



AUTUMN TERM (2) 2021 MEETING OF THE FULL GOVERNING BODY

MINUTES

Date Wednesday 15th December 2021
 Time 19.00
 Place Via Zoom Video Conference

- PRESENT:**
- | | |
|----------------------------------|---------------------|
| Mr G Davies (GD) | Mr S Pilgrim (SP) |
| Mr P Davies (PD) | Mrs R Roberts (RR) |
| Mr T Green (TG) – Chair | Mrs L Swain (LS) |
| Mr E Hillyard (EH) – Headteacher | Mrs A Thomas (AT) |
| Mr J Hunt (JH) | Mrs E Starling (ES) |
- IN ATTENDANCE:**
- | | |
|-----------------------|---------------------------------------|
| Mrs L Jackson (LJ) | Director of Finance, HR and Resources |
| Mrs S Lary (SL) | Deputy Headteacher |
| Miss Kim Joynson (KJ) | Deputy Headteacher |
| Mrs J Knight (JLK) | Clerk |
- APOLOGIES:** Mrs A Lee, Miss E Ginger, Mrs S Stewart
- NOT PRESENT:** Mrs J Kirkpatrick

Action Support Challenge

Governors' questions are highlighted in *italics* throughout these minutes.

Item	Discussions and Decisions Made	Actions
1	Welcome and apologies for absence <ul style="list-style-type: none"> TG welcomed everyone to the meeting, in particular the two new Governors – Jeremy Hunt and Rebecca Roberts. Apologies were accepted from Mrs A Lee, Miss E Ginger and Mrs S Stewart. 	
2	Notification of Any Other Business None	
3	Declarations of Interest against this agenda None	
4	Minutes of the October Meeting and Matters Arising <ul style="list-style-type: none"> There were no comments. Governors approved the Minutes as an accurate record. Actions <i>Completed skills audits are still needed from some Governors.</i>	Govs

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	<ul style="list-style-type: none"> The KCSIE link was sent out during the meeting. All Governors to follow this link, answer the questions and confirm they have completed this training. This is a statutory compliance issue and must be re-done annually. Transition days have been added to the school calendar and on the website. These are: 5-6 July 2022, 4-5 July 2023. The Queen's Platinum Jubilee holiday is 21st July 2022, so term will end on 20th July 2022. 	All Govs
5	<p>Governor Membership TG reported:</p> <ul style="list-style-type: none"> Congratulations to Jeremy Hunt and Rebecca Roberts, who have just been appointed Governors by Members at the AGM (according to the new Articles of Association). Thanks to Steve Pilgrim for taking on the role of Chair of the FPH&S Committee. New members are urgently needed for this committee to ensure it is quorate. Next meeting 9 March 2022. Governors to let JLK know if they are able to join the committee. 	Govs
6	STRATEGIC PLANNING	
6.1	<p>Report of Student Management Team Representatives EH reported:</p> <ul style="list-style-type: none"> The Student Management Team were not able to attend as they are finishing their mock exams. However, they will be at the next meeting. They are a good, strong, proactive team who have really got their teeth into some useful initiatives such as the I CAN Trust. Through fortnightly meetings with SLT and the experience of having to organise their peers to get things done, they are really gaining confidence and leadership skills and are a credit to the School. There were no questions on the circulated report. TG thanked the Student Management Team on behalf of Governors for the great work that they are doing. 	
6.2	<p>Report of Headteacher and SEF EH had circulated his report and asked for questions.</p> <p><i>The mock results for Year 11 are concerning. What more can be done to improve on these?</i></p> <ul style="list-style-type: none"> EH: Actions have been in place since September. This data is the result of last year's lockdowns showing the holes in learning. Early mocks were done deliberately, to get an idea of where the gaps were. School is also concerned. These students 	

