

Cromwell Community College

Local Governing Body Meeting
 Thursday, 9th September 2021 at 14:00
 Venue: Cromwell Community College

MINUTES

Present: Mrs H Cassady (Acting Chair) Mrs J Horn (Executive Headteacher)
 Mr I Whitlam Mrs C Corby-Judge (via Teams link)
 Ms S Pritchard Mrs F Baxter (Vice Principal)
 Mr S Bainbridge Mrs J Roberts (Clerk - Minutes)

Apologies: Mrs H Llewellyn and Mrs C Macdonald

Item	Notes	Action
1	<p><u>Welcome and Apologies</u> H Cassady welcomes everyone. Apologies from H Llewellyn and C Macdonald. Confirmation of resignation of Mr T Jones.</p> <p>Introductions around the table by all present.</p>	
2	<p><u>Declaration of Interests</u> H Cassady declared her dual role – Active Learning Trust employee and acting Chair. S Bainbridge – Active Learning Trust employee, Executive Headteacher of Highfield, Ely I Whitlam – Go4Schools employee so would have an interest in assessment subject matters</p>	
3	<p><u>Minutes of Last Meeting and Matters Arising</u> The minutes of the meeting held on Monday, 12th July 2021 were confirmed as true record. No queries raised and no matters arising.</p>	

4	<p><u>Nominations</u> H Cassidy agreed to the role of Acting Chair until another could be arranged.</p> <p><u>Nominations for Vice Chair</u></p> <p>S Pritchard nominated by J Horn Seconded by I Whitlam</p>	
5	<p><u>Roles and responsibilities</u> As detailed in the minutes from the meeting on Monday, 12th July roles and responsibilities are as follows:-</p> <p>S Bainbridge – Post 16 and Race Charter C Corby-Judge – Safeguarding H Llewelin – SEND and Pupil Premium S Pritchard – Quality of Education and Primary I Whitlam – Health and Safety, Attendance and Behaviour</p> <p>H Cassidy - thank you to everyone who has visits organised. Completing of reports and feedback to LGB is important, particularly as Cromwell are moving into the inspection window. Ofsted are behind by approximately 6 terms (2 years) but a visit could still happen at any time. Link governor visits are very important. It is vital that we know the school well, are informed on the strategic direction and that we are also challenging decisions being made. Approval, evidence and quality around key priorities is crucial.</p> <p>Gov – having met with the Head of English, who was new at the time, a couple of years ago it would be nice to meet again to close that loop and see how things have moved on so that this can be reported back to the LGB.</p> <p>H Cassidy and J Horn - agreed.</p> <p>J Horn – do we bring in heads of core to some meetings to present and go over improvement plan?</p> <p>H Cassidy – could have key subjects available at the time of a governor visit. It would mean a longer visit and would also mean that S Pritchard would not hold every subject as curriculum link.</p>	
6	<p><u>Statutory Items</u></p> <p>Safeguarding KCSIe September 2021 has been emailed to all governors for their review and has been saved in Governor Hub for easy access by all. All governors confirmed they have read this document.</p>	



<p>M Stevenson (Safeguarding Lead and Assistant Principal) attended the meeting and presented to governors. This presentation will be shared with governors. Data relating to attendance last year was shared.</p> <p>Gov – is there a reason for no dip in attendance towards the end of term? M Stevenson - Continuity of education was a big reason that a dip in our learning engagement not seen. Remained reasonably high engagement. J Horn – up to half term was the toughest time. College was a happier place after this time when teachers were able to teach in their own classrooms and bubbles in lesson time removed. Some of our non-attenders have moved to EHE. Predominantly girls. Gov – has the Local Authority become involved with these? J Horn – yes, there is a Local Authority process in place and we do not encourage EHE so meet (where possible) with parent/carer and pupil to try to discourage. Gov – this is a very positive picture in terms of attendance. Has that been celebrated with staff? M Stevenson – not at this point. Gov – will this be? J Horn – yes, we can show staff this, it is a strong message. Gov – everybody’s responsibility and it is a positive picture.</p> <p>M Stevenson – shared data regarding vulnerable student attendance and data regarding exclusions last summer term. Gov – what is happening with Year 10 as they are now Year 11? M Stevenson – the reason these figures were high is due to one incident in which many pupils were involved, resulting in 6 of those exclusion days. We now have a Pupil Support Officer in place for each year group offering further support. J Horn – there are no exclusions where we could not explain the story about what was going on, they were justified and we no other option/alternative available due to safety measures in place. Gov – perfectly understandable. M Stevenson - exclusion is a short, sharp shock tactic. A final port of call, we had nowhere else to put them so we had to exclude. There are some we would not have done usually, but we there were no other options available. Gov – racist behaviour, sexualised behaviour. Are students reporting these things? Do you have a confidential service around this? This ties in with the Behaviour Policy. M Stevenson – we have external signposts, the Safeguarding email address (although not confidential). Toot Toot is an app we are looking at – but we want this to be student led – run by school council and prefects. J Horn – we discussed sexting and I was concerned to find that this sort of behaviour is considered utterly normal by young people. Gov – you are mitigating risks as much as you can and it is being rigorously dealt with. M Stevenson – we assume it is happening and we are looking for it.</p>	
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Gov – the impression I get is that, from my children, peer support is good and they will pick things up and pass it on.

