

**Meeting of Full Governing Body**  
**1<sup>st</sup> October 2020**  
**6pm**  
**Via Zoom**

**MINUTES**

<b>Governors Present:</b>	Julian Benkel, Simon Bowes, Jon Dee, William Deighan, Judith Ford, Giovanni Franceschi, Hope McAdam, Emma McCrea, Ian Rodgers (Chair), Emma Warde-Robinson
<b>Officers Present:</b>	Teresa Dee (Clerk)
<b>In Attendance:</b>	Vicky Anstiss, Shelley Baker, Lynn Hill, Gareth Hughes, Andy Roberts

	<u>Agenda item</u>	<u>Action</u>
1	<p><b>Introduction</b></p> <p><b>a) Welcome</b> Ian Rodgers , Vice Chair of Governors chaired the meeting in the absence of the Chair of Governors. William Deighan was welcomed back to school.</p> <p><b>b) Apologies for Absence</b> Apologies for absence received from Giovanni Franceschi and Alex Marsh. Judith Ford had apologised for late arrival.</p> <p><b>c) Declaration of Interests</b> No additional declarations made. Governors were reminded to submit their completed annual declaration form to the Clerk.</p>	
2	<p><b>Last Meetings dated 25<sup>th</sup> June 16<sup>th</sup> July, 23<sup>rd</sup> July and 17<sup>th</sup> September</b></p> <p><b>a) Acceptance of Minutes</b> The Full Governing Body reviewed and approved 4 pages of minutes from the meeting held on 25<sup>th</sup> June, three pages from the meeting held on 16<sup>th</sup> July, three pages from the meeting held on 23<sup>rd</sup> July and three pages from the meeting held on 17<sup>th</sup> September. Apart from the meeting of 25<sup>th</sup> June the minutes would be marked confidential and not published.</p> <p><b>b) Matters Arising not Included Elsewhere on Agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Equalities Plan</b> The Lead Governor for equalities introduced the school’s equality objectives and action plan noting a key finding and the activities planned around it. <ul style="list-style-type: none"> <li>• An differential of 5 achievement points awarded to black or black British students had been noted following an analysis of the average points awarded to separate groups of students with protected characteristics.</li> <li>• Black history month virtual assembly planned along with incorporation of the subject matter in the curriculum.</li> <li>• Further training to develop staff awareness of unconscious bias.</li> <li>• Plan to audit the curriculum in relation to equalities in January.</li> <li>• An equality walk with the Lead Governor had not yet been possible, an alternative virtual walk was being considered in January.</li> </ul> </li> </ul> <p>Governors considered the proposed strategic equality objectives noting that they were fairly broad applying to all groups of children in each of the equality categories.</p> <p><b>AGREEMENT - The Full Governing Body approved the equalities objectives and action plan.</b></p>	

