



Governing Body Meeting

Meeting held via zoom on **Monday 10 May 2021 @ 5.00 p.m.**

Present:

Governors: Brian Netto (Chair) **(BN)**
Matt Sadler (Head) **(MS)**
Padraig Atlee **(PA)**
Paul Stratton **(PS)**
Sarah O'Connell **(SO)**
Hunter Danskin **(HD)**
Jacob Lowery **(JL)**
Mavis Maclean **(McL)**
Amie Clark **(AmC)**
Natalie Couceiro **(NC)**
Jacob Sam **(JS)**

In Attendance: Margaret Johnson **(MJ)**
Rebecca Rothwell (Assistant Head) **(RR)**

Acting Clerk to the Governing Body:
Stephen Garrett **(SG)**

1. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT TO THE AGENDA ITEMS

None Declared

2. GOVERNORS APOLOGIES

Apologies accepted

HD Agrees to complete the PROCESS REVIEW
JS joins the meeting

3. REPORTS FROM COMMITTEES

3.1 Governors Quality Assurance Committee – 27 April 2021

To note the minutes (if available) and recommendations to the Governing Body – Paul Stratton – Committee Chair.

The minutes were unavailable ahead of this meeting and will be circulated to Governors at a later date. The committee chair gave a brief outline of the meeting including the policies that had been updated and approved including the statutory Access and SEN policies.

3.2 Governors Site and Finance Committee – 5 May 2021

To note the minutes (if available) and recommendations to the Governing Body – Jacob Sam – Committee Chair.

The minutes were unavailable ahead of this meeting and will be circulated to Governors at a later date. The committee chair gave a brief outline of the meeting including the recommendation of the 2021/22 budget that will be based upon the assumption of a 2% inflationary figure. The Health and

Safety Report from the Site manager that had no significant areas of concern after the Site inspection by Zurich Insurance.

4. GOVERNING BODY MEETING AND COMMITTEE STRUCTURE 2021-22

The Head opened this agenda item with a brief outline of his suggested changes to the overall Governing body structure and the timetable the meetings are based on. He informed the committee that these are suggestions based on his reflections and made it clear that he is happy for these proposals to be challenged and welcomed dialogue and alternative ideas.

The Head's observations were as follows:

- Full governing body meetings take place too often. The schedule does not allow for a full cycle of committee meetings and the completion of minutes. The frequency presents a workload issue for school leaders.
- Committee meetings are sometimes too short and have operational agendas.
- The Quality Assurance committee lacks a clear purpose. Quality assurance should run through all school governance committees and activities.
- Some important elements of school provision are not picked up by the committee system (safeguarding, personal development, behaviour and attitudes, leadership and strategy, equality, diversity and inclusion).
- Governors and school leaders would benefit from a sharper focus on the Ofsted assessment framework.
- The small group of highly committed governors attend most committee but participation beyond this small group is quite limited.

The Heads suggestions were as follows:

Proposal	Detail	Rationale
Reduce the number of FGB meetings from six to four	Two meetings would take place in the Autumn term, with one meeting in the Spring and Summer term.	This would allow for a full cycle of committee meetings between FGB meetings and reduce workload. A decrease in FGB meetings might help increase attendance at committee meetings.
Replace the QA committee with a new committee	Create a new committee with a focus on safeguarding, personal development, behaviour and attitudes.	This committee would have a clearer purpose and would allow for clearer scrutiny of school provision (e.g. PSHCRE, tutor time, exclusions, attendance, behaviour for learning).
Rename the Curriculum and Assessment committee	The new focus of this committee would be 'Quality of Education'. Much of its remit would remain the same – scrutiny of curriculum intent, implementation and impact, attainment, progress, destinations.	This acts as a clearer signpost to the Ofsted criteria.

Merge remaining committees and create a new committee.	Merge site and finance with personnel and create a new leadership and strategy committee.	The leadership and strategy committee would focus on vision and ethos, SIP and SEF scrutiny, staff development, EDI, governance and oversight. It would seek to maintain a three-year to five-year view.
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The Head let the Governing Body know that these suggestions could be a phased introduction, adopted individually or piecemeal and that he is open to suggestions and conversation regarding any changes. He is also aware that this has been a year of instability with many enforced working practices and pressures on Governors and staff alike. Having spoken to the chair of the Personnel Committee he is also acutely aware of the need not to lose focus on Safeguarding issues.

There followed an in depth and broad ranging conversation regarding this matter. There was overall support for many of the suggestions and many felt the need for the Governing body and the Committee structure to be reviewed. There were however questions, suggestions and concerns raised which included:

- The need to proceed cautiously with regard to safeguarding issues and how the Personnel Committee seems to dovetail into this remit with its focus on discretion, sensitivity, trust and confidentiality.
- Existing terms of references should be carefully revisited and reviewed.
- Historical union advice to separate Personnel and Finance issues to avoid any conflict of interest.
- Concerns revolving around the need for Statutory Governing Body requirements being fulfilled and the fact that policy review has already slipped.
- The possibility of abandoning the committee structure completely in favour of "Working Groups" that would carry out more in-depth and focused projects.
- Questions arising about the implementation and the timeline of any changes.

The Head agreed that there is groundwork to be done.

The Chair asked for volunteers to form a working committee to report back to the full Governors at their next meeting.

[Action – Chair, HD & AC]

The Chair asked for Governors to feed their thoughts and suggestions to the working committee.

