



HAMPSTEAD SCHOOL
Learning together Achieving together

GOVERNING BODY MEETING

**Minutes of the Meeting held on Tuesday 13 October 2020
Via ZOOM**

Present:

LA Governors

Mavis Maclean **(McL)** *Chair of Personnel*

Parent Governors:

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

Jacob Sam **(JB)** *Chair of Site & Finance*

Natalie Couceiro **(NC)**

Head:

Matthew Sadler **(MS)**

Staff Governors:

David Dixon **(DD)**

Community Governors:

Hunter Danskin **(HDa)** *Joint Vice Chair of Governors*

Paul Stratton **(PS)** *Joint Vice Chair of Governors & Chair of QA Committee*

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

Sarah O'Connell **(SOC)**

Sarah Milner **(SM)**

Julia Takach **(JT)**

Amy Clark **(AC)**

Padraig Attlee **(PA)** *part of the meeting*

In Attendance:

Heather Daulphin **(HD)** *Deputy Head*

Catriona Jenkins **(CJ)** *Deputy Head*

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

Adam Hadley **(ADH)** *Assistant Head*

Clerk to Governing Body:

Margaret Johnson **(MJ)**

The first meeting of the academic year the Clerk opened the meeting.

1. Election of Chair

1.1.1 The Clerk reported that Brian Netto was nominated by three governors to stand as Chair and no other nominations were received.

1.1.2 The Governing Body unanimously elected Brian Netto as Chair for one year.

1.2 Election of Vice Chair(s)

1.2.1 The Clerk reported that three nominations were received for Vice Chair and nomination statements were circulated to the Governing Body in advance of the meeting – Amy Clark, Paul Stratton and Hunter Danskin.

1.2.2 A suggestion to elect three vice-chairs was put forward as an option for consideration by the Governing Body.

1.2.3 The Clerk referred to the DfE and NGA guidance and the emphasis placed on governing bodies to keep in focus succession planning and the need to for vice-chairs to consider taking on the role of Chair in the future.

(Padraig Attlee joined the meeting)

1.2.4 The discussion opened on the suggestion put forward.

(Clerk briefly lost internet connection)

1.2.5 For purposes of the minutes, the Chair reported that following the discussion on succession planning Amy Clark withdrew her nomination for Vice-Chair.

1.2.6 Hunter Danskin and Paul Stratton were elected by the Governing Body as Joint-Vice Chairs for one year.

2. Register of Interests

2.1.1 The Clerk reported that declaration returns from some governors had not been received. These were needed without any further delay. The Clerk reminded the Governing Body of the statutory requirement to publish this information on the school's website:
Action: All relevant governors

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

3.1.1 Paul Stratton alerted the Governing Body of an additional item under Confidential Items. For this item, members of the Senior Leadership Team will need to leave.

4. Governing Body Standing Orders – 2020/2021

4.1.1 The Chair reported that he was in discussion at the Camden Joint Chairs Forum about reciprocal arrangements referred to in paragraph 12.

4.1.2 The Governing Body agreed the Standing Orders.

5. Membership of Governing Body – 2020/2021

5.1.1 Governors to check their contact information and alert the Clerk of any amendments necessary.
Action: All

5.1.2 The Clerk reported that resignations had been received from Omid Alavijeh (Co-opted governor) and Alix Coole (Associate Governor) – there were now two vacancies to fill (Co-opted Governor and Parent Governor).

5.1.3 The invitation to parents to put forward nominations will go out to parent after the half term break.
Action: MJ

(Padraig Attlee left the meeting)

5.1.4 The Chair recommended that Pdraig Attlee be appointed by the Governing Body as a Co-opted Governor – the Governing Body unanimously agreed the recommendation.

5.1.5 The Clerk to write to Pdraig Attlee to confirm his appointment. **Action: MJ**

5.1.6 The Clerk highlighted the term of office for five co-opted governors was due to end before the end of the academic year.

5.1.7 The Governing Body agreed to re-appoint Brian Netto, Paul Stratton, Hunter Danskin, Sarah O'Connell and Richard Olszewski for another four-year term of office, which will end in 2024.

