



Full Governing Board – Meeting Minutes

Meeting Date: Thursday 14th January 2021

Meeting Venue: Via Zoom

Meeting Time: 5:15pm

Governors: Julian Mace, (*JM*), Chair
Louise Baxter, (*LB*), Vice Chair
Marilyn Benzing, (*MB*)
Gabrielle Mace, (*GM*)
Trevor Scott, (*TS*)
Martyn Ashley Taylor, (*MT*)
Matt West, (*MW*)

Ex officio: Stuart Reeves, (*SRv*), Head Teacher

Also in attendance: Catherine Geldard, (*HOP*), Head of Primary
Jemma Graffham, (*DSF*), Director of Sixth Form
Dominic O’Driscoll, (*AHT-SEN*), Assistant HT – SEND Co-ordinator
Danny Simmonds, (*AHT-B&A*), Assistant HT - Behaviour & Attendance
James Towner, (*AHT-A&C*), Assistant HT - Assessment & Curriculum

Clerk to Governors: Julia Jenkins (*JJ*)

Apologies: Alison Allart (*AA*)
Glyn Freeman (*GF*)
Paul Amos, (*PA*)
Joyce Swann (*JS*)
Janice Logan, (*DFA*), Director of Finance & Administration (*Late*)

Item	Discussion	Action
1.	<p>Welcome and apologies for absence Chair welcomed Governors and SLT to the meeting and accepted apologies in advance from AS, GF and JS</p>	
2.	<p>Declarations of Interests Governors declared various interests in respect of their children who attend the school</p>	
3.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 17 September 2020 Full Governing Board Meeting, and these were <i>virtually</i> signed by the Chair. – Items 3 and 9 to be Pink Papered – this will be attended to by the Clerk. • Governors agreed the Minutes as an accurate record of the 01 October 2020 Education Committee Meeting, and these were <i>virtually</i> signed by the Chair of the Education Committee. • Governors agreed the Minutes as an accurate record of the 10 December 2020 Enterprise Committee Meeting, and these were <i>virtually</i> signed by the Chair of the Education Committee. Sections 9 and 10 to be Pink Papered – this will be attended to by the Clerk 	Clerk
4.	<p>Action Summary Report</p> <p>Chair apologised for not including this paper within Agenda. He briefly talked the Board through the updated contents and reminded Governors who were coming to the end of their 3 – 4 years appointment that they would need to update DBS.</p> <p>Chair requested a copy of the Destinations Report for Y11 and Y13 students to be presented at next Education meeting</p>	DSF
5.	<p>Items not already on the agenda</p> <p>There were none</p>	
6.	<p>Chair's Correspondence Chair explained that the ESCC Categorisation Letter was just for the Board's information. SRV explained that the LA still had responsibility for all schools and were still held to account if any school was in special measures etc. The LA refer this on to Ofsted together with attendance information etc., which feeds back to LA who thereafter categorise the school. HOP commented that the same assessment had been carried out for Primary Phase</p> <p>Joel Newman, (JN) – joined the meeting at 17.30</p>	
7.	<p>Governance Matters PERSONNEL:</p> <p>Chair confirmed the Lead Governor positions as follows:</p> <ul style="list-style-type: none"> • Alison Allart (AA) Lead Governor for SEND • Marilyn Benzing Lead Governor for Careers • Glynn Freeman – Lead Governor for Health & Safety 	