[Action – All Governors]

5. SAFEGUARDING UPDATE – Verbal update from the Head

The Head informed Governors that the existing Designated Safeguard Lead (DSL) effectively left the role on the previous Friday. Their role has been filled on a temporary basis by **SO**. The DSL will be supported by two experienced members of staff that are currently Heads of Year with enhanced safeguarding training. As both these members of staff head cohorts that will not be onsite as they are in exam years they will have the capacity needed to provide effective support. In addition, both the SENDCO and SLT will provide further support to the role.

A single contact safeguarding email address has been created to ensure continuity.

Contact information posters displayed around the school for students and staff will be updated.

A two day safeguarding review carried out by the local authority (LA) had been completed.

As well as the LA Team the review was attended by the Schools Camden Professional Partner.

The Head will update Governors when the report is received.

[Action – Head]

6. HEAD'S verbal update

6.1 Hampstead School Centre Policy - Summer 2021

In class assessments continue in school up to June 18 2021.

Staff workload continues to be monitored and the Head has met with union representatives and the senior leadership team to ensure this does not become an issue.

Q/ Governors asked why the assessment process has now reverted to being referred to as school centre assessed when previous documents had been titled centre assessed.

The final government guidance document has now been re-titled from centre assessed to school centre assessed and as a consequence the school has followed in line. However, the school would have preferred the government guidance from JQC to be titled as Centre Assessed.

Would it be fair to say that Government guidance was more summative than formative?

The Head agreed with that statement.

Are teachers swapping the assessed marking of students?

Yes, this practice of moderation is in place.

Policy approved.

6.2 Leadership Responsibilities - Summer 2021

RR has arrived and taken up her role as Assistant Head.

The associate Leader roles have started. Lots of change will be taking place and clarification and ongoing review will be provided for the Governing body. **[Action – Head]**

Overall HR responsibilities will come under **MJ's** remit and clarity for the staff she is responsible for provided.

Has a rota of Deputy Heads to assume responsibility when the Head is not on site next term been drawn up yet?

It has been decided that instead of having a fixed rota that the decision as to who is acting Head will be made on the basis of which Deputy Head has the least teaching workload on any given day.

Governors would like to formally congratulate the new Acting Deputy Head on their appointment and welcomed RR to the Senior Leadership Team.

6.3 Deputy Head - Pastoral Strategy - Recruitment Pack

The proposed recruitment pack was made available to all Governors ahead of the meeting. Equality, Diversity and Inclusion (EDI) will be prominent in the new Deputy Head role.

The recruitment panel will need two Governors present for at least the whole of one day of the two day recruitment process.

It was highlighted that at least one Governor will need to have received Safer Recruitment Training.

Governors asked if it will be possible to attend the formal interview of candidates virtually.

The Head confirmed that virtual attendance to the interviews would be acceptable.

Further support for the recruitment process will be provided by the schools Camden Professional Partner (CPP).

7. 2021-22 Draft Budget + 3Yr Forecast – Agreed by S&F Committee 5.5.21

For approval by the full Governing Body for submission to the Local Authority

Q/ The forecast budget deficit seems to increase year on year. Clearly staffing costs have an impact. Does the school have a strategy to address this situation?

Another Governor pointed out that this scenario does form a pattern year on year but in his experience it is addressed every year in order to remain on budget.

The Head let Governors know that working in conjunction with the Finance Manager the school is looking at ways to make long term forecasting more accurate.

Staffing costs will always be a variable but the Head is currently running a rolling Curriculum based assessment to ensure staffing levels remain manageable.

Formally Approved.

8. CHAIR'S ITEMS

8.1 - Camden conversations 24 March 2021

8.2 - Camden conversations 12 April 2021

8.3 - Camden conversations 5th May 2021

8.4 - NGA meeting 6th May 2021

The chair gave a brief update on events he had attended. Reports from the Chair were circulated ahead of the meeting.

9. GOVERNORS TRAINING

The Chair reminded Governors that any training undertaken needs to be reported and noted.

11. MINUTES OF THE MEETING HELD ON 24 March 2021

To review, agree and sign the minutes – *Approved*.

12. MATTERS ARISING

Link Governors were reminded of the need to provide feedback for the Governing body and be prepared to provide verbal feedback at the next full Governors meeting in July.

PS Link Governor for the Achievement support department has composed a written report that he will circulate to all Governors. **[Action – Link Governors]**

MJ Asked Governors that have not yet done so of the need to complete their biographies for the website.

13. CONFIDENTIAL ITEMS

13.1 Confidential Minutes of the Meeting held on 24 March 2021

To agree and sign the minutes – *Approved*.

13.2 Matters arising

i. A review of reception and the wider boundary perimeter with regard to site security has been initiated and new systems are being looked into. Alternative systems have been investigated previously however at the time there was not a suitable system available.

Complete whole school systems are more widely available now however this will represent a considerable financial investment for the school.

ii. It was confirmed that the schools Camden Professional Partner will undertake training with all Governors on the Ofsted framework.

iii. The chair will arrange a collection for the outgoing Safeguarding Lead. Arrangements for a form of farewell will be left to the school to arrange.

13.3 External & Internal Exclusion Reports – deferred

Full end of year report will be presented at the next Governing body meeting.

PROCESS REVIEW FEEDBACK

- i. The meeting finished earlier than scheduled.
- ii. Supporting papers and papers were late
- iii. Remote nature of the meetings are working well.

Meeting finished @ 18:45

Date of Next Meeting – Tuesday 6 July 2021

Deadline for Agenda Items: Friday 25 June 2021

Signed: *Brian New*
Chair of Governors

Date *30.4.21*