



SUMMER TERM (1) 2021 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 19th May 2021
 Time 19.00
 Place Via Zoom Video Conference

PRESENT:

Mr G Davies (GD)	Ms F Kiss (FK)
Mr P Davies (PD)	Mrs A Lee (AL)
Mrs T Ellis (TE)	Mr S Pilgrim (SP)
Miss E Ginger (EG)	Mrs E Starling (ES)
Mr T Green (TG) – Chair	Mrs S Stewart (SS)
Mr E Hillyard (EH) – Headteacher	Mrs L Swain (LS)
Miss J Kirkpatrick (JK)	Mrs A Thomas (AT)

IN ATTENDANCE:

Mrs L Jackson (LJ)	Director of Finance, HR and Resources
Mrs S Lary (SL)	Deputy Headteacher
Miss Kim Joynson (KJ)	Deputy Headteacher
Ms Claire Hawkins (CH)	SENCO
Mrs J Knight (JLK)	Clerk

APOLOGIES: None

NOT PRESENT: Mr A Down, Mr S Barratt

NB. Governors’ questions are highlighted in *italics* throughout these minutes.

Item	Discussions and Decisions Made	Actions
	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> TG welcomed everyone to the meeting, especially CH who was present for Item 3 (Safeguarding). It was agreed to move items 7.4 and the Accessibility Policy from item 8.1 to the start of the agenda for CH’s benefit. There were no apologies. Mr A Down and Mr S Barratt were not present. 	
1	<p>Notification of Any Other Business</p> <p>PD:</p> <ul style="list-style-type: none"> GovernorHub Timescales and election process 	
2	<p>Declarations of Interest against this agenda</p> <p>None</p>	

Item	Discussions and Decisions Made	Actions
3	<p>Safeguarding Training and Questions</p> <p>A Safeguarding training video had been shared with the meeting papers.</p> <ul style="list-style-type: none"> • CH: Each year Keeping Children Safe in Education (KCSIE) is updated and all staff must sign to say they have read it and undertaken the annual training. The video version has been beneficial. • The new version of KCSIE will be published by 1 September 2021. • Changes include additional information about peer-on-peer abuse, following on from the Everyone’s Invited website. There is a link to a new helpline run by the NSPCC, called ‘Report Abuse in Education’. • School has been much more aware of students’ needs through the second lockdown, which seems to have had a greater impact on mental health (both of students and parents) than the first. This is being monitored and support put in place, e.g. counselling. • TG: The video was a very useful way of getting the information to governors. • SP (Safeguarding Link) to send LS a link to some further Safeguarding training for the whole governing body. • Q – GD: How do staff get regular safeguarding updates from NSPCC etc? A – CH: Andrew Hall briefings are received weekly and sent out by CH to relevant staff by email. CH has recently completed the Andrew Hall Safeguarding Lead training. • Q – GD: Is any further support or supervision needed? A – CH: There is external supervision, which is helpful and objective. Two Pastoral Managers have supervision. • Q – LS: Has the new NSPCC helpline been communicated to students? A – CH: This is on the slide show in reception and in the canteen and will come into assemblies after half term. <p>TG thanked CH for her time.</p>	SP
4	STRATEGIC PLANNING	
4.1	<p>Report of Headteacher and SEF</p> <ul style="list-style-type: none"> • The report had been circulated. • Q – ES: Referring to page 6, how far away from the target are Year 10s? Why has Maths been affected by remote assessments and what does the academic tutoring of Year 10 look like? Will it make a difference? A – EH: One of the assessment points fell during lockdown so school switched to ‘Forms’ online to do the assessments. 	

