

SHOOTERS HILL SIXTH FORM COLLEGE

Full Governing Body Meeting

Date: Wednesday 5th December 2018 @ 5.30pm
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
Karen Hunter
Sarah Wells
Ashley Beecham
Barbara Barwick
Helen Laker
Jane Warren
Mtr. Ariadne van den Hof
Mary Karooma-Brooker

Apologies Received:

Ashley Beecham
Dhiren Soares
Jane Warren
Helen Laker
Apostle Emiaso

In attendance:

Stephen Greenman

MINUTES

1. Apologies for Absence

Apologies were received from Ashley Beecham, Dhiren Soares, Jane Warren, Helen Laker and Apostle Emiaso.

2. Minutes of the Previous Meeting

Two typographical errors were noted, the incorrect spelling of a Governors name and the wrong year noted for the next FGB meeting. Both errors have been corrected.

3. Matters Arising

- Governor Training: MH advised that the first governor training session of this year had been held on the 23rd November and had been well attended. A second training session has been booked for Monday 28th January 2019 and will consist of two strands: Ofsted preparation and financial overview of income and expenditure.
- Amendment to Terms of Reference: All slight changes were agreed by Governors.
- Equality & Diversity Committee first meeting: JA advised that the committee is made up of staff from across the college and the first meeting in October had gone extremely well. The next meeting will take place in January and Governors will be updated at the FGB in March.

- Change to PDBW Committee: SY advised that Dhiren Suares would be coming off the PDBW Committee in order to join the Centre of Excellence for Maths Committee as link Governor.

4. Notification of Any Other Business

- Operation Compass
- Committee Paperwork

5. Declaration of Business Interests

No declarations were received.

6. Audited Accounts to be approved and signed

The Assessment of Going Concern document was presented, explained and signed off by Governors, in addition to a 5 year budget plan reflecting the confirmed deficit figures and illustrating the remedial plan. This will now be incorporated by the college accountants into the final accounts for approval by JA and ST at the Extraordinary Executive Committee meeting scheduled for 18th December 2019. The signed documents will then be uploaded to the ESFA portal as required. The trustees will then enter into a dialogue with the ESFA to inform them the college is projecting a year-end deficit. Once they have reviewed the data, the ESFA will advise next steps. **The Chair advised committee members that there is a carry over from the last financial audit of minus £267,000 and a projected deficit for this current year of £470,000, combining to make a cumulative deficit on 31.01.19 of £717,000. However, the proposed restructure (agenda item 14) should see the college back in a positive balance within 18 months.**

7. The Leadership Report

Governors were invited to comment or pose questions on the report as follows:-

- **A governor commented that the graph provided in respect of the Skills for London event lacked any details which rendered the document ineffective.**
- **A governor asked for clarification around the schedule of upgrading the technology provision at the college?** JA commented that the IT strategy previously advised to Governors was now underway but conceded there had been delays. It was now hoped that the bulk of the upgrades, both to hardware and software should be finished by the beginning of the new academic year 2019. **A governor asked whether the introduction of laptops for teachers rather than PCs would alter their delivery of lessons?** SG commented that teachers will have greater flexibility around the site as their laptops will travel with them with all the associated programmes they require, tailored to their specific needs. **A governor asked how the college will ensure the safety and security of the laptops?** SG responded that the college has updated its acceptable use policy which staff will be required to sign before they are allocated a new machine, which sets out the terms and conditions applied. **A governor asked whether it was just staff who would receive a laptop?** SG confirmed this and advised that the current classroom PCs will be reconfigured and placed in student areas to enable students greater access to IT hardware thus supporting independent learning.

- **A governor commented that during a governor visit she had noted a number of students on their mobile phones whilst in lesson and was not sure if they were engaged in learning or just surfing the net?** JA responded that the use of mobile phones in lessons was something that was handled differently within each department. Some programme areas used students' mobile phones as a resource enabling students to participate in questionnaires and surveys. For other departments, mobile phones are handed in to teaching staff for safe keeping and as a prevention against distraction. JA continued that all teachers were responsible for ensuring the correct usage of phones during lesson time.

8. SAR Approval

JA explained to Governors that the self-assessment report was due to be uploaded to the Ofsted portal at the end of January and was almost complete, with just some work to do on the Employability thread throughout the document. JA went on that the document was an important record of how the college has moved forward over the last few years to meet the changing demands of the local context. **A governor asked whether the inspection will focus on the continuity of learning over a number of lessons rather than basing their judgement on any single lesson they observe?** JA confirmed this to be the case and said inspectors will be more interested in student progress over time, ensuring lesson planning is effective in regards to differentiation and student feedback is given a priority.