	<ul style="list-style-type: none"> • Joyce Swan – Lead Governor for Eco Schools • Matt West – Lead Governor for Safeguarding • Parent Governor Elections <u>Chair reminded</u> existing Parent Governors, SE and AA that their term was about to come to an end and thanked them for their commitment to the Governing Board whilst in post. <u>Chair advised</u> that he had spoken to four prospective candidates for the posts and the ballot was underway. The two candidates with the highest votes will be offered the posts and the <u>Chair commented</u> that they will be assigned mentors to support them through the induction process. <u>Chair said</u> he had asked AA to remain on the board and be appointed as a co-opted Governor – AA is considering the offer. • Training Update – <u>Chair advised</u> Governors that there was plenty of training on the NGA Website and invited Governors to look at enhancing their training <p>PROCEDURAL:</p> <p><u>Chair advised</u> that he had met with SRv prior to the start of term and had approved the</p> <ol style="list-style-type: none"> a) Inset Day of 4th January, b) The move to remote learning for the first two weeks of term. 	
8.	<p>Head Teacher’s Report</p> <p>SRv talked Governors through his Report which related mostly to the arrangements around Covid-19, the Testing Centre and remote learning for the students. SRv said that he had received more compliments than complaints. He was extremely pleased with what staff have achieved.</p> <p>SRv informed the Governors that he was joining a consultation group with regard to replacement exams and teacher assessment.</p> <p>SRv advised that receipt of Section 44 Notices had highlighted the concern amongst staff in returning to school. The Risk Assessment had been updated to reflect improvements and any concerns relating to the Section 44 Notice were now not an issue.</p> <p>SRv thanked JM and GM for their work in converting the Middle School Hall into a Covid-19 Test Centre. This was working well and any staff who had come into contact with a positive student had also been able to receive daily testing. SRv advised that the NHS data recording requirements were incredibly difficult to manage and the ‘red tape’ was impinging on their ability to effectively manage a couple of groups of students. There is a major concern that the school will struggle to successfully manage weekly testing for whole school students once school returns.</p> <p><u>Governors asked</u> how the remote learning at Gildredge House compared to other schools? SRv advised that he had only currently talked with teachers at a high level. Feedback from parents who were comparing with other schools had said that staff were doing an excellent job. The school has no progress data yet. SLT had discussed this and as IT skills improve there will be an opportunity to carry out assessments – this assessment data should be available soon.</p> <p><u>Governors queried</u> how the staff were supporting students remotely with additional learning and differentiation – did SLT have a strategy? SRv said that SLT were exploring the use of ‘breakout rooms’ in TEAMS – this had proven to work well for a student who had required additional support. SRv explained that both live stream and recorded lessons both had advantages. Parents were</p>	

enjoying the recorded lessons because the students could learn at own pace and at an appropriate time – particularly where there were shared devices within a household.

HOP said that within Primary there were a lot of Key Worker children attending in classes of up to 21/22. Work was differentiated – there was a separate set of videos for children with additional needs. Students were also receiving 1-1 consultations via Edulink which was working well. Vulnerable children had already been invited into school.

Governors asked what was being done for gifted children in both the Primary and Secondary phases? SRv said that following a fortnight of remote learning he was now receiving feedback from staff and improvements would be made where appropriate. Some parents have asked for more work for the more able students.

HOP said that she understood school provision to be a real mix between schools. Twitter feed said that a lot of schools were using videos rather than live stream to support flexibility.

Sara McKenna, (SM) – joined the meeting at 17.44

Governors asked what level of assurance could be provided in relation to the requirement of learning hours and how was this being monitored and evidenced to ensure that the offering was being met? **Governors asked** whether the SLT were making any checks to make sure the level was being achieved?

AHT-A&C confirmed that the money received from the DfE to support the students was being applied but the additional support was being conducted virtually. This was more challenging in some parts of the school. AHT-A&C said that staff were using prompts to contact students – promoting them to evidence work. AHT-A&C explained that SLT was exploring the use of 'Insight' a software programme which will record activity of the student. SLT were compiling a Policy which was addressing this.

Governors queried how the students' work was being marked. HOP replied saying that Primary parents were sending work to teachers – and staff would provide email feedback during registration or 1-1 sessions. SMC said teaching staff were reliant on parents sending work in. AHT&AC said that this was evolving for Secondary students who were having to submit their work by adding a file, sending a picture, or holding their work up to a screen etc.

Governors asked whether there was any monitoring of staff to ensure there was consistency amongst staff. AHT-A&C said a policy was being developed and said that through middle leaders' meetings next week they were going to discuss the quality of teaching – even in difficult circumstances.

Chair said it would be good practice for Governors to monitor the provision of remote learning as this may be expected to be evidenced to Ofsted. **Governors suggested** that SLT provide a Report for presentation at the next Education Meeting which sets out how remote learning is being monitored.

Chair asked how Free School Meals (FSM) was being managed. SRv said FSM was continuing with Voucher Scheme

Governors asked whether there was any update received on SATS – HOP said that both Year 2 and Year 6 had been cancelled. AHT-A&C said that, in the current circumstances, CATS tests were being used to move Y6 students forward as had been done previously.