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	<p>While this was being completed, pupils returned to school. Some pupils completed the remote assessment and some did not. Another assessment will be held after half term to understand the real picture. Year 11 and 13 grading is the current focus, which is why this has not yet been completed. Year 13s finishing school have been asked if they would like to help with year 10 one-on-one support using catchup funding. After Year 11 & 13 have left school, teacher time will also be redeployed on Year 10.</p> <p>Year 7 has also fallen behind, but there is more time available to catch them up.</p> <ul style="list-style-type: none"> • Q - SD: Do Year 13 mentors need DBS checks? A – EH: Technically they are students until 28th June, so DBS checks are not required. • Q – GD: There are lots of negatives in the Year 7-10 data. Are there longer-term concerns and how is School planning to address this? A – SL: There is particular concern for Years 9 and 10. The Action Plan for Year 10 contains strategies to address the gaps and a member of SLT will monitor this. There is more time for Year 9 as the school does a 3-year GCSE. • Q – GD: The data shows gaps in different demographics. Are any of greater concern? A – EH: Disadvantaged students are of particular concern. Kerry Stone is meeting one-to-one with Year 10, followed by Year 9, to find the barriers e.g. the home environment. A bespoke approach is needed, depending on individual needs. Two primary school teachers have been employed to work with Year 7 and students from other year groups to help master the basics such as speed of decoding within a lesson. A – SL: To make sure valuable minutes are not lost, start times have been amended, with teachers waiting at the door to make sure lessons start quickly. The message is “We don’t have time to waste” and this has had a big impact on engagement in learning. • Q – GD: Do you feel the figures reflect the impact of both lockdowns? A – EH: The provision was better in the second lockdown but students have struggled more afterwards. School has a better understanding of the level of engagement during the second lockdown than the first. • Q - GD: The behaviour chart shows a downward trajectory. What is the reason for this? A – KJ: Perhaps teachers have not been adding behaviour/achievement points regularly. A new system is being considered for next year, through which parents will also 	

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	<p>see their child's behaviour.</p> <ul style="list-style-type: none"> • Q – AT: In the Quality of T&L section, it says school will make 'every effort to meet' access requirements. Does this happen? A – EH: Accessibility arrangements for Year 11 & 13 assessments have been logistically difficult, with requirements for laptop readers and scribes in different rooms etc. However, all those in need have received help. School is not aware of anyone who has not received what they needed. AL confirmed all concessions had been met. • Q – PD: The DfE has released a 12-point Charter for Staff Wellbeing. To what extent is School meeting this? A – EH: The biggest pressure on staff is the exam grading. This half term has been very difficult for both teaching and support staff because of this and will continue until 18 June. The departure of Years 11 & 13 will reduce the intensity but SLT will be working all over the summer holidays with appeals etc. Staff are organising get-togethers to play sport etc. Food is provided by the school on staff training days and a staff questionnaire is sent out half termly for views. Work is being put into the calendar for next year as better planning of events can have positive impact on workload. The new charter will be considered in full next half term. • Q - PD: You are doing extraordinary work in extraordinary times. What can be done to help? A – EH: There is a real balance between supporting students (e.g. Year 11, who have lost learning time when they are just about to start their A-Levels) and supporting staff, who are having to do the job of an exam board as well as their teaching job. There is a huge level of appreciation for all staff, including Pastoral – who are dealing with some students at home who are too anxious to come into school. • GD: It is imperative that EH and the rest of the SLT get some respite over the summer. A – EH: This is unlikely, but depends on the number of appeals. • TG: <i>Governors are encouraged to attend the staff barbecue, which is a chance to re-connect and thank the staff for their immense efforts.</i> • EH reminded governors that the Governor Day to be held on 11th June will be virtual. Governors to sign up via the Clerk. • TG: Congratulations to alumnus Nathan Thomas, one of the youngest elected councillors. 	<p style="text-align: center;">Governors</p> <p style="text-align: center;">Governors</p>
4.2	<p>Expansion/Works Update</p> <ul style="list-style-type: none"> • The report had been circulated. • LJ: The building work is moving at great pace. 	

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	<ul style="list-style-type: none"> • After half term areas of the school to be handed over for summer holiday work will be prepped. • TG: Thanks to LJ for taking on the extra load of these works. The new boiler bank looks impressive. LJ: The boilers will be much more efficient as they will fire in sequence depending on need. 	
4.3	<p>Summer Exam Grades</p> <ul style="list-style-type: none"> • SL: The Assessment Policy has been devised and accepted. • Departments and Faculties have planned and delivered their assessments, ensuring students and parents have been given plenty of information on what assessments would be used, to avoid undue stress. • Videos have been produced to train staff in carrying out the assessments, e.g. avoiding bias. • Blind marking and moderation will take place alongside grade descriptors. Holistic professional judgement is also being encouraged. • The guidance about sampling of assessments came late in the day and required further logistics planning. • There has been a significant impact on staff workload but everyone is pulling together. • There will be extensive QA with SLT operating a further level of moderation. • The ASCL training was sent to all. Governors found this really informative. • EH: Thousands of assessments must be filed and SLT need access to all of them in case of appeal. This is logistically challenging and has created an enormous amount of paperwork. • SEND students and those suffering from anxiety cannot be disadvantaged. However, the mock grades of those who haven't returned to school cannot be used because this would disadvantage those who have come into school. • Q – PD: Comparisons are not supposed to be made over this Covid period. How will this work with moderation? A – EH: Moderation will look at the data set for 2017, 2018 and 2019. This year's assessments are completely different to those years, but if the process shows much higher grades than 2017-19, questions may be asked. There is no straight answer to this. School will try to do the best by its own students, but there must be fairness. • Q – PD: How many appeals would you normally receive? A – EH: Typically, about 30 across Y11 & 13, of which a third to a half might change grades. School is trying to communicate 	

