

MINUTES
Local Governing Board Meeting
16:30 on Thursday 5 May 2022

PRESENT: Frank Green (Ch), Denise Brown, Gosia Klosek (Head of College), Helen Priday, Tom Attwood, Gary Pocock

ALSO IN ATTENDANCE: Aaron Mulhern (Executive Principal), Jesse White (Interim CEO), Julie Pierzchniak (T4 Safeguarding Lead), Asad Muzammal (Clerk)

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

- a. Apologies for absence were received from Gregg Arkus, Pippa Cleary and Justin Warren.
- b. Gosia Klosek was welcomed to her first meeting as Head of College.

2. Declarations of Pecuniary Interests:

- a. There were no declarations of pecuniary interest in today's agenda.

3. Membership Matters:

- a. Governors noted that FG will be stepping down as Chair of the LGB following this meeting and stepping down as a Governor at the end of the academic year. GP has been appointed as Chair from the next meeting.
- b. Governors noted that TA will be joining the LGB pro tem until ArtsX is in a more settled position.

Action 220505/01: The GIAS website and college and Trust documents and websites to be updated with the inclusion of GP as Chair. The website should also be updated to show GK as the Head of College, replacing RR. (KB, JWh)

4. Minutes of the previous meeting and matters arising:

- a. Governors agreed that the actions for an election process to be arranged for two Parent Governor vacancies and for one Staff Governor vacancy should now be deferred to the Autumn term, to allow new parents and staff to take part.
- b. The launch event is planned for the Autumn term, but the date is yet to be finalised.
- c. Governors received the T4 organogram and noted that similar documents are being produced for ArtsX and IMHS, as part of staff structure planning for the next academic year.
Governors discussed the strong skillset of finance and admin in the Trust Executive and suggested that a skills analysis should be conducted to identify any hidden skills in the areas

of communication, marketing and creativity, as these skills could also contribute to the positive vibe and feeling amongst staff and students of being part of a success. Governors suggested that the college should be looking to issue a press release on a positive news story at least once per term and there should be more activity in the college social media accounts. HP offered to support the college's news and media strategy.

In discussing areas of operation where Governors can provide specialist support, TA and HP offered to support JP with sales and marketing advice in her student recruitment role. DB offered to meet with AM to discuss the direction of the PSHE curriculum. Governors noted that SA has offered to be a member of the Appointment Panel for future CLT appointments. Governors agreed that they should only support the CLT where they can help and add value and they should be mindful on being overly involved in the operation role. Governors encouraged the CLT to be vocal if Governors are getting in the way.

- d. In discussing the action related to the laptops that were loaned to SS, JWh advised that RR has said that SS had not borrowed any laptops for students and they had returned the two MacBooks they did borrow. The college has recently appointed a new member of staff, whose responsibilities include the recording of electronic assets on the Parago Asset Register. Governors discussed the importance of ensuring that the Asset Register is accurate and regularly kept up to date.

Action 220505/02: A spot-check of the Asset Register to be carried out in the Summer term. (FG)

- e. The following actions were carried over:

Action 210819/01: A Parent Governor election process for two vacancies to be arranged early in the Autumn term. The vacancies to be promoted on the college website. (GK)

Action 210819/02: A Staff Governor Election process to be held early in the Autumn term (for One vacancy). (GK)

Action 211209/04: The final ArtsX strapline 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. (GK)

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

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

Action 220325/01: The ArtsX Risk Review to be an Agenda item for the July meeting. (JWh)

Action 220325/02: The full 2022-23 curriculum offer to be presented at the July meeting. (GK, AM)

Agreed: The Minutes of the meeting held on 25 March 2022 were confirmed as a true record.

5. ArtsX Action Plan:

- a. Governors received the previous Action Plan and noted the progress towards the priorities.
- b. AM said that KB has provided training to staff on the processes for leave requests, purchasing requests and overtime hours. Systems have been tightened up and the staff are competent on the processes.

- c. Staff have received training on the SIMs MIS and are now using SIMs regularly. The IMHS Attendance Lead is supporting the new ArtsX Head of Welfare with specific training on functional aspects of data management that will support her role.
- d. Efficiency improvements have been made to the Referrals & Assessments processes. Governors discussed how the KPI for this action is increases in the number on roll.
- e. In discussing the action related to safeguarding administration processes, TA said that in recent meetings with the ESFA, the DfE and with Ofsted, they all say that Safeguarding is their focus. Governors agreed that similarly, this should also be the priority focus throughout the Trust Executive and the CLT.
- f. Governors agreed that the framework and structure of operation at the college is much clearer than it has been at any time in the last two years.

