

Minutes of Full Governing Board meeting, held virtually via Microsoft Teams, on Tuesday 21st April 2020 @ 5.30pm.

Present: Debbie Coslett (DC), Interim Chair
 Roger Lockwood (RL), Vice Chair
 Patricia Smith (PS)
 Graham Wells (GW)
 Su Harwood (SH)
 Jason Scott-Taggart (JST)
 Hannah MacDonald (HM)
 Anita Lawrence (AL)
 Roger Salwey (RS)
 Owen Robinson (OR), left at 6.34pm
 David Sumner (DS), joined at 5.50pm
 Claire Berry (CB)
 Justine Mountford (JM), Principal

In Attendance: Theo Richards (TR), Vice Principal
 Liana Richards (LR), Vice Principal
 Sarah Morgan (SM), Clerk to Governors

Absent: Eleanor Wilkes (EW) – Unable to log in

No.	<u>AGENDA ITEM</u>	<u>ACTION</u>
1	<p><u>Welcome & Introductions</u> DC, new Interim Chair, welcomed everyone to the meeting, which was being held remotely due to schools being partially closed because of the Coronavirus. Introductions were made by everyone.</p>	
2	<p><u>Apologies for Absence</u> It was noted that EW was absent. Post meeting, EW stated that she had been unable to successfully log in to the virtual meeting.</p>	
3	<p><u>Declaration of Interests</u> There were no conflicts of interest declared by those present regarding agenda items.</p>	
4	<p><u>Any Urgent Items</u> There were no urgent items presented.</p>	
5	<p><u>Membership Update</u></p> <ul style="list-style-type: none"> • Resignation of Karen Stevenson – Chair. Thanks were recorded to KS • Resignation of Lucy Stephen (although her term of office had expired last year) • Appointment of Debbie Coslett – Interim Chair, placed by ESCC • Appointment of Sarah Morgan – Clerk • Re-appointment of Claire Berry, Co-opted Governor. CB was happy to continue and she was duly re-appointed 	
6	<p><u>Minutes of Last Meeting, Matters Arising & Action Points</u> The minutes of the previous meeting, held on 29th January 2020, were approved. These would be signed at the next meeting held at the school. There were several matters arising:</p> <ul style="list-style-type: none"> • <i>JM to ask ESCC for two and three training days either side of the October half term to facilitate the move from old to new building – ESCC have agreed four days, two before and two after the half term holiday.</i> 	

	<ul style="list-style-type: none"> • <i>JM to take the Consultation process forward</i> – Agenda item • <i>Fundraising strategy</i> – this was on hold due to COVID-19 • <i>Ways to make parents feel more inclusive</i> – Facebook was up and running with 303 members. HD added that a calendar of events for parents had been structured and that was a start. HD and AL both stated that parents felt very connected with the school now, through the closure, as they were kept very informed by the school with superb communication. SH also thanked JM for keeping all governors copied in on letters home to parents – that was reassuring. DC asked for congratulations to be passed on to staff. Q – How many responses were received from the recent parent survey? A – 222 • <i>Replacement clerk</i> – Completed • <i>Produce Parent Forum feedback</i> – This had been completed and included in a newsletter. JM to ask Donna Atkinson to circulate to governors • <i>Produce SIP</i> – Ongoing • <i>Produce link governor document with contact details and upload to Sharepoint</i> – This had been uploaded. SM to circulate and establish if EW had undertaken safeguarding training • <i>Quality control all governor documents</i> – This was being processed by DC and SM • <i>Governors Online access for Oro</i> - Completed 	<p>JM</p> <p>SM</p>
<p>7</p>	<p><u>Meetings and Structure Going Forwards</u></p> <p>Three documents had been shared with governors prior to the meeting; a) Remote Meeting Policy, b) GB Protocol for Virtual Meetings and c) Safeguarding Policy Addendum. DC explained that, during the school closures, governing bodies still had to carry out their statutory business.</p> <p>Q – Once schools resumed, could governors attend any future meetings virtually, if they were unable to physically attend? JST felt that they could and it may improve attendance. But governors did need to attend in person if they could. DC confirmed that this policy was just for the duration of COVID-19 and could then be amended afterwards</p> <p>The policy was approved and the protocol and safeguarding addendum, noted.</p>	
<p>8</p>	<p><u>Update on Partial School Closure</u></p> <p>JM had shared her report, which covered; delivery of education, safeguarding, staff wellbeing, H & S and staffing. JST thanked JM for her report, which he found very useful. Questions were invited:</p> <p>Q (To LR) – Will you be repeating the staff wellbeing survey? Yes, at some point this would be repeated. The survey highlighted that some staff needed additional support. DS added that the school were making efforts to keep in touch with the staff regularly</p> <p>Q – How do you monitor the work being set by individual teachers? By looking at student engagement. At the recent Year 10 Parent Evening, 95% of students were logging on. Staff had responded to parent concerns regarding the homework being set. When the lockdown first started, some teachers had been setting bulk work with long deadlines. But feedback suggested that it was better to set work daily and for 40 minute sessions rather than an hour. Year 8 Parent’s Evening was this week</p> <p>Q – Are you relying on comments posted by parents on Facebook? No. SLT were in daily contact with Heads of Subjects. HM was concerned if teachers were named on Facebook regarding work set</p> <p>Q – Although work was not compulsory, how were the school providing for those students without adequate computers or internet access? JM had emailed parents regarding this and 14 families had asked for IT equipment. 20 chrome books had been ordered and it was hoped that</p>	

