

**Meeting of Full Governing Body
14th September 2020
Virtual Meeting via Teams
5pm**

MINUTES

Governors:	Mick Baker, Jane Dickson (Chair), Alison Frost, Les Gunbie, Vanessa Hickey, Matt Hillier, Reg Hook, Millie McDevitt Rosie Reekie (from 5.39pm), Bronagh Shevlin, Haydn Stride, Derek Swindells
Officers:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Roshan Dias, Loretta Lloyd

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome.</p> <p>b) Apologies for Absence Apologies for absence received from Jennifer John, Dick Knight and Jenny Poore.</p> <p>c) Declarations of Interest The declarations register had been included within meeting papers. There were no additional declarations made.</p>	
2	<p>Last Meetings Dated 24th August 2020</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 24th August 2020.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda None</p>	
3	<p>Chairs' Update The Co-Chairs of Governors provided an update on business conducted on behalf of the Governing Body and future plans.</p> <ul style="list-style-type: none"> • Meeting with Chair of Governors at Varndean School with a view to working collaboratively. • Training had been booked for conducting appraisals and both were enrolled on the chair's development programme. • Timings would be allocated by the Chairs to agenda items for future meetings. 	
4	<p>Headteacher Update The Headteacher provided a verbal update on how the first week back at school had gone.</p> <ul style="list-style-type: none"> • Student attendance good at 97% for the first week but at the start of the second week there were increasing numbers of students going home with coughs or high temperatures. This was normal at the time of year and it was proving difficult to differentiate between normal coughs and colds and potential Covid symptoms. • The challenges of the need for staff to be on frequent duty due to staggered timings had not been anticipated. • Some minor concerns about keeping bubbles separate, with contact in the school grounds between lessons even with the one way system. • Face masks not used throughout the school, anyone wishing to wear one could do so. 	

- Canteen system was working well since introduction of payment cards. Students getting through in the limited time slots available.
- Delays with Covid track and trace and testing had started to create some issues as staff members became ill and were required to self-isolate until tests completed and results returned.
- There had been a support staff member who had been isolating when a family member became ill with Covid symptoms. Their contact in school had been limited. But as a further precaution the office area that the staff member had occupied had had been deep cleaned over the weekend. Video sent to staff members to provide reassurance for anyone feeling anxious. Union representatives at school were being kept up to date with the range of mitigation being put in place to ensure safety of their members.
- Everything being done to keep the school operational whilst maintaining safety, additional hand sanitiser stations installed along with contactless taps.
- The technology was in place to enabling self-isolating teachers to deliver lessons from their homes by live video into the classroom with a teaching assistant physically supporting in class.
- Despite challenges and being busy there was a sense of calm across the school and with purposeful lessons and good student engagement.
- Buses were not being fully used as students were using alternative travel to school.

Questions and comments from Governors

- The key worker route for testing might be quicker for staff.
- Feedback from families had varied with year 7 parents very positive . Some concerns had been raised about students being in close contact in classes to allow space at the front for the teacher and also a perceived stricter regime for managing behaviour.
- Were exclusions being used to manage and challenging situation?
- The school health and safety review had identified the movement of students around school a risk and in response a one way system had been introduced. Would it be possible to keep students in class and for teachers to move round?
- How prepared was the schools for hybrid learning and what could be the potential impact of students
- With the potential for a speed up of individuals self-isolating was there an identified threshold at which parts of or the whole of school would need to be closed. What communication would be going out to parents?
- What were staff most concerned about?
- How were staff feeling generally and what progress made with the staff survey?

Response to Questions and Comments

- Testing was also delayed for key workers potentially due to demand since reopening of schools. The school had registered as an educational establishment on the testing scheme.
- Learning from other schools with confirmed Covid cases was that staff needed to distance themselves from each other and from students. In some classes a cordoning off arrangement had been put in place to avoid the natural inclination of the staff members to migrate with the class. The mitigation of risk from closer contact of students was that they were being kept in their bubbles in line with guidance though these bubbles were quite large being a whole year group of 330.
- Use of exclusions had not been increased above normal levels, there had been one fixed term exclusion for smoking and assault on a staff member. Use of internal exclusions had been limited with preferred supportive processes used to manage behaviour.
- The one way system was still in use and was working more effectively. There was a strong preference for students to be taught in specialist classes to offer a full curriculum.
- Senior leaders had discussed and agreed a plan for learning in case of absences that would include the option for teachers of either using the Oak Academy resources for home learning or videoing their lessons for students to view at home. Staff members had been assigned laptops and were therefore able to deliver lessons from home assuming they were well enough to do so. There would be communication with parents once process cleared through unions and governors.