SRv

	<p>Selene Edwards, (SE) - joined the meeting at 17.56</p> <p>SRv said there was a software programme called 6into7 which was likely to be countywide shortly and which would support a moderated transition. Governors asked if this would support the 6-7 transition. SRv said that 2020/21 cohort 6 – 7 had been a difficult one due to Covid restrictions. There had been a few behaviour issues but these had now mostly been ironed out.</p> <p>Chair recognised how supportive the Admin and Estates Staff had been in supporting the school in the current circumstances as many roles didn't support home working.</p> <p>JM and GM who had read through the Government Guidance to set up the Test Centre said the process was easy until you bring in the NHS test data which needs to be recorded– this takes approx. 5-10 minutes per person. JM explained there was also a requirement to update school records. They were still running through red tape relating to student testing as there were issues with personal data being shared. JM hoped the school would be in a better position next week to move the Testing Centre forward. There were concerns that it might not be feasible to test all students once school opens as estimates suggest it would need 5 full-time staff to run this.</p>	
9.	<p>Strategic Direction</p> <ul style="list-style-type: none"> • School Development Plan 20/21 <p>SRv highlighted that the SDP was pretty much rolled over due to the current circumstances. However, Chair wanted to draw Governors attention to various sections of the School Development Plan 20/21 which he shared with attendees. Governors queried to what extent some of these highlighted matters should be considered as SMART targets?</p> <p>Governors queried whether the ICT strategy and use of Master's House could now be met – should this now be included in SMART targets? SRv said that he could provide more detail on this if required. Governors suggested selecting 10 aspects from the SDP that may require more granular information with a view to Governors picking up on these during monitoring visitors. SRv agreed that this would support strategic development and could link into Risk Register.</p> <p>Chair suggested that some aspects could be picked up at Committee level. Governors suggested a new approach to monitoring – based on new priorities – felt this would better focus the Board and better inform SLT. Chair agreed a meeting would be scheduled to discuss the strategy.</p> <ul style="list-style-type: none"> • GCSE Targets <p>SRv said it was very difficult last year and would be this year. SLT not yet aware of replacement arrangement yet although Government were not going to use algorithms but to trust teacher assessment. AHT-A&C said that the school's objective was to give a fair reflection of what the student's ability was – there was no intention of inflating grades which could set them up to fail in the future.</p> <ul style="list-style-type: none"> • Vision for SEND <p>AHT-SEN presented Power Point to Governors. The vision included a Mantra:</p> <p><i>“SEND should be the heart of everything we do – this will benefit all students, not just the SEN students within a class”.</i></p>	SRv/Chair

	<p>He announced that “SEND Students will have a Pupil Passport and a Voice” and informed the Governors that there were plans to relocate the Oasis Centre within the school and this will be set up in the Library. It was intended that the Curriculum will now include ASDAN courses (life skills) available to them within the school. The SEN Register has now been streamlined and this allows colleagues to focus more on the higher end needs of students and provides teaching staff with links to advice and support and the Student Passport. Regular briefings are taking place with colleagues, relating to SEN Students’ needs and information is now being kept all in one place. ‘Lesson Support Agreed Approach’ documents will be circulated to relevant staff and this will support TAs to work more closely with teachers. The school will be investing in ‘Provision Map’ – to be in place 2021. This software keeps parents up to date with strategy for their child. The vision is also to ensure that our SEN students are visible in the local community and engage with outside networks.</p> <p>Chair thanked DOD for an interesting presentation. The Education Committee will carry this forward but Chair said AA wanted to point out that some of the points set out in AHT-SEN presentation are included within the Local Authority expectations.</p> <p>Governors asked, where the Library was to be relocated and SRv said there was no need for a reference library in the school any more but more a push for fiction library similar to Primary setup. This was a task for English Dept.</p> <p>Governors questioned whether the vocational pathway – ASDAN – extended its facility for the school to retain these students in Y12/13? AHT-SEN said L3 ASDAN course may fit into the wider picture for Sixth Form and DSF said this was something that AHT-SEN and her would have to look at – Sixth Form was not necessarily the best provision for SEN students moving forward. Other colleges can offer more vocational courses at a higher level. However, DSF said they may be able to look at whether SEN in Sixth Form can do 2 A Levels as opposed to the current 3.</p> <p>Governors asked how far away the school was from embedding this new culture? How can Governors support with delivery? AHT-SEN said it will take time, the will is there and they had not received any resistance from staff – however, it will take time for changes to become common practice.</p>	
10.	<p>Finance</p> <ul style="list-style-type: none"> • Annual Report and Company accounts –for agreement and ratification <p>SRv reminded Governors that these accounts don’t read like any other accounts provided to Governors – very ‘dry’ document. This set of accounts refers to assets, depreciation and pension deficit. Chair advised Governors that he had met with Malcolm, of Price & Co – who had congratulated the school for getting themselves into the best position they had been in. The key item was that they were no longer in deficit with SFA. Governors recognised that the accounts now need to be ratified by Trustees to then be submitted to Companies House.</p> <p>Chair asked if anyone had any comments. SRv referred Governors to the operational surplus of over £300,000. The money which had been used to pay off deficit can now be used for reserve. Chair announced congratulations to DFA, SRv and all Governing Board in working together to pay off that debt. TS offered his personal congratulations to SLT and the turnaround of the financial position.</p> <p>Accounts were ratified and will be presented to Trustees for signature.</p> <p>SED raised query with attendance – DfE to update before accounts signed off.</p>	DFA/SRv