M Stevenson – peer mentoring is really useful and over Covid has not been possible. Young people are more likely to talk to peers than adults. We are opening avenues for reporting. We are reintroducing peer mentoring this year.

Gov – how much is linked to students in Alternative Provision?

J Horn – some ended up in Alternative Provision. Behaviour would have to be quite extreme from Alternative Provision as we know they don't want to be in school and would prefer not to exclude if possible.

Gov – it would be interesting to see, down the road once STEPS has embedded, how this changes over time.

J Horn – there are so many factors affecting this and many different correlations you could look into.

Health and Safety

S Surtees (Cromwell Business and Operations Manager) attended the meeting today. **S Surtees** confirmed that a full audit was completed at end of the last academic year. This also incorporated new Site Manager joining the team and the retirement of the previous member of staff.

Still awaiting the final report from this audit. It highlighted things we had already identified and that we had already begun to address. There was nothing that was a shock. It highlighted some trust wide issues which the CEO is aware of. We welcome these reviews, they are a critical friend and provide constructive feedback. **I Whitlam** and I worked through the last audit and this is just a catch up and review, but full audit.

Nothing significant was indicated and nothing arose that we were not aware of or that would have come out of blue. If there were any red sections these were out of maintenance contract and not specific to school.

J Horn – we keep working to relevant and appropriate priorities. Inspected by 3 different people with different focuses.

Gov - H&S visit – would this be secure, no major issues?

S Surtees - no concerns about any major issues.

Gov – new builds have snagging issues.

J Horn – Kier (who constructed the previous new build) resulted in lots of issues. Consideration was not given to ongoing maintenance and management going forward, and guarantees etc. **S Surtees** has gone back to Keir to try to get some regress to see if we can sort and has had some success. **Morgan Sindall**, very different, fantastic, worked with us. There have been some snagging issues, drainage on field being a primary concern. They have been back twice to put



extra drainage in so we will see how things go when we move into winter. Ventilation is also an issue that we are monitoring.

Gov – with regard to the quality of education, are we considering air con?

J Horn – not at the moment but in time, possibly. We wanted to bed into the building and see how it goes.

S Surtees will forward the Covid Contingency Plan to all governors for their information.

Gov – at what stage to public health come involved?

J Horn – they get in touch with us, if 10% of our cohort are affected.

One of the biggest issues at the moment is non double vaccinated staff.

Obviously this is a personal choice but it is causing some staffing issues. We cannot ask staff if they have been vaccinated. It is the isolating that is causing difficulties. We did not expect to have 6 staff out in the first week of term. Difficult to manage.

Gov – can we clarify from The Trust whether we are allowed to ask staff about vaccination status.

J Horn – no, this would be a breach of GDPR

Gov – but I work for the Civil Service, we have had to record all this information.

Gov – they can ask you if you are prepared to share but there is no compulsion to do so. The Trust has not required this as personal information. You cannot mandate staff to give this information.

Lettings Policy

S Surtees went through the Lettings Policy shared previously with all governors.

Wanted governors to be aware of this Policy.

No questions from governors so the Policy was ratified and seconded.

Admissions Arrangements

We are currently bound by The Active Learning Trust policy. The Trust are the admission authority for school. In opening the primary phase, a number of issues arose which could not be taken into account within the standard policy.

Following admissions last year, the year of entry have to be consulted on and determined 18 months in advance. We have worked with ESFA to see if we could incorporate this. We would have to follow a consultation process and not make changes until 2023. It could not have been foreseen when Trust policy was put together. This is therefore the arrangement for Cromwell specifically, there are slight changes to the standard arrangement by The Trust. S Surtees worked with K Jarvis at The Trust to do this. S Surtees went through the document shared with governors previously.

