



Local Governing Committee Minutes

Held on: Tuesday 20 September 2022 at 5.00pm
Place: Blue Coat School

Present: Ms Charlotte Marten Chair of the LGC
 Mr James Okore Ombudo
 Mrs Vicki Shelley
 Mr Paul Tuffin
 Miss Lou Peet
 Mr Peter Merrylees
 Rev Richard Hibbert
 Mr Paul Cowie

In attendance: Mrs Lois Whitehouse CEO, Inspire Education Trust
 Mr Alex Tomlinson Deputy Headteacher
 David Bedford Clerk to the Local Governing Committee
 Mrs Kelly Goddard

The meeting opened with a Prayer.

36/22	<p>WELCOME AND APOLOGIES</p> <p>Apologies were received and accepted from Lyn Johnson and Josh Boxall.</p> <p>It was noted that Anna Stacey was not in attendance.</p>	
37/22	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>The CEO explained that a review of the Scheme of Delegation was currently taking place to be approved by Trust Board. The process was for the Chair of the Academy Governance Committee to be appointed by the Trust Board.</p> <p>It was noted that Lyn Johnson had indicated her intention to step down as Chair but would remain as a Governor of the school. Governors wished for their thanks to Lyn to be noted and for her wealth of support and experience to the Board in her time as Chair.</p> <p>The CEO had therefore had conversations with those who were prepared to take on the challenge as there was an additional workload.</p> <p>RESOLVED: Governors appointed Charlotte Marten as Chair of Governors until 30 September 2023 to be ratified by the Trust Board.</p> <p>Governors appointed Peter Merrylees as Vice Chair of Governors until the 30 September 2023.</p>	

38/22	<p>DECLARATION OF BUSINESS INTERESTS</p> <p>There were no interests declared on any items of business on the agenda. Governors were reminded to complete their Declarations on GovernorHub and the Clerk advised that a facility had been arranged for Governors to do this at the meeting.</p>	
39/22	<p>ACTIONS TAKEN UNDER POWERS OF URGENCY</p> <p>There were no actions taken under the powers of urgency.</p>	
40/22	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the meeting held on 28th June 2022 were confirmed and would be marked as signed by the Clerk on GovernorHub.</p>	
41/22	<p>MATTERS ARISING/ REVIEW OF ACTIONS LOG</p> <p>It was noted that the minutes should refer to Rev Richard Hibbert.</p> <p>Paul Cowie apologised for not attending the last meeting due to a close family bereavement.</p> <p>It was noted that the chaplaincy trip had occurred. It was also noted that as requested at the last meeting, comparisons on ethnic diversity and data performance wereshared in the Performance and Standards meeting. The Headteacher agreed to share the information on GovernorHub. ACTION.</p> <p>Governors were reminded that if they came across an acronym that they were not familiar with they should not be afraid to ask.</p> <p>It was noted that Lyn Johnson would continue to be the SEND link Governor.</p>	
42/22	<p>MEMBERSHIP OF THE LOCAL GOVERNING COMMITTEE</p> <p>The Trust membership document which included the Academy Governance Committee was received and noted. There were no vacancies for Blue Coat.</p>	
43/22	<p>GOVERNOR RESPONSIBILITIES (SAFEGUARDING, SEND, DISADVANTAGED PUPILS)</p> <p>RESOLVED: The following Governor responsibilities were agreed:</p> <p>Lyn Johnson- SEND Anna Stacey – Well-being and diversity Mark Gore - sixth form (link director) James Ombudo- Disadvantaged pupils Peter Merrylees and Emma Griffiths – SIAMs and Christian Ethos Charlotte Marten - Health and Safety James Ombudo - Stakeholder view Paul Tuffin – Safeguarding Paul Cowie- Behaviour</p> <p>Mark Gore would also continue to support admissions.</p>	

