

Minutes of Full Governing Board meeting, held virtually via Microsoft Teams, on Thursday 9th July 2020 @ 5.30pm.

Present: Debbie Coslett (DC), Chair
 Roger Lockwood (RL), Vice Chair
 Patricia Smith (PS)
 Graham Wells (GW)
 Su Harwood (SJH)
 Jason Scott-Taggart (JST)
 Hannah MacDonald (HM)
 Owen Robinson (OR)
 Claire Berry (CB)
 Eleanor Wilkes (EW)
 Justine Mountford (JM), Principal, from 5.45pm

In Attendance: Theo Richards (TR), Vice Principal
 Liana Richards (LR), Vice Principal
 Sophie Hanson (SH), SBM
 James Cunningham (JC), Assistant Principal, until 6.22pm

Minutes by: Sarah Morgan (SM), Clerk to Governors

Apologies: Anita Lawrence (AL)
 David Sumner (DS)
 Roger Salwey (RS) - Retrospective

No.	AGENDA ITEM	ACTION
1	<p><u>Welcome & Apologies for Absence</u> DC welcomed everyone to the meeting, which was being held remotely due to schools being partially closed because of Covid-19. Apologies had been received from AL and DS plus retrospective apologies from RS. These apologies were accepted.</p>	
2	<p><u>Declaration of Interests</u> There were no conflicts of interest declared by those present regarding agenda items.</p>	
3	<p><u>Minutes of Last Meeting, Matters Arising & Action Points</u> The confidential minutes of the previous extraordinary meeting, held on 10th June 2020, were approved. These would be signed at the next meeting held at the school. All action points had been addressed except one; 'DC & EW to carry out safeguarding review'. However, this would be completed before the 22nd July and the Safeguarding Policy had been reviewed. Additionally, DC thanked SM for putting together the induction pack.</p>	DC/EW
Strategic & Priorities		
4	<p><u>Sixth Form Report & Careers Update</u> <u>Careers Update</u> JC was welcomed to the meeting to present his report and he highlighted the following:</p> <ul style="list-style-type: none"> • JC had taken over from Carly Sargeant as Careers Lead • He had completed a full audit using the Gatsby Benchmarks and East Sussex questions • Louise Ring was supporting JC and she had undertaken a full website audit • Four action points were being addressed and the website would be fully compliant the following day • A Careers Policy had been produced, to be published • A strategic action plan, covering three years, had also been produced 	

- Careers would be fed into school life from September and delivered in three ways; by external visits, delivery in the classroom through the curriculum and a weekly tutor time session focussing on career skills
- JC had met with SJH that day and they would have regular slots going forwards

DC stated that Hailsham Community College had just been awarded Investors in Careers and she would forward details on to JC.

DC

Sixth Form Report

JC had circulated a Sixth Form Report and he highlighted the main points:

- Gaining 100 Year 12 students in September would be ideal, but 60-70 was more realistic. Hopefully, numbers would then start to increase again
- Provision was leaning more towards academic
- JC proposed the removal of BTECs as these were starting to be phased out in favour of T-Levels
- Financial impact would not be known until September. The income could change

Q – How do the savings relate to student numbers? Numbers could only be forecast until September, but the school were bracing for an immediate drop in numbers. JM added that if 50 students took 10 A Levels, we should break even. There was a legacy of low recruitment (47%) but retention was 85-87%

Q – Was there any wider data available on the recruitment and retention of Year 11 into 12? Similar schools in East Sussex recruited 60-65%. DC added that Year 11 students could hold on to a number of 6th form offers and they would not make their final decision until they received their GCSE results. Because of the geography of Uplands, students had a wide choice

Q – Did the location of Uplands contribute to the vague desire to go elsewhere? For those students who lived locally, Uplands was the better choice as travel to other areas would not be free. But similarly, it was difficult to recruit externally due to the location. Realistically, the focus was on increasing numbers from within

Q – Can we show how different the experience will be in Sixth Form? JC had ideas for promotion and he was considering what the Sixth Form's USP was. Students needed an improved experience in the Senior School however but staff did know their students