	<p>the cost of these could be reimbursed through the new Government scheme to support such costs as this</p> <p>Q – Were relevant costs being logged? Yes. A spreadsheet of costs accumulated was being kept and this included the purchase of 12 cheap, pay-as-you-go phones, for staff to contact students on. The Government had stated that they would refund schools for their C-19 costs</p> <p>Q – How was the Free School Meals voucher scheme working? It was extremely difficult to access. Sophie Hanson was now attempting to log into the system late at night in the hope that it was not too busy then. DC had a meeting at County the following day and she would raise this</p> <p>Q – Are you confident that safeguarding protocols are being maintained? Do you have any concerns? JM was refining a system to make weekly check-ins with the 800 students on roll. There were about 70 individual high risk students who were having regular phone calls. The frequency depended on the level of risk. One referral had been made to Social Services</p>	DC
9	<p><u>Business Critical Decisions</u></p> <p>a) <u>Budget approval</u> The budget would be discussed and approved at the forthcoming F, S & GP meeting. Sophie Hanson had set the agenda and the papers would be shared shortly</p> <p>b) <u>Warning Notice response</u> The Governing Board had received a warning notice from ESCC on 17th March regarding the performance of the Board and the effect on standards. A response had been due by 31st March. However, in light of COVID-19, ESCC had put the warning notice on hold until the start of Term 6.</p> <p>c) <u>Pastoral staff proposed restructure</u> JM had received responses from Heads of Year requesting the process be put on hold until January 2021. JM took legal and HR advice and was advised to carry on with the process. She did however, extend it by two weeks and had consulted DC and RL about this. Both unions had also been copied in. Q – Will this delay affect implementation in September? A – No, as JM had built in extra time originally. The consultation finished on 31st May. Governors were happy for JM to continue communication with DC and RL during the process.</p> <p>d) <u>New build update and progress</u> Progress was being made but there was now some difficulty in getting supplies and workers, such as plasterers. There was likely to be a delay to completion now. But JM had attended a fixtures and fittings meetings in the Easter holidays and a progress meeting was scheduled for next Monday. JM to circulate a written update following this meeting.</p> <p>e) <u>Year 11 and 13 predictions</u> Ofqual had now released guidance on how to assess grades for GCSE and A Level students this year. JM stated that all staff were working very hard to place students in rank order for each subject, as well as submitting their predicted grades. The first draft would be sent by 1st May to the Fischer Family Trust (FFT) who would quality assure it. This would then be submitted to Ofqual by the 29th May deadline. An update would be provided at the next meeting.</p> <p>Q – How difficult will the process be? Very difficult. Teachers did not always get predictions right. Some did, some predicted above, some predicted below. Teachers would use a range of data including; mock results, prior attainment, teacher assessment and course work to make an informed decision. The ranking was the most important thing</p>	JM JM/SM

10	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Q - A Governor Visit Day was scheduled for June. Could this be held remotely? JM was considering this • JM had undertaken the annual Safeguarding Audit. This required signing off by Governors by Friday. All were happy to delegate this to DC, RL and EW (JM to email the audit to them) • Q - Can we discuss the Year 6 bulge year at the next meeting? JM would include this in her report • Q - Will governors see the response to ESCC regarding the warning notice? Yes, it will be on the agenda and may even require an extra meeting • SH had undertaken CPD training in March. She agreed to send her report to TR, LR, JM, SM and Carly Sargeant (DSL). SM requested any details of training completed to be sent to her so she could update the training database • DC explained that there may be some issues that arose which required immediate governor approval, such as the restructure notice, things that were time critical. She suggested forming an Emergency Committee, to include herself, RL and one other. It was agreed that urgent items for approval could be emailed out, approval given by email, logged by SM and formally approved at the next meeting • DC reported that Fiona Chalk from ESCC, was carrying out a Procedural Review of Governance. SM was gathering the necessary documents together for the review. RL asked why the review was being carried out and DC responded that this was a recommendation which had come from the recent formal complaint, the handling of which had led to the warning notice. DS noted that someone had been in recently to carry out a review but JM confirmed that the review was not completed. DC concluded that an action plan would be drawn up following the review • DC reported that SM had agreed to undertake a review of the school policies and policy schedule (post meeting, SM explained that this was not the case. The review would therefore be carried out by the school). 	<p>JM</p> <p>JM</p> <p>SH ALL</p>
11	<p><u>Date of Next Meetings</u> The F, S & GP Committee were due to meet on Wednesday 29th April, at the revised time of 5.30pm. The FGB were due to next meet on Wednesday 13th May, at the revised time of 5.30pm.</p>	
12	<p><u>Meeting End Time</u> The meeting closed at 6.45pm.</p>	

SM 240420

Approved by: J. J. Costello Date: 13/05/2020

ACTIONS

<i>Item</i>	<i>Action</i>	<i>Who</i>	<i>By</i>
6	JM to ask DA to circulate Parent Forum Feedback	JM	ASAP
6	SM to circulate Link Governor document & ask EW about SG training	SM	ASAP
8	DC to raise issue with FSM voucher scheme with ESCC	DC	220420
9	JM to circulate new build update report	JM	010520

9	<i>JM to provide update on predicted exam results at next meeting (agenda item)</i>	<i>JM/SM</i>	<i>130520</i>
10	<i>JM to email Safeguarding Audit for approval</i>	<i>JM</i>	<i>ASAP</i>
11	<i>JM to add bulge year to next report</i>	<i>JM</i>	<i>130520</i>
10	<i>SH to circulate CPD training report</i>	<i>SH</i>	<i>ASAP</i>
10	<i>Governors to send details of any training undertaken to SM</i>	<i>ALL</i>	<i>Ongoing</i>