5.1.8 The Clerk will write to governors confirming their re-appointment. **Action: MJ**

5.2 Committee Structure

5.2.1 Governors to inform the Clerk of any additions or amendments as to the membership of the various governing body committees. **Action: All**

5.3 Faculty/Sectional Links

5.3.1 Governors to review the links and alert the Clerk of any changes. **Action: All**

5.3.2 The governors linked to the following areas were agreed:

- Safeguarding & Child Protection – Mavis Maclean and Paul Stratton
- SEND – Paul Stratton
- Careers – Amy Clark
- Health & Safety – Hunter Danskin

5.3.3 Confirmation of the link Governor for Data/Evidence Base to be agreed.

Action

Process Review – Natalie Couceiro to give feedback

6. Apologies

6.1.1 Early departure from the meeting of Pdraig Attlee and Anne Clarke was agreed.

6.1.2 No apology received from Richard Olszewski.

7. Examination Results – 2019/2020

7.1.1 Included within the Head's Report

8. Curriculum Development – Key Stage 5 – 2021/2022

8.1.1 Included in the Head's Report.

9. Head's Report

9.1.1 The Head highlighted the topics, which had been included in the report:

- Summary of the school priorities for the School Improvement plan, the focus for which would be to maintain consistency and statement of intent
- Curriculum principles
- Planned measurement of outcomes, attendance and exclusions

9.1.2 Governors invited to give feedback before the December meeting.

Action: All

9.2 Key Stage 4 Outcomes – 2019/2020

9.2.1 Adam Hadley explained that the process had not been easy as there were no single test grades, however the process followed by the school and grades were fair. There was no grade inflation. The school anticipated a steady improvement at level 4 English and Maths with more students achieving level 5 and above. The results were representative of the process followed, which was rigorous and reflected the planned hard work of teachers to prepare students to improve performance.

9.2.2 In response to the Maths 5+ and English 5+ results compared to previous year, Adam Hadley explained that the system used was not favourable, but the process was robust and reflected the school's previous years' results. It should also be taken into consideration that as part of the normal examination process, some students would have completed three exams on a given day.

9.2.3 In addition, it should be noted that plans were in place for interventions to guarantee student outcomes, as had been done in the past.

9.2.4 Discussion followed on the causal link for students moving into Year 11 and the work the school had done with Years 10 and 12 in limited summer term to capture some baseline data.

9.2.5 The Chair requested that subject by subject and student group breakdown be sent to governors, as well as the Camden published A 'level results across all schools.

9.2.6 The Head agreed to explore how to source the most up-to-date information.

Action: MS

9.3 Key Stage 5 Outcomes – 2019/2020

9.3.1 Rob Hague explained that the Year 13 cohort were expected to do well. However, there were concerns about a weaker Year 12 cohort transitioning to Year 13 and the impact on attainment in 2020/2021.

Was this due to teacher failure to ready students to achieve higher grades?

9.3.2 No – it was because the number of students achieving a Grade 5 were higher this year, which was the current criteria for the Sixth Form, some students may struggle.

9.3.3 The Head added that there was a need for the school to review the entry requirement of Grade 5 against the risk of failure in its admissions criteria.

The achievement in 2019/2020 was 99%, how many students on teacher assessment were predicted to fail and what strategies could have been put in place to prevent what happened?

9.3.4 Staff would have had an exam-based assessment on which to determine those students who would have achieved a 'U' at the end.

9.3.5 There was a need to look at the whole Sixth Form offer and Level 2 programme i.e. GCSE outcomes and to take on-board staff and students views on how to proceed. Alongside, there would be a review of Level 3 qualifications, Level 3 BTEC and courses offered in 2021.

9.3.6 The upcoming Open Evening was the focus for the review timeline and the deadline for applications, which was, in the past, the last day of the autumn term. The timeframe was designed to allow for one to one interviews with students, to advise on the curriculum offer.

9.3.7 It was agreed that further detailed discussion would take place at the next scheduled Governors Curriculum and Assessment Committee after the half-term break.

