

A Meeting of Governors Held at Lincoln on Thursday 21 November 2024 at 1.30pm

Minutes

Present:	Steve Barnes	SB	All meeting
	Graham Bratby	GB	All meeting
	Jon Stevenson	JS	Absent for agenda item 4
	Barbara Temple (Chair)	BT	All meeting
	Michael Ward	MW	All meeting
	Kate Wilson	KW	All meeting
In attendance:	Mel Findon	MF	Agenda items 6a and 5
	Helen Garnett	HG	Agenda item 2
	Bev Lee	BL	Absent for agenda item 4
	Imogen Lemon (Clerk)	IL	All meeting
	Yvonne Prendergast	YP	Agenda item 6a (By virtual meeting platform)

1. Apologies/Attendees/Declaration of Interest

- 1.1 IL was welcomed to her first meeting as Clerk.
- 1.2 Apologies were received and accepted from Ian Howells (IH) and Anthony McCarthy (AM).
- 1.3 Given that pay awards for individual members of staff were due to be reported under agenda item 4, it was agreed that JS and BL should withdraw from the meeting for that item. There were no other declarations of interest.
- 1.4 BT reminded Governors to confirm their declarations on the GovernorHub and it was confirmed that all members of staff involved in commissioning contractors or processing financial transactions should also complete declarations.

HG joined the meeting.

2. Resources Report

- 2.1 HG took Governors through her report (Agenda Item 2 Governors Resources Report - 21 Nov 24), and highlighted three new grants had been received relating to staff pay. She advised the meeting that she had received assurance that all future staff pay awards were fully funded.

Governor's question: do those grants cover the general pay awards or the incremental awards?

HG's answer: The general pay awards.

HG advised the meeting that she would be updating the financial plans to incorporate the new pay awards during week starting 25 November.

Governor's question: Do we tend to spend more in the second half of the year?

HG's answer: Yes, historically we do.

Governor's question: Does the projected carry forward for March 2025 include the pay awards?

HG's answer: Yes.

Governor's question: Does the school have any reserves?

HG's answer: None other than any positive carry forward.

- 2.2 HG advised the meeting that the school would be making a claim for November and December home tuition. The submission for April to July has already been made.
- 2.3 HG outlined the recent staff changes including two new teaching positions and one new administration member of staff.
- 2.4 The devolved capital fund had seen little movement but the work on the replacement of facias had gone well, and had resulted in a real improvement to the premises.
- 2.5 Referring to the Mid Term Finance Plan (Agenda Item 2 Current Finance Plan Nov 24), HG highlighted the projected positive carry forward for 2024-25 and the training budget for the current year. A list of training undertaken was provided in her report.
- 2.6 **The school fund accounts would need auditing in the new year and HG invited Governors to suggest possible auditors. Governors.**
- 2.7 Also in the new year would be the completion of the School Financial Value Statement (SFVS) which would need submitting by the end of February.
- 2.8 HG went onto to alert Governors to the possible repair work needed to the ceiling of the exam store at the Baumber site. An initial quote had been £4k. Given that the safe was in this room, the work needed to be completed before the examination season but there was a chance that, in conducting the repair work, asbestos could be discovered.

Governor's question: Given that we have a lease agreement for these premises, is LCC responsible for this work?

HG's answer: The school is responsible as it comes below the £10,000 threshold.

Governor's question: Is this part of the main school building, could other areas of the school building have the same problem?

JS's answer: Only evidence of the issue in that particular room

Governor's question: Is there definitely asbestos or is this only a possibility?

HG's answer: Just a possibility.

2.10 **Governor's question:** Are we still waiting for the health and safety audit report?
HG's answer: Yes, it has been chased but I will chase the report again. HG

2.11 **Governor's question:** Has there been any progress in the recruitment of an apprentice?
HG's answer: Yes, one application has been received. The closing date is 1 December.

BT thanked HG. HG left the meeting.

3. Meeting Focus Input 1 PM Overview

3.1 BL reported that the teachers' performance reviews had been completed before the October half term break. Staff targets had been linked to the SDP and the only staff amber targets were due to sickness absence or matters outside the control of the staff member. Support staff performance reviews would be completed by the end of this term.

Governor's question: How many support staff are there pursuing qualifications?

BL's answer: We offer support staff opportunities for both qualifications and training.