3	<p><b>Chair's Update</b> There were a few updates on behalf of the Chair of Governors.</p> <ul style="list-style-type: none"> <li>• Regular meetings set up with the Co-Chairs of Governors at Dorothy Stringer School with a view to working more collaboratively.</li> <li>• Governor panel being set up for a staff disciplinary appeal and a further meeting required to consider a permanent exclusion decision.</li> <li>• Outcome from inquest into the death of a student had been received.</li> </ul> <p><b>ACTION - Governors asked for a summary report of actions taken in response to the incident previously and any further action required following the inquest.</b></p> <p>6.19pm - Judith Ford arrived at the meeting.</p>	GH
4	<p><b>Headteacher's Update/Report</b> The Deputy Headteacher presented his report to Governors in the usual format and on an assumed read basis.</p> <ul style="list-style-type: none"> <li>• Year 11 leavers progress and achievement data only included within the report as data for other year groups had not been collected during the lock down period.</li> <li>• There had been a slight increase on the GCSE results over the last year which would indicate that the assessments had been accurate. A process of standardisation against previous years outcomes had been employed at the school.</li> </ul> <p><u>Governor comments and questions</u></p> <ul style="list-style-type: none"> <li>• Minor incidents had reduced significantly over the past two years. Was that due to changes in reporting or a true reduction.</li> <li>• So far it looked like the school was not being significantly impacted by staff absent from school due to self-isolation. 23 days in total.</li> <li>• Were there any appeals outstanding from last year's GCSE results?</li> <li>• Looking at the data it appeared there was a trend of underperformance of year 9 and 10 students in the pupil premium (PP) and special educational needs (SEN) groups. Was this an ongoing focus for area for the school</li> </ul> <p><u>Responses to Governor comments and questions</u></p> <ul style="list-style-type: none"> <li>• The reduction in minor incidents was mainly due to a change in reporting criteria. Only those incidents where there was sufficient concern to send a student home after an accident were now being reported. It would not be possible to present data for previous years using the current criteria only. 2019/20 would be the new base line year.</li> <li>• Two of the absent staff were canteen staff resulting in a reduced offer for students for the first two weeks. Some specialist supply cover had been needed for absent teaching; this would be ongoing. Testing had speeded up resulting in quicker return of staff and students.</li> <li>• There had been no appeals or subject access requests. Some students had not been entirely happy with their results expecting them to have been higher based on the amount of work they had put in but once they had settled into the college course of their choice they were accepting of outcomes. There would be a few students sitting exams in November with the School acting as host for those that were unable to sit the exams at their current setting.</li> <li>• The school needed to continue working on the gaps , those most vulnerable would have likely been affected by lockdown and this was a concern. Intervention plans to be put in place and catch up funding used to delivery of these. The gaps were slightly reduced on previous year but remained a key issue.</li> </ul> <p><b>ACTION - Report to Governors on plans to reduce gaps once an analysis of data completed.</b></p> <p>Governors were advised that covid safe adaptations of the behaviour policy had been made to ensure safety of students and staff. The vast majority of the behaviour policy remained as it was with changes to the sections on removal of students from class and the on call process to comply with the risk assessments . Three levels of response to unsafe covid behaviour had been introduced with 131 warnings issued so far at level one, 24 at level two and none at level 3. Behaviour in school was currently very good and exceptional within class.</p> <p><b>AGREEMENT - The Full Governing Body approved the changes to the behaviour policy as</b></p>	GH

	described noting that approval of the policy had been delegated to the Headteacher.	
5	<p><b>School Improvement Plan</b></p> <p><b>a) School Priorities for 2020/21</b></p> <p>Governors were reminded that the school's three year plan for school improvement had come to an end in July 2020 and that a new strategic direction needed to be set. The previous strategy of world class education and students had been successful with academic priorities met and significant progress against personal development objectives. School leaders were of a view that world class standard was close with some areas such as attendance not quite where they had hoped to be. The current year's school development priorities as summarised in the Headteacher's report were therefore unformed without the strategic direction. One key area for the school was teaching, learning and assessment and aiming for the same level of success under the current restrictions. Visualisers and whiteboards had been purchased and staff were meeting for sessions on delivering teaching methods whilst retaining a two metre distance.</p> <p>Governors expressed how important it was to keep a strategic focus and not allow the current situation to lessen future aspirations and welcomed a joint approach with the senior leaders.</p> <p><b>ACTION - School leaders to propose a date and time for an initial session to consider the strategic direction of the school.</b></p> <p><b>AGREEMENT - The Full Governing Body agreed the approach of immediate focus on the one year priorities outlined within the Headteacher's report alongside more strategic work towards developing a set of longer term aspirations.</b></p>	WD/GH
6	<p><b>Financial Control</b></p> <p><b>a) Budget Monitoring Report</b></p> <p>The finance lead governor presented the budget monitoring report in summary following the more detailed examination that had been undertaken by the finance group. Governors were advised that the estimated additional costs relating to covid were £100k and whilst the finances were in good shape due to a good level of reserves at the start of the year and tight financial management the covid costs would need to be recovered to enable the plans for using the reserves on improvement to teaching resources and school estate.</p> <p><b>b) Finance Group Update and Recommendations</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference</li> </ul> <p><b>AGREEMENT - The Full Governing Body approved the finance group terms of reference as presented.</b></p> <ul style="list-style-type: none"> <li>• Scheme of Delegation</li> </ul> <p><b>AGREEMENT - The Full Governing Body approved the scheme of delegation as presented.</b></p>	
7	<p><b>School Infrastructure</b></p> <p><b>a) Buildings Update</b></p> <p>Governors were advised that the buildings group of Governors would be meeting termly to help guide school leaders and monitor the activities around building expansion.</p> <p>A verbal update of more recent activities and the current situation was provided.</p> <ul style="list-style-type: none"> <li>• The Local Authority had delayed the building expansion to a January start once the covid crisis hit and were currently working to this deferred timetable. Planning had been secured and a tender process commenced. There had been four submissions so far with a closing date to the process set for 5<sup>th</sup> October . A decision on contractors was expected mid-October with the pace quickening from November as the logistics of completing the work around school life was clarified.</li> <li>• Following concerns about the PFI company and the resulting delays with work on</li> </ul>	

