



## GOVERNING BODY MEETING

Minutes of the virtual meeting held on Tuesday 6 July 2021 via ZOOM at 1700

### Present:

**LA Governor:** Mavis Maclean (*Chair of Personnel Committee*) **MM**

### Parent Governors:

Jacob Sam (*Chair of Site & Finance Committee*) **JSA**

Anne Clarke (*Chair of Curriculum & Assessment*) **AC**

Carla Thomas (**CT**)

**Head:** Matthew Sadler (**MS**)

**Staff Governor:** Jacob Lowery (**JL**)

### Co-opted Governors:

Brian Netto (*Chair of Governors*) **BN**

Hunter Danskin (*Joint Vice-Chair of Governors*) **HD**

Paul Stratton (*Joint Vice-Chair of Governors & Chair of Quality Assurance*) **PS**

Sarah O'Connell (**JO**)

Padraig Attlee (**PA**)

Amy Clark (**AMC**)

### In Attendance:

Robert Hague (*Deputy Head*) **RHA**

Adam Hadley (*Acting Deputy Head*) **AH**

Katy Brown (*Assistant Head*) **KB**

Rebecca Rothwell (*Assistant Head*) **RR**

Rebecca Duncan (*Associate Senior Leader*) **RD**

**By Invitation:** Gloria Elliott (*Designated Deputy Head*) **GE**

### Clerk to Governing Body:

Margaret Johnson (**MJ**)

The Chair welcomed Gloria Elliott, who will be joining the school in September to the meeting.

On behalf of the Governing Body the Chair thanked governors and the whole senior leadership team for all their work during these troubling times.

Governors gave positive feedback on the school's implementation and handling of COVID procedures both from aspects of health and safety and the well-being of all students. They acknowledged that this had been a difficult year for the Head in his first year of headship.

### 1. Declaration of Interest, Pecuniary or Otherwise, in respect of items on the agenda

There was no declaration of interests in respect of items on the agenda.

### 2. Membership of Governing Body

#### 2.1 Parent Governors

2.1.1 The Clerk gave an overview of the process following on from the unsuccessful attempt to secure nominations by invitation in the autumn term. As agreed, the Chair wrote to current parents and parents who were due to join the school in September 2021 as to whether they would like to be put forward for appointment as parent governor.

2.1.2 The Chair received 8 positive responses: 3 preferred to go forward for election in September when two further parent governor vacancies will arise; one whose child would be leaving the school and therefore would be no longer eligible plus 4 others who were considered for appointment. All parents were given the opportunity to speak with current parent governors as part of the process.

2.1.3 The Chair recommended Carla Thomas be appointed as parent governor following his conversations with her and her willingness to be appointed. **CT** had been invited to the meeting and was in the waiting room whilst governors made their decision.

2.1.4 The Governing Body unanimously agreed to the appointment of **CT**.

*(CT joined the meeting)*

2.1.5 The Chair welcomed **CT** to the meeting.

## 2.2 Co-opted Governors

It was noted that **AC** and **JSA** term of office as parent governors came to an end in September 2021.

*(AC and JSA were asked to wait in the waiting room)*

2.2.1 The Chair said that both parent governors had developed valuable skills which were needed on the governing body and a discussion had been had with them about possible options. The recommendation of co-option of **JSA** to fill the current vacancy and **AC** be appointed as an Associate Governor was put forward by the Chair.

2.2.2 Following a discussion and clarification from the Clerk of the role of Associate Governor, the governing body unanimously agreed the Chair's recommendations.

*(AC and JSA re-joined the meeting)*

2.2.3 To allow time for the school to arrange for the invitation to go out to parents to stand for election to fill the two vacancies, the Clerk suggested that parent governors remained in office until the end of their term in September and the appointment took effect from that date. **Action: MJ**

2.2.4 The Governing Body agreed to the Clerk's suggestion.

2.2.5 It was also reported that **AMC**'s term of office as co-opted governor would come to an end in October 2021. Discussion was deferred to the next governing body meeting. **Action: MJ**

## 3. Apologies

Apologies from **SM** and **RO** were agreed.

*Clerk's Note:* Late apology received from **NC** who was experiencing WIFI / internet difficulties.

**Process Review – PS** to give feedback

## 4. Head's Report

4.1.1 The Head extended thanks to the Leadership Team for all their hard work this term; **RR** who joined mid-term as Assistant Head and **RD** Associate Senior Leader have both added much needed capacity to the team.