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	fully with parents about the process, to try to prevent appeals.	
5	Minutes and Matters Arising <ul style="list-style-type: none"> The Minutes were approved with no changes. EH has sent the GLS PASS Survey to JLK for distribution. Governors approved the Minutes as an accurate record of the last meeting. 	JLK
6	COMMITTEE REPORTS	
6.1	HR Related Panels, Complaints Panel and Student Discipline Committees None had been held.	
7	GOVERNOR REPORTS	
7.1	Chair <ul style="list-style-type: none"> Meetings with EH and H&S visits have recommenced. 	
7.2	Development <ul style="list-style-type: none"> LS: Nothing to report. 	
7.3	Safeguarding <ul style="list-style-type: none"> SP: Nothing to report. 	
7.4	SEND <ul style="list-style-type: none"> This item was discussed after item 3. PD had a conversation with CH and understood the SEND group to be settling in well generally, though results were mixed. The anticipated move to the English corridor will mean change for pupils and parents and potentially less space as there are 8 more SEND pupils joining in September. Work is being done with Year 9 to help with anxiety. PD was impressed with the feedback on this, including communications with parents. CH is leaving at the end of the summer term. PD and TG wished her all the best in her new role and thanked her for her hard work, which was much appreciated. 	
7.5	Disadvantage <ul style="list-style-type: none"> AD was not present. 	
8	POLICY REVIEWS AND APPROVALS	
8.1	Accessibility Policy <ul style="list-style-type: none"> This item was discussed after item 3. The policy had been previously circulated. 	

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	<ul style="list-style-type: none"> • AT had forwarded some typos to CH, which will be amended. • Q – AT: What support is available for those not fluent in English? A – CH: There is one student in Year 7 who is being given one-to-one support (2 hours/week) with the Learning Support team via a reduced timetable. The student is also in an English group working on basic phonics and reading skills. The student is doing well and is socially confident. Last year there were a group of about 10 students in Year 11 that joined part-way through the year with reduced English, so a TEFL teacher was employed to support them. These students have now left the school. • The policy was approved by Governors. 	
8.2	Anti-Harrassment, Anti-Bullying Policy <ul style="list-style-type: none"> • LJ: These is a model policy for review. • There were no comments. All Governors approved the policy. 	
8.3	Health and Attendance Policy <ul style="list-style-type: none"> • LJ: These is a model policy for review. • There were no comments. All Governors approved the policy. 	
8.4	Whistleblowing Policy <ul style="list-style-type: none"> • LJ: These is a model policy for review. • There were no comments. All Governors approved the policy. 	
9	Dates and Times of Meetings Dates had been circulated with the meeting papers. The next meeting will be on 7 th July 2021, on site (TBC)	
10	Any Other Business GovernorHub <ul style="list-style-type: none"> • PD/JLK had had a conversation about better ways of keeping up to date with governor information such as meeting dates. JLK had suggested GovernorHub and briefly outlined some of the benefits of the system. A trial version can be set up if there is interest. • EH felt that the current provision was reasonable. LJ asked if any other governors had issues with accessing information; most governors seemed happy. • LJ confirmed that a new IT team is in place who could look at providing an online calendar. They will provide a much greater level of strategic advice and knowledge. Election Process/Timescales	

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	<ul style="list-style-type: none"> • PD asked what process was followed to appoint chairs and vice chairs of the FGB and committees as he felt the NHA guidance was not followed in September. • LJ asked specifically what guidance was not followed. The process was led by the Articles of Association, with officers appointed at the start of the new academic year. All governors had the opportunity to stand for election. • PD pointed out that 3 weeks' notice was not given for governor nominations. • It was agreed to put this on the agenda for the July FGB, to remind governors of the opportunities coming up in September. 	JLK
11	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> • Governors agreed that the meeting had been conducted appropriately. 	

The meeting closed at 8.29pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date