

# Local Governing Committee Minutes



**Held on:** Tuesday 21 September 2021 at 5.00pm  
**Place:** Blue Coat School

<b>Present:</b>	Mrs Lyn Johnson Mr Josh Boxall Mr Mike Draper Mr Peter Merrylees Mr James Okore Ombudo- virtual Mrs Vicki Shelley Mr Paul Cowie - virtual Mrs Anna Stacey Mr Paul Tuffin	Chair of the LGB
<b>In attendance:</b>	Mr Mark Gore Mrs Lois Whitehouse Ms Jane Durkin Ms Lisa Henden - virtual Mrs Kelly Goddard	Link Director CEO, IET (part) Head of Operations, IET Deputy Headteacher Clerk to the Local Governing Board

The meeting opened with a Prayer

<b>54/21</b>	<p><b>WELCOME AND APOLOGIES</b></p> <p>Apologies for absence were <b>received</b> and <b>accepted</b> from Lou Peet. James Ombudo. Peter Merrylees, Paul Cowie and Lisa Henden were in attendance virtually.</p>	
<b>55/21</b>	<p><b>INTRODUCTION TO NEW TERM AND REVIEW OF THE QUALITY OF GOVERNANCE 20-21</b></p> <p>The Chair welcome Governors to their first face to face meeting in the last two years and thanked Governors for their attendance virtually who were not in the room. It was encouraged that going forward all Governors would be in attendance face to face. This was important in a year where the SIAMS inspection was due and an Ofsted inspection was also possible. Governors contribution was crucial and it was necessary to review the impact of Governors contribution. Therefore, the Chair asked Governors to consider the following question regarding their contribution over the last 12-18 months.</p> <p>Have they?</p> <ol style="list-style-type: none"> <li>1. Attended all meetings</li> <li>2. Read paperwork</li> <li>3. Asked relevant questions to develop understanding</li> <li>4. Visited school</li> <li>5. Met the key staff to monitor SDP</li> <li>6. Met with/ speak to pupil to hear their voice</li> <li>7. Joined a committee</li> <li>8. Attended a training course</li> </ol>	

	<p>9. Presented/ written monitoring reports to Governors</p> <p>What have you done well?  What can you do better?  What can we do better together?  How can we support you?  What do you think Blue Coat's key issue is for 2021-22</p> <p>The Chair then asked what Governors felt was a gap in the current contribution. Governors commented the following:</p> <ul style="list-style-type: none"> <li>- A key area of improvement was the opportunity to speak to pupils and visit the school.</li> <li>- Governors shared their recent experience of recent visits to the school for performance such as 'Encore' and reflected on how they valued such opportunities to showcase the school.</li> <li>- Ongoing developmental training was required. The following Governors had undertaken training during the year: Peter Merrylees (SIAMS), James Ombudo (Governor induction) and Paul Tuffin had visited school to review the Single Central Record and Safeguarding, Anna Stacey had reviewed well-being and James Ombudo reviewed disadvantaged pupils.</li> <li>- Governors agreed to undertake a training course during the academic year.</li> <li>- There was discussion about meeting and talking with pupils. It was felt that the pupils would benefit from meeting with Governors and having an opportunity to reflect on their experience and it was likely that Governors would gain a valuable insight in potential areas of improvement. It was noted that Governor visits should be focused on areas of school improvement including SEND pupils.</li> <li>- Governors focus should be on stakeholder engagement, understanding and impact.</li> <li>- Teacher voice was an area of improvement. Anna Stacey had undertaken virtual monitoring regarding well-being and indicated that she could further explore this with an onsite visit. A whole school survey was also planned and the Headteacher informed Governors that a parent was also interested in resurrecting a Parent Teacher Association (PTA).</li> <li>- It was <b>agreed</b> that the Chair would create a monitoring plan with a School Development Plan focus and Governors would be asked to provide their availability. <b>ACTION.</b></li> <li>- Governors commented that they felt that the Governing Board was strong and well serviced by information provided by the school but it was vital that every Governor was proactive.</li> <li>-</li> </ul>	
56/21	<p><b>CONFIRMATION OF CHAIR AND ELECTION OF VICE CHAIR</b></p> <p>It was noted that Lyn Johnson has been re-appointed by the Trust Board as Chair of the Local Academy Committee until the end of September 2022. Lyn indicated that she would be standing down as Chair at the end of the academic year and therefore succession planning was vital. She would however, remain as a Governor.</p> <p>Mike Draper was elected as Vice Chair of the Local Academy Committee until the end of September 2022.</p>	
57/21	<p><b>MEMBERSHIP OF THE LOCAL GOVERNING COMMITTEE</b></p> <p>There was one co-opted vacancy.</p>	

