



Full Governing Board – Minutes

Meeting Date: Thursday 17 September 2020
Meeting Venue: Via Zoom
Meeting Time: 5:15pm

Governors: Julian Mace, *(JM)*, Chair
Louise Baxter, *(LB)*, Vice Chair
Alison Allart, *(AA)*
Paul Amos, *(PA)*
Selene Edwards, *(SE)*
Glyn Freeman, *(GF)*
Sara McKenna, *(SM)*
Gabrielle Mace, *(GM)*
Joel Newman, *(JN)*
Joyce Swann, *(JS)*
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
Janice Logan, *(DFA)*, Director of Finance & Administration
Danny Simmonds, *(AHT-B&A)*, Assistant HT - Behaviour & Attendance
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum
Julia Jenkins, *(JJe)*, Clerk to Governors from 1 October 2020

Clerk to Governors: Steve Quayle, *(SQ)*, Clerk to Governors

Apologies: Marilyn Benzing, *(MB)*
Trevor Scott, *(TS)*

	<ul style="list-style-type: none"> • Chair confirmed that SE and AA as parent Governors are nearing the end of their terms and as such a new election is required before 1 February 2021. School to organise. • Chair confirmed that SM as staff Governor is nearing the end of her term and as such a new election is needed before 1 September 2021. School to organise. Governors asked if only one staff Governor is sufficient in such a large school or whether we should move to two. Chair said the school's Articles of Association state that up to 2 staff Governors can serve, but this has been discussed before and the Board should consider this issue nearer the time. • Chair confirmed that the Governors who will sit on the Headteacher's Appraisal panel and the Staff Pay Progression Panel will be Chair, PA and MT. • Chair confirmed that Chair, Vice Chair, GM and TS have all redone their DBS certificates with the school and that all other Governors should now do the same. <p>JN joined meeting at 5.50pm</p> <ul style="list-style-type: none"> • Chair advised that GF has signed up for an online governor induction course and MT for a Headteacher's Appraisal course. MW has completed some safeguarding training. He reminded Governors there is a lot of training online and Governors should have a look. <p>PROCEDURAL:</p> <ul style="list-style-type: none"> • Governor's Code of Practice, Register of Business Interests, Declaration of Eligibility – due to the current remote working arrangements these forms will be emailed to Governors for them to print, sign and return to JJe at the school by 1 October please. • Chair advised he has rewritten the Terms of Reference detailing the move back to the 2 Committee structure. Chair asked if Governors are happy to ratify the new document - Governors agreed. Governors asked if there should be a section covering Covid - Chair and SLT agreed to investigate this further. • Chair confirmed that although the minutes of these meetings have not been physically signed for several months they can be marked as having been signed electronically. 	<p>SLT</p> <p>Clerk to diarise</p> <p>All Gvnrs</p> <p>All Gvnrs</p> <p>Clerk</p> <p>All Gvnrs</p> <p>Chair/SLT</p>
8.	<p>Data</p> <p>Chair asked for a brief update on the Key Stage data and explained that the Education Committee will study this in more detail at their 1 October meeting.</p> <p>EYFS</p> <ul style="list-style-type: none"> • HOP said 72% of students achieved GLD, with 6 more on the cusp of achieving this. Maths was the strongest area and summer born students struggled more than others. <p>KS1</p> <ul style="list-style-type: none"> • HOP said the results in the 3 core subjects are significantly above the national average. SRv explained that every single student's data is crucial to this calculation as those who do poorly disproportionately drag down the entire cohort's performance. The results for KS1 are better than FFT20 for those at the expected level and between FFT20-FFT50 for those at above the expected level. HOP said the main area of development is going to be writing. <p>KS2</p> <ul style="list-style-type: none"> • This is the first year of this data for the school. HOP advised she has planned a Greater Depth integration session which had to be cancelled due to lockdown. but even so the data is still in line with the national expectation. Chair asked if the data backs up data received from other schools. AHT-A&C said as an All Through School we put forward a cautious position as students are measured on the progress made from the day they enter until the day they leave at whatever end point that is. Some other schools arguably inflate their KS1 and KS2 results, which then causes us a problem. <p>GCSE</p>	

