



## AUTUMN TERM 2020 MEETING OF THE FULL GOVERNING BODY MINUTES

Date Wednesday 14 October 2020  
 Time 19.00  
 Place Via Zoom Video Conference

<b>PRESENT:</b>	Miss. E. Ginger (EG) Mr. S. Barrett (SB) Mr. G. Davies (GD) Mr. P. Davies (PD) Mr. A. Down (AD) Mrs. T. Ellis (TE) Mr. T. Green (TG) Chair Mr. E. Hillyard (EH) Headteacher	Miss. J. Kirkpatrick (JK) Ms. F. Kiss (FK) Mrs. A. Lee (AL) Mr. J. Leftwich (JL) Mr. S. Pilgrim (SP) Mrs. S. Stewart (SS) Mrs. L. Swain (LS)
<b>IN ATTENDANCE:</b>	Mrs. L. Jackson (LJ) Mrs. K. Joyston (KL) Mrs. S. Lary (SL) Mrs. A. Marchant (AM)	Dir of Finance, HR & Resources Deputy Headteacher Deputy Headteacher Clerk to Governors
<b>APOLOGIES:</b>	Mrs. E. Starling (ES)	
<b>APOLOGIES NOT RECEIVED:</b>	Mrs. S. Khan (SK) Ms M. Selby-Boothroyd (MSB)	

Item	Discussions and Decisions Made	Actions by who/when
	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>Mr. T. Green welcomed everyone to the meeting.</li> <li>Mrs. E. Starling had sent her apologies for the meeting. Mrs. A. Lee had sent apologies that she would only be able to attend up until 8 pm due to family circumstances. These apologies were accepted and the meeting was quorate.</li> <li>Mr. Green formally welcomed Mr. Alex Down to his first Governors' meeting and Mrs. S. Lary and Mrs. K. Joyston as observers to the meeting and congratulated them on their new roles as Deputy Headteachers.</li> <li>EH to follow up with Ms. Selby-Boothroyd and Mrs. Khan to see if they intend to continue as a Governor as they have missed several meetings.</li> </ul>	EH
1	<p><b>Appointment of Chair and Vice Chair of Governors</b></p> <p>Mrs. Jackson reiterated the process in the Articles of Association which state that governors shall each elect a Chairman and Vice Chairman in their first meeting of the academic year. Governors were happy with the process as presented. The Clerk will remind governors as a standing item at the July FGB that the election for Chair of Governors and Vice Chair of Governors is taking place at the first meeting of the academic year.</p>	