44/22	<p>CHAIR'S VERBAL UPDATE</p> <p>There was some discussion about who would take over discussions regarding Charter House now that Mike Draper had stepped down from the Academy Governance Committee. It was explained that Charter House was a charitable organisation working with the Local Authority to promote how the local area was used. There had previously been discussions in the past regarding renegotiating boundaries for the school. Rev Richard Hibbert agreed to chat with the Headteacher. The Board would continue to receive updates on the situation from the Headteacher.</p>	
45/22	<p>GOVERNOR VISITS AND TRAINING (SAFEGUARDING, DATA PROTECTION)</p> <p>Paul Tuffin had undertaken a Safeguarding Governor visit and a report was received and noted on GovernorHub. Paul advised that he would conduct a visit each time he attended the school for a Board meeting.</p> <p>The Chair reminded the Board that it was important that Governors scrutinized the work of the school via Governor monitoring visits to independently cross check information that was provided within meetings. The Chair agreed to liaise with the Headteacher with plans for Governor monitoring. ACTION. She reminded Governors that the Governor code of conduct suggested that visits should be termly and that reports should be agreed by the Headteacher prior to sharing on GovernorHub.</p> <p>A Safeguarding training email was received and noted by Governors. All Governors were reminded to complete the training received. ACTION. Those that had done so thus far commented on the excellent quality of the training provided. Governors were asked to confirm by email that they had undertaken the training and read the appropriate documents. ACTION.</p> <p>There was some discussion regarding policies that had been provided to Governors for information. They would be listed later in the meeting under policy review. It was noted that the school would be moving to a Trust wide code of conduct once approved by Directors. The appendix would include how lead with low level allegations. It was good practice that this was included within the staff code of conduct.</p> <p>GDPR Data Protection training and a briefing document would be forwarded to Governors by the Headteacher. ACTION.</p>	
46/22	<p>TRUST SCHEME OF DELEGATION DRAFT 2022-23 UPDATE</p> <p>The Trust Scheme of Delegation had been reviewed over the summer and was being reviewed by Directors and would be shared at the next meeting including items that had been updated. The process was about ensuring practices already applied were written down.</p>	
47/22	<p>ANNUAL SKILLS AUDIT</p> <p>The Trust were looking at a questionnaire that could be completed to enable the Board to identify its gaps in skills and training.</p> <p>The Chair suggested that at the next meeting the Board spend some time reflecting on governance. ACTION.</p>	

48/22 HEADTEACHER'S REPORT

Governors thanked Vicki Shelley for her report and she drew attention to the following;

Section A – Whole School Performance Review

- **Start of Year Update**

The school was part of DfE Behaviour Hub programme as part of the Trust. The new Deputy Headteacher was leading on behaviour and attitudes in the school. The programme involved a lot of work it was exciting to be part of and to ensure the school had what it needed to ensure exemplary behaviour at Blue Coat. Post pandemic this was a priority for the school. Governors asked:

As there flexibility within to make the programme grow?

Yes. The programme involves review of the behaviour policy. This would have a big impact as staff use it as a guide lot of work was being done around what was being taught to what students about expectations and how to communicate expectations to students. This featured heavily on the Academy Development Plan.

- **Academy Development Plan 2022-23**

Items in green were new and yellow were carried over from the previous school year. The plan would be RAG rated over the year. Governors asked:

What was blue for?

Blue should be amber.

How were the unisex toilets received?

The school had taken in an additional 30 children and there was a refurbishment of the Bardesley toilets. Any refurbishments were open plan but leaders hadn't specifically designated them as unisex. Feedback from pupils was positive.

Did they all have sanitary bins included?

The school only had a contract for a number of bins so needed to increase the contract. At the moment there was one in every other cubicle. The area could be kept cleaner than previously due to the open plan.

Were the other academy projects to be re-tendered for?

As part of the Trust, the school received a capital allocation. The CEO explained that Executive Leadership reviewed where monies were to be spent. Plans had changed due to cost increases. It was necessary to ascertain priorities across all schools in the Trust.

- **Monitoring Plan – Autumn 2022**

The Monitoring Plan was **received** and **noted**. A different school improvement partner (Sally Smith – HMI) would be used for the forthcoming academic year.

- **Updated SEF – September 2022**

The SEF was **received** and **noted** and would be updated following the receipt of progress data in October 2022.

Section B – Learners

- **Assessment Data – Summer 2022 Outcomes & Commentary**

Governors **received** and **noted** outcomes for KS4 and KS5 as received over the summer. The school was pleased with the results.

KS4: when the progress data was published it would show a decline as when the outgoing Year 11 were in Year 10 they had been entered for and received teacher assessed grades for English . It was in the best interests of the pupils to get the mark that they had worked for all year. Governors asked:

What would happen going forward?

Progress 8 (if it includes in the English results from 2021) will be highest it had ever been. If the English 2021 results are taken out, it will be the lowest it had ever been for performance tables.

Was the school ready to explain to parents?

There was an open evening coming up. The data would be published on the website with an explanation.

Ebacc was low at 17% but current Year 11 51.5% are on a curriculum pathway that will enable them to achieve it.

There were some subject areas that needed to improve.

The school had stopped engineering provision which had impacted on Year 10 numbers as the school had lost 13 to WMG.

Governors felt the right decision had been made regarding the Ebacc and children were not forced to do a subject they didn't want to study. They acknowledged that to be a good school it had been important to increase the percentage of pupils who were entered for it.

