



Helston Community College
Local Governing Body meeting
13th June 2019 at 4.30pm
at MFL

<p>ATTENDING : Chris Webb, Wayne Jenkins, Barry Drew, David Reynolds, Rod van der Lem, Chris Leathley, Patrick Foster, Dawn Penberthy</p> <p>NOT ATTENDING: David Miller, David Hearne, Graham Vallender, Martin Higgs</p> <p>In Attendance: Sarah Bayes (Clerk)</p>		
<p>2. APOLOGIES :</p> <p>Apologies were received and accepted from David Miller, David Hearne, Graham Vallender and Martin Higgs</p>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	There were no new declarations of pecuniary interests.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
4.1	The minutes of the meeting on 28 th February 2019 were signed as a true and accurate record.	
4.2	<p>6.2 DLe had checked that all Council employees are covered by the Council's letter of assurance. IWJe brought a copy of the letter to the meeting.</p> <p>6..5 MHi and CWe have met to plan a review of wellbeing in the College. This will be picked up in the autumn term when everyone is settled. It will be a morning visit, and include a half hour discussion with a new member of staff, a more long term member of staff, new school nurse, member of pastoral support team, the staff wellbeing champion and also DLe. This will encompass a broad range of staff.</p> <p>6.5 DMc to distribute the Behaviour, Attendance and Wellbeing report. This had been sent out.</p> <p>6.6 Response from DBr – the board recognised there was a lack of sufficient detail in 2017/18 accounts, and that the accounts had not been ready for the last LGB meetings. WJe has met several times with the Finance Director and should have a budget planning meeting before the end of term. <u>Do you have a better idea of what is happening?</u> Yes, getting regular updates, but until staff are in place in September it will be difficult to ascertain exact staffing costs. Will probably have to make some difficult choices over staffing next year.</p> <p><u>Was the MAT happy with where the college is financially?</u> At the moment they are comfortable with where we stand. We have made some savings in year and had a larger budget than first expected so are stable for another year. Have 240 students joining Yr 7 in September which is where we need to be, but are still</p>	

	<p>waiting for funding for high need P16 student. <u>Are we seeing savings because of the MAT?</u> For some things, such as MyConcern. The MAT is also helping to fund a new all-weather sports pitch. <u>Where is the funding for this coming from?</u> MAT capital funding. They will also be helping with the additional cost associated with the move into the new build. <u>What about collective IT and maintenance support?</u> We are providing some of this at the moment. Support systems are still developing.</p> <p><u>Are you happy you get the right amount of information at the right time so you would be able to answer any queries about this?</u> Yes</p> <p>The MAT newsletter said there was one person on the Finance sub-committee and there are 2 vacancies. <u>It is important to have LGB representation and scrutiny on this committee. Does this committee work well?</u> DRe thought that yes, there is significant challenge. They are open about the difficulties experienced. He also said that Standards committee is in a very similar situation, with significant challenge.</p> <p>10. CWe will liaise with PLa on foreign educational trips.</p>	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
5.1	In terms of Finance: The Board recognises that there was a lack of sufficient detail in 2017-18 and recognises that the monthly accounts (Oct/Dec) were not available at the time of the Autumn LGB meetings. The January accounts were shared with the LGB in the Spring meeting.	
5.2	The finance team have been available for phone conversations, or for face to face meetings at the Trust office in this period. The Head has also had a couple of budget meetings with the CFO (Jan/Feb). Going forward, the team have calendared half termly site visits.	
5.3	The board understand the need for clarity with the LGB links to standards and the curriculum in school and understand the impact that finance has on these elements.	
5.4	Following the last LGB meeting, the Head teacher and Chair of Governors has been invited to meet with the CEO, Chair of the Board and the CFO to discuss the 3 year strategy.	
5.5	There was an issue with the publication of the January newsletter – both the January and February editions have now been sent out.	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
7.1	There were no new governors or resignations.	
8.	<u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>	
8.1	Attendance should be at 95% or more but is below that at present. Persistent absenteeism is a concern. Some of this is because of students awaiting CHES, ASD appointments, so there are a number of students skewing attendance data. Leave of absence requests are increasing with 93 so far this year and 56 the previous year. 32 were not approved and 5 penalty notices were issued to repeat offenders. Sporting trips are usually approved.	
8.2	Exclusions – no PXs last term - some persistent FTEs but not as many as before. There is a problem with illegal substances in the local area and we are cooperating with the police on such matters. D Penberthy joined the meeting The high number of CAMHS referrals continues to be a concern.	