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	<p><b>1.1 Chair</b> – two nominations and one self-nomination and supporting statement had been received for Mr. T. Green who was elected by the majority of governors in an anonymous poll.</p> <p><b>1.2 Vice-Chair</b> – this election was deferred to the December FGB once the GB structure is changed. As it stands at the moment the Chair, Vice Chair and Chairs of Committees are Members and the school should not have more than 19.9% who have an LA association. The board should not be voting anyone else in as a Member until we change the structure at the meeting in December.</p>	<p>Chair of Governors elected.</p> <p>Vice Chair of Governors deferred.</p>
2	<p><b>Notification of Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Discussion on thanking staff for the work they have done for this period.</li> </ul>	
3	<p><b>Declarations of Interests in relation to items on this agenda</b></p> <p>LJ will circulated the annual review of business, pecuniary and personal Interests forms for governors to fill in and return before we have audit in.</p>	<p>LJ – Actioned.</p>
4	<p><b>Minutes and matters arising</b></p> <p><b>FGB Minutes – 1<sup>st</sup> July, 2020</b> Approved. No matters arising.</p> <p><b>EGM Minutes – 14<sup>th</sup> July, 2020</b> Approved. No matters arising.</p> <p><b>EGM Minutes – 16<sup>th</sup> September 2020</b> Approved. No matters arising.</p>	<p>TG to sign and return for school retention.</p>
5.	<p><b>STRATEGIC PLANNING</b></p>	
5.1	<p><b>Report of Headteacher and SEF</b></p> <p>The HT report had been circulated. EH highlighted the following:-</p> <ul style="list-style-type: none"> <li>• Data was sent out two weeks prior to the meeting, subsequently, the attendance data is not as of today. EH will be monitoring attendance this year. Lots of schools are in a similar situation with pupils having to self-isolate.</li> <li>• Inspections have started up again but there will not be judgements based on attendance. Nationally attendance is at 88% for secondary schools.</li> <li>• <b><u>Q. SEF – Quality of Education 1 – says the school meets the criteria of Good – suggest it should say ‘more than meets the quality of good’ and elaborate on how school is meeting outstanding? A.</u></b> EH agreed.</li> <li>• <b>Risk Assessment</b> – we are trying to keep this as up to date as possible as and when conditions in the local area change. We had a confirmed Covid Case for a student and all 30 students and 2 members of staff who had to go home and self-isolate are back in school having showed no symptoms. We have also had members of staff at home having to self-isolate due to their children being sent home to self-isolate.</li> <li>• Face masks are being worn during the changeover of lessons. There are hand sanitizers at the gate, markings in the corridors and teachers are wearing visors in classrooms.</li> <li>• <b><u>Q. Who has signed off the risk assessment and how widely has it been shared? A.</u></b> EH responded that it is on the website. TG came in for a H&amp;S</li> </ul>	

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	<p>visit a couple of weeks ago and it went to the Finance and H&amp;S committee. It will be brought to the next FGB as well.</p> <ul style="list-style-type: none"> <li>• <b>Home Learning Strategy</b> – this outlines four tiers of education. Tier one is the school being fully open; tier two is adopting a rota system for students and staff defined by central government and local authority. This is the most complex but the purpose it to put a break in the system to reduce transition. Tier 3 is when we are told which year groups will or won't be in. EH is assuming Y11 and Y13 will be prioritised. Tier 4 will be lockdown.</li> <li>• We have really listened to parent feedback so will be keeping up with one to ones, assemblies etc. and will be ensuring PP children and those whose situations may have changed financially have got access to devices and the internet. Feedback has also been derived from a board of a cross section of students Y7-Y13.</li> <li>• <b><u>Q. With a remote school day, is there any requirement on having a live teacher?</u></b> A. EH replied that a percentage of lessons will be Teams lessons for Tier 2. We are not sure what will happen in Tier 3 but the same is true for Tier 4.</li> <li>• <b>Catch Up Premium</b> – schools have been awarded a lump sum of money – HGSS will receive £71K. This replaces Catch Up Premium. We had budgeted last year for £20K for catchup for students who join the school in Y7 below for English and Maths and will continue to do this. Other funds will be used for one to one and group support.</li> </ul>	
<b>5.</b>	<b>SCHOOL IMPROVEMENT PLANNING</b>	
5.2.1	<p><b>Review of Objectives 2019-20</b> Last year's objectives were rolled over to this year as last year's objectives were not completed.</p>	
5.2.2	<p><b>Approval of SIP 2020-21</b></p> <ul style="list-style-type: none"> <li>• The improvement plan has come from one year of the five-year development plan.</li> <li>• EH is recommending that the Learning &amp; Curriculum Committee keep an eye on the quality of education and the sixth form. The People &amp; Personnel Committee should monitor behaviour and attendance and The Finance, Premises and H&amp;S Committee should monitor the personal development budget, expansion and also the sixth form.</li> </ul>	
5.2.3	<p><b>3-5 Year Plan 2018-2023</b> Circulated, as above.</p>	
<b>6</b>	<b>COMMITTEE REPORTS</b>	
6.1	<p><b>Finance, Premises, Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• The school is being challenged by the percentage of pupils with EHCPs. Currently we have 50 students with an EHCP. EH is seeking legal advice on this due to the effect on the education of others.</li> <li>• We do have additionally resourced provision for additional needs and we are an inclusive school. The spread of students across the borough is a concern. We have had 25 applications with EHCPs for next September and the numbers are not going to be sustainable. EH is working with the LA about this. He is not trying to be obstructive but ensuring that not one</li> </ul>	