Governors commented that it would be helpful to know if there was an issue around attainment and progress around ethnicity, and were there gaps?

Pakistani and Black Caribbean were small cohorts. The lowest attainment group was White British. The group that had grown the most was black African.

There were more boys than girls in school. Boys get half a grade less than girls on average.

Where was the biggest increase in the attainment gap?

The attainment gap between free school meals pupils and the rest of the cohort was the largest gap. Pupil Premium and SEND had been prioritised for intervention. Governors were informed that there has been a reduction of funding – national tutoring, central subsidy (70% from DFE), school led tutoring. All funds now come from school led tutoring. The school had appointed for tutors (55k) and now had to pay for them out of the School Led Tutoring pot which meant there was less flexibility supporting the children that needed it the most.

How did the school support affordability for school uniform?

The school had opened up a preloved uniform shop. Leaders needed to review school uniform policy to ensure it was more affordable.

	<p>Was the school tied into contracts with suppliers? Yes. Paul Cowie offered support of his company for most needed items, and agreed to support the preloved uniform shop if required.</p> <ul style="list-style-type: none"> • Sixth Form outcomes <p>KS5 performed well. The school had the largest sixth form in Coventry. The outcomes were testament to the sixth form lead. Other schools had been more exclusive in terms of their entry requirements. Governors commented that it was important that the decision to admit pupils was based around being able to succeed which didn't necessarily mean achieving a top grade. All students in Post 16 went on to positive destinations. There were 25 children accessing Blue Coat from the consortium.</p> <p>Governors said that it was to be celebrated that the school was a school centred on the children and Governors endorsed that. Children's aspirations and needs were at the heart of the decisions made.</p> <p>Value added based on prior attainment at KS4 was said to be perhaps not where it should be. However, it was accepted that the data is distorted by the TAGs outcomes and that for the following year (2023) it will also be unreliable.</p> <ul style="list-style-type: none"> • Safeguarding Rolling Report (Start of Year) <p>Governors received and noted the report. It was noted that annual training for Governors should be added to the report.</p> <p>Section C</p> <ul style="list-style-type: none"> • Academy Risk Register <p>The Risk Register was received and noted. The Trust was reviewing the risk register that would filter down at school level.</p> <p>Governors asked: Would the SIAMs result influence the SEF? Personal development and well-being was judged as outstanding. It would not change the SEF judgements. It was an excellent report and would be good support for Ofsted.</p>	
49/22	<p>COMPLIANCE</p> <ul style="list-style-type: none"> • Review compliance with Trust-wide policies <p>Governors were advised not all school policies were yet in line with Trust policies but this was being worked towards. The Trust HR Manager was working with Executive Leaders. There was also a staff consultative committee that worked across the Trust and there was a good working relationship with unions.</p> <p>It was noted that the following policies had been provided to Governors for information on GovernorHub as they were due to be approved by the Trust Board:</p> <ul style="list-style-type: none"> - Anti-bullying - Behaviour - Careers - Safeguarding 	

	<p>Governors asked: Was there a good relationship with the consultative committee and trade unions? There was a good relationship and a memorandum of agreement.</p> <ul style="list-style-type: none"> • Review academy complaints activity <p>One formal complaint was received which was resolved. There was one complaint at the informal stage.</p> <p>Policies noted as approved by Directors at the end of last term:</p> <ul style="list-style-type: none"> • Domestic Abuse • Family Leave • Health and Safety Statement • Health and Safety • Probationary • Time Off Work <p>To be added to GovernorHub for reading ACTION.</p>	
50/22	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Determination of any key issues to communicate <p>The Clerk agreed to check with the Headteacher PA that the minutes were published on the school website.</p>	
51/22	<p>ANY OTHER BUSINESS</p> <p>Mike Draper had resigned from the Board due to personal challenges and the school had lost a long and loyal servant to the school but he continued to work with the DBE. Governors expressed their thanks for his contribution to the Board.</p> <p>Governors also expressed their appreciation to staff for the outstanding results of the school and the way the leadership team had kept to the values of the school which was a strength of the school. The Chair agreed to write a letter to staff. ACTION.</p>	
52/22	<p>ITEMS FOR NEXT AGENDA</p> <ul style="list-style-type: none"> - SEF - Pupil Premium Strategy - Reflection on Governance - Behaviour Hubs 	
53/22	<p>PUBLICATION OF DOCUMENTS</p> <p>Governors agreed to publish all documents considered at the meeting.</p>	

54/22

DATES OF FUTURE MEETINGS

Governors **noted** the dates of the next meetings as: 22 November at 5:00pm

Signed:

Date:



Coventry City Council

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