



## MINUTES OF THE LGB CATMOSE COLLEGE MEETING

Thursday 2 July 2020, 2pm  
Via Microsoft Teams

### Present

Emma Gautrey, Judith Gilboy, Andrew Holt (Chair), Gary Marsh, Simon Mellors, Martyn Rhowbotham, Stuart Williams (Principal).

### In Attendance

Alice Beckwith, Alex Emmerson, Claire Pugh, Natalie Ray and Sheryl Wilson. (Clerk).

#### 1. Welcome, introductions and apologies for absence

Andrew Holt welcomed everyone to the meeting. Apologies for absence were received and accepted from Alex Mould, Rob Mulvey, Briege Slattery and Clive Nørgaard-Morton.

**Absent:** David Evans

#### 2. Declarations of Personal Interest and Pecuniary Interest

There were none declared.

#### 3. Minutes of the meeting held on Thursday 14 May 2020

These were signed as a true and accurate record.

#### 4. Matters arising from previous minutes

None

#### 5. Clerk's Business

Trustees were asked to complete, sign and return the Register of Business Interest form in preparation for the annual accounts.

A questionnaire had been sent to governors via Survey Monkey on the effectiveness of **clerking during the past year, the responses feed into the clerk's performance review.**

Governors were encouraged to read from page 60 of the ESFA Academies Financial Handbook 2020. If they required a printed copy they were to contact the clerk.

A Code of Conduct for governors and trustees had been approved by trustees, which details the strategic role and responsibility of a governor/trustee and covers aspects such as conflict of interest and confidentiality. The paper had been shared on the VLE for governors to read.

## 6. Update from Resources

Natalie Ray reported that the financial year should finish as expected with the only area of concern being catering as the College had been closed.

## 7. Return to College update

Stuart Williams shared his end of year report with governors which will also be used for the Transformation Plan and emailed to parents. Attendance figures for Year 10 students had been very high. Students have attended once per week with those **studying a practical subject such as music or BTEC Child's Play** also invited to attend on Wednesdays. Students in year groups 7-9 had been invited to meet with their tutor for 15 minutes to discuss any concerns and how they had been getting on with working at home.

A letter is due to be sent to parents before the end of term detailing the return to College in the new academic year, following government guidance. (A copy will be shared with governors). Years 7-9 will stay in their tutor groups of 30 with years 10-11 in their year groups. Unfortunately Electives and extra-curricular activities will not be able to run as normal, and there will not be any large gatherings such as assemblies taking place. Trips and visits are also on hold. The before and after College provision is currently being looked into. Buses will return to normal with students required to wear face coverings and adhering to a seating plan. All teams will update their risk assessments.

### Question: What will happen at break and lunch times?

These times will be staggered to work with the bubbles. Consideration is also being given to where students sit in the restaurant, and on the hellerup. The one-way system around the College will remain in place.

Question: It has been suggested that teachers should not raise their voice? That is correct and staff have been advised. Stuart Williams has met with the Performing Arts team and reviewed all calendar events, such as the Mary Poppins production and Christmas Concert. These will not go ahead as planned, however it may be that recordings can be made and shared with the community.

Question: Are core PE lessons still able to go ahead? Additional areas have been identified for students to get changed and initially non-contact sports will be offered such as athletics. Sports outside will be prioritised.

## 8. Surveys

Prior to the meeting links to the parent and student surveys had been distributed to governors. Governors noted that there were some discrepancies with the parent responses regarding the question **'my child feels safe at school' and 'the school deals with bullying effectively'**. Student responses were more positive about their education as opposed to parents view. Stuart Williams advised the surveys present false positives, and follow-up work is done by the Client Services team regarding students **not feeling safe in College, the findings of which will then be reflected in next year's Transformation Plan.**

Governors commented that positive results were seen from the student survey on their own estimation of progress, with 95% of students stating that their progress was either good or very good in maths. However, in drama and music this dropped to 70%. Stuart Williams explained that the issue was not the teaching but with the Key Stage 3 structure. During the week students attend a music lesson just once per week, compared to core subjects which have considerably more periods. It is therefore difficult for teachers to build strong relationships with students and progress can be impeded. Governors also observed the positive comments from students around badges, house points and commendations. Stuart Williams advised that this work had continued during lockdown, with students who have worked well during lockdown being sent a congratulatory letter.

Governors gave particular thanks to the site team who had received positive results from the surveys. Stuart Williams advised that the support staff have been working on big projects during lockdown, such as a new management information system and a new telephone system has been rolled out across the Federation.

## 9. Scorecards

### Behaviour and Welfare

Claire Pugh presented the Behaviour and Welfare Scorecard which detailed how the Client Services team had worked with families and students that were either vulnerable or, who were identified as in need of extra support during lockdown. There had been weekly telephone calls home and where appropriate, students had been invited to attend the College. For students who had not engaged with work set at home, teachers and Vice Principals had been in contact to offer extra support. Electronic postcards had been issued from subject teachers to students who had been working hard.

**Question: With regards to students who have struggled the most during lockdown, had any thought been given to the mentoring scheme?** Claire Pugh advised that where students had been identified as needing extra support, they had already been invited in to College to meet with a member of the Client Services team. Work will continue in this area. It will not be possible for external mentors to use small rooms to meet with students in the new term, however this will be looked into.

### Teaching and Curriculum

Alice Beckwith confirmed that teaching had been observed at either good or better with a result of 87%. It had not been possible to complete all observations with some teachers only having one during the year. During lockdown observations had been carried out with the emphasis being on the work set and how it was set, for example, voice over PowerPoints.

### Student Outcomes (Year 11)

Alex Emmerson confirmed that the Year 11 grades had been submitted to the exam boards.

## 10. Policies

The following policies were ratified by governors:

- Catmose College Assessment and Reporting
- Catmose College Designated Teacher for Looked-After Children and Previously Looked-After Children.

Stuart Williams suggested that governors also read the Federation Stakeholder Complaints Policy which had been ratified by trustees and will be available on the website.

## 11. A.O.B

The latest Safeguarding newsletter was available on the VLE portal for governors to read.

**Question: Can the same support be provided for SEN children?** Stuart Williams advised that the College had prioritised inviting SEN children into College during lockdown and support from Teaching Assistants had been virtual for a while.

**Question: Is the DSP provision secure for next year?** Stuart Williams confirmed that it was.

Andrew Holt praised and thanked all staff for their work during lockdown and would arrange to send a personal letter.

## 12. Dates for Diaries

The diary dates for the LGB Catmose College meetings for the new academic year had been distributed to governors and were on the portal.

### Date of next meeting

Thursday 8 October 2020, 5pm, venue to be confirmed.