4.1.2 In the report the Head highlighted the:

- task of dealing with an increased number of COVID positive cases and the impact of the Lateral Flow Tests (LFT) to keep asymptomatic cases outside of school
- impact of staff needing to self-isolate on staffing levels and student groups
- higher number of cases reported compared to that in November and December

**AC:** *How are the children feeling about putting face masks back on?*

**MS:** The school had expected this to be more of a challenge, but there had not been much of a push back.

**CT:** *As part of the discussions for September would the children remain in bubbles? Would bubbles continue to the end of the summer term?*

**MS:** Students are taught in their bubbles and in Year 8 they remain in the same group for lessons.

Planning for next year was in progress and the school was looking at building in control measures in the next academic year armed with previous experience.

Students will remain in their bubbles to the end of the summer term.

**BN:** *Would changes be in line with the guidance which was just published by the government?*

**MS:** The school will be looking at the changes needed for September in line with the guidance.

#### 4.2 School Improvement Plan (SIP)

4.2.1 An updated copy of the school improvement plan was circulated with the governors' papers. A new plan in the short term and a 3-year strategy to 2025 with some elements already started would form part of the SIP.

4.2.2 Included in the plan would be reference to the

- tutoring programme and the push on closing any gaps
- continuation of the curriculum review on which there had been much work already done

#### 4.3 Key Stage 4 (KS4) Outcomes

**MS** invited **AH** to lead governors through this section of the Head's Report.

**AH** Thanks was extended to the staff for tenacity to date.

4.3.1 The headlines:

- quality assurance process through Joint Council for Qualifications (JCQ) and exam boards
- sampling from three (3) subjects and 5 students work verified for moderation
- unless otherwise identified by external moderation, the analysis of the figures should be as included in the Head's report
- improved outcome compared to last year, but not as good as a single assessment; the outcome would fall just in-between last year and the previous year
- high potential learners (HPL) fared better in this process as the working practices had been more advantageous to them
- progress analysis had been generated using SISRA, but did not show the whole national picture

**AMC:** *How do SISRA analysis of Progress 8 compare with the 2018/2019 results? Would the results be similar or higher than projected?*

All performance measures use similar algorithms and are therefore open to interpretation. There may be some re-alignment to Progress 8 and Attainment 8.

#### 4.4 Key Stage 5 (KS5) Outcomes

4.4.1 **MS** Outcomes were set to be like that of 2018/2019 result series and teacher centre assessed grades.

**HD:** *The provision of study time from September, is this to form part of the school's timetable?*

**RR:** Plans were being place for all Year 12 students to be in school between P1 and 4 as a minimum with timetabled study time. There will be no 'free' periods. There will be support for progress and improved attendance.

*(PA left the meeting)*

**HD:** *How quickly would students on the wrong courses be rectified, would there be early baseline assessment?*

**RR:** As part of the current Year 11 students Induction to the Sixth Form was an element of expectations and the assessment of the work by their teachers of the work set.

**RR** to give feedback on the outcome at the next Governing Body meeting.

**Action: RR**

**HD:** *Attendance and punctuality – impressive priority for next year. How would the school ensure that students were not self-reporting?*

**RR** The school was working on its behaviour and expectations for the Sixth Form, together with a change in its process for punctuality in line with that of the whole school. There will regularly be meetings with parents scheduled. Alongside this, the school will try to build capacity to make telephone contact with students in the morning alongside additional monitoring post pandemic.

**BN:** *Did the school consider keeping Years 12 and 13 on site to the end of the academic year?*

**MS:** Keeping students in school beyond the level of assessments in June would have been detrimental. However, we did create a programme of work for Year 11 students going into Year 12 to make them aware of what they could look forward to in their new courses.

*(GE and all members of SLT left the meeting)*

## **5. Governing Body & Committees Structure**

5.1.1 **BN** gave an overview of the purpose of the restructure which was to make the Governing Body more effective and following on from the previous meeting, a core group of governors met to discuss in more detail.

5.1.2 The proposal under consideration was to have 4 full governing body (FGB) meetings each academic year, 2 of which will be held in the autumn term, maintain the 4 committees:

- Quality of Education;
- Personnel & Safeguarding;
- Site & Finance
- Student and Personal Development

5.1.3 The current chairs, vice chairs and committee chairs meetings to have a more strategic approach to their brief. There will also be task and finish groups set up as and when necessary. Members of the core group were given the task of re-drafting the terms of reference in readiness for presentation and agreement at the first meeting of the governing body.