Q – To attract external students, could the school offer subsidised travel or use a minibus? Before lockdown, JM and SH had been looking at transport options. They had met that day with East Sussex Transport, to discuss Covid, but also to review the bus routes serving Uplands

Q – By focusing on academic subjects for A Levels, would this not promote having an elite Sixth Form? It was important to support Year 11 students who weren't going on to Sixth Form, right until the end. This was part of the careers programme

Q – What are the historic outcomes in those subjects being offered? Two subjects of concern were Biology and Geography, where outcomes were not as high as they would like

Governors were asked to agree to the proposal, in principle. This was proposed by GW, seconded by PS and unanimously approved. JC was thanked for presenting his report and he left the meeting at this point (6.22pm).

<p>5</p>	<p><u>Headteacher Report</u></p> <p>JM had circulated several papers; her Headteacher Report, student numbers and various home learning documents. JM highlighted the following:</p> <ul style="list-style-type: none"> • The pastoral restructure had been completed and staff and parents had been notified • There had been good responses from parents regarding the recovery group (100%) • Training days had taken place recently with 1.5 days still to come this term, including a half day to clear classrooms • The new build was now 7.5 weeks behind. There would be a gradual transfer into the new build in November and December • JM had been granted permission for four extra training days plus one had been moved. This created a whole week just before Christmas. This would be used to move, or, if the move had already taken place, staff would reclaim the days they'd used to move (which would have been out of school hours) • Parent feedback re. Covid had been positive • GCSE grades were now in the Government's hands. But the outcomes were expected to be similar to last year's <p>Q – What was the combined recovery group? A group of current Year 7's had been identified, who all had SEN and who had not engaged with home learning (ie. had not been in education since March). In September, they would work with a group of new Year 7's, in a smaller group, with more TA support, re-visiting some Year 7 work that they had missed and allowing them to make rapid progress. The new Year 8's could also mentor the new Year 7's in their group. There would be 20-24 in the group with much adult support. DC stated the need to place staff carefully in that group. JM responded that Julie Nicholls, Acting DSL, was holding a (virtual) meeting with the relevant staff</p> <p>Q – Were Uplands running a summer school? No. The Government had changed its mind on this and recognised that all needed a break. Some building would take place over the summer</p> <p><u>Numbers for September</u></p> <p>JM reported that all appeals had now been completed and Uplands were due to receive 127 Year 7s in September. A live Facebook stream had been shared with Year 6 parents, which had been successful. A similar exercise was due with Year 4 and 5 parents on Monday.</p> <p>JM was concerned by the PAN numbers coming from County as these were 150 for the next two years, but had been out this year (had stated 150). Uplands were under PAN and Beacon Academy were over PAN. Changes to public transport were needed, to try and attract students from other schools.</p> <p>Q – Have TWGSB and The Skinners' Kent Academy increased their intake? Skinners had increased by two extra forms; from 180 to 240 intake. All Grammar schools had expanded. JM stressed the need to improve outcomes and increase marketing</p> <p>Q – This year, schools in Eastbourne had agreed that they would not increase their intake, to help those schools under PAN. Could we achieve the same in Wealden? JM would discuss this further with the relevant parties</p> <p>DC thanked JM and the SLT and stated that the examples of work included in the papers, were phenomenal.</p>	
<p>6</p>	<p><u>Outline plans for September provision, including Primary marketing</u></p> <p>The Government had released guidance for schools for September, the previous Thursday. DC had a six-page summary of the guidance and she would circulate this. JM updated on the following:</p>	<p>DC</p>