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	<p>have missed out on exam experience and preparation. School is now overstuffed in English and Maths and is using this extra resource for smaller group work. The second set of mocks is now underway.</p> <ul style="list-style-type: none"> SL: Year 13 tutors are being used for English and Maths. A preparation period had been introduced for Year 11 with increased resources for this. The first round of mocks was to see the baseline. Since then, SL has met with the Head of English and results are looking more positive. There will be a further data drop after Christmas and the results from this and the second set of mocks will be considered at the February meeting. <p>On page 9, the attendance rate of 94.4% should be listed as 'below' the school target of 96% not 'above' it.</p> <ul style="list-style-type: none"> EH: Agreed. Will change. Covid and testing are having an impact on attendance, as is having year groups out of school for online learning due to teaching staff being off sick. This leaves gaps in learning for students. It is also harder to see who is engaging and who is not, when on Teams. School has appointed a new Attendance Officer (full time) and a First Aid Officer (full time) to replace the single combined role previously held. <p><i>If a student is off with Covid, is this recorded differently?</i></p> <ul style="list-style-type: none"> KJ: If a student is isolating with Covid, this is coded 'X' and the attendance record is not affected. However, if a student is waiting for a result this is not coded 'X' and there are lots of students in this situation. After 10 isolation days if a student is still off sick, this is no longer listed as 'X' even if it is caused by Covid. Consequently, the Covid situation is still affecting attendance figures. <p><i>If a child is off sick for 3 days, then subsequently off with Covid, do the original 3 days get re-coded?</i></p> <ul style="list-style-type: none"> EH: It is possible to change the record, but the process of establishing exactly who had symptoms when is not a clean process so it is very difficult to be 100% accurate. We are continually communicating with parents who want to keep their children off in order to keep vulnerable relatives safe or to protect Christmas plans etc. This is understandable but it all adds to the attendance workload. <p><i>159% increase in achievement points is listed as due to use of Satchel, which makes it easier for staff to issue points. Is this doing the students a disservice?</i></p>	<p>EH</p>

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	<ul style="list-style-type: none"> • EH: The new approach is about finding positives rather than negatives. There has been a real push on positive behaviour recognition. This is in addition to the easier system being used. <p><i>With so many students behind their targets, would you prefer exams or TAGs now (if there was a choice)?</i></p> <ul style="list-style-type: none"> • EH: I think exams are preferable. They give students a time to shine. It's all about the mindset. TAGs benefit some students more than others (the organised, well prepared ones), whereas exams can allow some students to shine unexpectedly when the pressure is on. School is preparing for TAGs as well as exams, just in case. Nationally, there has been a huge hike in grades, whereas ours have remained reasonably consistent. • Year 11 have also been selected for the National Reference Test, for which some will have to sit an exam. This is done by random selection and we agree with it on order to be supportive of the education system. • SL: Guidance on content of assessments will be issued in February, which will further help Year 11. SL to circulate the JCQ guidance regarding TAGs/Exams to Governors. <p>Departmental challenges</p> <ul style="list-style-type: none"> • EH: Deep dives took place in English, MFL and Art in the recent Ofsted inspection. In MFL, we have struggled to recruit in the past – but the department is now more settled. As a result, Year 8 are more positive about MFL than Year 9. Hopefully this will result in a greater confidence and uptake of languages as we need to ensure a 75% uptake by September 2022. The curriculum will be adjusted to help this, e.g. by continuing languages through Year 9, so there is greater ability/confidence by Year 10. • The KS curriculum is being considered as the Ofsted guidance leans strongly towards a 2-year KS4. Schools must have a very good rationale for a 3-year KS4. • Staff sickness has impacted Computer Science, Music and Business Studies in particular. Bucks are offering support with Business Studies after school and at the weekends. For Computer Science, lots of lessons have been undertaken via Teams with the teacher working from home. This is under control. The Music department is struggling more however, especially A-Level where Teams lessons are not really a suitable replacement. 	<p style="text-align: center;">SL</p>

