

**The Netherhall School and Oakes College
Local Governing Body
Meeting Minutes**



14 June 2023 in IT Boardroom

Governors present

Paul Bullen-Smith (PBS Co Chair), Nicky Odgers (NO Co Chair), Chris Tooley (CT Principal), George Bucknall (GB), Noah Crew-Gee (NCG), Heather Edwards attending via Zoom (HE), Yair Doza (YD), Claire Hunter (CH), Gilles Monniaux (GM), Peter Monteath (PM), and Michael Tamvakis (MT)

Others Present


Dan Carson attending via Zoom (DC), Tom Hunter (TH) and Stuart Hales (SH Clerk)

The meeting was quorate throughout.

| | ITEM | ACTION |
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| 1 | Acceptance of Apologies for Absence Apologies were received from Ellie Wood (EW) and Ellen Winchester (EWin) approved by all those present. As Janet Goldsworthy was unable to attend, PBS introduced SH as the stand in clerk for the meeting. | |
| 2 | Declarations of Interest with regard to agenda items None and no changes. | |
| 3 | Minutes of last meeting and matters arising The minutes of 9 th May 2023 were approved by all those present. Item 7 – CT advised there would be a working party within the college during the summer term to review behaviour and there would be an updated behaviour strategy in 2023-2024. It was agreed that all other actions had been completed. | |
| 4. | AIP/ SIP Focus To allow TH and DC to leave the meeting it was agreed to change the running order of the agenda. 3a Deepen Parental Partnerships through Parental Engagement A separate document titled 'Tom Hunter 3a Report' was distributed prior to the meeting which included a response to the four questions that had been raised by governors prior to the meeting. Q What plans for next year regarding I3ntegrate? A TH advised of four priorities for 2023-24 Q What programmes were SEND related to date? A Supporting anxiety, accessing school, Triple P, broad mental health training and SEND diagrams. The college would look to update its website to be a single resource for any parental issue within Cambridgeshire. There had been an issue around sourcing high quality providers. Q Was there a means of monitoring which parents would have the greatest benefit from the programme? | |


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| | <p>A It was open to the community and only a quarter of participants were parents of students in the college.</p> <p>I3ntegrate would look to have charity status requiring trustees and be separate to the college which had been limited as to what providers could offer – to date, the provision had been based on responses to a survey. There would be a requirement for a Vulnerable Adults Policy.</p> <p>Q There was still a gap between PP and non-PP parents' attendance of parents' meetings? A The college would continue to contact PP parents to encourage them to attend meetings, which had improved attendance (54%) but there had also been an improvement in non-PP data (74%) – as a result the gap had not narrowed. There needed to be a clear criteria to measure the success of the initiative.</p> <p>Q Had having on-line bookings made it easier for parents to attend meetings? A If parents were unable to attend due to IT issues, the college would complete online booking on their behalf.</p> <p>TH then left the meeting</p> <p>3b Support Progression Through Responsive Careers Education Two separate documents titled 'I³ Parent Hub Termly Report (September-December 2022)' and 'I³ Parent Hub – Termly Report- Spring 2023' and were distributed prior to the meeting and DC noted the changes to staffing in 2022-23.</p> <p>He advised the college had appointed someone to co-ordinate work experience placements in connection with the Employable Partnership - all Yr10s had had meetings around this, and the college had been able to re-introduce focuses that had stopped due to the pandemic. There had been an encouraging start to Innovate, and students had been able to attend CRC together with several visits and organisations coming into the college.</p> <p>Q Does the college monitor the careers of ex-students? A Whilst the college does not have an alumnus, students are welcome to come back to the college as part of the Yr11 careers information day.</p> <p>Q What is included within online workshops? A It included 1to1 support for students.</p> <p>Q Had there been any feedback from students as to how useful they had found the meetings? A It was dependent on students; some having requested further meetings – the college had not completed a recent survey.</p> <p>Q Does the college work with an external enterprise advisor? A It had for the last year, but due to the way the initiative had been set up, the college was unclear to the support it could offer.</p> <p>PBS asked whether we had a alumni programme to help with career/HE experiences from recently left student DC replied that there was not a formal one but that recently left students had been invited back to talk.</p> <p>DC then left the meeting.</p> | |
| 5. | Principal's Report (Focus on quality of teaching and recruitment and budget recommendation) | |
| | A separate document titled 'Principals Report June 2023' was distributed prior to the meeting. | |