3.2 It was noted that the external adviser, Hazel Wheatley, had provided some very good advice and support for the review of the SB's performance. It was agreed that the Governorship of the Headteacher's Performance Review Panel should be:

- Ian Howells
- Barbara Temple
- Kate Wilson

4. Meeting Focus Input 2 Pay Committee Outcomes

It was agreed that this agenda item should be recorded in a confidential addendum (part one) to the minutes.

It was agreed to take agenda item 6 at this point in the meeting. YP joined the meeting. BL and JS rejoined the meeting.

6. Meeting Focus Input 4

6.1 a) Careers

YP took Governors through her presentation (Agenda item 6a Careers powerpoint for governors Nov 24) and added the following points:

- Expansion of visits
- Ofsted inspectors had been provided with ample evidence against their four key areas.

- Of those Gatsby benchmarks not yet with 100%, Target 4 (Linking Curriculum Learning to Careers) would be the focus in early 2025 and Target 6 (Experiences of Workplaces) and Target 8 (Personal Guidance) by the end of the summer term.

Governor's question: How time consuming is this evidence gathering?

YP's answer: We have an adviser, and we provide the evidence to her. This works well.

Gatsby Target 1: A Stable Careers Programme

- The school website is proving useful, particularly for years 10 and 11 students.
- New benchmarks to work towards will be students providing an account of their own journeys through the school and also their use of technology.

Gatsby Target 2: Learning From Career and Labour Market

Governor's question: Seems like a large piece of work?

YP's answer: Neil Blackwell's work is really valuable in providing a personalised service, focused on the needs of the pupils.

Gatsby Target 7: Encounters With Further And Higher Education

There will be greater emphasis on apprenticeships

- It was noted that there needed to be further work done to help staff to recognise the importance of this work.

Governor's question: What do you need governors to keep track of?

YP's answer: Providing support in pathways such as conducting mock interviews.

MW offered to help in mock interviews, and it was agreed that YP should liaise with him over possible dates and nature of involvement. **YP**

YP left the meeting and MF joined the meeting.

6.2 b) Destinations

MF took Governors through the summary of her presentation (Agenda item 5 Governors Presentation Nov 24) and highlighted that this was the first time that data and information had not shown a direct correlation between the length of time a student has engaged with the school and the level of qualification they have achieved.

Governor's question: Would we normally expect such correlation?

MF's answer: Normally we have seen such a correlation, and this year may be an anomaly.

Governor's question: Are those students categorised as NEET dual registered?

MF's answer: Two are single registered. The school compares well with other Alternative Providers.

Governors welcomed the excellent quality of the information presented.

5. Meeting Focus Input 3 Holistic Processes

- 5.1 MF took Governors through the details of her presentation (Agenda item 5 Governors Presentation Nov 24).

Governor's question: How long has this programme been running?

MF's answer: There have been previous versions over several years, but this is more all-encompassing and has improved.

MF outlined the nine areas included in Personal Development which was based on pupil voice. These were embedded in the school's Wellbeing on Wednesday (WOW) programme. It was noted that there may be a need to look at the wording of the pastoral engagement scoring options. The programme is being adapted for different settings and the data can be evaluated at the school level which was really useful.

- 5.2 Governors applauded this work and what staff were providing for students; offering hope when sometimes they have none when they first arrive at the school. MF was thanked for her time and presentation.

MF left the meeting.

It was agreed to take items 8 and 9 at this point in the meeting.

8. Minutes of Meetings 26.09.24

- 8.1 The minutes and confidential addendum to the minutes for the meeting held on 26 September 2024 were proposed by GB and seconded by MW as true and accurate records. The minutes and addendum were approved and signed as read.

9. Matters Arising

9.1 Item 12: Purchase of Laptops

JS advised the meeting that the LEAD Teaching Hub had been approached but they only provided ICT equipment related to their course, which were not appropriate. Likewise, due to not supporting the right applications, Chromebooks were not suitable. LCS (ICT Supplier) had provided some costings for laptops at a lower price than those purchased previously.

Governor's question: Are there any charities we can approach?

KW's suggestion: Leeke Education Trust may be suitable. Agreed that JS would approach Leeke Education Trust

JS

- 9.2 **Agreed that proposals on the purchase of laptops should be presented to the next meeting.**

JS/HG

9.3 Agenda item 11

The report from IH on future direction was received.