Action: MS/RHA

9.4 Other areas of discussion in the Head's report included:

- i. The inclusivity of the school
- ii. The impact of COVID 19
- iii. Ofsted drop-in visit
- iv. The on-going cleaning and the access of students to specialist rooms
- v. The quality of education vs readiness of the curriculum
- vi. Budgetary issues
- vii. Limitations on extra-curricular offer
- viii. Increase in staff absence and implications for cover
- ix. Delivery of the remote curriculum and the need for the school to move rapidly onto Teams
- x. The impact on the appraisal process and staff training

9.5 School Improvement Plan

9.5.1 The report was favourably commented on for its simplicity in style of presentation.

9.5.2 Governors requested that an added value benefit against each item be included.

9.5.3 The Head explained that there were some areas that did not have a budget attached. The SIP was a working document and it was not the intention to introduce a new SIP each year.

9.5.4 Governors commented on the Sixth Form and the big gap between boys and girls. However, it should be noted that the school's overall intake has more boys than girls.

What has been the impact on attendance as a result of COVID 19?

9.5.6 Attendance – Hampstead School 91%, Camden average – 80% this gave an indication of the level of confidence in the plans put in place.

9.5.7 Discussion followed on the Remote Learning for students circulated with the Head's Report and planning in place in the unlikely event of school closure to continue to have Years 11 and 13 in school. However, it was noted that current guidance did indicate that both primary and secondary schools would remain open.

9.5.8 The Chair on behalf of the governing body extended to the Senior Leadership Team their thanks for the smooth transition back to school and to the staff for the fantastic GCSE and A'Level results.

9.5.9 It was agreed that the Head would pass on the communication on behalf of the governing body.

Action: MS

9.6 Staff and Students' Wellbeing

9.6.1 As part of the school's risk assessment, there were regular checks on the mental health of staff and students. As part of the process for a confirmed COVID 19 case, similar actions were in place for vulnerable students.

9.6.2 The school was also relaunching the buddy system incorporating activities whereby staff were able to meet, particularly important for staff who were away from their families.

10. Chair's Items/Action

10.1.1 The notes of the Camden Secondary Chairs of Governors on 24 September 2020 attended by the Chair was circulated with the agenda.

10.1.2 Camden Advice to Governing Bodies was also noted and enacted.

10.1.3 Staff Governor Communications Protocol circulated was agreed by the Governing Body. This was a working document with inbuilt flexibility.

10.1.4 Equalities Policy – the Chair explained that the purpose of the Equality Quiz was to raise awareness towards the development of school's equality objectives and statement. It was agreed that further discussions were deferred to the Quality Assurance Committee. **Action: PS**

(Robert Hague, Adam Hadley and Catriona Jenkins left the meeting)

11. Reports form Committees

11.1 Site & Finance Committee – 29 September 2020

11.1.1 Jacob Sam, elected Chair of Site & Finance Committee gave an overview of the budget position pending the circulation of the draft minutes to the Governing Body.

11.1.2 The Terms of Reference reviewed and agreed by the Site and Finance Committee were recommended for agreement.

11.1.3 The Terms of Reference were agreed by the Governing Body.

11.2 Personnel Committee – 1 October 2020

11.2.1 Mavis Maclean, elected Chair of Personnel Committee reported under Confidential Items.

11.2.1 The Terms of Reference reviewed and agreed by the Personnel Committee were recommended for agreement.

11.2.2 The Terms of Reference were agreed by the Governing Body.

11.2.3 Safeguarding & Child Protection Policy reviewed by the Personnel Committee was recommended to the Governing Body for agreement.

11.2.4 The Governing Body agreed the Safeguarding & Child Protection Policy.

11.3 Quality Assurance Committee – Terms of Reference

11.3.1 In advance of the termly meeting of the Quality Assurance Committee, draft Terms of Reference was circulated to the Governing Body.

11.3.2 The following were added as part of the committee's remit for monitoring and reporting:

- The school's self-evaluation
- External reports such as any Ofsted report, or the Local Authority Standards Report
- The Equality Act 2010 and related matters
- Specified school policies

