



MINUTES OF THE LGB CATMOSE COLLEGE MEETING

Thursday 12 October 2023, 4pm
John Clare

Present

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

In Attendance

Alice Beckwith (Vice Principal), Claire Pugh (Vice Principal), Alex Emmerson (Vice Principal), Chris Wilson (Chief Finance Officer), Sheryl Wilson (Governance Professional).

1. Election of chair and vice chair

The local governing body unanimously approved Andrew Holt as chair and Emma Gautrey as vice chair for the next academic year.

2. Welcome, introductions and apologies for absence

Andrew Holt welcomed everyone to the meeting, apologies for absence were received and accepted from Emma Gautrey.

3. Declarations of Personal Interest and Pecuniary Interest

There were none declared.

4. Minutes of the meeting held on Thursday 6 July 2023

These were signed as a true and accurate record.

5. Matters arising from previous minutes

Following the scrutiny panel on pupil premium, governors requested an action point relating to the Accelerated Reader programme, in that it would be beneficial to capture the improved progress in months as well as the child's overall reading ability. This action has been forwarded to Hannah Williams and Emma Speirs.

6. Clerk's Business

Simon Mellors has served on the local governing body as a staff governor for two terms of office which has now come to an end. Simon was thanked for his dedication and contribution during this time. College staff were asked to submit an expression of interest in the role and Jane Evans declared an interest. As there were no other applicants, Jane will join the governing body at the next meeting in December.

Governors were reminded to complete the annual safeguarding and prevent training and register of business interests' form for 2023/2024, which is now online.

7. Safeguarding update

Alex Emmerson gave an update on key changes to Keeping Children Safe in Education 2023 including filtering and monitoring of online material and referred to the PowerPoint that was delivered to all staff on training day. Governors had also been emailed the training at the start of the academic year.

An external review of safeguarding had recently taken place and the scrutiny panel scheduled for Thursday 9 November will review the findings in further detail.

Question – How many incidents are there of internet filtering and monitoring per day?

Alex Emmerson reported that it could be up to 40 per day, however, if a class is studying a topic that may alert the system, the teacher will email the DSL prior to the work being accessed to advise of the content.

Safeguarding Scorecard

Alex Emmerson reported on the number of social care, Early Help referrals and case load which has increased.

8. SEN Review

Claire Pugh advised that the College had been chosen to take part in the local authority's Ofsted SEN review. Students and staff met with the HMI and the meetings had gone well.

In July 2023 there was an internal SEN subject review. Overall, it was reported that the Designated Special Provision has strong consistent practice, with cycles of provision in place and outcomes strong across the board.

Areas of strength of the SEN review

- Positive parental perception of SEN for the majority of parents and clear communication.
- Teaching within the DSP is strong and reflected within quality assurance.
- Strong partnership working with specialist services and other professionals.
- Outcomes for SEN students.

Areas for development of SEN

- Continued development of EHCP outcomes to ensure they are meaningful for both students and parents.
- Development of EHCP profiles linked to pastoral support plans.
- Continued focus on encouragement in participation of extracurricular trips within older year groups.
- Parental workshops to develop further understanding of provision and needs.

The [SEND Governors' Report](#) and [SEN Information Report](#) were shared with governors prior to the meeting and both were approved, these are published on the website.

9. Update from Resources

Chris Wilson reported that at the start of the year a deficit of £700,000 was forecast, During the course of the year this figure changed with variance in utility bills, however, it is predicted that following the year-end accounts the final figure will be a surplus.

Trustees approved the pay increase for teachers of 6.5% and this will be implemented with effect from 1 September 2023. Negotiations for the support staff pay award for 2023/2024 are ongoing – the National Joint Council (NJC) pay award for 2023 has not yet been agreed nationally. In February 2023 the national employers submitted an offer with effect from 1 April 2023, however the Federation’s effective date would be 1 September 2023 as the policy is to review pay with effect from this date in line with teachers’ pay. Trustees agreed an increase of £1925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 – 43 inclusive. This equates to a 9.42% pay increase for the lowest point through to 3.88% for the highest point on the scale. For those on pay points above 43, employers have offered an increase of 3.88%.

The Resources committee also approved the finance for a new budgeting software and finance package.

10. GCSE Results Update

Stuart Williams advised the GCSE results had been good and better than expected. In October the government will publish detailed analysis of the results nationally. The initial estimate indicates that an average student at Catmose would achieve ½ grade higher than if they were in another school. An area for improvement is the progress made for Free School Meals students and the College will focus on a FSM 1st strategy.

The Year 11 scorecard and ASCL webinar presentation on GCSE results were also shared with governors.

11. Transformation Plan

The first half of the College Transformation Plan collectively reviews last year’s results, student, staff and parent surveys, lesson observations and learning walks. With detailed analysis of the aforementioned, the targets for the academic year 2023/2024 are set. Key priorities for the academic year 2023/2024 include:

- Maintaining high levels of student attendance.
- Managing the small number of students who do not cooperate with staff.
- Supporting staff to do their best through high-quality professional development and healthy accountability.
- Supporting students who are financially disadvantaged to access the full breadth of our offer in and outside of the classroom.

Governors approved the transformation plan and this will be available on the College website.

12. Online Review

Alex Emmerson explained that a review had been completed on online safety which included reviewing the policies and procedures, the teaching of online safety and subsequent reporting and monitoring.

Recommendations from the review include:

- Teachers of computer science to attend further CPD or undertake further qualifications to deepen their knowledge of this topic.
- Teachers of computer science to lead a CPD to upskill all staff on current online topics.
- Teachers of computer science to create three assemblies linked to conspiracy, misinformation and privacy to share with all students in tutorial.

13. Pupil Premium Report

The annual Pupil Premium Report was presented to governors, there has been a small amount of income received for pupil premium students and the report demonstrates how the funding is spent. Further details may be found here: www.catmosecollege.com/wp-content/uploads/2023/10/Pupil-Premium-Strategy-Statement-Oct-2023-.pdf

Governors approved the report.

14. Scorecards

Behaviour and attendance

Alice Beckwith reported on the behaviour scorecard with the number of students obtaining CPOMS entries and house points in relation to gender, year groups, SEN needs and disadvantaged students. Incentives have been introduced for students to obtain house points and these will be handed out to students at the end of term, 3 times per year.

The attendance figure for term 1 is currently at 94.5% with national at 92.7%. College staff are working hard to support families where students are persistently absent, along with support from the local authority.

Governors noted that the little things make a difference, such as tightening up on uniform standards.

15. Uniform Review

A review of the College uniform is currently taking place to offer parents best value for money and convenient accessibility. Discussions with suppliers are taking place and once further information is received, views from the student council will be gathered along with feedback from parents. If any changes are made to the uniform, parents will only be expected to replace uniform as and when their child grows out of it, or, due to wear and tear.

16. Policies

The below policies were ratified by governors which had minor amendments.

- Communications Policy
- Student Attendance and Inclusion
- Vocational Course Policy

17.A.O.B

Stuart Williams' PR document had been shared with governors which had been reviewed by three trustees and an independent reviewer.

Agenda items for scrutiny panels were decided upon as follows:

9 November - Safeguarding report and review of external report

7 March – Attendance

13 June – Behaviour

Date of Next Meeting

Thursday 7 December 2023, 4pm