	<p>It was noted that the Trust Governance document was still in draft format and was to be approved by the Trust Board at their next meeting. The document included the Scheme of Delegation, Terms of Reference and Code of Conduct and would be shared on GovernorHub and available for the next meeting.</p> <p>The following Blue Coat Committees were <b>agreed</b>:  <b>Standards</b> – Mark Gore (Chair) Lyn Johnson, Paul Tuffin, Anna Stacey, James Ombudo  <b>Well-being</b> – Anna Stacey (Chair), Josh Boxall, Lou Peet, Peter Merrylees, James Ombudo, Paul Cowie</p> <p>The following Governor responsibilities were <b>approved</b>:  Safeguarding – Paul Tuffin  SEND- Lyn Johnson  Well -Being and Diversity- Anna Stacey  Sith form –Mark Gore  Disadvantaged/ catch up- James Ombudo  SIAMS – Peter Merrylees, Emma Griffiths  Health and Safety- Mike Draper  Stakeholder views- James Ombudo  Pupil Premium – Paul Cowie  Behaviour and Attendance -Lyn Johnson</p>	
58/21	<p><b>GOVERNOR INFORMATION AND TRAINING</b></p> <p>Governors <b>received</b> and <b>noted</b> the DBE Training document. Governors were encouraged to identify a session that they wished to attend. All sessions were virtual. It was noted that there were recommended courses for Foundation Governors and a session on ‘What it is to be a Governor in a Church School’.</p> <p>All Governors had been provided with a link to undertake Safeguarding training on The Key. <b>ACTION.</b></p>	
59/21	<p><b>GOVERNOR VISITS</b></p> <p>The Governor Visits Protocol would be shared with Governors. There was not yet a standard document for the Trust. <b>ACTION.</b></p> <p>A Monitoring Plan would be created and shared by the Chair of Governors. <b>ACTION.</b></p> <p>Paul Cowie had undertaken a visit and would share his report with the Headteacher. James Ombudo and Peter Merrylees had shared their reports on GovernorHub in the designated folder.</p>	
60/21	<p><b>BUSINESS OF MEETING</b></p> <p>There was no other business notified and the order of the agenda was confirmed.</p>	
61/21	<p><b>TRAINING – SAFEGUARDING – KCSIE 2021</b></p> <p>Governors were advised to complete the Safeguarding training on The Key link provided and if they had any issues they should contact Kay Arnold.</p>	

62/21	<p><b>REGISTER OF BUSINESS INTERESTS</b></p> <p>Governors were asked to complete their Declaration of Interest either via hard copy and hand in to the Clerk or complete themselves on GovernorHub. <b>ACTION.</b></p>	
63/21	<p><b>ACTIONS TAKEN UNDER POWERS OF URGENCY</b></p> <p>There were no actions taken under the powers of urgency.</p>	
64/21	<p><b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</b></p> <p>The minutes of the meeting held on 13 July 2021 were <b>confirmed</b> and would be marked as signed by the Clerk on GovernorHub.</p> <p>The following items were brought to attention as matters arising:</p> <p><b>P3- How many examination appeals were received?</b>  40/50 appeals were received for Stage 1 where parents were asking the school to check to see if they had made a mistake. 10 went to Stage 2 appeal which went to the Exam Board. It was said to be a much easier process as the school wasn't stuck in the middle and only had to provide evidence. The process was time consuming but not as emotional as when staff were having to deal with responses to parents. One response to Stage 2 was awaited but had been withdrawn. None of others were upheld.</p> <p>Governors congratulated the school on the considerable time and effort undertaken by staff.</p>	
65/21	<p><b>CHAIR'S UPDATE</b></p> <p>The Chair explained that she had spoken with a Year 13 pupil. Humbled. Ambition. Carer for parent. Realised why a Governor.</p>	
66/21	<p><b>AMBITION TRUST DIAGNOSTIC REVIEW</b></p> <p>Governors were urged to complete the survey provided by the Ambition Trust. <b>ACTION.</b></p>	
67/21	<p><b>PERFORMANCE MANAGEMENT PROCESS 2021-22 &amp; HEADTEACHER PM INFO</b></p> <p>Performance Management documents for both teaching and support staff were received and noted. The documents reflected the school priorities and were a key foundation of moving the school forward. Each teacher had three targets:</p> <ol style="list-style-type: none"> <li>1- Coaching -Entailed working collaboratively with a coaching peer with a focus on classroom practice.</li> <li>2- Curriculum implementation – To ensure what is being planned is in lessons. A recent HMI visit was complementary about planning and documents related to the curriculum that had been produced. The report from the visit would be shared with Governors. It was noted that the two stage KS3 curriculum was successful and the introduction of Four for All strategies in lessons for SEND pupils was positive.</li> <li>3- Assessment – Focus on progress made for knowledge, skills and understanding. Alternatively staff with a leadership responsibility would have a third target which was leadership focused.</li> </ol>	