	<p>Chair said that moving forward there was a need to have an FGB in December.</p>	
11.	<p>Monitoring Chair highlighted that monitoring will be formed upon key areas in SD Plan. SEND will form a key part of that as does safeguarding, always. MB said she did a virtual monitoring visit on the Careers Day – Y12 she will provide report at Education Committee.</p>	MB
12.	<p>Safeguarding DSF highlighted breakdown of concerns which were logged over Terms 1 and 2 - massive increase, linked to COVID-19. Increase also related to trained staff now recording and reporting smaller issues which contribute to the bigger picture. Staff more aware of recording minor issues within MyConcern software which staff are becoming more confident with. Biggest concerns relate to welfare and cases are being passed on to third parties. Mental Health also showing as a larger concern. Patterns typical of that being seen over the rest of the County.</p> <p>Governors referred back to SDP and the items regarding Cyber bullying. Governors queried whether there was an increase in on-line bullying and DSF said she was working with Head of ICT to promote support networks via desktops on school PCs. Regular communications going out to parents - sharing information and help sites. Vulnerable students get extra support and anyone of concern – staff find a way to visit.</p> <p>Governors asked whether there were any staff who were trained to recognise neglect etc? DSF said all staff did CPD training on line last year and all staff are required to sign that they have read Safeguarding Children in Education The virtual registration is supporting safeguarding. Although Governors did query, from a primary perspective, - how does primary teacher assess all 30 students in 15 minutes? It was highlighted that because of Lockdown, remote learning, was providing more interaction with students.</p> <p>Governors queried to what extent the school was offering support to parents? DSF said this was something they could look to send out in weekly Notices to parents + circulate on Facebook page. DSF said that AHT–B&A and herself were closely analysing behavioural incidents with safeguarding incidents.</p> <p>Chair commented that one of the outcomes of the Report said SRv and Chair complete some training and SRv and chair have now both completed ‘NSPCC Managing Allegations and Abuse’ training in line with those recommendations.</p>	
13.	<p>Policies SRv gave a verbal update on policy tracker – new tracker system is to be put in place to track policies as The Key no longer available. The upgrade will have the functionality for Policies to be tracked for analysis.</p> <ul style="list-style-type: none"> • EYFS and Primary visitor access – Governors ratified • EYFS and Primary visitor access – COVID addendum – Governors ratified • EYFS and Primary Administration of medication – Governors Ratified • EYFS and Primary Uncollected Child – Governors ratified <p>Chair asked if any grammatical or spelling mistakes could be sent on to Clerk for onward transmission.</p>	SRv

14.	<p>Website Compliance</p> <p>SRv highlighted that this was undertaken 3 times a year, given a compliance check and this included an overview.</p>	
15.	<p>Any other urgent business</p> <p>None</p>	
16.	<p>Confirmation of future Governor Meeting Dates for 2020/2021</p> <p><i>Please note that, following government advice, it is expected that Governing Board meetings will continue via Zoom (or another agreed medium) until further notice. This is expected to continue until at least until Term 3 under current guidelines.</i></p> <p>FULL GOVERNING BOARD:</p> <ul style="list-style-type: none"> • Thursday 29 April 2021 • Thursday 8 July 2021 <p>EDUCATION COMMITTEE:</p> <ul style="list-style-type: none"> • Thursday 11 February 2021 • Thursday 6 May 2021 <p>ENTERPRISE COMMITTEE:</p> <ul style="list-style-type: none"> • Thursday 18 March 2021 • Thursday 17 June 2021 	

Chair closed Meeting at 19.32