

## SHOOTERS HILL SIXTH FORM COLLEGE

### Full Governing Body Meeting

**Date:** Wednesday 3<sup>rd</sup> April 2019 @ 6.00pm  
**Venue:** Conference Room, Shooters Hill Sixth Form College  
**Clerk:** Mrs Sue Young (0208 3199487)

**Members requested to attend:**

Simon Trotter  
Jan Atkinson  
Mike Hage  
Peter Smyth  
Apostle Emiaso  
Paul Wiltshire  
Felix Beck  
Dhiren Soares (Dial In)  
Karen Hunter  
Sarah Wells  
Ashley Beecham  
Barbara Barwick  
Helen Laker  
Jane Warren  
Mtr. Ariadne van den Hof  
Mary Karooma-Brooker

**Apologies Received:**

Paul Wiltshire  
Apostle Emiaso  
Jane Warren  
Felix Beck

**In attendance:**

Geoff Osborne

## MINUTES

### 1. Apologies for Absence

Apologies were received from Paul Wiltshire, Felix Beck, Jane Warren and Apostle Emiaso.

### 2. Minutes of the Previous Meeting

The minutes were presented and approved as a true record.

### 3. Matters Arising

There were no matters arising.

### 4. Notification of Any Other Business

- EDSV
- Centre of Excellence for Maths.

### 5. Declaration of Business Interests

No declarations were received.

### 6. Financial Update

JA advised committee members that the college had requested a loan from the ESFA in the amount of £717,000 and attended a meeting at ESFA offices in London with GO, SG and the

Chair of Governors. The ESFA had informed senior leaders that they would be issuing the college with a FNTI which would have conditions attached to it. They had also appointed an external financial advisor who would work with senior leaders to produce a recovery plan that would be robust and look to seeing the college repay any monies loaned by the April 2020. The ESFA also expressed concerns around governance at the college and had indicated that changes to the structure of the Board and its committees to bring it more up to date with the current practices would be required.

JA continued that with the assistance of the appointed financial advisor it had been possible to reduce the amount required from the ESFA to £200,000. This had been achieved by the current round of support staff restructure and reducing costs around utility bills and insurance and general cost-saving measures. The ESFA have agreed the £200,000 loan and will pay the first tranche of money in June with the first of four monthly repayments of £50,000 to take place in October. This should see the loan repaid in full by January 2020. Monthly monitoring telephone calls will take place between the ESFA and senior leaders to ensure the college is on target to reach its deadlines.

The college will need to sign a new single academy funding agreement which is currently being checked by Eversheds, and the college will be required to abide by the conditions set out in the agreement. It was agreed that a small committee of governors be set up, the FNTI Committee to meet on a monthly basis to monitor the finances and ensure the deadlines are adhered to. It was agreed that the committee comprise of Simon Trotter, Paul Wiltshire and Mike Hage.

**A governor asked whether the FNTI would impact on the Ofsted grading following their impending inspection?** JA responded that she had been assured by the ESFA that it would not.

**A governor asked whether the conditions set out in the FNTI letter applied given the reduction in the loan requested from £717,000 to £200,000?** JA responded that they do as it was less about the money being sought and more about the perceived lack of monitoring of the finances.

**A governor asked whether senior leaders were confident they could pay back the loan in the timescale put forward?** JA responded that they were confident the loan within the timescales as there was now a robust action plan in place which Governors will ensure is adhered to.

**A governor asked for clarification around the condition that the College explore joining a MAT.** JA responded that this appeared to be a non-negotiable condition and senior leaders will now work with the Regional Schools Commissioner to look at options. The RSO will send through a list of possible MATs which Governors will have an opportunity of exploring but it was important that the college find a Trust that shares its values and ethos around inclusivity.

**A governor asked for clarification around the ESFA's concern the college had made ex-gratia payments to certain staff without obtaining the appropriate permission as set out in the Academies Financial Handbook.** JA responded that these payments had been made due to a miscalculation by the local authority to term time only contracted staff and the COO at the time had not been aware that permission needed to be sought. The circumstances of these payments had been explained to the ESFA but they were obviously concerned about the lack of knowledge displayed by the COO.

## 7. Data Challenge Outcome

GO presented his report and advised that DD4 closed a few days prior to the meeting so analysis was still taking place on the data. The following are the highlights in respect of DD3:-

- Retention is 97%.
- Predicted achievement from DD3 is 88%. DD4 closed on 01.04.19.
- Predicted ALPS A level is currently a grade 7 which is quite low but does reflect the mock examinations currently taking place, with a target of 5 for progress. Interventions are in place to support those underperforming students. A governor commented that a lot of work had been put into the A level programme over the past two years and it was important for governors to see an impact of this.
- Predicted BTec ALPS is 4, with a target of 2.
- Curriculum Leaders are challenged over their support plans for students not currently making their predicted grades.
- Maths and English GCSE continue to present as a challenge, especially around attendance and achievement and ensuring our conversion rates from grade 3s to grade 4s.
- Functional Skills stand at around 70% achievement for Maths and 60% for English with an expectation this will rise to 98%, which places the college near the top in the National Achievement rates table.