6. Finance Update:

- a. Governors received the February Management Accounts.
JWh said that the ArtsX deficit stands at £142K. The ESFA have been reassured through the financial trend graphs that on an annualized basis, the college was previously in a much worse financial position.
The college now has more students and has reduced the annualized deficit, but the budget is still forecast to end the year with a £200K deficit, as costs are continuing to trend higher than income but there is a closing of the gap. There will be a drop in income in September, as the school will lose GAG funding for the SS students and will potentially also lose the £200K ESFA grant funding.
- b. JP advised that student recruitment targets for June have been exceeded. There is a dip in the roll in September due to the leavers, but the forecast is that numbers will increase again in October. In response to questions, JP advised that most of the new students have EHC-Plans and the placements are appropriate for the college. The college has not admitted any students without the appropriate resourcing to meet their needs.
- c. Governors discussed how the post-16 roll and funding should be more certain, because recruitment of these students should be taking place now and in most cases, students will be motivated and stay at the college for two years, allowing the college some stability in funding to plan the curriculum delivery and staff resourcing.
The pre-16 students have a higher risk element, as these students are often referred to APs because they have failed in mainstream secondary school and could have had a few failed placements before they are referred to ArtsX and there can be difficulties in motivating these students to engage in learning. Governors discussed the essence of the right curriculum for these students is the ability of the college to provide opportunities that infuse students to want to be in the college environment.
- d. GP advised that the Government is proposing to reform SEN and AP funding in its SEN Green Paper: [Summary of the SEND review: right support, right place, right time - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/108848/summary_of_the_send_review_right_support_right_place_right_time_-_gov_uk.pdf) and encouraged Governors to respond to the consultation (closes 22 July 2022):<https://consult.education.gov.uk/send-review-division/send-review-2022/consultation/subpage.2022-02-02.7538639008/>

7. Head of College's Report:

- a. GK presented the Head of College Report, including an action plan of emerging priorities.
A number of issues have been identified with the administration processes around safeguarding. Staff personnel files, the SCR and SIMs have missing information, such as

employment contract details and these are being retrospectively completed. The college is reprocessing DBS checks for all staff, as in most cases EPM had only processed checks against the barred list for working with children, but not for working with adults (the college has some adult students). JWh added that a risk assessment has been undertaken and an action plan is in place.

GK said that the college has also introduced a pre-admission process for new and prospective students. A check of student files had highlighted that not all pre-admission checks had been completed for some students who had transferred over from WAC.

GK said that the SS students on the ArtsX roll remain as a safeguarding concern, especially as they also affect the college's attendance reporting.

Attendance remains a significant issue and regular case reviews are taking place and new interventions introduced.

In response to questions, JWh said that the college has only today received the safeguarding audit report. The only standard that had not been met was the Health & Safety section, because of issues to do with the Health & Safety Policy. The college will be challenging the recommendations, as the required information was available to the QA team. The standard on Quality of Education was a borderline pass, but the CLT acknowledges that work is still required in this area and understands the improvements that are required.

Governors discussed the many positive comments made by the QA assessors from Islington and Camden and suggested that these are highlighted on the college website. Governors agreed that the QA process had been useful in highlighting areas to be addressed in the forward action plan. GK said that the CLT and staff had already been working on strengthening safeguarding in the college ahead of receiving the actual audit report. There are also staff briefings twice a day, where safeguarding is always a discussion item.

Governors agreed that the Head of College's report contained more clarity on things that are not in place than previous reports they had received. The report also shows that the CLT has a clear understanding of the actions that need to be addressed. GK advised that Staff safeguarding training has also been arranged for next week, to be delivered by LT.

Action 220505/03: The Safeguarding Audit to be an Agenda item for the next meeting. (GK)

Governors received JWa's Safeguarding Governor report following his visit to the school yesterday. The report says that contextual safeguarding remains good and that students needs are met and understood and there is evidence of appropriate action taken. A meeting with the CLT had discussed the issues identified at today's meeting and JWa says in his report that he is satisfied that there is a clear action plan in place. The appointment of the new SBM and Welfare Lead have strengthened safeguarding in the college and there are clearer onboarding practices for staff and safer recruitment procedures are in place. Governors noted that SA, the Trust's Safeguarding lead, is also in regular contact with the college.

