



HAMPSTEAD SCHOOL
Learning together Achieving together

GOVERNING BODY MEETING

Minutes of the Meeting held on 24 March 2021 using the zoom platform

Present:

Governors:

Mavis Mclean (**McL**)
Anne Clarke (**AnC**)
Jacob Sam (**JS**)
Natalie Couceiro (**NC**)
Hunter Danskin (**HDa**)
Paul Stratton (**PS**)
Brian Netto (**BN**) *Chair of Governors*
Sarah O'Connell (**SaC**)
Richard Olszewski (**RO**)
Padraig Atlee (**PA**)

Head:

Matt Sadler (**MS**)

In Attendance:

Heather Daulphin (**HD**) *Deputy Head*
Robert Hague (**RH**) *Deputy Head*
Katy Brown (**KB**) *Assistant Head*
Adam Hadley (**AH**) *Assistant Head*
Bernie Shea (**BS**) *Finance Manager*

Acting Clerk to Governing Body:

Owen Rees and Graham Watson – Camden Learning Clerking Service

The meeting was chaired by Brian Netto.

1. Declarations of Interests, Pecuniary or otherwise, in respect of items on the agenda

There were none

2. Apologies

Amy Clark sent her apologies. The Governing Body noted that the Camden Learning Clerking Service had agreed to clerk at short notice, due to the unavailability of the clerk and deputy clerk. BN agreed to send a get well card to Stephen

Process Review – **HDa agreed** to report back at the end of the meeting. The Chair asked if **HDa** could monitor timings and 1

3. Budget
2020-21 Budget Outturn

3.1 Bernie Shea presented the income and expenditure as of the end of February 2021. This showed a carry forward of approximately £504,110 was expected. This was due to in larger part due to

unspent budgets as a result of Covid, with non-provision of music lessons as one example, and with other savings due to 4 posts being left unfilled during the year. This meant that an additional £264,000 would be going to the reserve.

3.2 In response to a question from HDa, BS reported that the savings were not likely to recur, though there would likely always be variation in staffing.

2021-22 Draft Budget

3.2 B? presented the draft budget, noting that though there was a predicted carry forward of £129,000, this was due to using part of the surplus accrued. She outlined the principal changes to the budget. She noted that the percentage of budget spent on staffing was predicted to be at 80%, above the percentage recommended by the Department for Education.

3.3 In response to questions from NC, B? confirmed that the school had received a sum of £32,000 from a hedge fund based in Kings Cross which had made similar donations to a number of Camden Schools, to support their work with the disadvantaged. She also clarified that the carry forward included an amount that had been overpaid within the DSG for business rates; the rates were lower and this £12,000 would be reclaimed in 2021/2022

3.4 HDa noted that the overall picture was one of expenditure rising faster than income. The Governing Body and the School would need a strategy to address this. He asked if the income figures were final. B? said that there might be a difference of a percentage point but that the trends were likely to be in line with those predicted and it would be prudent to begin planning, with a combination of cost savings and non-grant income from alternative sources key to addressing the issues. PS noted that the school had seen a similar pattern in the past, and had been able to avoid large scale reductions, particularly as the method for predicting expenditure relied on staff progressing through the pay scale, something that was not always the case. B? agreed but noted that the savings as a result of Covid had also contributed in the current year and were likely to be non-recurring

Budget Dashboard

3.5 RO noted that the school was still overstaffed in some areas and MS noted that falling rolls were likely to become an issue at secondary school level, given the issues at primary and the outcome of the pandemic. However, the carry forward gave the school a reasonable opportunity to address these issues.

The 2021-22 budget plan was APPROVED and AGREED.

4.1 Reports from Committees

Personnel – the minutes of the meeting on 3rd March 2021 were noted.

Report from link governor and visit- deferred- change numbering

The chair suggested that annual reports would need to be produced by link governors on statutory areas- safeguarding, SEND, careers and data protection. **[Action – Link Governors]**

5 Safeguarding Discussion

HD delivered a verbal update for Governors.

(Richard Olszewski leaves)

- Continued high level of Welfare calls are made.
- Preparation for Ofsted readiness continues.
- An offer to the Governors to attend the schools staff safeguarding training. The chair reminded all Governors that Ofsted do look at the Governors training log as part of any inspection.
- Core additions to Keeping Children Safe in Education included updated internet safety, youth safety (for example gang activity), student resilience and awareness.

The chair reminded Governors of the need to read this document and let the clerk know when this had been done. **[Action – All Governors]**

Q/ Governors wanted to know if any extra support and training had been provided for staff.

HD informed them that a remote wellbeing package is being rolled out for all staff. Small forums will meet online with a live coach to discuss wellbeing & coping strategies.

Safeguarding training for staff is routinely re-run to encompass updates for staff and as part of new staff induction.

Q/ Do all staff know how to escalate safeguarding concerns.

Yes, as part of their training all staff know the protocols involved in escalating safeguarding issues.

Q/ What sort of reporting system does the school use?

All staff know who to report concerns to. There are twelve named members of staff in the school with enhanced safeguarding training. In the first instance Heads of Year (who form part of the twelve named members of staff) are usually the first point of contact but all staff are aware that they can go directly to the safeguarding lead or designated deputy.

SO wanted to highlight for Governors the increase in housing issues and the school had written a large number of supporting evidence letters for parents. An increase in financial pressures and job losses for parents (Many of them having never experienced unemployment before). The school is monitoring this new group of students with welfare calls when aware and offering support where they can.

Q/ Has the school had sufficient support from social workers?

Social Services have raised their game, but sometimes push issues back to the school. The Early Help Team have been very supportive, and do a good job if families will engage.

A governor asked if when looking at the impact of Covid on children, this could be drilled down to look at the effect on ethnicity and teachers.