The Chair thanked the Principal and the senior leadership team for their hard work in producing the document and all governors approved the document for upload to Ofsted in January, subject to some slight tweaking over the coming weeks.

9. QIP Approval

JA advised Governors that any actions recorded in the SAR are transferred to the quality improvement plan, which is a working document and updated quarterly. JA asked for Governor approval that the actions set out in the document were the areas the college needed to focus on this year and pointed out that some actions had already been addressed and impact statements already recorded. After a general discussion it was agreed that each section of the QIP would be submitted to the relevant governor sub committee for the rest of the year for scrutiny and monitoring. Governors approved the document.

10. Chairs' Report from various sub-committees

Quality Standards:

The Chair apologised for not providing his usual, written summary of the minutes which he felt was a useful addition to the formal record of the meeting.

HR:

The Chair advised that the college were dealing with a small number of staff who had been absent for some time and would be following the borough's process in these situations. There had also been a small number of resignations due to requested extended period of leave not being agreed.

Personal Development, Behaviour & Welfare

The Vice Chair advised that members of the new Student Council had attended the first meeting of the new academic year. One of the main issues discussed at the meeting was attendance and governors would be monitoring this closely.

Finance & General Purposes

The Chair advised that the last meeting and focussed primarily on the deficit and the reasons behind it. In addition, the auditors had attended the last F&GP meeting and gone through the accounts and looked at the implications of having a deficit budget and what that meant in terms of reporting to the ESFA.

11. Governor Visits and Reports

The Governor schedule of visits was presented in addition to reports from governors on visits to their link departments. **A governor asked that heads of department acknowledge receipt of any reports submitted following a visit and confirm the information contained therein is correct.** A general discussion took place around the format of the current governor visit forms, which one governor felt were too prescriptive in their current form and did not give room for more general comments. It was agreed that Governors use the current forms but these could be supplemented with additional pages of other, broader-based, information.

12. Progression & Destinations

JA advised that the college is currently trying to ascertain the destination of around 7% of students who left the college last year. **The Chair noted that 7% was fairly high and asked what staff were doing to address this?** JA advised that staff are telephoning every day at different times to try to track and record this information and some are even visiting the recorded home address but it is proving difficult to ascertain information for this 7%. JA continued that this remains a priority for staff, including department heads who have to report on this area during their regular data challenge meetings. It is anticipated that this figure will reduce.

JA then went on to advise governors that senior staff were currently reviewing the curriculum offer to ensure the college offers a progression pathway for at least two years for level 3 students and three years for entry level and levels 1 and 2 students. She continued that it was vital that the college retain as many students as possible each year and to ensure the vast majority of enrolling students have a three year journey at the college rather than leave after year 1.

13. Annual Review and Ratification of Policies

- **Admissions Policy:** JA advised that this policy remains unchanged from last year and it was ratified by Governors.
- **Data Policy:** Likely to be amended following a review by the new lead but ratified in this instance.

- **Model Pay Policy:** This is the local authority policy which the college continues to adopt. Governors were happy to ratify this policy.
- **SEN Provision Policy:** This was produced by the SENCO at the college and adheres to the national SENCO framework. Governors were happy to ratify this policy.
- **Safeguarding & Child Protection:** A new section on peer to peer abuse has been added in line with Ofsted advice and guidance. Governors were happy to ratify this policy.

14. Confidential Updates

Please see attached.

15. Any Other Business

- Operation Compass - JA advised that the Metropolitan Police were asking all schools and colleges in the area to become involved in an information sharing initiative that will see schools and colleges aware of issues that concern not just their particular student but the wider family as well to ensure any appropriate support or guidance is put in place with the minimum of delay. Governors agreed that the college would participate in this scheme.
- Committee Paperwork – a general discussion took place around the volume of paperwork submitted for most meetings and the timing of circulation prior to a meeting. It was agreed that wherever possible documentation should be available to Governors at least 5 days before the meeting and that documents should only be tabled as a last resort. This will enable Governors to have the necessary time to thoroughly study and process the information provided before a meeting.
It was also agreed that any policies requiring ratification should be submitted to Governors as a separate pack at least a week before a committee meeting and these will be considered as read and approved unless Governors have submitted an amendment for discussion.

16. Date and Time of the next Meeting

There will be an extraordinary Full Governing Body Meeting on Wednesday 6th March 2019 at 12.30pm to agree the final restructuring proposal.

The date and time of the next FGB meeting is 6.00pm on Wednesday, 3rd April 2019.

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



Wednesday 3rd April 2019