

**Meeting of Full Governing Body**  
**25<sup>th</sup> June 2020**  
**6pm**  
**Via Zoom**

**MINUTES**

<b>Governors Present:</b>	Simon Bowes, Jon Dee, Judith Ford, Giovanni Franceschi, Alex Marsh (Chair), Ian Rodgers, 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>a) <b>Welcome</b> The meeting was a scheduled business meeting adapted to focus on the key business priorities during Covid19.</p> <p>b) <b>Apologies for Absence</b> Apologies for absence received from Julian Benkel, William Deighan, Hope McAdam and Emma McCrea.</p> <p>c) <b>Declaration of Interests</b> Governors were reminded to advise the Clerk of any changes to their individual declarations of interest.</p>	
2	<p><b>Last Meetings dated 12<sup>th</sup> March 2020 and 20<sup>th</sup> May 2020</b></p> <p>a) <b>Acceptance of Minutes</b> The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 12<sup>th</sup> March and four pages from the meeting held on 20<sup>th</sup> May 2020.</p> <p>b) <b>Matters Arising not Included Elsewhere on Agenda</b></p> <ul style="list-style-type: none"> <li>Budget - Governors had been asked at the meeting of 20<sup>th</sup> May to review the proposed budget from 2020/21 and to raise any queries before the submission date.</li> </ul> <p><b>AGREEMENT - The Full Governing Body confirmed the process for approval of the multiyear budget from 2020/21 and ratified the decision to approve the budget as submitted to the Local Authority.</b></p> <ul style="list-style-type: none"> <li>Equalities Plan - Item postponed to a future meeting.</li> </ul>	
3	<p><b>Chair's Update</b></p> <p>The Chair of Governors provided an update on matters that he had been involved in since the last meeting.</p> <ul style="list-style-type: none"> <li>The Headteacher was scheduled to return to the school from mid-July.</li> <li>The risk assessment for opening of the school to year 10 had been reviewed by a subgroup of Governors. Guidance from the Local Authority had been not to open on the original date agreed creating some difficulties for schools who had prepared to open on a certain date. The secondary chairs group had provided feedback to the Local Authority on the guidance and process for reopening of schools with a joint meeting following.</li> <li>There had been some discussion about the various approaches to home learning that schools had been taking with the feedback generally positive about the Varndean provision.</li> </ul>	

4	<p><b>Headteacher's Update</b></p> <p>The Acting Headteacher and senior leadership team provided an update date on key business priorities supported by a written report circulated on the morning of the meeting:</p> <ul style="list-style-type: none"> <li>• Invitation received from Local Authority to attend a meeting the following Monday to look at various models for reopening the school in September.</li> <li>• Three strands to provision being the children of key workers and vulnerable children , the provision on site for year 10 and the home learning provision.</li> <li>• Since May the numbers of key workers and vulnerable children had increased significantly since the last meeting. It was not possible to offer all students in these categories full time particularly with the return of year 10 leading to the introduction of half day sessions.</li> <li>• The return of year 10 had been in two phases with the first being one to one reviews with individual students followed by phase of core subject teaching.</li> <li>• All available staff were now back at work on one of the rotas.</li> <li>• Around 80 students were on site at any one time. Attendance had been positive around 90% of those expected. Places were being taken up and was expected to grow, the bubbles had been structure on full year 10 attendance.</li> <li>• The offsite learning was continuing for year 10 as a supplement to their in school learning.</li> <li>• Transition plans for year 6 coming into year 7 had been implemented. Currently information was being collected from feeder schools to assist with building the 10 tutor groups. Booklet produced and sent to families with follow up webinars , the first that had been held the previous evening. In the absence of taster days a shorter version for one to ones was being offered supported by an information section on the school's website incorporating virtual tours of the school and introductions from key people and current students. Feedback from parents regards transition arrangements had been very positive.</li> <li>• Zoom meetings had been held with the SENCOs at primary schools with bespoke transition packages out in place via the families. Virtual meetings had been held with looked after children families and discussions held about any safeguarding issues.</li> <li>• The first day of the autumn term would be just for year 7 students.</li> <li>• The behaviour policy addendum had been circulated to staff and families before return of year 10. Additional categories had been set up for reporting. So far behaviour had been very good.</li> <li>• Acute medical conditions had been highlighted to staff and school base staff were more available to follow up any pastoral issues.</li> <li>• Five out of seven students with child protection plans in school under the key worker/vulnerable provision with the other two being supported at home by a social worker.</li> <li>• Wellbeing support available over summer holidays being sign posted to families.</li> <li>• Staff wellbeing support package offered to any members feeling anxious about returning. Twelve individual staff risk assessments completed for those identified as having vulnerabilities and anyone that wanted one.</li> <li>• Some additional expenditure related to Covid 19 had been detailed within the written report, offset by some minimal savings though lost income from lettings and canteen were likely to be higher than any savings.</li> <li>• There had been an increase in trespassing of school site causing some site management difficulties. These issues were to be raised with the Local Authority.</li> <li>• The GCSE results had been submitted following a robust standardisation process. It was not expected that exam boards would make many adjustments following their moderation activities. There was a potential drain on resources should students request information on their gradings as these would need to be completed under a subject access request.</li> <li>• Further guidance expected on return to school in September, in the meantime some potential models were being considered.</li> </ul> <p><u>Governor comments and questions</u></p> <ul style="list-style-type: none"> <li>• What did the offsite learning package being provided by the school look like ?</li> <li>• Year 10 survey results were positive indicating that what had been put in place was effective. However there was one response about the numbers not taking a structured approach to their learning that was concerning.</li> <li>• Teachers had been trying different ways of engaging with students, was there any data</li> </ul>
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- about what the students were enjoying most.
- Had there been any concerns from families on safety issues and anxiety about attending school.
- Had the school team been discussing a summer provision for disadvantaged children?
- Had there been any feedback from the letter submitted to finance team and the multiyear budget?
- Were the totality of Covid related costs included within the schedule ?

