

MINUTES

Local Governing Board Meeting

16:30 on Thursday 24 February 2022

PRESENT: Frank Green (Ch), Denise Brown, Richard Robinson (Head of College)

ALSO IN ATTENDANCE: Aaron Mulhern (Executive Principal), Jesse White (Interim CEO), Gary Pocock (Education Consultant), Asad Muzammal (Clerk)

1. Apologies for Absence and welcome of any new Governors:

- a. Apologies for absence were received from Gregg Arkus, Pippa Cleary, Helen Priday and Justin Warren.
- b. Denise Brown was introduced as a new Governor appointed by the Trust.

2. Declarations of Pecuniary Interests:

- a. There were no declarations of pecuniary interest in today's agenda.
- b. Governors noted that the annual return of Business Interest forms remain outstanding for PC, HP, JWa and SW.

Action 220224/01: Governors who have not yet returned their Business Interest forms to be contacted. (JWh)

3. Membership Matters:

- a. Governors noted that there has been no recent contact from SW and that she last attended a LGB meeting in April 2021. Governors agreed that SW's membership of the LGB should now be treated as having lapsed.

Action 220224/02: The GIAS website and college and Trust documents and websites to be updated with the removal of SW's details and inclusion of DB's details. (RR, JWh)

- b. RR said that he had made informal approaches to parents promoting joining the LGB and one parent has so far expressed interest. Governors acknowledged that Parent Governors on a LGB should be elected by the parent body and if there are two or less candidates, they can be elected without having to go to a vote. If there are fewer than two candidates or no candidates come forward, then the LGB may appoint Parent Governors without a second election process.

JWh advised that staff are currently receiving training on management of the website and suggested that the Parent Governor vacancies could be promoted on the website. AM said

that the new SBM will be starting next week and will have responsibility for managing the website, including adding and removing content.

- c. In discussing the Staff Governor vacancy, Governors noted that although there is no requirement to have a Staff Governor on the LGB, the T4 Terms of Reference for LGBs says that the Trust Board will ensure that there is representation from the staffing body on each LGB.

Governors agreed that the election material for the Staff Governor election should make clear that the Staff Governor is expected to communicate the views of the staff to the LGB, not to represent staff or stand alongside the Headteacher in being held to account by the LGB and that all Governors are required to maintain confidentiality of meeting discussions.

4. Minutes of the previous meeting and matters arising:

- a. JWh advised that he is in contact with HP on finalising the logo design.
- b. RR said that there are no school events or showcases planned at this time, as students are now preparing for their exams. Governors will be invited to future events as and when they are arranged.
- c. Governors noted that the ArtsX launch event has been postponed to Autumn 2022.
- d. The following actions were carried over:

Action 210819/01: A Parent Governor election process for two vacancies to be arranged. The vacancy to be promoted on the college website. (RR)

Action 210819/02: A Staff Governor Election process to be held (for One vacancy). (RR)

Action 211209/02: Business Interest forms to be returned to the college. (PC, HP, JW, SW)

Action 211209/03: The ArtsX Risk Register to be brought to the next meeting. (JWh)

Action 211209/04: The final ArtsX logo design to be sent to HP for review before sign-off. (JWh, HP)

Action 211209/05: The calendar of school events, such as showcases, to be circulated to Governors. (RR)

Action 211209/06: Job descriptions and lines of reporting for Middle Leaders and CLT to be presented at the next meeting. (JWh)

Action 211209/08: An update on the student pipeline to be brought to the next meeting. (RR)

Agreed: The Minutes of the meeting held on 9 December 2021 were confirmed as a true record.

5. ArtsX Action Plan:

- a. JWh said that there will be monthly planning meetings for the launch event preparation, with HP representing Governors and Trustees.
- b. JWh advised that JT is leading on the Health & Safety review, with JP overseeing as the Director of Operations.

RR advised that a Health & Safety audit completed by Judicium produced five action points to be completed by 31 March. The college has arranged first aid training and Fire Marshall training for staff.

6. Finance Update:

- a. Governors received the January Management Accounts.
- b. JWh said that as more students join the college and staffing is now more stable, the deficit has been decreasing month on month. The reason for the current £73K deficit is due to a

timing issue from some late invoicing, where a few months of invoices were received together from suppliers of agency staff and this has sent the deficit trend the wrong way recently.

- c. Governors noted that the ArtsX growth continues to be subsidised by IMHS, via the T4 Trust. Indications are that ArtsX student numbers are increasing for the college to be self-sufficient in the year ahead.
- d. The SRMA has visited the college and the informal feedback is that the ArtsX operation has much improved since the SRMA's visit last year.