	<p>the design team had provided reassurances that the legal aspects were now understood and that mitigations had been put in place to ensure that the main build was not held up.</p> <ul style="list-style-type: none"> <li>In addition to the science rooms being finished and opened two additional temporary classrooms had been installed on the Balfour hardcourt.</li> </ul>	
8	<p><b>Other Reports and Recommendations</b></p> <p><b>a) School Trips - Planned</b> The lead governor for school trips advised that in line with advice from the Department of Education planned school trips would not be going ahead. The financials relating to cancelled trips were considered by the finance group of governors who had agreed that deposits in relation to the ski trip would be returned to families, With the Azores trip it was proposed that the trip be rescheduled to a future date with the second deposit being carried forward. The current potential liability from paid deposits had been capped at £12.2k with attempts to be made to recover as much as possible. School leaders advised that under current situation it was difficult to see how trips normally scheduled for enrichment week could proceed. Governors agreed that sadly this was the case.</p>	
9	<p><b>Policies and Other Documents for Approval</b></p> <p><b>a) Child Protection Policy - Updates</b> There was a question about safer recruitment training and whether this needed to be applied to a Governor recruitment panel. It was suggested that it would be good practice for Governors to have completed the training if they were to be involved in recruitment or panels relating to HR issues. The nominations committee responsible for recruitment of governors included the Headteacher who would have completed the training.</p> <p><b>ACTION - Circulate link to safer recruitment training to Governors.</b></p> <p><b>AGREEMENT - The Full Governing Body approved the amended child protection policy as presented subject to an update to the reference to data protection legislation on page 22.</b></p> <p><b>b) Special Educational Needs Information Report - For Publication</b> Governors identified that covid restriction would impact on the support provided to SEND students and requested a summary report on issues within the usual reporting on vulnerable groups.</p> <p><b>AGREEMENT - The Full Governing Body approved the updated special education needs information report as presented.</b></p> <p><b>c) Supporting Children with Medical Needs</b> Within the supporting children with medical needs policy there was reference to the administration of medicines policy also provided within the meeting papers for noting. There was a question about covid safe operations around the use of inhalers. In response it was advised there was a cleaning process on any reusable medicines that the school provided in case of an emergency.</p> <p><b>AGREEMENT - The Full Governing Body approved the supporting children with medical needs policy as presented.</b></p> <p><b>d) Sex and Relationships Education Policy</b> Governors were advised that the sex and relationships education policy was currently in draft and due to the sensitivity of the nature of some of the content Governors were asked to provide a steer on whether the policy was in line with expectations. Governors agreed that the document was well written and complied with the statutory requirements.</p> <p><b>ACTION - Final version of the sex and relationships education policy to be presented for approval in December.</b></p>	TD

	<p><b>e) Health &amp; Safety Policy</b> The lead governor for health and safety commented on the reference within the template policy to a health and safety working group including a Governor which was something not officially in place at the school. The school's policy would be amended further to clarify that in practice feedback mechanisms were provided.</p> <p><b>AGREEMENT - The Full Governing Body approved the health and safety policy as presented subject to some amendments to the item on working group (3.2) and other minor adjustments.</b></p>	
10	<p><b>Governance</b></p> <p><b>a) Governors Responsibilities</b> The current model of governor link responsibilities had been included within meeting papers. Governors were asked to indicate to the Clerk outside of the meeting if they wished to be aligned to additional or alternative different responsibilities.</p> <p><b>b) Governors' Workplan</b> The annual agenda for Governor meetings with timings of reports and policy approval was noted. This was noted as a work in progress.</p>	
11	<p><b>Any Other Business</b></p> <p><b>a) Vote of Thanks</b> Governors were thanked for the extra work and time they had input over the past six months providing additional support and thoughtful advice. Governors thanked the Acting Headteacher for stepping in and taking t over effectively in one of the most challenging times.</p> <p><b>b) Additional Meetings</b> There was a suggestion of additional meetings as and when need in the current dynamic situation whilst not overloading the school leaders.</p> <p><b>AGREEMENT - A system of ad hoc catch up meetings was agreed should anything significant change to school operation during the covid situation.</b></p> <p>Meeting ended at 7.58pm Date of next meeting - 10<sup>th</sup> December 2020</p>	