



## MINUTES OF THE LGB CATMOSE COLLEGE MEETING

Thursday 8 October 2020, 5pm  
Catmose College

### Present

David Evans, Emma Gautrey, Judith Gilboy, Andrew Holt (Chair), Alex Mould, Rob Mulvey, Clive Nørgaard-Morton, Martyn Rhowbotham, Briege Slattery, Stuart Williams (Principal).

### In Attendance

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

#### 1. Election of Chair and Vice Chair

Following an email sent to governors in which expressions of interest were invited for the positions of Chair and Vice Chair, Andrew Holt was nominated as Chair and Emma Gautrey was nominated as Vice Chair. These appointments were unanimously approved by those present.

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

Andrew Holt welcomed everyone to the meeting. Apologies were received and accepted by the committee from Simon Mellors and Gary Marsh.

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

There were none declared.

#### 4. Minutes of the meeting held on Thursday 2 July 2020

These were signed as a true and accurate record.

#### 5. Matters arising from previous minutes

None

#### 6. Clerk's Business

The attendance record for governors at the Catmose College LGB 2019-2020 meetings was shared with governors and they were advised that this is published on the website, together with the Register of Business Interests. The link for the annual safeguarding up-date had been emailed to governors in order for them to complete the training at home.

#### 7. Update on return to College

Stuart Williams reported that Ofsted had visited the College today. The purpose of the visit was for HMIs to discuss the return to school following lockdown and gather feedback from senior leaders. The paper that had been prepared for the visit was shared and discussed with governors. The introduction detailed how the College maintained momentum during lockdown, for example, remote learning through Show My Homework, live lessons and multi-media lessons.

The time during lockdown was also used to improve aspects of the College work, such as the introduction of better IT systems (Cloud School and CPOMS). Staff had continued with continued professional development (CPD) during lockdown and best practice ideas from bespoke learning had been shared. Progress meetings were being held virtually and where possible, team sports were starting to be introduced. Student attendance within the College has been very high, and if there are any concerns about a child not attending College for a period of time, welfare checks are carried out. Governors were pleased to hear how supportive the College has been towards students.

The PSHE curriculum has been adapted and risk assessments are in place. Lunch breaks are staggered. The website includes a section on 'Returning to College' which incorporates a Question and Answer section. The annual Open Evening is being held virtually and the Creative Editor and AV Technician have worked hard to put together quality and informative videos on the website.

**Question: If there is another lockdown is there a plan in place?**

Stuart Williams explained the government had issued details of a tier system (1-4) and this information had been cascaded to parents in the event of a full or partial lockdown.

A discussion took place on the pros and cons of students working from home and the learning that both students and staff have taken on board, in order to adapt as necessary in the future.

**Question: Has the College got the technology for staff to work effectively from home?**

Stuart Williams confirmed that an audit of staff laptops had been carried out.

Due to Covid-19, amends on policies such as the Behaviour Management Policy or Child Protection Policy, need to be actioned very quickly and, during the course of a term there can be several minor amends. Governors agreed that the final iteration can be presented to governors and Stuart Williams could action any minor amends.

Governors reported that a few had visited the College during the day to review the processes in place in respect of the Covid-19 situation. Students were adhering to the procedures and the systems were both efficient and effective. Governors recognised and appreciated all the hard work that staff had done, especially the Site team and support staff who have ensured the College is a safe and secure environment.

## 8. Update from Resources

Natalie Ray confirmed that the annual audit had finished and the final accounts will be ready in December. Overall the 3 schools should finish the year in surplus.

Trustees discussed recruiting to the Resources committee and Local Governing Bodies.

Rutland County Council have submitted the Terms of Reference for a proposal to proceed with Stage 2 of expanding the College to an 8 form entry. Trustees had agreed for Stage 2 to proceed.

Due to Covid-19, RCC have been unable to proceed with the tender for the Stevenage Leisure, therefore the local authority have proposed to extend for a further year before it is put out to tender.

The Pay Awards have been published and proposed from 1 September 2020, Trustees agreed to implement the percentage increase.

## 9. Transformation Plan

The College Transformation Plan was shared with governors prior to the meeting. Stuart Williams explained this a full analysis of every aspect of the College's work with respect to standards around teaching, behaviour, leadership and achievement. It contains a detailed review of each of these aspects in order to prioritise the areas which require further improvement. Personal Review targets then flow from the Transformation Plan.

Governors approved the Transformation Plan and commented that it is a very robust document with useful analysis. Governors agreed it would be beneficial for a middle leader to present their part of the Transformation Plan at the next governors meeting.

## 10. Scorecards

### Behaviour and Welfare

Alex Emmerson explained that follow-up work had been done following the student and parent survey and the question on bullying. A number of parents and students responded that they had not read the question correctly. Students in years 7 and 8 attributed the question to falling out with a friend.

### Teaching and Curriculum

Alice Beckwith explained there is no scorecard for this term as there had only been coaching observations for new teaching staff. Formal observations will start again in Term 2 with subject reviews in English and A level Psychology.

### Question: What do subject reviews look at?

Alice Beckwith explained that subject reviews cover Intent, curriculum plans, Implementation, Impact and trackers and data. The review is designed to be done with the senior team and subject leaders; the focus is agreed with the team leader.

### Student Outcomes

Claire Pugh confirmed that the Year 10 mock results had gone well and there will be further mocks after Christmas. Intervention for Year 11 students is already up and running.

### Question: What is the College's preference this year for Year 11 students regarding exams?

Stuart Williams confirmed that the preference is for students to sit exams, as this is a fair process for everyone and the papers are marked independently. If the centre assessed grade method is used again this year is it difficult to compare students' grades across the country. Priority has been given to Year 11 students in terms of mocks, live lessons, interventions and a planned virtual progress evening.

### Question: How should parents help to prepare their child for the year ahead and exams?

Stuart Williams advised that consistent, hard work pays off.

## 11. Policies

The following policies were ratified by governors:

- First Aid
- PSHE and Relationships and Sex Education
- Student Behaviour Management Policy
- Child Protection Policy
- Attendance and Inclusion Policy

## 12. Stuart Williams' PR document

The PR document was shared with governors prior to the meeting.

### Date of next meeting

Thursday 10 December 2020, 5pm, Catmose College