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	<p>school in particular is overly represented and there is parity across all the schools. Governors completely support this and recognise there is a tipping point for the school.</p> <ul style="list-style-type: none"> <li>• The committee had a concern over the change in finance package from FMS to SAGE. Issues are being followed through and various actions were agreed including producing additional reports to provide reassurance to the committee.</li> <li>• The overall budget position is looking well under control with relatively minor matters outstanding which is a good result.</li> <li>• The position on reserves is looking very healthy. The committee have asked for the SLT to put forward a costed wish list for funds going forward for consideration at the next meeting.</li> <li>• The committee were pleased about the fantastic response to the laptops for students' initiative and noted the positive impact that is going to make on students.</li> </ul> <p><b>Discuss and agree whether to establish an audit committee</b></p> <ul style="list-style-type: none"> <li>• In MATs there is a recommendation that academies should establish a separate audit committee. As a single academy we are not obliged to do it. We do have a limited number of governors. The finance committee has always had the audit function in the terms of reference since 2012. An additional committee would be a cost to the school as it would have to be clerked and would require other members of staff to attend.</li> <li>• <b><u>Q. Do we feel there is sufficient scrutiny in the Finance Committee? A.</u></b> Three scrutiny reports will be brought to the next meeting. We haven't had any external scrutiny because of Covid and this is a feature across schools in Buckinghamshire.</li> <li>• As a single academy format Governors didn't see the need for a separate committee as we already have the finance skills in the committee. Other FGB governors did not indicate an interest in joining an audit committee. Audit could be placed higher on the agenda and be separated out in the Terms of Reference for the Finance Committee.</li> <li>• The Finance Committee will come up with a proposal on how we elevate audit on the agenda to meet everyone's satisfaction.</li> </ul> <p><b>Seek an additional Trustee for the School Fund</b></p> <p>There are currently three trustees for the School Fund. We run it as separate charitable account with separate trustees – currently TG, EH, and LJ as Treasurer. It is not an onerous role; it is more to do with scrutinising accounts when they are due on an annual basis and these are brought to the Finance Committee once per year. Mrs. S. Stewart volunteered.</p>	<p>Next Finance cttee agenda</p> <p>LJ to progress</p>
6.2	<p><b>People and Personnel</b></p> <ul style="list-style-type: none"> <li>• <b>Exclusions and Isolations</b> – it is proposed to establish a governing board 'warning panel' for students at risk of permanent exclusion. It is meant to be preventative and would involve one or two governors, along with Mrs. Joyston, their pastoral manager and parents. Governors were happy with the suggestion. Anyone who goes on the panel then would not be able to sit on a PEX panel or an Appeal Panel. We are expecting it to be an infrequent occurrence hopefully! <b>Action:</b> This will be added to the Behaviour Policy.</li> </ul>	KJ