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	<p>Ofsted</p> <ul style="list-style-type: none"> • TG: Thanks to those Governors who met with to Ofsted and attended the Feedback meeting. • EH: The Inspector was prescriptive about who she wanted involved, including the Chair, an independent Member and someone from the FPH&S Committee. Present were SP, Mike Salem on behalf of Members, ES, GD and TG. <p>Two-week half term</p> <ul style="list-style-type: none"> • EH: There were 955 respondents to the survey about the 2-week half term and these were overwhelmingly positive, so this will be kept in the future. 	
6.3	<p>Staffing Appraisal and Survey</p> <ul style="list-style-type: none"> • EH: Process is Line Managers undertake appraisal discussions with staff and make recommendations regarding the pay scale. EH then takes the recommendations and considers all staff on a particular scale to see if there is parity, then agrees or disagrees with the recommendation. There follows a meeting with anyone who doesn't agree with the outcome. <p>Looking at the staff survey, wellbeing is a concern for a number of staff. How can this be balanced?</p> <ul style="list-style-type: none"> • EH: Additional requirements such as testing have put pressure on staff. Everyone is uncomfortable with this, but it is a benefit to the School in terms of keeping students learning. The TAGs process has also added to workload. • About 50% of staff completed the survey. There are feelings of dissatisfaction, which are being taken on board. The INSET day in January will be focused on looking at what is working for staff and what is not. These ideas will be collated and a way forward proposed. <p>There are many comments in the survey results document, many regarding state of mind. There are also issues raised about communication. Will a big meeting in January be the right way to give people a voice, or will they be afraid to speak out openly?</p> <ul style="list-style-type: none"> • EH: The process will not happen with all 150 staff together; they will be split into groups of 8 including different departments, both teaching and support staff etc in each group. SLT will be involved, but not EH to make it easier for staff to feel they can speak openly. • The Employee Assistance Programme was set up, but so far no-one has used it. • Wellbeing activities were organised after INSET days, but 	

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	<p>feedback suggested staff preferred to go home than take part.</p> <ul style="list-style-type: none"> • Communications have improved, including sending fewer big emails to all staff. • A Wellbeing group has been considered, but it is felt this would just add to staff workload. • We can't satisfy everyone, but we are committed to getting this right for staff as it is key to retention. <p>Is there anything that Governors can do to help with this situation?</p> <ul style="list-style-type: none"> • EH: We will feed back to Governors in February the outcome of the January staff meeting and consider actions/assistance. • TG: There are small things that can be addressed immediately, such the gym opening hours. The best thing Governors can do is to be visible in School as part of the school community. Governors can talk to staff and encourage them to be open. • EH: The next Governor Day is on 24th February. As many Governors to attend this day as possible. EH to arrange time for staff to drop in to talk to Governors on this occasion. <p>LS: The Staff Governor role was not intended to be a staff representative on the FGB. Could there be an alternative for staff representation instead of staff governors?</p> <ul style="list-style-type: none"> • EH to consider this. 	<p>Govs EH</p> <p>EH</p>
6.4	<p>Expansion/Works Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • Dining room was delivered after half term and has made a huge difference, with 350 students now seated and 50-100 circulating or in queues at the same time. • There is a new kitchen and a new chef manager. This has resulted in great improvements to the food and an increase in students using the facility. • Breakfasts and Friday hot chocolates are being considered for PP students in the new year. • 2 out of 3 science labs and a prep room have been delivered. • The last science lab has been delayed until the end of January. • The 4th MFL classroom will be handed over on Friday, along with the Music Suite (though external works on the latter will continue until January). • The Watchet Lane car park has been handed over, with 22 extra spaces. This makes a big difference to pressure on site. • The tarmac has been replaced on the main drive. • Snagging will be ongoing for some time, but everyone is now benefitting from a huge range of new facilities. • There have been 3 CIF bids: Roofing and boiler projects now 	

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	<p>delivered and a second roofing project (dining room and science labs) which will be finished in the new year.</p> <p>TG commented:</p> <ul style="list-style-type: none"> • Health & Safety visit was undertaken including a tour of the new facilities. The site is now fantastic and a much improved environment for all. • Thanks to LJ for the huge amount of work on this scheme. • An official opening event will be held in the new year, Covid permitting. 	
7	COMMITTEE REPORTS	
7.1	HR Panels, Complaints Panels, Student Discipline Committees None held	
7.2	Finance, Premises, Health & Safety <ul style="list-style-type: none"> • Minutes of the meeting held on 25 November 2021 had been circulated. • This meeting included planned budget monitoring and confirmation of the completion of the audit. • EH highlighted that a £420k Reserve was included in the Audit Report, to cover one month's staff salaries. This needs to be reviewed as the school grows and staff numbers increase. SP confirmed that the current reserves more than covered this. 	
8	GOVERNOR REPORTS	
8.1	Chair <ul style="list-style-type: none"> • TG had been into school for a Health & Safety visit and to see the completed site works. The H&S Report will go to the next FPH&S Committee. 	
8.2	Development <ul style="list-style-type: none"> • LS: Governors are not completing any training. Is the NGA offer not giving Governors what they need? Bucks Education Partnership offers face to face and webinar training. Something more is needed, as this may be affecting Governor retention. • TG: Prefer whole GB training, but this has been difficult recently with Covid/remote meetings. • AT: NGA training is simple and effective, but the issue is time. Would it be better to focus the whole board on particular training modules? • JLK: Induction training is also needed for new Governors. • LJ to plan dates on site for new Governor Induction training at the end of January. 	U