- b. In discussing the Quality of Education, Governors agreed that having a coherent Curriculum Policy in place for September is a priority for the college. Governors discussed how the curriculum offer must also be firm on what exactly the college is offering to be able to target the right students. GK said that GP has been supporting the staff working party on creating a well sequenced curriculum that is meaningful; that portrays the values of the trust; and prepares students for adulthood. The Curriculum Working Party meet every week to review progress and discuss other areas of development. For example, the college is using the Compass benchmarking tool to assess the offer for career support, comparing the college to

each of the eight 'Gatsby Benchmarks' to identify areas for improvement for the careers plan for the year. The college is on track to achieve a 100% Gatsby Benchmark score in the next few months. AM added that the modules delivered in the college are geared towards supporting students into the workplace and there is evidence of students being placed in working environments, such as recording studios. However, IMHS are still supporting ArtsX students for Maths, English and PSHE, as ArtsX has not been able to attract and appoint good quality teachers yet. Governors noted that the Maths teacher post has recently been readvertised. Governors discussed the good collaboration taking place with staff working across the Trust but agreed that this must not be to the detriment of either provision if staff are spread too thinly across both establishments.

- c. AM said that the curriculum plan is taking shape. Areas that are almost complete include the UAL qualification, which is descriptive and illustrative of what is being delivered. Governors discussed how if the college were to receive notice of an Ofsted inspection, it is essential that they have a document on the curriculum that they can talk to with Inspectors.

GP said that if the college were to receive an Ofsted Inspection today, then an Outcome3 could be anticipated, as the curriculum plan is not yet a full document. An Outcome1 could be expected once the plan has been finalized with clearly identified endpoints. The best sequencing is in the two vocational qualifications for Creative Media and the Performing Arts, and in English. The Maths and English teachers are currently focusing on preparing students for their exams.

- d. GP said that an emerging area in Ofsted Inspections is the focus on students who cannot yet read fluently. The CLT are working to identify students at the college who are not yet reading fluently, to ensure that they receive a structured phonics programme. The college is investing in a screening programme to identify the reading ages of all students to work out which students need to be targeted.
- e. Governors discussed how the issues at WAC/ArtsX over the last two years have not been so much about any recent failings, but more to do with inherited performance, administrative and staffing issues and the Trust not having appreciated the poor situation of WAC when it was taken on by the Trust.
- f. In discussing Behaviour & Attitudes, GK said that interventions are in place to support behaviours for learning and the readiness of students to engage with education. These are being supported with staff CPD opportunities organised by AM and the EP team. Training has also been arranged for staff on classroom strategy that focuses on supporting students who have experienced trauma.
- g. In reviewing the attendance data, Governors noted that the concerns are mostly related to Yr11. Governors discussed how although attendance may be below the college target, attendance is significantly above the National attendance rates of 75% for SEN, apart from Yr11. The college's attendance in other year-groups is also close to the National Secondary mainstream attendance of 88%. Governors discussed how students referred to the college include school refusers and students very often have historic attendance issues before they arrive at ArtsX.

GK said that the attendance strategies include providing an attractive education offer to motivate students to attend in a safe environment. There are many cases of students from disadvantaged backgrounds with complex home situation who come to the college because they feel safe. They may not fully engage with lessons, but they are coming in, showing that they feel safe at the college. Governors agreed that there is much to unpick in students' individual stories.

- h. In response to questions on keeping the website and publicity up to date, GK said that this is currently the responsibility of the SBM, but this may be passed on to the newly appointed IT Officer.

8. Safeguarding:

- a. Discussed under Item 7.

9. Policies & Documents:

- a. None.

10. Any other Business:

- a. Governors suggested that the website could include more video case studies of students' experiences at the college and short interviews with students could be circulated on the college's social media channels. GK said that work is already underway in preparing a student led virtual tour of the college and suggested that many of the work produced in the Creative Media lessons could be repurposed to help promote the college and at the same time promote the students' work and provide them with a sense of accomplishment in seeing there work shared on official social media channels.
- b. Forward Agenda
 - Governor Recruitment
 - ArtsX Risk Register (July)
 - English & Maths Progress Report
 - Staff Wellbeing Survey (July)
 - ArtsX Organogram
 - 2022-23 Curriculum Offer (July)
 - Safeguarding Audit (July)

11. Date of the next meeting:

■ 16:30 on Thursday 7 July 2022

12. Any Confidential Items:

- a. None

The meeting closed at 18:20

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Chair

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date

Decisions

Agreed: The Minutes of the meeting held on 25 March 2022 were confirmed as a true record.

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Actions

Actions outstanding from previous meetings:

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