The Post 16 number will stay at 0 for September 2023. Highlighted changes seen. Point 3 – siblings in school. Proposal within phases of education to encourage holistic approach with families.



Point 5 – Trust enforced.

Look at manageability of in-year admissions. (J Horn and Chair to discuss)

Gov – there needs to be a caveat regarding managing the volume. As governors we need to know there are people there to manage this.

J Horn – you have children living very close who potentially will not get in, favouring families with siblings already in school. The primary phase was built for the children in Chatteris and close by.

Gov – according to the Trust Scheme of Delegation governors do not have responsibility for admissions.

Policy ratified and seconded.

Behaviour Policy

G Fulcher (Assistant Principal) attended to discuss both Behaviour Policies (copies of which have been previously shared with governors).

The Primary phase part has been written by C Macdonald, Head of Primary Phase and the Secondary phase part has been written by G Fulcher and M Stevenson (Assistant Principals).

The policies are different in terms of management of pupil behaviour but we wanted a similar approach to both. Included is a table to guide staff as to behaviour.

Gov – the Primary Policy talks about learning behaviours in classroom, this does not come across as strongly in the secondary. How is that a fundamental part of secondary provision, how does this follow on? There are effective routines in primary, you want these to continue. This is an opportunity to train secondary and post 16 into that behaviour following through from primary phase and build on this.

Gov – if I were a new teacher to the school I would make it clear around sensory issues and ability to regulate behaviour.

G Fulcher – S Amor (SENDCo) sends out specific information relating to any SEND child, which I will make clear in the policy.

Gov – you need to recognise every teacher is a teacher of SEND. You need to ensure this is clear in the policy.

Gov – changing behaviour approach i.e. STEPS.

G Fulcher – we are a STEPS trained school. We are introducing this on a small scale initially, with SEND area first and will see how this can move forward. STEPS training is about focusing on the positives, understanding behaviour and reason for behaviour. If consequences are required, they tie in with the poor behaviour.

J Horn – a lot of our staff already have this approach as a default. SLT model the behaviour and interactions with children. They don't shout, rarely get cross. Reasoned conversations. A lot of this practice is already embedded. We take a restorative approach already.

Gov – a significant number of staff show this approach anyway. How does your vision link in with this policy? The values you have should be threading through from primary.



Gov – it does, but to strengthen it, thread it through and tie in with the “intent statement”.

Gov – what about awards, rewards?

G Fulcher – traditionally we gave positive and negative points. Having spoken to the children over the last couple of years and coming through the school council, generally they felt it was not fair. Positives may not have been awarded fairly, negatives are fair though. Examples given to governors. Inconsistency through expected behaviour from a child by staff. This created an unfairness. We now do not have positives, there is a level of expectation that they behave in a certain way. Pupils are not against this. If we continue to issue rewards, it is not true to life, the best reward is praise on the spot for good work. We have therefore taken the decision to lose positive points. All pupils start on 200 points, negatives will then be deducted where relevant.

Gov – how are they given, privately or publicly?

G Fulcher - mostly private, not something discussed in the class, if we saw this we would speak to the member of staff.

Gov – this fits in with STEPS.

Gov – how do positives fit in with the kids, what do they get in respect of recognition?

G Fulcher – sometimes in class, recognition of positive behaviour. Recognition breakfasts for parents and students – 8am for 30 mins. We will run these for attendance improvement, pupils not receiving negatives, or those pupils who have improved and received less negatives. The big drive is on student leadership. We have always had Prefects but we are now introducing Junior Prefects in Year 9, reading mentors, student commission, subject awards (bronze, silver and gold), coming through in next couple of weeks. There will be a recognition brochure. The vision is that pupils will be adorned with badges and proud of this. We are encouraging staff to have open conversations. It will take time as it is a very different approach.

J Horn – we are looking to iron out unfairness. We want to encourage an intrinsic pride in what the students are part of. We have seen this at another school. Again, it took a few years but ultimately it meant something to the students. It was the norm to have these positions of responsibility and the odd ones out were those that did not buy into it. We want all the pupils to be recognised for their commitment.

Gov – parents may miss the weekly email re positives and negatives. They will not know what sort of a week their child has had.

J Horn – but this is a good thing, notification will only be negative so no contact will mean the pupil has had a positive/good week.

Gov – could we let this run for a half term and see how this goes. Trial the system, gather student voice and parent voice. Evaluate this and see what it will be like?

G Fulcher – we may need longer than up to half term to get a full picture.

Gov – by end of this term. Power of the conversation at home is important as well.