**Action: BN/MM/PS/HD/AMC**

5.1.4 Discussions followed on the remit of the committees and **MM** shared her strong views that safeguarding had a serious impact on a child's direction; her reasoning for this remaining within the remit of the personnel committee. It was noted that although terms of reference were being drafted for presentation and agreement to the first meeting of the governing body, committees would be tasked with reviewing these, and any recommended changes brought to the next governing body meeting for agreement.

5.1.5 The governing body unanimously agreed the proposal presented.

## **6. Terms of Reference & Agreed Delegation Log**

6.1.1 As discussed under agenda item 5.

6.1.2 **BN** will be reviewing the governing body standing orders and drawing up the delegation log for agreement with the governing body.

**Action: BN**

## **7. Reports from Committees**

7.1 Quality Assurance Committee – 27 April 2021

7.1.1 It was noted that the meeting was reported on at the previous meeting and there were no further updates of which to inform the governing body.

## 7.2 Confidential Personnel Committee – 16 June 2021

7.2.1 Reported under confidential items.

## 7.3 Curriculum & Assessment – 24 June 2020 & Governors Site & Finance Committee – 28 June 2021

7.3.1 It was noted that both committees had been cancelled and there was no further update of which to inform the governing body.

## 8. Policy Review

8.1.1 It was reported that as part of the restructure of the committees, each committee will be tasked with review relevant policies cyclically as part of the schedule which would be prepared by the Clerk in collaboration with the Head.  
**Action: MS/MJ**

## 9. Chair's & Clerk's Items

9.1.1 **BN** reported that Catriona Jenkins and Heather Daulphin thanked governors for their generosity.

9.1.2 It was noted that various documents from events and training attended had been shared by **BN** with members of the governing body. Attention was drawn to the proposal from Camden for schools to work more collaboratively, and for schools to be at the heart of the community; and the document circulated highlighted strong reasons in favour of this approach. This would be included as a focus in the governors' action plan being put together by **BN**.

9.1.3 **BN** reported that he had joined the Fair Access Panel which was led by Heads and was on a complaints panel for another school.

9.1.4 **CT** suggested that some of the community ideas she had in mind could also be included in the action plan.  
**Action: CT/BN**

9.1.5 **MJ** gave feedback on the National Governors Association Clerking Development report and the Clerking Networking meeting attended, a copy of which had been circulated to all governors. It would be a key document on which to focus on when looking at clerking succession planning.

## 10. Governors Training

10.1.1 **BN** highlighted that not all governors have attended training sessions and in relation to the governing body being 'fit for purpose' it was important that there was engagement with training. Training would be included in the governors development plan.  
**Action: BN**

10.1.2 It was acknowledged that governors also had full time employment and that they were in the governor role as a volunteer.

10.1.3 The Clerk suggested that consideration be given to raising the governing body level of membership of the National Governors Association (NGA) from standard to gold so that governors could take advantage of some of the on-line training that was also on offer free to gold members.  
**Action: MJ**

10.1.4 The governing body agreed to the Clerk's suggestion.  
**Action: MJ**

## 11. Governing Body & Committee Meeting Schedule 2021/2022

### Governing Body Meetings

- Thursday 30 September 2021
- Wednesday 1 December 2021
- Tuesday 15 March 2022
- Monday 4 July 2022

Dates for committee meetings to be confirmed.

## 12 Minutes of the meetings held on 10 May 2021 & Ad Hoc meeting 27 May 2021

12.1.1 The minutes of these meetings were agreed and would be signed by the **BN** via DocuSign.

### 13. Matters Arising

13.1.1 Reports from Link Governors for Safeguarding, Special Educational Needs and Disabilities (SEND) and Data Protection shared with governors.

13.1.2 Link governor for Careers to circulate written summary report following the meeting.

**Action: AMC**

13.1.3 **MM** reported that the trial at the Personnel Committee of having some governors on site and others remotely did not work well. There was still work being done by the school to see how this could be improved.

13.1.4 The draft annual report prepared by the Chair was agreed for circulation to parents.

**Action: BN/MJ**

#### Process Review

- The meeting overran but there was a lot to get through
- Meeting well managed by the chair
- Supporting papers circulated in advance

*The meeting ended at 7.15 p.m.*

Signed: \_\_\_\_\_  
*BN/MJ*  
*Chair of Governors*

Date: 30.9.21