has the school improved over the last three years, and what has the governing board's contribution been to this?* Governors discussed this point and agreed that strategically the Governing Board had gone from being a single school Governing Board to being part of a MAT following a period of extensive due diligence and by joining the Trust the school was now more financially robust. The Governing Board had supported the increase of Sixth Form pupil numbers. The mechanism of the MAT was that the school could grow and meet its aspirations. Governors also felt that Governing Board was good at dealing with what comes in (exclusions) and also looking to the future (MAT). Staff commented on the impact of the Performance and Standards Committee and the support provided since the summer results. Blue Coat was still performing at the top of Coventry schools and performing as a school in terms of outcomes for students.

iii) Governing Board Training Needs

Mike Draper indicated his interest in the Chair of Governors Training via the NGA. **ACTION.** The Clerk advised that joining instructions had been shared on GovernorHub on the Coventry Governor Support Service Information page during the same week.

iv) Learning Link – online training modules

Governors **received** and **noted** a list of training to the Local Governing Board available through Learning Link and the Clerk explained how to access Learning Link and log on via the hyperlink:

v) **Governor Safeguarding training via SharePoint portal**

All Governors had undertaken Safeguarding training and the subsequent questions. Governors asked:

Would Prevent training be provided for Governors?

The Local Authority would provide a remote approach to training and this could be delivered to Governors once completed.

vi) **Governors to complete KCSIE Declaration on GovernorHub for September 2020**
ACTION.

vii) **Next Governor Briefing Dates: TBC**

The Clerk explained that a date was to be set for the next Governor Briefing to be held virtually by the end of the month. The Clerk explained that the briefing was arranged by the Local Authority and covered both local and national governance updates.

06/20 CONFIRMATION OF MINUTES AND MATTERS ARISING

- i) The minutes of the meeting held on 15 July 2020 were **confirmed** and **signed via GovernorHub**.
- ii) Matters arising from the minutes not on the agenda (including actions from the last meeting)

There were no matters arising from the minutes not on the agenda.

07/20 SCHOOL POLICIES

- i) **Safeguarding Policy**
Updated Keeping Children Safe in Education Guidance (September 2020)

Governors **received, noted** and **approved** the Safeguarding Policy.

- ii) **Pay Policy**

The Trust Pay Policy had not yet been updated due to awaiting further information from the DfE regarding Pay and Conditions for 2020/21.

08/20 HEADTEACHER'S UPDATE

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

- **COVID-19 Update and Wider Re-Opening of the School**
 - The Headteacher reported a positive reopening of school with strong behaviour from the pupils and excellent support from staff. The Chair supported this by commenting on how calm the school was on her recent visit.
 - The Deputy Headteacher had done a tremendous job with the timetable which minimised the movement of pupils around the school.
 - Staff were being closely monitored and supported and risk assessments had been completed for all that had vulnerable categories. Staff felt well supported. A recent health and safety visit had indicated that the school had gone above and beyond other

educational establishments. This included the purchase of face masks for all pupils and visors for staff.

- There had been no reported cases in school as yet. Attendance as of Thursday 10 September 2020 was 97%. There were 100 students absent on the current day which included those where siblings had been sent home from primary school, test results were awaited or they were being told to self-isolate. Being able to secure tests was the biggest challenge. Every absence was logged and the situation was being monitored.

Governors asked:

Was the school clear how the testing service could be used for staff?

The school had 10 test kits and could order further kits during the current week.

- **Data Outcomes / Curriculum Reset and Recovery**

- The Headteacher reported that there had been a rigorous system in place in terms of data outcomes and that the students received the grades they deserved.
- The results for 2020 were inflated as pupils were given the higher of the two grades from either the centre assessment or from the Ofqual algorithm.
- Year 12 pupils were said to be on the right courses for Year 13 and there was no concern over the integrity of centre assessed grades.
- It wasn't possible to make local or national comparisons and therefore the same scrutiny had not occurred over the data than in previous years but senior leaders had met and discussed with Heads of Departments.