8.3	Attendance is low MAT-wide. The MAT as a whole is becoming more robust at challenging parents taking students out of school and penalising them. How much	
8.4	of an impact on attendance levels does the leave of absence have percentage wise? WJe will investigate.	
8.5	Operational Risk Register - deliberately red for one section due to the catastrophic impact of a potential incident and the fact that this may happen outside the school day. What is the difference between residual and inherent risk? With no controls, with current controls with optimum controls. Action: WJe to look at the impact leave of absence has on attendance levels	WJe
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
9.1	There are termly meetings with DLe. Last year the college had a positive response to the S157 and is expecting the same this year. The college recognises the need for extra support and is moving in the right direction.	
9.2	CAMHS criteria has risen, so more medium and lower level concerns are passed back to the college; the plan to employ a Pastoral Support Assistant for each year will help with this. A recent report by the BBC has indicated that results at GCSE level are being impacted in a positive way by better and earlier careers intervention. Studying subjects most relevant to following a chosen career path also has a positive effect on students overall mental health, helping to alleviate some of the stress leading up to exams.	
9.3		
9.4	CWe will be attending Tier 3 refresher training with DLe next week.	
9.5	CWE is confident the college is in a good position if Ofsted were to focus on safeguarding. Governors were asked to revisit the Safeguarding Policy. Action: Governors to read the Safeguarding Policy	All Governors
10.	<u>HEALTH AND SAFETY UPDATE</u>	
10.1	H&S has been a key focus of the new build and well maintained by BAM and the college is confident that the demolition of the old building will be handled just as effectively. WJe was impressed with how the students have coped with this year, being adjacent to the building site. The new building only has two entrances (plus fire exits) which will be easier to monitor.	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
11.1	The development plan has been cut down compared to last year but kept in line with the Trust plan. Pastoral and safeguarding issues have had an impact on SLT reducing their capacity. Reasonably confident that P16 results are going to improve. The College has been using current grades, not predicted. What about results for the summer? Reasonably optimistic that Post 16 results are going to improve. The College has been using current grades this year, which seems to encourage students to improve their effort. KS4 data is likely to be affected by a significant number of outliers. This has been quite an exceptional year group with more than the average number of case studies. Are there any subject areas which are a concern? Technology continues to be a concern, and maths is not where it should be.	
11.2	Staffing Currently there are only two pastoral support assistants, who mainly deal with behaviour. There is limited pro-active intervention taking place. Two members of SLT have stepped down so we have restructured SLT roles. From September EMC will be responsible for Raising Standards KS3, and DLe Raising Standards for KS4. A	

<p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p>	<p>new Faculty has been set up, Technology and Enterprise, which will be led by LH. Three HoPs will not be available next year so we have taken the opportunity to create additional PSA posts, one for each year group, led by SBa in KS4 and TRi in KS3. These teachers will keep the same teaching load. HCa will be the Community and Enterprise Coordinator and PLa will focus on Careers and PSHE. In P16 DGi will focus on progression and MPo on community.</p> <p>One of the key things about this change is using PSAs to increase SLT capacity. How will this work with MyConcern? KHa will still work as the administrator for this. Some PSAs will have Tier 3 Safeguarding training. Is there a timeline for this? One PSA has already started and the others will start their new roles in September. PSAs are going to be on duty at lunch time and break time.</p> <p>Pastoral support staff and structure was one area for improvement raised by the Hub leader’s pupil premium visit, so this has now been addressed.</p> <p>WJe wants very much for every child to feel valued and involved in College life.</p> <p>Will PSAs do group interventions and will there be a programme for this? Yes, organised by SBa and TRi. Certain families will have a key worker if there are siblings in more than one year. The PSAs will stay with the same year group throughout the 5 years but TRi and SBa will stay with their own Key Stage. Who was on the interview panel? WJe DMc and PMa. What were you looking for? Positive, pro-active ideas for engaging with students.</p> <p>This has been cost-neutral. Governors were extremely happy with the new system.</p>	
<p>12.</p>	<p><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></p>	
<p>12.1</p>	<p>RVa has looked at CPD with PMa. He was happy that is everything is working well.</p>	
<p>13.</p>	<p><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></p>	
<p>13.1</p> <p>13.2</p>	<p>Pupil Premium - The PP governor and the Hub leader had met with students. The students spoke confidently and gave positive feedback on RTL. The Hub leader was questioning students on number of tests they experienced but students accept that this is the norm and necessary. The link path is an issue. The main concern raised was that some students didn’t know who to speak to if there was a pastoral problem, but this should now have been resolved in the new structure. A book review in English and History Y7 and Y9 was carried out, showing no obvious differences – good quality. English was difficult to review as they were new books. DIT was slightly sporadic. A learning walk was undertaken looking to see if teachers were challenging PP students. There were no concerns with this.</p> <p>GoogleClassroom WJE showed what was available on the site. He has been uploading various documents and policies for governors. Governors were advised that if they added the app to their mobile devices, they would be notified when there is any activity.</p>	
<p>14.</p>	<p><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></p>	
<p>14.1</p> <p>14.2</p>	<p>Now governors are linked to specific faculties, it was decided that it would be good to interact with HoFs more. It was agreed that governors would come in for a day in October to cover several aspects of governance, and meet faculty heads, staff and students, and look at the QIP.</p> <p>Governors had attended and contributed to Structured Conversations.</p>	

14.3	The Chair and Head thought it would be a good idea for governors to produce a crib sheet of bullet points of key strengths and weaknesses drawn from their own observations of the SEF, QIP and meetings to ensure they are Ofsted-ready. Action: Governors to create key strengths and weaknesses crib sheet	All Governors
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
15.1	The trip to Krakow and the Ski Trip, both in early 2020, were approved.	
15.2	<u>How are numbers looking for next year?</u> With P16 it is difficult to say at the moment but Yr 7 is healthy at 240, the optimum number.	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
16.1	Do you feel the finance committee is achieving the aims of being able to scrutinise the budget and therefore providing feedback to LGBs?	
17.	<u>DATES OF FUTURE MEETINGS</u>	
17.1	To be decided once the outline College calendar and the Trustee Board calendar is produced.	WJe/CWe

The meeting ended at 7.35pm

Chair's Signature _____ Date _____