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	<ul style="list-style-type: none"> <li>The Teacher Pay Review was <b>agreed</b> by Governors.</li> </ul>	
<b>6.3</b>	<p><b>Learning and Curriculum</b></p> <ul style="list-style-type: none"> <li>In the recent committee meeting we talked about the types of challenges for remote learning and catch up.</li> <li>A Governor commented they had been impressed with the open evening video put together by the school, considering the time and resources it must have taken. It was a really good job!</li> </ul>	
<b>6.4</b>	<p><b>HR Related Panels, Complaints Panel and Student Discipline Committees</b> Not covered.</p>	
<b>7.</b>	<b>GOVERNOR REPORTS</b>	
<b>7.1</b>	<p><b>Chair</b> TG reported he had been involved in a certain amount of communication and meetings regarding the tennis dome with Bucks Council and representatives of the Parish Council.</p>	
<b>7.2</b>	<p><b>Development</b> Governors were reminded to please complete their skills audit and return to LS plus any training requirements.</p>	All Governors to action
<b>7.3 &amp; 7.4</b>	<p><b>SEND &amp; Disadvantaged Link Governors</b> EH to check with MSB if she plans to continue as a Governor as the SEND role is important for the school and would need someone else to take on if she doesn't plan to continue. It is a complex and interesting role. AD offered to consider one of the roles if MSB is not planning to continue and the Clerk offered to send him some information.</p>	EH AM – actioned.
<b>7.5</b>	<p><b>Governor Visits</b> The proposed Virtual Governor Day schedule had been circulated. Please can Governors feedback if they plan to attend to EH. Confirmed attendees so far: Paul Davies, Jim Leftwich, Scott Barrett, Alex Down, Anna Lee, Tony Green.</p>	All Governors to Action.
<b>8</b>	<b>ANNUAL REVIEWS</b>	
<b>8.1</b>	<p><b>Standing Orders</b> Approved.</p>	
<b>8.2</b>	<p><b>Code of Conduct for Governors</b> Approved.</p>	
<b>8.3</b>	<p><b>Terms of Reference as reviewed by committees</b></p> <ul style="list-style-type: none"> <li>Approved.</li> <li>Finance deferred to next meeting to bring out audit.</li> </ul>	
<b>8.4</b>	<p><b>Membership of Committees/ Working Groups and Governor Roles, including student representatives</b> To be updated and recirculated.</p>	AM

8.5	<b>Virtual attendance at meetings policy</b> EH would like to encourage all governors in normal circumstances to attend meetings in person.	
9	<b>OTHER MATTERS</b>	
9.1	<b>Admissions Arrangements 2022</b> <ul style="list-style-type: none"> <li>• We are responsible for our admissions from Y6 into Y7 and into the sixth form in Y12. We have an admissions policy which is looked at each year.</li> <li>• EH would like to consult on arrangements on definitions of child to parent etc. but the biggest change to tighten up is the movement of some of the criteria. Currently we have a published admission number of 210 for Y7. If we fill all places and other students want to come that is when we look at our subscription criteria. LAC pupils have first priority; EH would like to bring in service children as number two as they are a cohort with particular needs. Criteria 3 is for members of staff having children who can come to the school and Criteria 4 is for children in the catchment area with siblings at the school; there is no change there.</li> <li>• EH would like to remove the criteria for ‘children with exceptional medical and social need’ and was seeking permission to consult with other local secondary schools, the LA and parents.</li> <li>• <b><u>Q. Would there be an issue and legal challenges on removing this?</u></b> A. EH is seeking some legal advice. We do not have to have this in there as we are an academy but if we do have it in there, ultimately we are accountable, not County. The consultation will bring out any issues. EH is investigating our position and whether we take on any appeals ourselves.</li> <li>• <b><u>Q. Why are you considering prioritising Forces children over children in catchment?</u></b> A. EH explained that they often join mid-year, there are not likely to be many and they can’t often access schools at the correct time so often drift or become part of the home education community. This would apply for the 2022/23 academic year.</li> <li>• <b><u>Q. Should academic standards for sixth form be clarified?</u></b> A. We can change our requirements year on year without going through a consultative process.</li> <li>• <b><u>Q. Should numbers for ARP be included in policy?</u></b> A. EH is getting legal advice in this regard.</li> <li>• NB. The footnote to be amended to correspond with the review date on the front of the policy.</li> <li>• <b><u>Q. With regard to Sixth Form admissions, why is there is no mention of siblings? Is there a fixed number for those coming from outside?</u></b> A. EH responded that we want to keep a healthy number to maintain a level within the sixth form. Everyone in Y11 has the right to go into the sixth form as long as they meet the academic requirements. The admission number is just for 50 external candidates.</li> <li>• Governors <b>agreed</b> for the admissions arrangements to go to consultation.</li> </ul>	<p style="text-align: right;">ES to progress</p>
9.2.1	<b>Revised Keeping Children Safe in Education Guidance and Working Together to Safeguard Children</b> All governors should be aware of and read revised guidance. There is also a video that Claire Hawkins did for staff which is embedded in the agenda.	