10. Chair's Action

- 10.1 BT advised the meeting that she had exercised her powers, under Chair's actions to appoint KW onto the Pay Committee. This, she had deemed, necessary in order for

staff pay awards to be actioned in accordance with the governing body terms of reference and within the timeframe set out in the school's pay policy.

10.2 In addition, BT reported that she had visited the Lincoln base ten times, Amber Hill base once and Baumber base once since the last meeting.

11. Future Plans update

It was agreed that this agenda item should be recorded in a confidential addendum (part two) to the minutes.

7. Meeting Focus Input 5 SDP Updates

7.1 BL presented the SDP update (Agenda item 7 SDP Review 24-25) and added the following points:

- Student data to date provided confidence in the achievement of KPIs.
- Mastery Of the Curriculum would involve research on primary curriculum.
- Language and Metacognition would not involve deep dives this year but focus on learning walks.
- Hearing A Hopeful Voice was aiming to get greater consistency across the three bases and a pupil induction programme was being devised.
- Attendance - nothing new to report.
Governor's question: What are the attendance awards?
BL's answer: a raffle whereby pupils earn more tickets according to their level of attendance. The raffle prize is a £10 voucher. Other smaller awards are also given.
- Intervention would be a focus and impact was already being seen. This was a focus for discussion at the second governors meeting in 2025.
- Neuro-divergent Support - new working group has been established and also looking at peer support for those students with autism.
- Parental Offer: new area for this year.
- Wider World: Wednesday career sessions are well attended, the pupil forum is working well. A residential to include a visit to Alton Towers, staying at a youth hostel has been arranged and bookings are being taken.

12. Senior Leaders' Report

12.1 BL took Governors through her leadership report (Agenda item 12 Leadership Report FGB Sept 24) and highlighted the following:

- The Duke of Edinburgh Silver award trip was very successful
- The behaviour policy PLACE was now PLACES with the 's' standing for safety; this was following the suggestion from a Governor of the pupil forum.
- Armistice day had been marked by two minutes silence at Lincoln and Baumber sites and a memorial service held at the Amber Hill site with local residents, including readings from staff and students.

- Trip to Lincoln Cathedral to see the installation, Peace Doves to which school members had contributed
- A structured cover plan has been put into place for staff members on long-term leave.
- Meeting with LCC Head of Service SEND was scheduled for 13 December.
- LCC had introduced a personal support plan
- Whole school assembly was taking place each week.
- BL was involved in the LCC SEND Steering Group which was helping LCC prepare for Ofsted inspection.
- External supervision being put into place for BL and MF given level of safeguarding.
- 104 students on roll.
- Data for those students with SEND are on track for them to achieve their targets.
- Of the negative conducts reported, non were serious and mainly for non-engagement. It was noted that there had been 74 positive conducts logged since start of term compared to 2 negative

12.2 BL was thanked for her report which Governors agreed was well structured and clear.

13. Governor visits

13.1 The various governors' visit reports circulated prior to the meeting were received. Governors were reminded to check their reports with the lead member of staff before wider circulation.

14. Focus Changes for Next Base Visits

14.1 No changes in light of the meeting.

15. Any Other Business

15.1 There was no any other business.

16. Date of Next Meeting

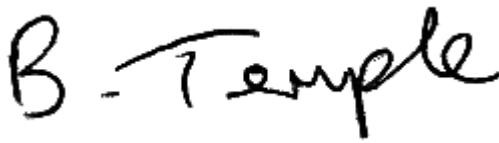
16.1 The next meeting was confirmed as Thursday 30 January at 1.30pm, to take place at the Lincoln base.

Summary of Actions

Min	Action	Who	Timescale
2.7	Audit of school fund accounts: send suggestions for any suitable auditors to HG.	Governors	ASAP
2.10	Health and safety audit report: obtain in time for next meeting.	HG	Nxt. Mtg 23/1/25

6.1	Mock interviews: liaise with MW.	YP	ASAP
9.1	Laptops: approach Leeke Education Trust to see if the school is eligible for support.	JS	Nxt. Mtg 23/1/25
9.2	Laptops: present proposals on the purchase of laptops to the next meeting.	JS/HG	Nxt. Mtg 23/1/25

Signed:

A handwritten signature in black ink that reads "B. Temple".

Dated: 30 January 2025



Hope-filled Opportunities Provided for Everyone