Response to Governor comments and questions

- The school community had previous experience of using google classrooms so a decision was taken to continue using that as the main platform for delivering offsite learning. Following parental feedback the package had been extended to include webinars for more interactive and live contact through one to one or small group tutorials and tutor conferences. The school leaders view had been that live lessons via zoom were difficult for teachers to manage and distracted them from delivering learning content. It had been recognised that the offer to key stage 3 had been slighter than that for year 10. Year 9 and 10 students started off slower than the younger years who were very enthusiastic at the beginning of lockdown. This position was starting to shift leading to concerns about the drifting off in key stage three. Enrichment activities had therefore been planned for the final week of the year to help re engage with students.
- School leaders attention was always drawn to the numbers of students not engaging along with those without structure to their learning. Pastoral work had been effective in keeping in touch with families but there remained a challenge between student wellbeing and getting them to complete the work in a structured way.
- A survey is sent home every week with a few questions about the learning for that week and the approaches with the feedback received informing the structure of the following weeks' learning.
- The work through assemblies for year 10 had been very positive providing an insight of what school would be like in advance of their return to school and giving them and their parents confidence.
- There had been some initial discussion about re engaging disadvantaged students at the end of the summer holidays that Governors views would be taken on. There was a strong recovery curriculum plan in place for autumn term which would be the main focus. Free school meals vouchers would be continuing through the summer. The key worker provision would not be continuing through the summer following an announcement from the DfE.
- No feedback received yet from the local authority on budgets.
- The schedule included the bulk of expenditure to date. The free school meal vouchers issued before the DfE central system had not been included, these related to the previous year budget.

**ACTION - Finance Group meeting early autumn term to review Covid 19 related costs in more detail for reporting back to Full Governing Body.**

JD

- 5 **Buildings Update**  
The Acting Headteacher provided a verbal update on progress with the planned buildings expansion works.
- The monthly buildings meetings were continuing.
  - Procurement had commenced early June and appointment of contractor was expected in the autumn.
  - Two temporary buildings to be installed to manage the impact on school site.
  - Reception area works had been included as part of the overall contract and were scheduled to be completed by September 2021.

- 6 **Governance**  
a) **Reappointment Co-opted Governors**  
The Clerk advised that the terms of office for Jon Dee and Julian Benkel were due to

	<p>expire on 19<sup>th</sup> September 2020 and that both had asked to be considered for reappointment. Agreement had been sought by email with unanimous agreement from Governors to their reappointment.</p> <p><b>AGREEMENT - The Full Governing Body approved the reappointment of Jon Dee and Julian Benkel as Co-opted Governors on expiry of their current terms of office on 19<sup>th</sup> September 2020.</b></p>	
7	<p><b>Any Other Business</b></p> <p><b>a) Future Meeting Dates</b> A summer meeting might be required dependent on what changes were announced to lockdown by the Government.</p> <p><b>ACTION - Chair of Governors and Clerk to Governors to propose a meeting schedule for 2020/21.</b></p> <p><b>b) Vote of Thanks</b> It was noted that when the Headteacher is absent the remit of the remaining leadership team was usually to maintain things as they were but in the circumstances the school leaders had to deal with an ever changing picture. Governors were very grateful to the professionalism in which the duties had been carried out and the stability provided under challenging conditions.</p> <p>Meeting ended at 7.09pm Date of next meeting - to be confirmed</p>	TD/AM