	<p>J Horn – but this may not have been happening before. Gov – it will be about sharing of information and guidance with parents then G Fulcher – yes. J Horn – parents/carers were sent a letter in summer of 2020 setting out these proposals. G Fulcher – only 1 response received to this letter and request for any feedback. Gov – OK, evaluate and see what comes of it.</p> <p>G Fulcher outlined a small addition regarding mobile phones that will be added into the Behaviour Policy. The relevant wording was shared with all governors.</p> <p>Gov – query over wording – does this include the café? J Horn – yes, the pupils know this includes the café. Gov – break and lunch time is a pinch point for safeguarding regarding mobile phones so why are pupils allowed to use them at these times? J Horn – because it would push use underground and we would not be able to monitor or identify such issues. There are also many examples of appropriate use during these times. Gov – OK M Stevenson – we spoke about this and identified that it is appropriate to ensure young people are educated to know how to behave appropriately using phones. Gov – slight changes to wording suggested. Gov – we thought our transition at our school to STEPS would be smooth but the sanction area has been the most difficult thing to work through and adopt. Are you consulting with STEPS around this? J Horn – yes, we are. Gov – if the changes can be made and sent out we can ratify this as soon as possible. It can be put on the school website as draft for the moment, identifying that it is still subject to change following feedback from governors.</p>	
<p>7</p>	<p>Headteacher Report J Horn gave an overview relating to each subject as it was confirmed that examination results would not give a full picture:-</p> <p>J Horn confirmed that there are 4 members of Senior Leadership joining today's meeting to share the impact of the last academic year and the way forward for this academic year.</p> <p>All subjects may be in need of review. We have taken support from The Trust and have expertise coming into college to review areas and look at the strengths. Staff are positive about this.</p>	



Core: -

English, 3 years ago this subject evidenced a declining trend and was not where we wanted it to be. Post 16 wanting to study this at A level is dropping in numbers. We recruited a new Head of English who is now at the start of her 3rd year. We were with Welsh exam board for GCSE. The problem with this was that not many other schools in England were with them and able to share information/comparison. AQA is the most popular English exam board offering many more resources. We made the decision to move to AQA, last year was the first year through. It is difficult to say if this was successful but data shows the quality of teaching is improved, resources and Scheme of Learning is also improved and more robust. F Baxter monitors this. Pupils have English Language and English Literature. This is 2 separate qualifications so we split this last year. We now have 2 separate subjects on timetables and 2 separate teachers which has helped accountability and people follow the whole Scheme of Work. Coverage is now consistent and confident. We also have a new Second in English who is passionate and strong showing good leadership in English. The team are motivated, well read, constantly reflecting where they are at. The Head and Second are confident and have the ability to hold staff to account. The challenge is how to maintain. We had Diane Osagi in 18 months ago and we asked her to undertake an Ofsted deep dive within English. It was strong, happy that they know what they are doing. Improvements to be made though.

Science – first year as head I lost 9 members of science. Lots of turbulence, new team built and they are a good team, with good results at GCSE before pandemic. Highest we ever had 62/63% gaining 2 good GCSE's. Last year was the first year of 3 triple science groups which says something about teaching and the pupils. We review this every year, it is flexible but pupils have shown they were able to be pushed. A level uptake has been lower this year. Following a year of no practical science, teacher very vulnerable so not in school for some time, pupils did not receive the experience in science that would lead pupils to choose A levels. We have 3 or 4 taking A level chemistry, 4 taking A level biology and none for physics. Physics does not necessarily flag as an issue, we now have one specialist physics teacher. We have 3 new science teachers started this year. One has come back from another school, one is an NQT and another is the wife of one of our Senior Leaders. The department/ subject is secure/strong.

Maths – previously we had Head of Maths and a team who were very strong. The Second in Maths took over as Head of Maths when he retired but the trend was heading in the wrong direction. She was aware of this. The TLR holder for KS5, A level maths, was a single point of failing and results were not good. This was hidden initially but we are now very aware.

Gov – proactive in looking for this.

J Horn – through quality of teaching we could not hide it. We now have a new Head of Maths, a new A level teacher and new A level specialist. Previous A level teacher is now teaching KS3.

Our secure departments/subjects are:-

Religious Education – strength

Social Science – strength

Humanities – improving picture but no data for 2 years, yet to be validated

PE– improving picture but no data for 2 years, yet to be validated

Art – has improved but again needs validation

Music – strength

Drama – secure

Languages – improving from where it was 3 years ago. New Head of Subject, once grown may put EBACC back in place. Strong picture compared to 3 years ago.

Technology – strength – this year there may be some flux.

