



MINUTES OF THE LGB CATMOSE COLLEGE MEETING

Thursday 25 March 2021, 5pm
Catmose College

Present

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

In Attendance

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

1. Welcome, introductions and apologies for absence

Apologies for absence were received and accepted from Clive Norgaard Morton and Julian Barwell.

2. Declarations of Personal Interest and Pecuniary Interest

There were none declared.

3. Minutes of the meeting held on Thursday 4 February 2021

These were signed as a true and accurate record.

4. Matters arising from previous minutes

There were no matters arising.

5. Clerk's Business

The amended Terms of Reference for the College had been ratified by the Trust and were shared with governors. The amends were as follows:

- 1) Section 1 - Definition of a parent member updated.
- 2) Section 6.2 Term of Office – amended to governors retiring at the end of their term of office shall be eligible for re-appointment or re-election (if relevant).
- 3) Section 8 - Appointment of Chairman and Vice-Chairman - updated to: will be elected at the first meeting of the academic year by the LGB for a 1-year term, and if elected during the academic year, they will serve for the remainder of the academic year.
- 4) Section 13.1 - Delegation of Functions and Committees - addition 'and notified to the Trust'.
- 5) Updated Law Acts throughout the document.
Date TOR updated 25 March 2021
Terms of Reference CC signed off by Trust

6. Update from Resources

Stuart Williams reported that the budget is in a healthy position and is projecting £180K surplus, which relates to savings due to Covid. The IT team are looking into back-up work and the site team are planning to replace the vinyl flooring at the top of the hellerup. The only area of concern is catering, where the income has declined and expenditure remained, again due to Covid.

The following positions have been recruited to:

- Teacher of Science
- Premises Officer
- Teacher of Sport
- Teacher of MFL
- Teacher of English
- Teacher of Maths
- Teacher of Humanities
- Client Services Advisor (internal appointment)

Question: There seems to be high recruitment, is this unusual at this time of year?

Stuart Williams advised this is usual, especially recruiting to the core subjects.

7. Covid-19 Update

Stuart Williams reported that 7500 lateral flow tests had been completed since January. Thanks were given to Alex Emmerson who has set up the testing centre and led the team, it had been an incredible effort and has offered reassurance to staff and students returning to College. The high attendance figure of 96-97% was due to the high levels of compliance around Covid. There are a small number of students who have not returned to College due to the requirements to wear face coverings.

Question: If the Government have stated that wearing a face covering is optional, where does the College stand with complaints from parents?

The written guidance from the Government advises that students should wear face coverings, if there is a medical exemption to not wear a face covering, then a risk assessment is put in place.

Stuart Williams confirmed that students were pleased to return to College and getting back into normal routines. Year 11 in particular have been pleased to return and are welcoming of a Prom on the College site. Electives has resumed along with peripatetic teachers for music lessons.

Question: Is there evidence of mental health concerns?

Stuart Williams advised that anxiety levels are heightened. When external clubs and activities and the extracurricular programme is able to recommence, this will help to improve students' wellbeing.

Question: Has guidance been received on the Duke of Edinburgh's Award re-starting?

Simon Mellors confirmed that the DofE had continued throughout, it was just the expeditions that had stopped. Students had continued with their volunteering, skills and physical sections of the award.

Governors were pleased to hear that the DoFE is ongoing and credited the team for managing this.

8. E-Safety Review

Alex Emmerson explained that an E-Safety review had been conducted to ensure the statutory requirement is fulfilled around prevent. The review found that students were positive about the Computer Science lessons and understood cookies, what they were searching and how to keep themselves safe online. There was also a safeguarding assembly on digital footprint. Action points from the review included continuing to educate staff, CPD sessions for students and encouraging them to engage in activities and discussions.

Question: Is the intent to complete the E-Safety Review annually?

Alex Emmerson confirmed this would be the case.

Question: If there is a cyber attack what will happen?

Stuart Williams advised that the College has smooth wall and the IT team are skilled in monitoring and picking up any issues.

9. Scorecards

Behaviour and Welfare – Alex Emmerson presented the behaviour scorecard which covered the lockdown period. Members of staff continue to report on CPOMS any behaviour issues and remote learning had been tracked. There had also been a high number of students who had received housepoints during lockdown and positive praise letters had been issued to parents. There had been one permanent exclusion and the safeguarding team had continued to work with external agencies to maintain safeguarding concerns.

Action: Alex Emmerson will do a demonstration of the CPOMS system to governors at the next meeting.

Options – Alice Beckwith explained the process for choosing options and confirmed that this had been completed during lockdown. All students in Year 9 met with a member of the senior leadership team to discuss their choices and an online booklet had been produced. There were three pathways available: 1) more able 2) academically able 3) bespoke pathway (e.g. vocational courses). Overall, history continues to be the most popular humanity subject.

Question: Why is history the most popular humanity subject?

Alice Beckwith responded that students like the narrative of history and the team is exceptional.

Question: What is the uptake for Religious Studies?

There is one group of students for this subject.

Alice Beckwith advised that the government's aim is for 75% of students to do one language choice. The College has 59% of students opting to do either French or Spanish. (German was not offered this year; however, the plan is to offer this next year).

Attendance Scorecard – Claire Pugh advised that work is ongoing with students who have not returned to College.

Question: From reviewing the attendance scorecard, there are 79 unauthorised absences in the last week, why is this?

Claire Pugh explained that a register is taken in the morning and afternoon and until a reason is obtained from a parent, the absence is coded as unauthorised.

10. College Expansion

Stuart Williams advised that progress on the College expansion project to an eight-form entry is continuing to be made. The College is in negotiation with the Local Authority regarding the partnership agreement. It has been confirmed that the building Brightways occupied will be vacant by the summer.

11. Centre Assessed Grades

A sub-committee of the Catmose College Local Governing Body had met and discussed the Centre Assessed Grades Policy for summer 2021. The minutes from this meeting were shared with governors, together with the policy and subject booklet as to how grades would be determined. Governors unanimously agreed that this was a great piece of work which was open and transparent.

12. Policies

Governors ratified the following policies which included amends relating to the wearing of face coverings:

- Behaviour Management Policy
- Uniform Policy
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Governors commented that the Appendix 2 in the Behaviour Management Policy regarding attachment issues was an excellent piece of work.

13. A.O.B

Andrew Holt thanked everyone for all that they are doing, especially the work done on Centre Assessed Grades. Governors also commented that recent communication to parents has been excellent, it has set the right tone, is detailed and positive.

14. Date of Next Meeting

Thursday 20 May 2021, 5pm