

SHOOTERS HILL SIXTH FORM COLLEGE

Full Governing Body Meeting

Date: Thursday 20th September 2018 @ 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
Karen Hunter
Sarah Wells
Ashley Beecham
Barbara Barwick
Helen Laker
Jane Warren
Mtr. Ariadne van den Hof
Mary Karooma-Baker

Apologies Received:

Barbara Barwick
Simon Trotter
Jane Warren
Helen Laker
Sarah Wells
Apostle Emiaso

In attendance:

Geoff Osborne
Stephen Greenman

MINUTES

1. Apologies for Absence

Apologies were received from Barbara Barwick, Simon Trotter, Jane Warren, Helen Laker, Apostle Emiaso and Sarah Wells. In Mr Trotters' absence, Mike Hage agreed to act as Chair for this meeting.

2. Minutes of the Previous Meeting

The minutes of the meeting held on 5th July 2018 were approved as a true and accurate record.

3. Matters Arising

A governor asked whether there was an update on the student survey carried out during the last term in which 13% of students advised they felt unsafe at the college? JA responded that she had discussed this issue with SLT and a new 'Hot or Not' survey would be carried out this term to gauge student opinion on this. In addition, a new Student Committee was being formed and this matter would be raised at their meeting. GO commented that SLT had introduced a behaviour walk rota with SLT patrolling corridors at the beginning of the day, break and lunch times to ensure students are not dawdling but going straight into their lessons and responding to any issues around behaviour at those

times. JA further commented that the HMI had observed that the students she had come into contact with appeared confident and respectful.

4. Notification of Any Other Business

- Parent Forum

5. Declaration of Business Interests

A governor advised that he was using the services of the current Responsible Officer in his private business. SG responded that as the college does not formally employ the Responsible Officer or commission work through him, this does not present a conflict of interest. A further governor advised that as an employee of the Royal Borough of Greenwich there may be occasion when she is consulting on bid which may involve the college. SG advised that as the governor did not sit on any panels that ultimately decides who gets a contract this would also not present a conflict of interest.

SY asked all governors to complete and return the Declaration of Business Interests as soon as possible.

6. Review of Terms of Reference

A governor raised the following points:-

- Item 1.3.3 should be removed as the college does not have a Group Chief Executive or is part of a Group. This should be replaced with a reference to the Executive Committee, which has overarching responsibility of all committees of the FGB.
- Item 6.5 – A governor suggested that it should be noted that the F&GP has been delegated responsibility for the financial audit of the college.
- Item 7.2 references Equality duties – following a general discussion it was decided that JA and SG would look into the wording of this item to ensure it adequately reflects the responsibilities of the FGB in this regard.

7. Governing Body Committee Structure

- Confirmation of Chair and Vice Chair
Paul Wiltshire nominated Simon Trotter for Chair and this was seconded by Felix Beck.
Karen Hunter nominated Mike Hage for Vice Chair and this was seconded by Mary Karooma-Baker.
- Review of Committee Structure and Committee membership
It was agreed that the current Chairs of the Committees would remain. The following amendments were made to committee membership:-
 - Felix Beck would join the Executive Committee as a Trustee
 - Paul Wiltshire would join the HR Committee
 - Mary Karooma-Baker would join the Quality Standards Committee
 - Ashley Beecham and Dhiren Suares would join the Personal Development, Behaviour & Welfare committee

It was noted that Jane Warren and Helen Laker had missed a number of FGB and relevant committee meetings and it was therefore agreed that a letter would be sent to both asking whether they wished to continue their association with the college.

- The following link governors were appointed:-
 - Mary Karooma-Baker would join Apostle Emiaso as link governor for PDBW and Mike Hage as link governor for Art & Design
 - Dhiren Suares would take over from Mike Hage as link governor for Maths and English.
 - It was agreed that Mike Hage would take the lead on governor training and development going forward.

8. Governing Body Procedure

- It was agreed that the delegation of the committees should remain as they presently stand.
- It was confirmed that all Governors had undertaken the necessary DBS checks.
- Governors present confirmed they had read and understood the 'Keeping Children Safe in Education 2016' document. JA highlighted the issue of 'peer on peer' abuse and advised that in response to this the college would be carrying out workshops with students around the risks associated with this growing concern. **A governor asked whether gang culture was an issue at the college?** JA responded that it was a huge issue for the whole borough but the college had robust structures in place to tackle incidents of this nature if they arise. She continued that the college had excellent links with the police and their safer neighbourhood initiative and AR regularly received intelligence updates in this regard. **A governor asked whether the college had links with the various Youth Groups working with young adults in the borough?** JA confirmed that the college had excellent relationships with various youth workers who regularly presented workshops and assemblies to students.

9. Update on HMI Monitoring Visit

JA presented the HMI's Improvement letter following her visit to the college and highlighted the following:-

- The HMI noted the significant improvement in the summer results due to the implementation of various strategies since her visit in March.
- She observed some really good teaching practice during her learning walks and commented that students were playing a much more active role in their lessons.
- She recommended SLT now work on the finesse of teaching with staff to hone their skills. GO advised that following the visit lesson observations had commenced on those members of staff that had been identified as needing to improve at the end of last academic year. Observations will continue over the coming weeks with a focus on underachieving departments and underachieving staff.
- The HMI recognised the success of the maths and English strategies implemented in time to have a positive impact on the results.
- She was very pleased about the attendance of students, which currently stands at 89%. She recommended the college set a realistic target of 91% for this year with a view to increasing it 1% every following year.