HD reported that data was looked at according to age and ethnicity. The school was aware of concerns of families around Covid; and flexibility was being shown regarding imposing fines on families whose children did not attend.

6 Head's Report

The Headteacher presented his report. He stated that the mural design on the front page of his report was created by Hampstead school students in the autumn term. He will send it to governors for comment.

[Action: Headteacher to send design to governors for comment.]

6.1 The school was reduced to a remote curriculum following the lockdown in January. Lateral flow testing commenced following the school reopening on 8 March. 400 tests per day were carried out in the School Hall for the first two weeks. Consent was high, with between 85-90% of families agreeing to testing. There was a good adherence by students to the wearing of face masks, which was better than expected. The school had signed up to an automated test tracking platform. Parents were asked to complete a form to confirm testing at home to assist the school in reporting data to central government. So far, about 60% of parents had returned their forms. The school will chase up remaining responses. Only one case had tested positive since the school reopening.

6.2 The School Improvement Plan (SIP) had been updated. KS4 predicted outcomes were highlighted in the report. Like-for-like comparison was not possible at this stage due to the nature of the data collection in Spring 21. Examinations were cancelled this year and the school was looking at ways of grading students. Grading will be assessed on coursework. A process will be set up between Easter and May half term with a set of principles of how assessment was to be carried out. The school was working collaboratively with other Camden schools on the assessment and agreeing a common set of

principles. It was important to ensure that students had the opportunity to improve their grades if necessary.

Q/ Are there any logistical issues?

There will be anticipated logistical problems. All assessments would be carried out in the classroom.

Q/ Have Ofqual published their guidance?

The consultation period had concluded, but there had been no examination board materials published so far.

KS5 data was very similar.

(Adam Hadley left the meeting at 6.05pm)

6.3 The report highlighted the attendance of vulnerable groups at Hampstead. Patterns of absence of vulnerable groups will be monitored in future.

Q/ How is the school tackling low Sixth Form attendance?

RH replied that a Sixth Form attendance strategy will be developed. There were fewer students in the Sixth Form, and therefore the number of absences had an exaggerated effect on the percentage figure.

6.4 The management of the move to fully online teaching and learning was carried out effectively to ensure staff and students had access to the technology needed. There had been positive parental feedback on the school's remote curriculum offer.

6.5 Behaviour, Values and Ethos – **KB** reported that as the school re-opened no significant changes had been made to systems that were working well before Christmas. It was a case of embedding current systems. In the last 3 weeks the school was trialling a range of different activities with children to have a positive impact on exploring the school's values. This has now been developed through the lockdown into a structured tutor programme to be trialled in the summer term.

A live streamed or pre-recorded assembly was carried out every Thursday with a follow up discussion afterwards. Sixth Form students have been following the same scheme of work throughout the lockdown period. This scheme focused on wellness, aiming to guide students to reflect on their feelings and emotions. This was well received by students.

6.6 Curriculum Development – **RH** reported that The Pathways Process which in part determines the Key Stage 4 curriculum, now re-branded Choices, has been launched with staff, Y9 students and their parents. The process was now web-based. He will forward Governors details. There is an interactive website devoted to this with a suite of videos from various staff and interactive activities. Students are in the process of making their initial choices, based on the curriculum offer agreed with Governors previously. Student choices were being analysed to ensure sufficient numbers to run courses.

Q/ Were there any discernible patterns of student choices of subject; perhaps to discuss at a future meeting?

He will confirm courses and compare with student choices of subjects in 2018 and 2019.

Q/ How are the applications to Sixth Form in comparison to previous years?

There have been 100 applications, which was a significant increase on earlier years. It could mean a larger Sixth Form and therefore increased funding. It was unclear whether students were having a 'scatter gun' approach to applications.

Action: RH - ,

1. send governors details of the 'Choices' process.

2. compare current student course choices with those in 2018 and 2019.

The Headteacher noted that it had been a very difficult term. He thanked all members of the SLT for their support. This was echoed by governors.

(Heather Daulphin, Rob Hague and Katy Brown left the meeting at 6.25pm)

7 Chair's Items

The Chair updated governors on various items,

7.1 2020-2021 DRAFT Chair of Governors Annual Report for discussion – There was a discussion on falling rolls and the budget implications for schools.

7.2 Camden Conversations produced by Camden Learning.

24 February 2021 – There was a presentation on international research evidence about the impact of children's rights education (CRE); and highlighted the benefits for children and teachers.

24 March 2021 - covered the themes of creativity and learning communities.

7.3 Camden had commissioned a Scrutiny report on Exclusions to investigate ways of intervening early to reduce the number of exclusions. Exclusions disproportionately affected ethnic minority children. However, there was no mention of Gypsy/Roma/Traveller children in the Report, which appeared to be colour-blind.

8 Governors Training

JS reported he had attended the Tackling Obesity course organised by Camden Learning. There was a major obesity problem among young people, which needed to be addressed. Camden had introduced various initiatives to address the issue. JS also attended finance training.

9 Minutes of the Meeting Held on 9 February 2021

The minutes of the previous meeting were agreed as a true and accurate record, and would be duly signed by the Chair.

There were no matters arising.

Item 3.2: The Chair reported that the staff governor election will take place after Easter.

Item 3.4: The Chair advised that, as stated in the previous meeting, there were no responses to the parent governor application process. It was AGREED that work would be done on a diversity statement and parents would be directly approached to gauge interest.

Action: The Chair/Headteacher to,

- 1. Hold a staff governor election in the summer term,**
- 2. To approach some parents directly to gauge interest in becoming a parent governor;**
- 3. To produce a diversity statement**

10 Matters Arising

None.

The public part of the meeting ended at 18.35

Signed: DocuSigned by:
Brian Netto
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Chair of Governors