Governors asked that their thanks be passed on to all the staff for their hard work in striving hard to increase achievement rates across all programme areas, particularly in light of the associated pressure of the FNTI.

GO advised that the college had set a target of 60% internal progression for departments this year; historically it has always been around 50%. A number of curriculum areas' progression pathways have been changed in order that students have at least a 2 year progression pathway in every curriculum area at the college and currently it ranges from 86% internal progression to about 64%. At the moment staff are focusing on students progression routes and destinations to ensure good numbers for September.

JA asked GO to comment on the Science Department. GO responded that the department remains a concern, mainly in terms of progress rather than achievement. Achievement is 86% which is slightly less than the college overall but still good, however students are not making the progress you would expect and this will remain a focus of leaders to ensure the situation improves.

The Chair commented that it is important to note that ALPs A level grades are not representative of the national picture so although the college only rated a 7 this year, it is in line with the national average. GO agreed and said in the 16-18 performance tables the bench mark sits at zero, which is the average and the college came out at 0.01, in line with the national average in terms of progress.

## 8. School Space

JA advised that School Space (SS) gave a presentation and governors had given their approval to go ahead with their proposal which will see SS managing the lettings of the site during evenings, weekends and holidays. JA continued that lettings of the catering facilities have been deferred to give this further consideration. PS commented that in his opinion he was not confident the figures produced by SS were correct and the college could make a loss in the first year. JA countered that for her, it was not just about the financial implications from working with SS but also about becoming a hub for the community where residents could participate in activities they would either be unable to pay for or have to travel too far to join. This would also enhance the reputation of the college within the local community. JA advised that the proposal would need to go to the ESFA for final approval but was confident this would be given and SS would begin managing the letting of the site from the beginning of the new academic year.

## 9. Governance

- i) Committee Structure – JA advised that a condition of the FNtI was that the college review its Governance structure and therefore senior leaders had been in contact with Kate Jarrett-Shorter at Compass Partnership who would be submitting a proposal in respect of a restructure. Ms Jarrett-Shorter had made a presentation to the Executive Committee and the proposal was to model the College’s structure along similar lines of Compass. Jim Aleander, NLG had been approached to carry out a Governance review and would present his findings to Governors at a meeting on 8<sup>th</sup> May and submit his recommendations. It is anticipated a new structure will be in place for the start of the next academic year.
- ii) Committee Membership – The ESFA had recommended that the college seek new governors that will bring expertise in finance and HR, which are two areas that are lacking at the moment. The RSC will also put forward one or two Academy Ambassadors that will sit on the GB until the FNtI has been removed. **A governor asked whether new governors would be in addition to existing governors or would replace them?** JA responded that new governors would be an addition to the GB. The Chair advised that Apostle Emiaso and Jane Warren would be contacted to thank them for their previous service but advised that their services would no longer be required due to non-attendance of meetings over the past academic year.
- iii) Changes to time and day of scheduled meetings – the committee had a general discussion around the best times to hold meetings to ensure as full attendance as possible at all meetings. It was decided to defer making a decision until the new structure was in place.

#### 10. Governor Training

MH advised that two governor training sessions had been held since the last FGB, one on Safeguarding and one on Ofsted preparation. Both had been well attended and proved valuable.

#### 11. Chairs' Report from various sub-committees

##### Quality Standards:

The Chair of the Committee advised that governors had decided that there should be a standing agenda item of outstanding issues to ensure these are monitored regularly.

##### HR:

The Chair of the Committee advised that the rationale for restructure had been discussed and approved, with a small number of amendments, and would be distributed to all staff and union representatives following the Easter break. A number of points were highlighted to the committee:-

- All support staff contracts would be looked at with a view to rationalising and standardising contracts across the college. It had been noted that some staff were on 52 week contracts but the post did not warrant a full time contract. Wherever possible contracts would be TTO plus 2 weeks.
- The post of Sport Centre Manager will be re-evaluated to reflect the duties of the proposed new job description, following governors decision not to make the role redundant in the first round of restructuring earlier in the year.
- Security at the college is being reviewed to include a reduction of agency staff currently in place and the college investigating the installation of new gates which staff would access via ID cards.

#### Personal Development, Behaviour & Welfare

No update.

#### Finance & General Purposes

No update.

#### 12. Governor Visits and Reports

Notes will be provided of recent visits for the next FGB.

#### 13. Confidential Update

None.

#### 14. Any Other Business

- EDSV – JA advised that the SLA had now been signed for the Football Academy which could bring in an extra 40 students to the college in September.
- Centre of Excellence for Maths – This initiative is progressing really well and will see £47,000 come into the college for the work JA and NN are carrying out in partnership with CTK. It is hoped to combine the CEfM with the existing maths network in

Greenwich which will bring maths teachers from across the borough and beyond together to share best practice and trial new ideas.

**15. Date and Time of the next Meeting**

The date and time of the next FGB meeting is 6.00pm on Wednesday, 10<sup>th</sup> July 2019.

Signed as a true and accurate record by the Chair Simon Trotter



10<sup>th</sup> July 2019