	<ul style="list-style-type: none"> • A risk assessment and action plan had been completed and parents surveyed • Students would move rooms but staff would stay put • Students could not be in bubbles on school transport but would be in bubbles for breaks • One way systems would be in place where possible • Fire doors would be used where appropriate • Hand sanitiser would be available in every classroom • Staff had been offered visors, but there had not been much take up (the guidance may change though) • Toilets were an issue and a plan was needed (not enough toilets) • A cleaner had been sought, to work from 11 – 3.30pm, cleaning high contact points during the day <p>Q – Were there more concerns about adults? The Government guidance had all students facing the teacher, making the risks even higher. But by staying in one room, the teacher could take control of that environment – cleaning, opening windows etc. The staff room was a concern. The hall would be used for staff briefings and assemblies would be virtual. JM was looking carefully at those subjects which shared equipment such as music, PE, DT and Science. There were concerns for staff, yes</p> <p>DC concluded that the emphasis should be on social distancing staff from the students and staff from each other. Wellbeing needed to be a focus also. The risk assessment and action plan should be seen by governors and JM agreed to add these to Sharepoint.</p>	JM
7	<p><u>Warning Notice Update</u></p> <p>DC had circulated the recent warning notice response from County. They had decided that the current Governing Board could remain, but with conditions attached. DC highlighted the following actions:</p> <ul style="list-style-type: none"> • Six-week progress meetings between the SLT and County • Termly meetings to review the GB’s action plan • Governor training (especially preparation for Ofsted) • Produce a deficit recovery plan by the end of term, even though the school were not currently in a deficit position • By October half-term, produce plans for the future sustainability of the school (in hand) 	
8	<p><u>Approval of Budget</u></p> <p>SH had sent off this year’s budget, which had been accepted. Next year, a small deficit was predicted (£10k) and the following year, a large deficit was predicted (nearly £300k). Now that staffing was in place for September and the pastoral restructure had taken place, SH had amended the budget and the carry forward for this year had reduced, from £109k to £98k. This would have a knock on effect to the following years. Work was starting on the deficit recovery plan but there were still so many unknowns.</p> <p>Q – Wasn’t the deficit for the third year £173k? Yes. It had been nearly £300k but SH had reduced this</p> <p>Q – The school was predicted to go from £100k in the black to £200k in the red. How/why? The figures were originally based on the staffing at the time and 120 in Year 7 and 60 in Year 12, with a five group entry. But the pastoral restructure had now taken place and there was a four group entry. Staff changes had been made and those staff on fixed term contracts were not having their contracts renewed. TR added that the three-year plan for staffing levels was being fed into financial planning. He also explained that, as 141 Year 11s left this summer, they were replaced by only 127 Year 7s. Each student attracted £4k income so this variance cost the school £56k. 150 PAN was the aim</p>	