- The HMI identified that there was still work to do to around improving careers advice and work experience placements for students and JA advised that the college had appointed a new Director of Employability who would begin at the end of October and would be working to improve the college provision. In addition, as part of an action plan, every student would be provided with a differentiated work book that would record their work experience in greater detail.
- The HMI also recognised that governors were fully involved in the operations of the college and were kept updated by way of the various committees. At this point, JA referred to the Key Priorities for 2018/19 document previously circulated to Governors which had been altered slightly to reflect the HMI's findings. These priorities would drive the improvement plan for the college for the coming year. Governors confirmed their approval of the document.

The Chair thanked JA for her report and also for ensuring Governors were kept fully updated at all times in all areas of the College.

10. Vice Principal Presentation of Headline Results

GO presented his report and highlighted the following:-

- Achievement rate currently stands at 86.1%, which is higher than most comparable colleges in London and is 6% above the national average.
- Retention rate currently stands at 94%.
- A level results this year were disappointing and the ALPS score (A Level Performance System) for student progress is 6, which places the college in the bottom 40% of the country.
- 47% of A level students did not meet their minimum expected target grade, but this only represents 7% of the college learning aims.
- BTec results were significantly improved on last year with an increased ALPS grade of 2 from a grade 4 the year before. This places the college in the 90% percentile of the country and BTecs represent 53% of the college learning aims.

A general discussion took place around the poor A level results and the various strategies that will be implemented over the coming year to ensure an improved picture next summer. Governors agreed that it was important that the college continued to offer an A level study programme for those students who had the necessary academic ability. JA reminded Governors of the introduction of the APEX programme (Academic Pathway to Excellence), which is hoped will ensure students reach their academic potential and encourage aspirations to go on to further education at university. It was noted that the facilities provided for A level students would also be available to students outside of the A level programme wishing to pursue their studies to a high level. JA continued that a parents evening had been held with a separate workshop for parents of students studying A levels this year which had been very well attended. The Quality Standards Committee will be focusing on this area and monitoring progress over the coming months.

A governor asked what advice and guidance could be given to parents of A level students regarding university applications? JA responded that the head of Advanced Studies will be holding sessions for students and their parents regarding UCAS applications beginning

shortly. It was recognised that university applications could be quite daunting for those coming to it for the first time. GO commented that the college would also be holding a Higher Education Fair at which 23 universities will be represented for students to begin considering their choices.

A governor asked whether reasons had been identified where subjects had not performed as well as expected? GO responded that there was still an element of over prediction within some departments as well as a lack of rigour and assessment by some teaching staff in respect of the expectation of the examinations board for the higher grades. Training sessions on this, particularly in respect of A level subjects, will be delivered to staff as well as encouraging as many of them as possible to become examiners in their own subjects to ensure they have a real knowledge of what is required to achieve the higher grades. **A governor asked whether there was an expectation for teachers of A level programmes to have attained a high grade A level themselves?** JA agreed that this was the ideal but was not possible in all subjects, particularly the Sciences where there was a shortage of high quality teaching staff.

A governor asked what was being done to improve the quality of teaching in those subjects that had performed particularly poorly last year? GO responded that in addition to the new lesson observation policy implemented at the end of last year, rapid improvement plans would be produced half termly with targets and the actions to achieve them to ensure a real focus on this area. A support package previously advised to governors for those members of staff observed at teaching below expected standards has also been implemented and is already producing positive results. JA commented that as Science has been highlighted as an area of concern, the college will be joining with other colleges in the borough to share best practice and exchange ideas for improving the delivery of science based subjects.

11. Update on Enrolment and Marketing Initiatives for this Year

GO advised that the current enrolment figure stands at 1088 against last year's funded figure of 1044 therefore the college is up by 44 students. However, this number is likely to decrease before the submission of the ILR but not in the amount of previous years as entry criteria was stricter and more rigour had been employed this year in terms of assessment and recruitment processes which has resulted in a higher retention rate. GO continued that SLT had taken the view that it was more important to enrol motivated students to the college who understood and accepted the expectations rather than allow students who would not attend regularly or commit to their studies which would ultimately adversely affect the college's outcomes. **A governor asked whether the final number of students enrolled would be around the same figure as last year?** GO commented that it was assumed to be roughly the same or slightly lower but within the 5% required to stay at the current level of funding. **A governor asked whether support was in place for those parents who wanted their children to regularly attend but this proved to be a struggle?** JA responded that students were offered as much support as possible through their designated Student Support Officer (SSO), including meetings with family members, and each case is looked at on an individual basis. However, if a student refuses to engage with the support programme the college may not have any alternative other than to withdraw them.

12. **Governors Skills Audit and Training Programme**

Governors present were asked to complete the Skills Audit documentation and return to SY as soon as possible.

The Chair advised that he would be working with senior leaders to produce a training and development programme to ensure the Governing Body had the necessary skills and expertise to effectively carry out its duties. Committee members were asked to submit their suggestions for training workshops which would be incorporated into the programme as appropriate. The programme will be distributed to governors in due course.

13. **Confidential Updates**

Attached.

14. **Any Other Business**

- Parent Forum. In 2017 the Parent Forum was set up with 2 objectives; to gauge parental opinion of the college and provide information of various initiatives at the college and secondly, to generate an additional source of income to the college. This is not a governor activity but as a parent activity it obviously affects the college. The Parent Forum will commence again this year and any new parent governors are welcome to get involved and should contact PW.

The Chair thanked PW for his invaluable work with the Parent Forum.

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

The date and time of the next meeting is 6.00pm on Wednesday 5th December 2018.

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



Wednesday 5th December 2018