



MINUTES OF THE LGB CATMOSE COLLEGE MEETING

Thursday 8 December 2022, 4pm
John Clare

Present

Andrew Cross, Emma Gautrey, Thomas Heath, Andrew Holt (Chair), Simon Mellors, Clive Norgaard Morton, Gary Marsh, Alex Mould, Martyn Rhowbotham, Briege Slattery, Stuart Williams (Principal).

In Attendance

Alice Beckwith, Alex Emmerson, Claire Pugh, Ben Dickens, 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 Natalie Ray.

2. Declarations of Personal Interest and Pecuniary Interest

There were none declared.

3. Minutes of the meeting held on Thursday 13 October 2022

These were signed as a true and accurate record.

4. Matters arising from previous minutes

There were no matters arising.

5. Continued Professional Development (CPD)

Ben Dickens presented to governors an overview of the current CPD programme. The training sessions are divided into core, bespoke, internal and external, with some sessions digitalised which are designed for staff who work reduced hours. Staff are required to log their training hours on a digital form.

Question: Is the CPD designed to encompass all staff? (Teaching and non-teaching)

There are bespoke sessions available dependant on the role, for example, specialised training is given to members of the site team in relation to equipment they use.

Governors thanked Ben for his presentation and were pleased to learn more about the programme.

6. Equality, Diversity and Inclusion update

Alex Emmerson updated governors on the progress made on the three objectives set at the beginning of the year which were as follows:

- 1) To monitor and analyse pupil achievement by race, sex and disability and act on any trends or patterns in the data that require additional support for pupils.
- 2) To ensure that College publications, including material shared via social media represents all students, including those from each sex and are ethnically diverse as a reflection of the student body.
- 3) To improve the education of equality, diversity and inclusion through the PSHE curriculum.

7. Update from Governors' Day

Stuart Williams thanked those that were able to attend the Governors' Day and the training session on Ofsted on 10 November. Governors confirmed that the day had been enjoyable, they had the opportunity of visiting subject areas, meeting team leaders, senior assistant principals, staff and students.

Question: During the Governors' Day, a student was asked 'do you know what to do, if you felt you were being bullied?' A closed question had been asked on purpose by the governor, to see what the response was. The initial response was 'no'. However, this was then followed up with a series of open questions and the student was able to give a fuller response and did in fact know what to do.

What is being done in College to help students understand who they should talk to if they are being bullied?

Alex Emerson explained that students can either go to Client Services, or, if they do not feel comfortable with that option, they can email a member of the team. The College screens signpost students to Client Services and during tutorial students are reminded where they can seek help. There is also a survey issued to all students each term which asks 'do they feel safe in College?'

8. Catmose Expansion Update

Building work has begun for the new build, and although it is muddy, it is going well. A news item on the College website has been created which includes videos of stages of the new expansion project.

<https://www.catmosecollege.com/catmose-college-new-build-update/>

The Pre-Construction Services Agreement (PCSA) has been signed with the contract due to be signed before Christmas. Quotes for the outside sports area are due to come in.

9. Update from Resources

Trustees approved the annual accounts for the year ending 31 August 2022 and the auditors commented that they were a clean set of accounts. The deficit for the end of the academic year is now forecasting an approximately £200,000 reserve, however, the following year is forecasting a deficit of approximately £700,000. The impact of the Autumn Statement is still unknown, it is hoped that the Government will communicate further details on funding by the end of the year.

10. Scorecards

Behaviour

Alice Beckwith presented the behaviour scorecard and encouraged governors to comment and ask questions. They noted that males are more representative of poor behaviour than females and the category of racist abuse stood out above the other categories. Housepoints seem to be issued more to students in years 7-9 and less so in years 10 and 11. When staff have an observation, this is one of the areas reviewed and staff are targeted.

Question: Are parents able to see their child's housepoints?

Not at the present time, but there is a working group looking to provide online reports to parents as opposed to paper copies, the intention is that this will be launched in this academic year.

Safeguarding scorecard

An earlier scrutiny panel on safeguarding was held earlier in the day where governors discussed the scorecard in more detail.

Alex Emmerson left the meeting temporarily.

Outcomes Scorecard

The Year 8 Checkpoint report was shared with governors. Stuart Williams explained attainment was good, especially in maths. Students who are not meeting expectations are picked up for intervention.

Attendance Scorecard

Alice Beckwith explained that she works closely with Client Services and the local authority to improve student attendance. There are currently 192 students classed as persistently absent, various support strategies are put in place to engage with students and their families.

Alex Emmerson re-joined the meeting.

11. Policies

The below policies were ratified by the local governing body and the details of the changes were shared with governors.

- Federation Student Exclusion Policy (Approved by the Trust)
- Attendance and Inclusion
- Careers
- Admissions Policy 2024 (in line with the DfE's Admission Code (September 2021), Catmose College consulted on its admissions arrangements for September 2024. The consultation period ran for 8 weeks from Monday 3 October 2022 to Sunday 4 December 2022. There were no changes to the Admissions Policy.
- Behaviour Management Policy
- Word Processing Policy
- Student Examinations Policy
- Assessment and Reporting

A.O.B.

The Executive Principal's PR document for 2022/2023 was shared with governors. This is reviewed by three trustees and an independent reviewer.

A letter had been received from Ofsted regarding a complaint that had not been upheld. A response had been sent regarding the points made. The annual Presentation Evening was held which was a success, the class of 2022 were invited back to College to receive their awards, there were some lovely stories and memories.

The School Inspection Data Summary Report (IDSR) had been published which was very positive. Governors queried the staff turnover figure – this will be checked by the HR Manager.

Work has recently been completed by the Admin and Site teams to convert the Admin storage cupboard into an exams storage room. This was due to JCQ advising that the current exam storage room did not meet expectations.

The Federation Transformation Plan for 2022/2023 had been approved by Trustees and is available on the website:
<http://www.rutlandfederation.com/wp-content/uploads/2022/12/RDSF-TP-2022-2023.pdf> This is a full analysis of work undertaken by central services within the Federation, including Site and New Buildings, IT, Catering, Finance, Administration and HR. Within the document there is detailed information regarding senior staff, the governance structure and what the priorities and future plans of the Federation are. It is an honest appraisal of what is going well, what we need to improve further and how we intend to carry out this work and measure its success.

Governors suggested topics for scrutiny panels on 1) the breadth of the curriculum, for example, trips, visits, DofE, creative options subjects on 2 March 2023 and 2) pupil premium on 15 June 2023. The governance professional will diarise these.

Dates for the Diary

- Christmas Concert – Wednesday 14 December 2022, 6pm – All Saints' Church, Oakham
- Catmose College Local Governing Body meeting – Thursday 2 February 2023, 4pm
- Scrutiny Panel – Thursday 2 March 2023, 10.30am – 11.30am