	<p>Supportive staff had a competency-based approach to performance management.</p> <p>The Headteacher performance management was undertaken by the CEO of the Trust, the Chair of Trust, Chair of Governors and CEO of another Trust for external validation.</p> <p>Governors asked:</p> <p><b>Would there be automatic pay progression unless staff were under capability?</b> Targets were set on curriculum planning and were not numerical. There were no concerns and should there have been, staff would not find this to be a surprise due to regular conversations. The performance management process was currently underway and recommendations would go to the Trust Remuneration and Finance Committee.</p> <p><b>Who organised the Headteacher Performance Management process?</b> The process was organised by the Trust and external validation was organised as part of the process.</p> <p>Governors were supportive of the Performance Management documents received.</p>	
68/21	<p><b>COVID-19 UPDATE</b></p> <p>Governors <b>received</b> and <b>noted</b> the Risk Assessment. The Headteacher conveyed her thanks to the Local Authority for their support in updating the model Risk Assessment and Outbreak Management Plan. Cases in school were monitored by the Deputy Headteacher. There were currently three positive LFT cases awaiting PCR results and 11 positive PCR results. This was a low figure considering there were over 2000 people on site. Governors asked:</p> <p><b>What was the process regarding positive cases?</b> Where there were positive cases a letter had to be sent to every child in the classes they were in but the pupils did not have to self-isolate. There was a focus to ensure that there were no related cases.</p> <p>The school had the vaccine from 1 October 2021 and parents had been sent a letter regarding this. Governors asked:</p> <p><b>What were the rules regarding vaccination?</b> The decision was by parental consent to ensure that this was organised logistically. If a child wished to be vaccinated on the day but a parent hadn't consented then they could be vaccinated externally at another facility.</p> <p>There was some uncertainty from parent Governors about how the notification had been shared. The Headteacher would look into this.</p> <p><b>What would happen for Year 13 pupils?</b> The vaccination programme was targeted to 12-15 year olds but if Year 13 pupils wished to have the vaccine it would still be via a completed consent form to enable capacity to provide.</p> <p>Governors were satisfied that the process was clear.</p>	

69/21	<p><b>DATA &amp; OUTCOMES SUMMER 2021</b></p> <p>Governors <b>received</b> and <b>noted</b> the Data Outcomes for Year 11 and Year 13 which would be discussed in detail at the Standards meeting on 28 September 2021. It was however, noted that all grades, locally and nationally were an increase on previous years. This was in part due to the way pupils were assessed. Areas of focus were SEND and disadvantaged children. It was noted that the main focus for Ofsted was no longer on data but was on provision, curriculum and the quality on teaching and learning. However, if results were poor they may look at outcomes. Governors asked:</p> <p><b>Had the EBACC entry dropped?</b></p> <p>Pupils used to do 10 GCSEs which had changed to nine in school which was an option given during the pandemic. Due to this a lot of MFL options had been dropped. Also as a Church of England school pupils had to take a RE GCSE would take away another option. The school promoted the EBACC but did not force it as it was felt that Music and Art subjects were just as important.</p> <p>It was noted by Governors that the three year KS3 ensured that pupils had the breadth and depth to ensure a broad and balanced curriculum relevant to the pupils.</p>	
70/21	<p><b>SCHOOL DEVELOPMENT PLAN 2021-22 &amp; AUTUMN TERM MONITORING PLAN</b></p> <p>Governors <b>received</b> and <b>noted</b> the School Development Plan overview. The document focused on the Ofsted headings and included an entire section on sixth form.</p> <p>Governors discussed preparation for Ofsted. There had been a range of training for staff in school and there had been a recent review by a Her Majesty's Inspector (HMI). There was an ongoing process of quality assurance internally.</p> <p>Governors were informed that there was a capital build over the next two years funded by the Local Authority to expand the sixth form provision as knock on impact of having an extra 60 pupils in the school. It would be a modular build. There would be 30 extra pupils in September 2022 and September 2023. The school would be admitting over Pupil Admission Number (PAN) due to the bulge moving through from primary. It was felt that expansion of sixth form space was most desirable due to pressure already on space for the provision. This would free up space elsewhere in the school.</p>	
71/21	<p><b>POLICIES</b></p> <p>There were a number of policies that were awaiting approval by the Trust Board including Safeguarding.</p>	
72/21	<p><b>ITEMS FOR NEXT AGENDA</b></p> <ul style="list-style-type: none"> <li>- Governance documents</li> <li>- Safeguarding Policy</li> </ul>	
73/21	<p><b>PUBLICATION OF DOCUMENTS</b></p> <p>Governors <b>agreed</b> to publish all documents considered at the meeting.</p>	

<b>74/21</b>	<p><b>DATES OF FUTURE MEETINGS</b></p> <p>Governors <b>noted</b> the dates of the next meetings as:</p> <p><b>Autumn:</b>  Standards – Tuesday 28 September 2021 at 11am  Wellbeing - 2 November 2021 at 4pm  Academy Governance Committee - Tuesday 16 November 2021 at 5pm (face to face meeting)</p> <p>3-4 November – Year 7 performance of Joseph. ‘Save the Date.’</p>
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**ACTIONS LOG:**

ACTION LOG	WHO	COMPLETE
Autumn 2021		
Create Monitoring Plan and share with Governors Provide availability	Chair Governors	
Undertake Safeguarding Training on The Key using provided link	Governors	
Governor Visits Protocol to be shared with Governors	Headteacher Clerk	
Complete Declaration of Business Interest via hard copy or on GovernorHub	Governors	
Complete Ambition Trust Survey	Governors	

**Signed:**

**Date:**



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