	<ul style="list-style-type: none"> • There was no fixed number of missing staff as it was dependent on who was affected. It was thought that closing down would be by year groups. 45 minute lesson delivery to the year group via Teams. A check in process was underway to ensure all students had access to teams. • Having to make the call if the rate of infections created a situation where part closure was unavoidable was a concern. Some staff members were concerned about delivering lessons via Teams and retaining the same standard of teaching. <p>5.39pm - Rosie Reekie joined the meeting.</p> <ul style="list-style-type: none"> • Unions had asked for a survey to be sent to staff, the one from Governors would take priority with proposed distribution in a week or two. Any staff concerns were being passed on the school leaders. <p>Governors noted their appreciation to the staff team for their efforts in effectively reopening the school.</p>	
5	<p>Tutoring and Catch Up Plans for Pupil Premium Students</p> <p>Loretta Lloyd presented to Governors on initiatives relating to support of pupil premium students both during lockdown and after on return to school.</p> <ul style="list-style-type: none"> • Payments for school meals provided initially though direct payment to families out of school budget followed with active support to get families registered on the government scheme for food vouchers. • Challenges relating to IT access identified through individual phone calls to families. These calls took time but were worthwhile in building positive relationships. • A funding stream for university campus visits was redirected into buying laptops to ensure that all year 10 had IT access. • Key stage 3 students were supplied with revision guides picked by heads of department with phone calls to highlight most relevant page numbers. • Varying levels of student engagement leading to a disadvantaged student mentoring programme. Quality conversations with students resulted. • National tutoring programme available for those that did not engage as well during lockdown. Two pillars of tutoring, one being academic mentors from subject specialists and the other a tutoring programme with a list of tutors where a 75% discount was available on hiring. • Further funding from Uni Direct to pay existing staff for additional tutoring. Enough to fund five staff for ten sessions. These catch up session would be for disadvantaged students with a good attitude to learning but were for whatever reason unable to access work during lockdown. • Laptops to be recalled from years 7 and 8 to create a bank for lending out where most need in cases of year group lockdown. <p><u>Questions and comments from Governors</u></p> <ul style="list-style-type: none"> • There was an indication in report that a percentage of families would be redirected to nearest foodbank. To access these they would need to be referred through organisations such as the Citizens Advice Bureau. • What plans in place for monitoring progress of pupil premium students? • When would data be available on progress? When will the gaps in learning be known? • Governors very supportive of the school's pupil premium work. • Link Governor for pupil premium students - Les Gunbie offered support. <p><u>Response to Governor comments and questions</u></p> <ul style="list-style-type: none"> • Links to resources and organisations including citizens advice were provided to families. • Staff had been asked to look out for pupil premium students whilst data was being collated to identify educationally disadvantaged students for targeting with academic support. <p>6.04pm - Millie McDevitt left the meeting</p>	

	<ul style="list-style-type: none"> Records of access to learning did not equate to how well learning had been embedded. Professional judgement would be used to address gaps in learning prior to the first data collection. Year 11 data would be available on 16th October, year 7 were at the beginning of electronic testing to assess their base lines. <p>6.10pm - Loretta Lloyd left the meeting.</p>	
6	<p>School Development Plan 2020/21 - Approve Final Version The Headteacher provided a verbal update on the finalising of the school development plan confirming that most of the priorities remained the same as they were when presented to Governors on 24th August. He advised that additionally he would like to carry out a review of the schools core values and ethos as the current strapline of “industry and integrity” did not reflect the breadth of the curriculum.</p> <p><u>Questions and comments from Governors</u></p> <ul style="list-style-type: none"> The Headteacher in the current climate would be under a great deal amount of stress both professionally and personally. Staff welfare and wellbeing was a key priority for Governors. <p><u>Response to Governors’ comments and questions</u></p> <ul style="list-style-type: none"> Staff wellbeing was included within the school development plan with a session as part of the inset programme. The Headteacher’s wellbeing was an item within his appraisal covered off by the school improvement partner and Co-Chairs, He also had support from his Headteacher colleagues. 	
7	<p>Business Manager & Business Group Update The Business Manager advised that an analysis of the financial situation would be completed by the Business Group later in the week with a presentation at the next Full Governing Body meeting.</p>	
8	<p>Governance</p> <p>a) Governor Recruitment The Chair advised that Jane Pegler had resigned from the Governing Body leaving a vacancy for a Co-opted Governor. It was suggested that a process be agreed for Governor recruitment with delegation to a small group of interested Governors. The skills audit would require updating in advance of a recruitment exercise.</p> <p>ACTION - Governors to complete and submit a skills audit form to the Clerk by 21st September.</p> <p>It was noted that previously there had been a suggestion of getting representation from young people on the Governing Body potentially from ex-students.</p> <p>ACTION - Anyone interested in Governor recruitment to make contact with Co-Chairs.</p> <p>b) Governors’ Virtual Meeting Policy</p> <p>AGREEMENT - The Full Governing Body approved the Governors’ virtual meeting policy as presented.</p> <p>c) Items Carried Forward from 24th August Meeting. Governors were reminded to complete the annual housekeeping tasks in advance of the next Full Governing Body and to pay particular attention to the guidance relating to what to declare on the disclosure of interest form.</p>	<p>ALL Govs</p> <p>All Govs</p>
9	<p>Any Other Business</p> <p>a) Open Evening The process for a virtual school open evening was advised to Governors. The evening would be on the same date as usual with video presentations and question and answers</p>	

sessions from many departments. All secondary schools in the city apart from one were providing virtual open evenings due to Covid risks.

6.43pm - Richard Baker left the meeting.

b) School Uniform

Governors were advised that a disproportionate amount of senior leadership and governors time was being taken up with dealing with parental correspondence around school uniform driven by a social media campaign. Governors considered in depth the issues that were being raised and were satisfied that the current policy was fully inclusive and only slightly changed from the previous policy that the school had in place previously. Additionally the uniform was cheaper than many in the city and there was a hardship fund available to support those families that might be struggling with the financial sourcing of uniform items. Governors noted the points raised by some parents and carers and are aware that members of our community may face financial challenges, particularly as a consequence of the COVID19 pandemic.

Meeting ended at 5.58pm

Date of next meeting - 28th September at 4.30pm via Teams