Was the school satisfied that all Year 13 were in the destination they deserved?

70% of grades were held at Year 13 and the vast majority got onto the course that they had hoped and all students that wanted to go to university achieved a place, however, it was not always the place they wanted. A small number of students were undertaking retakes in Year 13 (six that didn't quite get the grades in dentistry but they were said to have been borderline already). Josh Boxall commented that the process had been rigorous and that the results were realistic.

Would Ofsted want to know about the process for 2020?

There were no accountability tables for 2020 and there was no Inspection Dashboard as there was no comparable data. The focus would be on catch up for the Covid cohorts and planning of Recovery Curriculum. Special Educational Needs was a priority and the school would continue to drive priorities forward. Senior leaders recognised the huge increase in workload for staff and were very grateful for their continued support.

Was there any indication of the examination schedule for 2021?

There was no information on the examination schedule for 2021 which impacted on planning and would impact on outcomes. It was noted that UCAS had not changed their deadlines. There were concerns around the mental health of Year 11 and Year 13 pupils as they had so many 'what if' questions surrounding their education. A survey of Year 11 had indicated that they were worried about their grades and if they would sit exams or not. Paul Tuffin **commented** that the current situation presented an opportunity to provide the curriculum and support that the school wanted, to in Key Stage 3.

Governors **agreed** that there should be an item on Pupil and Staff Well-Being on the next agenda. **ACTION.**

N.B Lisa Henden made her apologies and left the meeting at this point.

- **Receive and discuss the Post Ofsted Action Plan and School Self Evaluation**

The Post Ofsted action plan was complete and costed. It was noted that financial support of £97,000 had been received from the Trust. The CEO explained that the Directors had felt that

this was important due to the lack of previous investment in the school and to enable the school to move forward but this would not be possible on an ongoing basis. However, Governors recognised that the investment would likely realise revenue of one million over time due to the impact the funding would have on the sixth form.

Governors thanked the Headteacher for her comprehensive Report

09/20 DATES OF FUTURE MEETINGS

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

Autumn 2020: Tuesday 17 November 2020 at 5.00pm

Spring 2021: Tuesday 9 February 2021 at 5.00pm

Summer 2021: Tuesday 4 May 2021 at 5.00pm

Summer 2021: Tuesday 13 July 2021 at 5.00pm

10/20 OTHER URGENT BUSINESS

i) Audit Accounts

The Finance Committee was required to receive the final accounts from the Auditors which would then be presented to the Foundation Trustees before submission to the EFSA. Mike Draper agreed to confirm a date for the Finance meeting as soon as possible. **ACTION.**

11/20 PUBLICATION OF DOCUMENTS

Governors **agreed** to publish all documents considered at the meeting.

ACTION LOG	WHO	COMPLETE
Autumn 2020		
Clarify how many Declaration of Business Interest Forms had been returned to the school	Clerk	One Governor remains- Clerk sent reminder to Governor
Governors to return any outstanding Declaration forms to the school	Governors	One Governor remains
Governors to declare their business interests on GovernorHub and confirm	Governors	One Governor remains
Term of office to be confirmed by the Diocese for PM & AC	DBE/ Clerk	Clerk emailed diocese on 16.09.20
Advertise for two Parent Governors	Headteacher	
Arrange date meeting date of the Finance Committee including a date to approve the final accounts	Mike Draper	
Arrange meeting date of the Standards Committee	Lyn Johnson	
Declare abide by the Code of Conduct on GovernorHub declarations	Governors	
New Governor Induction Training to be arranged for two new parent Governors	Clerk	

Investigate Chairs Development Programme	Mike Draper	
Governors to complete KCSIE Declaration on GovernorHub for September 2020	Governors	
Issue skills audit	Clerk	
Governors to complete skills audit and return to Clerk by 5.10.20	Governors	
Review of Chairs Performance		
Chair review of Governor performance	Chair	
Agenda item on next agenda around Staff and Pupil Wellbeing	Clerk / Chair/ Headteacher	

Signed:

Date: