

**Meeting of Full Governing Body
4th May 2020
Virtual Meeting via Zoom
4.30pm**

MINUTES

Governors Present:	Mick Baker, Jane Dickson, Alison Frost, Les Gunbie, Vanessa Hickey, Matt Hillier, Reg Hook, Jennifer John, Dick Knight, Millie McDevitt, Jane Pegler, Jenny Poore (Chair), Rosie Reekie, Bronagh Shevlin
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Roshan Dias

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Welcome Governors were welcomed to the meeting which was a scheduled business meeting. Due to Covid 19 social distancing rules the meeting was held virtually via Zoom.</p> <p>b) Apologies for Absence Apologies for absence received from Derek Swindells. Haydn Stride was also absent from the meeting.</p> <p>c) Declarations of Interest None relating to the agenda items. The declarations register had been included within the circulated documents.</p>	
2	<p>Last Meetings Dated 20th January 9th March 30th March and 20th April</p> <p>a) Approval of Minutes/Notes The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 29th January. Additionally, the Full Governing Body reviewed and approved notes from the scheduled strategic meeting held on 9th March and two additional meetings relating to Covid19 on 30th March and 20th April.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Governors' Code of Conduct- The code had been adopted at the strategic meeting on 9th March. <p>4.42pm Vanessa Hickey arrived at the meeting.</p> <ul style="list-style-type: none"> • Exam costs - There were charges from the exam board that had been paid to ensure that students would get the outcomes. • Vulnerable Students - A report detailing the checking in process for vulnerable students not in school had been circulated to Governors as requested. Questions on this subject were invited within the Headteacher's update agenda item. • Review of meeting notes - There was a request for notes from strategic and additional meetings to be picked up on a rolling basis leaving just the Full Governing Body meeting minutes for review at scheduled business meetings. 	
3	<p>Chair's Update No further updates since last meeting.</p>	

4	<p>Headteacher's Update</p> <p>The Headteacher presented his update report to Governors, highlighting the following:</p> <ul style="list-style-type: none"> • Remote learning was the biggest challenge for school leaders with a significant amount of time spent on answering enquiries. The focus had been on getting work set on the stringer learning gateway (SLG) with a move to online webinars for maths and science. • The school had migrated to office 365 and there had been some trialling of teams for maths classes and meetings, with mixed results. • YouTube channel set up and being used for staff briefings and learning, PE classes on YouTube working well. • Stringer at home bulletins had become a regular circulation to parents. • Parents had requested more specific feedback on their children's learning. Heads of department had been directed to ensure that more individual attention to student feedback moving forward. • Attempts made regularly to contact vulnerable students leading to mixed reaction including some parents/carers requesting that no further contact about learning be made. • Staffing updates included a PE Teacher moving on promotion to another local school and a further maternity leave from October. Internal reorganisation for PHSE and careers responsibilities following move of current staff member. <p><u>Questions and Comments from Governors (responses follow each)</u></p> <ul style="list-style-type: none"> • There had been an approach from a parent regards their child who had learning needs and was struggling to access learning. Governors were advised that any queries relating to learning and feedback should go through the classroom teacher. • Were there systems that provided school leaders with a sense across the school what the levels of online learning were. In response Governors were advised that all year 10 students who had not accessed any work though the SLG had been contacted to check if there were any barriers to learning that the school could help with. Lower school access was greater than upper school ,this was a pattern reflected across the city. • Governors were concerned with the lack of current information regards disadvantaged children and the risks that this might pose to their learning and wellbeing. Governors were advised that operation encompass was still active in addition to other methods of reporting and that a few reports had come through to the school. The advice rpvided to schools was for contact to be through social workers in sensitive cases. • Governors were reassured that the school was doing everything it could to provide the balance of learning for the majority of students whilst ensuring that the disadvantaged did not fall further behind. • What had student attendance levels been? At Dorothy Stringer attendance had increased to ten students , including one who was in the vulnerable category and the remainder from key worker families. Attendance was very low at secondary schools across the city. • What progress had been made with transition arrangements for the new year 7 students? Follow ups where forms nor returned from families and collaboration with Varndean School to come up with a standard set of questions for feeder schools to reduce the burden on them. The majority of transfer of information would be paper based with conversations about the most vulnerable students. A video was being developed showing the school key areas and including welcome messages from staff. CAT and reading tests were being purchased for base line testing during the second full week at school to support with differentiated learning. • What were the plans for school trips? The school was reliant on the tour operators on paying money back and there were some delays. Where refunds had been received families had been reimbursed. Dolawen claims being made through the insurance company. School prom date had been moved as a temporary message though a refund was possible should it not go ahead due to continuing social distancing. • What was situation with enrichment week? The week had been cancelled as it was likely that students would not be able to access the work experience aspect of the week and as yet no money had been paid for chargeable activities. 	
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<p>5</p>	<p>School Development Area - Personal Development A colour coded update of section E - personal development of the school development plan had been circulated providing Governors with an overview of progress made. Discussion covered the following areas.</p> <ul style="list-style-type: none"> • Assemblies around mental health had commenced but put on hold since lockdown. This would remain a key priority area. • There had been a spike of concerns from staff of worries around mental health and without the staff drop ins it was a difficult area. The Local Authority support line had been made available. • No allocation of additional funding to support mental health , a bid had been submitted for support with students with needs including mental health needs. A Covid 19 cost centre set up to isolate the additional costs relating to the pandemic. • The school was involved in a pilot programme for mental health and wellbeing with an introduction to leadership team that morning. Governors requested a copy of the summary. • Mental health first aiders were available through the local authority to support staff. • The PSHE scheme of learning would be extended to cover personal finances to provide students with an understanding of money issues. • Updates required to social media policy as new technologies including teams and zoom being used. A reference to social media fake news would also be incorporated into PSHE. • When the school had experienced serious incidents safe spaces with counselling had been made available for those needing it. On return to school the need for this might be greater and providing spaces whilst observing social distancing would be a particular challenge. <p>5.38pm - Bronagh Shevlin arrived at the meeting.</p> <p>ACTION - Circulate information about the mental health and well-being pilot programme.</p>	<p>MH</p>
<p>6</p>	<p>Business Manager's and Business Group Report The Business Manager talked Governors through the final 2019/20 financial outturn report and draft budget for 2020/21.</p> <ul style="list-style-type: none"> • Governors were pleased to note that the carried forward deficit balance had been cleared within one year as a result of careful financial management. • There had been 20 recent staff appointments with the majority bringing financial savings. • Assumptions had been made within the proposed budget which were subject to change in current circumstances. There was agreement to hold off approval until these had been revisited following the imminent Government announcement on a plan to lift lockdown restrictions and reopen schools. • A survey had gone out to staff to clarify who might be available to work on reopening to inform what functions the school would be able to continue with. • The known elements had been incorporated within the budget including CAT testing, admin support for careers officer, closure of school uniform shop and changes to broadband provider. • Capitation budgets reduced by 5/12th as significant expenditure not likely until September. • Incorporated within the budget was a worst case scenario for staffing budgets and some reduction in income. • In future years a balanced budget was expected in 2021/22 dependent on the impact on Covid 19. In 2022/23 there was an issue arising that might require changes the previous year to avoid a deficit. • The staffing position for 2022/23 was noted as being higher at 82% and would be reviewed further. • The school budget had a greater reliability on external income than most schools locally and was at risk due to the inability to generate income whilst continuing to have associated staffing expenditure. 	

	ACTION - Income to be revised with levels of expected income from lettings at a much lower amount due to continued restrictions and a reduced appetite to take part additional activities.	RD
7	Other Reports from School/Governors None for reporting.	
8	<p>Policies and other Documents Approved under Delegation or for Approval</p> <p>a) Health and Safety Policy A revised health and safety policy had been circulated in advance of the meeting with a recommendation for approval. Governors commented that whilst the policy appeared to be a general health and safety policy inclusion of specific Covid 19 related issues would be required. The Business Manager reported that contact had been made with the Local Authority for advice and opinion on a number of Covid specific issues such as PPE, propping open fire doors. There was further comment regards removing individual names from policy.</p> <p>AGREEMENT/ACTION - Noting that the school had a current approved health and safety policy the Full Governing Body agreed to hold off approval of the health and safety policy until additional Covid 19 related issues could be incorporated.</p> <p>Governors asked the Headteacher to note his concerns around health and safety when the school reopened. These included the following:</p> <ul style="list-style-type: none"> • Restricted canteen space, use of biometric payment and lack of screens.. • Narrow corridor width restricted social distancing. • Classes would need to be split putting pressure on teaching provision. • Use of public transport to get to school. • Difficulties with cross over times if staggered start times • Soap and water available for regular handwashing but possible struggle to get students to do. • Lack of PPE. • Not being medical experts, it was a challenge for school leaders to be sure of safety and provide necessary assurances to families. 	RD
9	<p>Any Other Business</p> <p>a) Date and Time of Next Meeting Additional update meeting agreed for 5pm to 6pm on Thursday 21st May.</p> <p>Meeting ended at 6.26pm</p>	