IT/Comp Science – improved

Business Studies – improved

Gov – allocate us a department/subject area and we will link/monitor and meet with relevant staff.

I Whitlam – Music, Drama and Art

S Pritchard – Maths, English, Science and Reading along with EYFS

S Bainbridge – Modern Foreign Languages

C Corby-Judge – IT and Business

H Llewellyn – Technology and Social Science

H Cassady – PE and Humanities

Governors will carry out termly visits for these subjects and link with the relevant SLT half termly.

Examination Update/Results

A Jones (Assistant Principal) went through the data/information which has been shared with governors today. A Jones suggested these are outcomes rather than results as there were no examinations.

Gov – how many appeals have you received?

A Jones – 3, 2 at A level, 1 GCSE. One gone to stage 2.

We ended up 0.3 of a grade higher.

Gov - 0.4 value added, on entry were they below?

A Jones – we had no SATS results so no way to measure.

Gov – in terms of looking at this data, what was the impact on destination for students?

A Jones – most achieved where they wanted to go, only around 3 who went with a second choice.

	<p>We have one Year 12 student who will be completing A levels along with English and Maths GCSE resits, which we would not normally have done. The process last year was very honest but this year much more rigorous. We feel we have been very honest.</p> <p>Gov – quite rightly, this goes to the rigor around your quality assurance. Make sure the staff receive our thanks and appreciation for all their hard work. Thank you to SLT – a very challenging situation.</p> <p>J Horn –specific recognition to A Jones</p> <p>Gov – yes, thank you Andrew</p> <p>Governor Visits I Whitlam met with S Surtees in college on 3-9-2021 S Bainbridge meeting with H Paul (Post 16) 10-9-2021 H Llewellyn is due to meet with M Stevenson and S Amor (SEND) on 28-9-2021 C Corby-Judge is due to meet with M Stevenson (Safeguarding) on 23-9-2021</p> <p>Other meetings to be confirmed.</p> <p>School Development Plan This item will be placed on the agenda for the next meeting.</p> <p>Governor Training Almost all governors confirm they have completed the Handsam Training online. Training around Sexual Harassment in schools will be completed by someone from The Trust. This can take place in a LGB meeting and H Cassady will co-ordinate. Ofsted refresher training can be delivered by S Oswald from The Trust. H Cassady will liaise with S Oswald but recommends governors complete a visit before this training is organised, so that governors are familiar with their link staff and subject areas. J Horn requests the training is tweaked around inspection visits and questions to ask.</p>	
8	<p><u>Trust Updates</u> There are some developments around governance encouraging school priorities and SLT attending meetings to go over their subject areas. Sharing impact and self-evaluation. Ask challenging questions and bring about rigor. This is how we will look to run the governing body.</p> <p>Recovery premium – how this is being spent – to go on agenda as specific item.</p>	
9	<p><u>Any Other Business</u> Caretakers Rent S Surtees confirmed that Cromwell have a service occupancy arrangement with a residential site officer – the Caretaker’s house sits in college grounds. Rent is</p>	



	<p>reviewed annually as part of our financial arrangement, although a recent occupancy change occurred in 2020. A market value assessment was completed at this time as well. Market rent – there are regulations about how much we can charge the occupier. S Surtees went through the information provided to governors previously. This arrangement was last reviewed by governors in 2014. Following change of occupier a market rent assessment, adjustment to take account of regulations and national minimum wage entitlement were considered. In the past this has been reviewed in April but will be reviewed in September going forward following potential salary increase later in year and the time of year the current occupier moved in. The rent agreement will be reviewed in September of each year. The member of staff has agreed and this has been written into the financial arrangement with him. Moved in in Jan 2021 after improvements and work were completed on the property.</p> <p>The documentation shared with governors shows a table detailing regulations and calculations.</p> <p>Can it be approved by governors before being implemented? A letter has been sent to the Caretaker today advising this is subject to governor approval.</p> <p>Gov – will we review each year?</p> <p>S Surtees - yes, it will be reviewed over the summer every year in readiness for September.</p> <p>Ratified and seconded.</p> <p>Anti-Bullying Quality Mark Bronze Award</p> <p>I Whitlam advised that he attended a meeting this week in College and that he is supporting staff working towards achievement of the Anti-Bullying Quality Mark Bronze Award. This is currently being led by J Russell (Assistant Principal) and once achieved can progress from Bronze to Silver and then Gold. Looking good from a first meeting</p> <p>.</p>	
8	Date of next meeting: 14 th October 2021 at 2pm in College.	

Meeting closed 17:00