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Date.....5/7/23

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| | <p>There was a trust financial transformational strategy in place with a focus on having more centralised support in certain areas. As the trust was one employer, it has the power to portion out GAG funding to schools dependent on their level of need.</p> <p>NCG then briefly updated governors on the use of a modelling tool within the college and the effect that key parameters had on the budget.</p> | |
| 6. | Stakeholder Review | |
| | <p>A separate document titled 'Parental Survey Comparison 2019-2023' was distributed prior to the meeting. Due to time constants, it was agreed to take this item to the LGB on 5 July 2023.</p> <p>Action: Stakeholder review to be taken to LGB on 05.07.23</p> | |
| 7. | Governance Items | |
| | <p>Anglian Governance Forum feedback – A separate document titled 'AGF feedback Gov LGB Changes 2023' was distributed prior to the meeting which PBS proceeded to go through.</p> <p>Link Governor roles – PBS advised link roles had been discussed at the previous meeting and asked if governors had further considered how they would respond to them? YD noted due to working commitments, he would only be able to complete a visit from 4.00pm? CT advised Mr Berry the SEND/Inclusion lead would be in agreement to this. Q How should governors now proceed to arrange visits? A Dependent on the link, visits should be completed with different frequencies through the year. Each should require a clear aim/purpose/outcomes. Governors could consider meeting with staff, students, reviewing relevant documentation or tour the college. Governors should first email CT the date and time when they would like to visit and if he was in agreement with this, then contact the relevant member of staff to set up the meeting. Governors would then complete a report of each visit using a standard proforma.</p> <p>Following trust guidance, governors agreed to consider have two LGBs each term with a review/social in September and a social in July with no committees. Governors would continue to receive financial updates within the principal reports.</p> <p>Planning for next year – PBS advised NO, JG and himself would meet to prepare meeting agendas utilising the LGB planner.</p> <p>Ofsted – The colleges last inspection was in 2018 and schools would normally expect them every four years. Ofsted had advised the college would next receive an inspection by September 2025. A number of headteachers in Cambridge schools would leave at the end of 2022-23 due to an increasing workload, the increase in student mental health and wellbeing post pandemic and reduction in the level of support from external agencies.</p> | |
| 8. | Reasons to be Cheerful | |
| | <p>The college would hold their annual arts festival on Thursday 15 June from 6.00-9.00pm and all governors would be welcome to attend.</p> | |
| 9. | AOB | |

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Staffing – The college had appointed and inclusion and lettings admins posts and there had been four applicants for a level 3 TA vacancy. There had been no applicants to an advert for a speech and language post and an operations manager.

Q Was the job specification suitable for the operations manager?

A The original spec involved working across two schools in the trust, but the present manager was only willing to work in one. The college would look to fill the role by changing the contacts of the current site team.

There had been one applicant to an advert for a maths teacher. The college had advertised since the start of the spring term it was now not possible for teachers to resign and be in post ready for September. There had been three applicants for a science teacher which had all since withdrawn and one for a media studies teacher who had then decided to retire.

The college still needs an English teacher to cover maternity leave but there is no longer a requirement for an additional humanities teacher as part time teachers had agreed to an adjustment to their contacts to cover this. There would be less trainee teachers nationally next year.

As a last resort the college would consider an increase in student numbers in existing classes and a reduction in the teaching of Maths in KS3.

Q Could the college offer 'joining fees' as a means of attracting staff?

A This would have to be a decision made at trust level.

Q Were there reasons why people were not accepting positions after being interviewed?

A It was felt that teachers could find better employment elsewhere.

Q How was the college selling itself to potential staff?

A This would form a focus of a piece of work being done by the trust.

Budget – Governors briefly went through the budget details from the report noting a difference in the Average Weighted Pupil Unit (AWPU) between KS3 and KS5.

Q There was a deficit budget noted in 2027-28?

A Budgets were formed with an assumption that all staff would remain in post and have an annual incremental pay award, which would be different in reality.

Q There was a difference in the carry-forward amount from 2023-2024 to that reported to a LGB in the spring term?

A Netherhall and the Oakes college were now in a positive financial position with a growing sixth form.

Q There was an issue of student retention within the sixth form?

A There had been an agreeance that students would be able to repeat Yr12 choosing to study alternative subjects.

There continued to be a huge demand for school places within Cambridge with a continuing influx of families from abroad.

Q The college had made assumptions for pupil growth but not for staffing levels?

A There had been a number of retirements in 2022-2023 and the college would be more proactive in making earlier staffing appointments. There would be a caveat around the college receiving growth funding in future years. Financial data was overseen by the central team to allow comparisons to be made between schools whose funding was based on student numbers from the October census from the previous year.

Action: Governors unanimously recommended the 2023-2024 budget to the trust

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| | <p>Sustainability Governor – YD advised he had been appointed to this role within his workplace. It was noted it was one of the trusts key values and there had been changes to the catering and rubbish contracts together with installation of solar panels to the college. The college was working with the Wildlife Trust to turn part of the school site into a flower meadow. The college also had an eco-club.</p> <p>GM leaving – It was noted GM would step down at the end of 2022-2023 and he invited all governors and senior leaders to his house for a BBQ after the last LGB of the year.</p> | |
| 11 | Date and time of next meeting | |
| | <p>Next LGB is Wednesday 5th July 2023 at 6.00pm and NO/PBS confirmed that it would be held on site but would be hybrid for those governors who could not attend in person and for staff reports.</p> <p>The meeting closed at 8.00pm</p> | |

| Items for Future Meetings | |
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| Meeting | Item |
| LGB | RSE Policy next academic year – Autumn Term 2023 |

| Action Log | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
| 6 | Stakeholder review to be taken to LGB on 05.07.23 | 28.06.23 | CT |

| Rolling Action Log | | | |
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| ACTION | DEADLINE | RESPONSIBILITY | UPDATE |
| None | | | |

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Date.....*5/7/23*