	The budget was duly approved.																															
Governance Housekeeping																																
9	<u>Election for Chair & Vice Chair for 2020/21</u> RL proposed the election of DC as Chair. This was seconded by PS and approved by the Governing Board. DC proposed the re-election of RL as Vice Chair and this was approved by the Governing Board. Succession planning needed consideration and PS would shadow RL as Vice Chair.																															
10	<u>Committee Membership</u> The current committee membership had been circulated and RL requested to sit on the Student Development Committee also. SM noted that the committee membership numbers were quite high but DC was happy to keep these as they were. The membership was approved.																															
11	<u>Governor Links</u> The current links had been circulated and the following was agreed: <table border="1" data-bbox="188 703 1353 1263"> <tr> <td>Anita Lawrence & Owen Robinson</td> <td>PP and SEND</td> </tr> <tr> <td>Eleanor Wilkes</td> <td>Safeguarding</td> </tr> <tr> <td>Jason Scott-Taggart</td> <td>GDPR</td> </tr> <tr> <td>Roger Lockwood</td> <td>School budget, buildings and Infrastructure</td> </tr> <tr> <td>Su Harwood</td> <td>Careers</td> </tr> <tr> <td>Claire Berry</td> <td>Attendance and behaviour</td> </tr> <tr> <td>Pat Smith</td> <td>Maths</td> </tr> <tr> <td>Su Harwood</td> <td>Quality of teaching & learning and student development</td> </tr> <tr> <td>Graham Wells</td> <td>Sixth form – Outcomes, teaching and recruitment</td> </tr> <tr> <td>Pat Smith</td> <td>Student Outcomes and staffing</td> </tr> <tr> <td>Debbie Coslett</td> <td>CIP, UCC PP, FC Action plan, WN Action plan</td> </tr> <tr> <td>Hannah MacDonald</td> <td>Parental Link & Marketing</td> </tr> <tr> <td>Debbie Coslett</td> <td>Training Link</td> </tr> <tr> <td>Jason Scott-Taggart</td> <td>ICT Link</td> </tr> <tr> <td>David Sumner</td> <td>H & S Link</td> </tr> </table>	Anita Lawrence & Owen Robinson	PP and SEND	Eleanor Wilkes	Safeguarding	Jason Scott-Taggart	GDPR	Roger Lockwood	School budget, buildings and Infrastructure	Su Harwood	Careers	Claire Berry	Attendance and behaviour	Pat Smith	Maths	Su Harwood	Quality of teaching & learning and student development	Graham Wells	Sixth form – Outcomes, teaching and recruitment	Pat Smith	Student Outcomes and staffing	Debbie Coslett	CIP, UCC PP, FC Action plan, WN Action plan	Hannah MacDonald	Parental Link & Marketing	Debbie Coslett	Training Link	Jason Scott-Taggart	ICT Link	David Sumner	H & S Link	
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12	<u>Governor Visits 2020/21</u> Three ‘Governor Visit Weeks’ had been scheduled for next year; one for each term. Governors were encouraged to carry out their link visits during that week. DC would put together a format.	DC																														
13	<u>Governor Training 2020/21</u> DC thanked those governors who had completed some online training. She intended to hold a full governor training session in September but there was no guidance yet about when governors could start to meet again in person. In the meantime, DC encouraged governors to continue completing online sessions and look at what East Sussex were offering once they resumed in person training.	ALL																														
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14	<u>Safeguarding Update</u> JM had included safeguarding in her Headteacher Report. But she updated that four students had a Social Worker and there were three LACs and one Child in Need. Two students who were on Child Protection Plans were no longer on these. The LAC students were originally not attending school during lockdown. However, two were now attending, once a week. The third, a Year 11 student, was in a settled placement. The school had engaged with most of the vulnerable Year 10s, on a Monday and Tuesday.																															

15	<u>Ratification of Policies</u>	<p>Governors had been requested to check 85 policies prior to the meeting. DC thanked SM for co-ordinating this, allocating policies to each member and keeping track of questions raised (spreadsheet and questions attached as appendices). She also thanked the SLT and SH for putting the policies together and governors for reviewing them. The policy review dates would be staggered in future, to avoid this number requiring ratification at the same time again.</p> <p>Referring to the spreadsheet, policies in green had been approved by the nominated governor, those in blue required amendments / had questions raised and those in red still needed checking. The Governing Board ratified all policies, in principle, with the proviso that all red policies would be checked by the end of term and all amendments would be made during the summer holidays.</p>	
Information			
16	<u>Meeting Dates 20/21</u>	<p>The meeting dates for 20/21 had been circulated and were approved. The current guidance was for governors to still meet remotely and so this would continue until further guidance was given. But DC stated that by law, governors should meet in person, where possible (in normal, non-Covid times). There may be an odd occasion when a governor could join a meeting remotely, but this would be an exception to the rule.</p> <p>DC confirmed that the first meeting in September (23rd), would be a joint Student Development Committee meeting (first part), followed by a full board meeting.</p>	
17	<u>Any Other Business</u>	<ul style="list-style-type: none"> • JM was in the process of recording videos of parents promoting Uplands. JST, EW and HM agreed to participate • SH reported that the gym was re-opening on 25th July • DC thanked all governors and all staff for their input and support through this challenging year 	
18	<u>Meeting End Time</u>	The meeting closed at 7.33pm.	

SM 150720

J. J. Costello

Approved by: _____ Date: 23/09/2020

ACTIONS

Item	Action	Who	By
3	DC & EW to carry out safeguarding review	DC/EW	220720
4	DC to forward Investors in Careers info to JC	DC	Next meeting
6	DC to circulate re-opening summary	DC	ASAP
6	JM to share risk assessment & action plan on Sharepoint	JM	ASAP
12	DC to produce a format for governor link visit weeks	DC	Next meeting
13	Governors to continue with online training & ESCC, once resumed	ALL	Ongoing