



MINUTES OF THE LGB CATMOSE COLLEGE MEETING

THURSDAY 5 DECEMBER 2019
AT CATMOSE COLLEGE 5PM

Present

David Evans, Emma Gautrey, Judith Gilboy, Andrew Holt (Chair), Gary Marsh, Simon Mellors, Alex Mould, Rob Mulvey, Clive Nørgaard Morton, Martyn Rhowbotham, Stuart Williams (Principal).

In Attendance

Claire Pugh, (Vice Principal), Sheryl Wilson, (Clerk).

1. Welcome, introductions and apologies for absence

Apologies for absence were received from Briega Slattery, Alice Beckwith and Alex Emmerson.

2. Declarations of Personal Interest and Pecuniary Interest

None

3. Minutes of the meeting held on Thursday 10 October 2019

These were signed as a true and accurate record.

4. Matters arising from previous minutes

As discussed at the previous meeting, the final signed copy of the Designated Special Provision (DSP) had been circulated to governors for reference.

5. Clerk's Business

Resignations have been received from Chris Howard (5.11.19) and Craig Keady (5.12.19). It was unanimously agreed to appoint Emma Gautrey to the governing body, which would create a parent vacancy. In the new year an advert will be placed for a new parent governor.

In line with the Academies Financial Handbook (2.48), governor attendance records are published on the Rutland and District Schools' Federation website for the last academic year. This data had been circulated to governors in advance of the meeting.

A form was distributed for completion and return for each governor to check up-to-date contact details, governors were informed which information will be in the public domain.

Information on the National Governors Association (NGA) Learning Link and training modules had been emailed to governors. **Governors will inform the Clerk when they have completed any training. (ACTION)**

The NGA have produced booklets (titles as below) which were circulated during the meeting, anyone requiring a copy should let the Clerk know.

- The Chair's Handbook
- Welcome to a Multi Academy Trust
- Welcome to Governance

6. Safeguarding Annual Training

Claire Pugh delivered annual safeguarding training to governors with a question and answer section.

Question: How does the College compare with other schools in relation to safeguarding? Stuart Williams replied that it was difficult to compare as there is no data.

Question: How can governors support students and the Senior Leadership Team in safeguarding matters? Stuart Williams explained each case is unique and the support is bespoke to the needs of the child. Governors can assist by being diligent in safeguarding matters in conjunction with reviewing College processes.

7. Update from Resources

The Federation Transformation Plan was circulated and ratified by Trustees.

In line with the ESFA guidelines a new Audit Scrutiny Panel committee will be formed to scrutinise finance and risk management.

8. Scorecards

Teaching and Curriculum – Stuart Williams explained that the number for graded lesson observations during Term 1 were low due to new staff having a coaching observation as opposed to a graded observation.

Year 11 Scorecard and Scrutiny Panel update on Outcomes – governors were pleased to hear with the exception of the BTEC course, consistency was good. Year 11 students will sit mocks in January and assessment data will be reviewed at this point. A Science review with emphasis on synergy is currently underway and the report will be available at the next governors meeting.

Behaviour and Welfare – A new approach to student surveys has been adopted this year; the same questions will be asked over the course of the year. After each cycle of questions, Team Leaders will review the data and follow up any concerns.

School Performance Summary – This had previously been circulated to governors. For the first time the government have published scores for disadvantaged pupils.

9. History Review

Data and a report on the History Review undertaken in Term 1 was distributed to governors. The findings had also been shared with teaching staff.

10.A.O.B

A letter from the Local Authority regarding Catmose College's Individual Scorecard was shared with governors which stated it is a low priority school.

Question: Is there a further update in the need for another primary school?

Stuart Williams advised that the Local Authority are currently satisfied that there are enough places in local primary schools to cover the needs. However, Directors from the Local Authority have met with Stuart Williams to discuss the feasibility of admitting a further 30 students in each year group at the College. The Local Authority will commission a report which will be submitted to the cabinet. The College is concerned about areas such as the theatre, hellerup, catering and toilet facilities not being large enough to fulfil the demand and this will be addressed through the feasibility study and funding.

Question: How are complaints dealt with and how are they logged? Stuart Williams talked through the Complaints Policy and noted that at the next governors meeting a training session will be on complaint handling.

Terms of Reference – The Trust had approved the Catmose College Local Governing Body Terms of Reference and governors were made aware of the minor amendments. This will be published on the website.

Printing of governors papers – It was agreed that scorecards would be printed and available at governors' meetings, however other papers will be available electronically on the VLE.

Date of next meeting

Thursday 13 February 2020, 5pm

Diary Dates

Christmas Concert - Wednesday 18 December 2019, All Saints' Church, Oakham

The meeting closed at 18.45.