	<ul style="list-style-type: none"> • Governors asked if there have been issues with students not wanting to come back to school. SRv said there have been a few issues. HOP said some of the younger students have struggled with leaving parents at the gate but once they are inside, they are fine. She said it has been noticed that it is taking more time to help them with social interaction as they are not used to spending time with other children and they seem less independent and need more spoon feeding for routines and structures. • Governors asked about safeguarding issues that have arisen. HOP said the Primary school has not noticed a large number, but the young children tend to keep things very quiet and staff are being vigilant. DSF said she has had lots of safeguarding issues coming through for Secondary but not many high-level concerns. SRv said because Year 8s did not get much of a Year 7 it is almost like having 2 x Year 7s in school at the same time. • Governors asked about the school's former Year 6s who are now in Secondary. SRv said the all-through students helped the external students to learn the ropes and it has had a calming effect. Governors asked if there is any evidence of a 'them and us' issue. AHT-B&A said he is aware of a few things that have come up but generally both groups of the intake have integrated well. SRv said one consequence is that because the Year 7s are in their bubble they are not having to find their way around the school amongst much older students which may be giving them a false sense of security. HOP said having different break times has meant there is no squabbling like there sometimes is and SRv said in secondary having two lunches has been incredibly positive. Governors asked if there are any other unintended benefits from the bubble process. SRv said having just 5 classes for year 7 and creating a base for them to move around in has been very settling for them and he might look at whether this is possible going forwards for Year 7. • Chair asked if the school are legally obliged to provide self-isolating student with work at home. AHT-A&C said there is a flowchart which guides them as to what to do in various situations. Governors asked if lockdown were to happen again will the school have provision to provide home learning for all students. AHT-A&C said there will be pre-recorded lessons and other resources are available. <p>Sixth Form Recruitment. – PINK PAPER</p>	Chair
10.	<p>Strategic Direction School Development Plan 20/21</p> <ul style="list-style-type: none"> • SRv said this is due to come to the October FGB but this can be changed if Governors would like it at a different meeting. Governors asked if this includes the ICT provision. SRv said the ICT strategy needs to be looked at in the long term as it will require a huge investment once the finances are in better order after December. SRv said improved sixth form numbers are already in the document. Chair said our sixth form results have been in the top 10% in the country and are way ahead of FFT20. Chair said the SDP would be a good place for Committees to have a deep dive. Chair asked if Governors are happy with the SDP being taken forward – Governors confirmed. <p>GCSE Targets</p> <ul style="list-style-type: none"> • SRv explained the FFT benchmarks. The school would need 75% of students achieving 4 or above in both Maths and English, and as the year progresses the SLT will be able to inform Governors if this looks achievable. Governors asked about what lobbying is going on about GCSE exams next year. SRv said information is coming out slowly from exam boards – some are dropping certain units of the exam, and it is very unsettling for everyone. Meanwhile there is lobbying from some quarters about no exams taking place at all, whereas others are asking for exams to represent 3/5ths of the syllabus and then others who want the whole spectrum of exams to go ahead as normal. 	

12.	<p>Monitoring</p> <ul style="list-style-type: none"> Governors discussed the proposed monitoring schedule for 2020/21. Governors said there should also be a monitoring visit for Mental Health & Emotional Wellbeing – and JN and AA will give this some focus. Vice Chair said any Governors who would like to support these visits would be very welcome to be involved. Chair said he would like all Governors to be involved in monitoring this year. Chair added that PSHEE also needs to be covered too. 	All Gvnrs Chair
13.	<p>Safeguarding KCSIE Policy</p> <ul style="list-style-type: none"> For statutory compliance reasons – all Governors must read, as a minimum, Part 1 and Annex A of the September 2020 Keeping Children Safe in Education guidance, available here. SQ will email signature forms to confirm – please send these back to JJe by 1 October. <p>Safeguarding Report</p> <ul style="list-style-type: none"> MW explained that a new reporting system that has been devised to give form and continuity. He said he found the new form a lot easier. Governors asked if the numbers of safeguarding concerns in the sixth form is proportionally high. DSF said there is a correlation between safeguarding and as students progress up through the school because naturally sixth form students are exposed to a lot more. Also due to the pastoral support in the sixth form students tend to form relationships very quickly. Finally, transition is a particular point for anxieties to come to the fore and the sixth form involves a lot of transition both in and out. She said she is not unduly worried about the numbers. Governors said the report highlighting the percentage of students per year might help them spot trends to help monitor it better. DSF said each year group has pinch point, such as options, or even if there is a house party this can sometimes raise 4 or 5 concerns. Chair asked about progress of the points raised at last external review. DSF said she is making good progress on this and is reviewing it at SLT as well. The external reviewers are conducting a follow up visit in October. Governors said on the monitoring visit form they need to touch base with other Governors and need to look at security which is relevant to H&S as well as to safeguarding. 	All Gvnrs
14.	<p>Policies</p> <ul style="list-style-type: none"> Safeguarding Policy – Governors ratified policy. Staff Behaviour & Code of Conduct Policy – Governors asked about the process of communicating changes to policies that affect them. SRv said any change needs to go through a staff consultation. Governors asked if all policies are accessible to staff and SRv said they are currently available on the T Drive. Governors suggested staff should be asked to sign each year to confirm they have read the policies, but Chair said this would create a massive undertaking. DSF said going forwards each staff's induction requires them to read the policies and confirm they have done so. Governors commented the policies should be available online in case staff are suspended or want privacy. SRv said as the school invests in ICT it will move to a more cloud-based system for better access. Governors ratified policy. Behaviour for Learning and Exclusion Policy: EYFS -Year 6 – needs to have 'parent' changed to 'parent/guardian' in all instances. Governors ratified policy. Behaviour for Learning and Exclusion Policy: Years 7-13 – Governors ratified policy subject to references to 'parent' being changed to 'parent or carer' throughout. Covid-19 Addendum – September 2020 – Governors ratified Addendum. 	AHT-B&A AHT-B&A
15.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Thanked SQ for his service as Clerk as this will be his last Governors meeting. 	

	<ul style="list-style-type: none"> • Governors discussed the Beat the Street initiative and Governors and SLT agreed that although we are participating in the scheme it is not something the school has the capacity to focus on fully in the current circumstances. 	
16.	<p>Confirmation of future Governor Meeting Dates for 2020/2021 <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 currently expected to continue until at least until Term 3.</i></p> <p>FULL GOVERNING BOARD:</p> <ul style="list-style-type: none"> • Thursday 14 January 2021 • Thursday 29 April 2021 • Thursday 8 July 2021 <p>EDUCATION COMMITTEE:</p> <ul style="list-style-type: none"> • Thursday 1 October 2020 • Thursday 11 February 2021 • Thursday 6 May 2021 <p>ENTERPRISE COMMITTEE:</p> <ul style="list-style-type: none"> • Thursday 10 December 2020 • Thursday 18 March 2020 • Thursday 17 June 2020 	
	<p>Meeting Close</p> <ul style="list-style-type: none"> • Chair closed the meeting at 8pm 	