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	<ul style="list-style-type: none"> LJ to put together a suggested programme of 6 CPD sessions for Governors (1 per half term) to help focus training. A Q&A on the training will be included in FGB agendas. 	LJ
8.3	<p>Safeguarding</p> <p>SP reported:</p> <ul style="list-style-type: none"> The Safeguarding Audit report was circulated. This was wordy and repetitive but p.18 showed areas for development and an Action Plan has been worked up from this. Generally School came out well and is compliant – though the importance of Governors completing the KCSIE training annually (and recording of this) was highlighted. <p><i>If Safeguarding/KCSIE training has been done at another setting, can this be included?</i></p> <p>SP: Yes, as long as the certificate is sent to LJ as proof.</p> <ul style="list-style-type: none"> EH: Thanks to SP for his support with Safeguarding. It has helped ensure that School is compliant and meant that Safeguarding was ticked off early in the Ofsted inspection. Work now is to make it even better. KJ: Targets set in the Safeguarding Action Plan are already 50% complete. Many were easy fixes. 	Gobs (repeat)
8.4	<p>SEND</p> <p>PD reported:</p> <ul style="list-style-type: none"> A telephone meeting had taken place with KJ, who feels well supported and comfortable with the progress in this area. Specialist support is available for all the main SEND groups, which has not been the case in the past. There is still growth in SEND and EHCP areas, which puts increased demand on the system and dilutes the help available for each student. There is great value in on site work with SEND students as SEMH development is much harder to achieve and assess when done remotely. However, in general parents have a greater understanding of the issues after the experience of home schooling and are often more supportive. Development work has been delivered. There is one piece of work relating to The Bridge which is scheduled for January and a further meeting between PD and KJ will take place after that to understand how things are going. Harder to reach students seem to be embracing education a little more, perhaps as a result of online learning whetting their appetite. An unexpected outcome of lockdown! 	

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8.5	Disadvantage <ul style="list-style-type: none"> RR offered to take on the role of Disadvantage Link Governor. EH to put her in touch with Kerry Stone to set this in motion. 	EH/RR
9	Policy Reviews and Approvals	
9.1	Pay Policy The policy had been circulated. Governors approved the policy.	
9.2	Careers Provider Access The policy had been circulated. Governors approved the policy.	
9.3	CEIAG The policy had been circulated. Governors approved the policy.	
9.4	Admissions Policies <ul style="list-style-type: none"> EH: New guidance has been issued in which the definition of Looked After Children has changed. Therefore, all current Admissions policies have to be amended. <p><i>Services personnel children are not now listed in the tie breaker section but are still included in the explanation of terms. Is this correct?</i></p> <p>EH to reconsider this and amend as necessary. Admissions policies will be brought back to the next meeting for approval.</p>	EH
10	OTHER MATTERS	
10.1	Headteacher's Performance Management The Headteacher's Appraisal took place with an external advisor and objectives were set.	
11	Dates and Times of Meetings <ul style="list-style-type: none"> Dates had been circulated with the meeting papers. The next meeting will be on Wednesday 2nd February 2022 at 7pm (hopefully on site, TBC) 	
12	Any Other Business None	
13	Evaluation of Meeting <ul style="list-style-type: none"> Governors agreed that the meeting had been conducted appropriately and effectively. TG thanked everyone for their time and wished everyone a Happy Christmas. 	

The meeting closed at 8.35pm

Minutes approved by the Governing Board:

Signed
Mr T Green – Chairman of the Board

Date