9.2.2	<b>Annual Safeguarding Report</b> This has been submitted to County.	
9.2.3	<b>Report from Safeguarding Governor</b> An external review of Safeguarding has been postponed because of Covid but we are trying to arrange something before the end of time.	
9.3	<b>Re-Opening</b> Covered earlier as part of risk assessment.	
9.4	<b>Expansion update</b> <ul style="list-style-type: none"> <li>We are awaiting expansion to start on 2<sup>nd</sup> November.</li> </ul>	
9.5	<b>Works update:</b> <b>Air dome</b> <ul style="list-style-type: none"> <li>A film clip had been circulated of the erection of the Air Dome. We are awaiting the planning permission decision on 17<sup>th</sup> November.</li> <li>EH has written a letter of apology to residents over speed the dome went up and invited people to attend in groups to see the dome. No one has taken up the offer so far.</li> <li>After the planning position has been resolved, governors will be kept fully informed of progress.</li> </ul> <b>Roofing</b> The roofing project is on target to finish end of December. We are seeing some benefits in terms of adding back some previously removed skylights in changing rooms and fitness suite to increase ventilation. <b>Covered Areas</b> A film clip of the awnings and festival van for the outdoor area had been circulated. <b>Boilers</b> The boilers update is covered in the Finance Committee minutes. We did not get funding and have lodged an appeal but Bucks Council have confirmed they will pay for them and they will be changed by the end of this academic year.	
9.6	<b>Term dates 2021 – 2022</b> <ul style="list-style-type: none"> <li>Covid has got in the way of trialing the two week October half term so we will trial it next academic year and will go out to consultation with parents and children.</li> <li><b><u>Q. What was the rationale for having a two-week trial?</u></b> A. Staff retention and wellbeing, linked with INSET days, attendance of students due to the long term. A number of schools are doing this now. <b>Action:</b> EH will re-send the paper outlining the benefits again.</li> </ul>	EH
9.7	<b>Policy Reviews and Approvals</b> None for this meeting.	
10	<b>Dates and Times of Meetings</b> Circulated.	

<p><b>11</b></p>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>Governors discussed the extraordinary work of the staff at this time and would like in some way to recognise and acknowledge this. A vote of thanks to all staff was recorded and Governors asked EH to pass this on them from the GB. EH recorded thanks for the support of parents and students as well and equally Governors.</li> <li><b><u>Q. Can we give staff a formal bonus to show how much we value them?</u></b>  <b>A.</b> We are not so free to do this as we are a publicly funded school. We will be trying to find some ways of paying back to staff what they are giving back and appreciating their level of anxieties being in school with over a 1000 people each day. <b>Action:</b> EH will consider this and bring something back to the Finance Committee.</li> <li><b>Meeting Papers</b> - LJ addressed the issue that has arisen about having seven clear days for committee papers to be circulated ahead of a meeting. This is not a requirement although this is something the school has undertaken to do. Failure to hit this 'deadline' does not mean a meeting needs to be re-scheduled. It is only a requirement for papers to be circulated 14 days prior to a full governing body meeting. It is not a matter of policy to defer a discussion item if a paper is late. The committee would need to consider whether it can still be reviewed or not on a case by case basis.</li> <li><b>Changing structure of GB working party</b> – if anyone is interested in joining, please let LJ know.</li> </ul>	<p>EH</p> <p>All to note.</p> <p>All to consider.</p>
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Meeting closed: 9.21 hrs.

**Minutes approved by the Governing Board:**

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**Mr. T. Green – CHAIRMAN OF THE BOARD**

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**Date**