7. Head of College's Report:

- a. Governors received the Head of College's report.
- b. RR said that the key issues at the college are attendance, the curriculum and timetabling. The positives include the UAL and the RSL moderation reports. RR advised that UAL had commented on the robust internal moderation at ArtsX. There have also been positive appointments made with recruitment of a Maths tutor and a Music tutor.
- c. The ESFA inspection this week reviewed staff and student contact ratios, which had originally been recorded as 22% and are now up to 63%, with a projected trajectory of 79%. This compares favourably against IMHS, which has a contact ratio of 70%. There is work to be completed on reviewing the curriculum and timetable. There is also more work needed on recruitment and retention of students to increase class sizes to facilitate an improved ratio of contact time with students. This ESFA report and its anticipated recommendations will focus on these key improvement indicators.
- d. Governors reviewed the Attendance Action Plan. The welfare team are chasing up on attendance issues through arranging Attendance Panels, Attendance meetings and targeted home visits to try and working towards engaging parents more effectively. Tutors are also more involved in monitoring and following up on attendance. Attendance remains above national for APs but is below the college's target. The most significant issues are in Yr11 and most of the support and interventions are being aimed at this cohort. Many of these students arrived with a history of chronic low attendance. The major concern is that there is only eight weeks remaining before these students take their GCSEs. Governors discussed the student with 6% attendance. In response to questions on whether students who are not in school are engaging in online learning from home, RR said that students have access to Microsoft Teams where they can get into their coursework and other files. During the lockdown, some students did better and more consistent work online than when in college. The college also sends work home to students who are PA and this has led to some successes, with a few students starting to come back in. Governors noted that the exam boards have made strategic pre-releases of key materials, such as formulas in the Maths exams and information for the English exam.
- e. In discussing the college roll, RR advised that there have been eight new referrals this term and the roll presently stands at 58. Two assessments are currently taking place. Following a local recruitment fair there have been two new referrals for prospective post-16 students. The college expects a significant uptake in interest once the website goes live in a few weeks. RR said other positives include the internships on offer and the quality of the college offer in general.

In response to questions on the monitoring of admissions enquiries from the website, RR said that all enquiries are monitored daily and there is an Admissions meeting every Monday, where all new admission forms are reviewed. Governors suggested that there should be a faster turnaround in responding to enquiries, as most applicants will expect a response within 48 hours.

RR advised that three walk-in applicants had visited the college yesterday. Their details were recorded and application packs provided.

- f. Funding applications have been made to Islington and Camden. In addition to this, the college has approached the Richard Reeves Foundation for individual student funding of £600 for students in the 6th form who qualify for FSM. This funding is to be used for educational purposes, including purchase of equipment, learning materials or educational trips.

RR advised that the college is also looking to link up with Sony Records, who are offering a grant towards career routes and pathways into the music industry for vulnerable young people.

- g. The interns are receiving a significant offer in terms of the depth and the breadth of the experiences they are being given. Most recently, John Rankin, the famous photographer and director, has agreed to offer one student work experience. Another student has secured work experience at the National Theatre.

Fortnightly line management meetings for the Intern Lead are in place and it has been agreed that a fortnightly staff newsletter will be published to communicate updates of the supported internship programme.

- h. In response to one of the priorities listed from the Islington and Camden QA last year, the Brook and the Brandon centre have been approached for support and an outreach service has been secured on relationships, consent and the use of social media in the context of relationships for next month. This will form part of the PSHE programme and is also aligned to the RSE policy.

- i. Governors noted that a more detailed curriculum update will be provided at the next meeting.

- j. In discussing SS, JWh said that there is no update. It is unsure how SS is being funded at this time. It is anticipated that some SS students may join ArtsX to complete the Rock School qualification.

RR said that the Rock School tutors are producing a course booklet which will also be published to the college website. They have also made strong links with the Roundhouse, which has several thousand young people who attend the centre and have been talking to some of these students about coming over to ArtsX.

8. Safeguarding:

- a. Deferred to the next meeting.

9. Policies & Documents:

- a. JWh advised that JT has been commissioned to lead on a project of establishing the Policy Review Schedule across the Trust, which will also look at which policies can be delegated to the Trust, LGBs and the CLT.

10. LGB Development Plan:

- a. The Chair encouraged Governors to make use of the NGA online learning modules. There is a completion certificate at the end of each module that Governors should send to the college for their Governor training evidence folder.

- b. Governors suggested that the next meeting should receive an on-screen presentation of the website; a more detailed Safeguarding report; a curriculum update including details of the Pre-16 and Post-16 curriculum offer planned for September 2022; and update on the student pipeline.

11. Any other Business:

- a. In response to questions on management of the Asset Register, JWh said that the school uses the Parago asset management system and all IT equipment has been tagged and logged. The system is managed by different staff on different days but will fall within the remit of the new SBM going forward. Governors discussed the difficulty of tracking thousands of pieces of equipment and agreed that there should also be some direct responsibility given to Middle Leaders on monitoring assets in assigned locations or departments, as some of this equipment is high value. Governors agreed that some low value items, such as cameras and phones, should also be recorded on the Asset Register, as they are portable to easily go missing.

In response to questions on the existing STEM school equipment that had been inherited when the college took on the building, RR said that this will either be used by the college or sold on. Governors discussed how the equipment will only depreciate the longer it remains in storage, as well as incurring storage costs and suggested that realising some value from this equipment should be on the new SBM's short term workplan. Governors agreed that the STEM school equipment should also be listed on the ArtsX Asset Register for monitoring and to be able to have a clear line in the accounts from the Asset Register to the sale of any equipment.

Governors discussed the T4 Finance meeting (June 2021) where Trustees had agreed that SS should be allowed to continue to have use of the laptops so that their students can have the tools to get their qualifications, but this equipment will remain as WAC assets. RR advised that SS had tried to make a claim on the laptops as part of the DfE scheme of providing laptops to schools during the pandemic, but these laptops were purchased separately by WAC.

Action 220224/03: Update on the status of the laptops loaned to SS to be provided at the next meeting. (RR, JWh)

- b. Forward Agenda

- Governor Recruitment
- Risk Register
- English & Maths Progress Report
- Policy Review Schedule
- SENCo Report
- Staff Wellbeing Survey

12. Date of the next meeting:

- a. Governors agreed that due to the number of absences for today's meeting, an additional meeting should be scheduled.

■ 10.30a.m. on Friday 25 March 2022

13. Any Confidential Items:

- a. None

The meeting closed at 17:25

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Chair date

Decisions

Agreed: The Minutes of the meeting held on 9 December 2021 were confirmed as a true record.

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Actions

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