

**Meeting of Full Governing Body
24th August 2020
Virtual Meeting via Zoom
5pm**

MINUTES

Governors Present:	Mick Baker, Jane Dickson, Alison Frost, Les Gunbie, Matt Hillier, Reg Hook, Jennifer John, Dick Knight, Millie McDevitt (Chair), Jenny Poore, Bronagh Shevlin, Haydn Stride, Derek Swindells
Officers Present:	Teresa Dee (Clerk)
In Attendance	Andrea Cumming, Roshan Dias

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Welcome The meeting was opened with a welcome from the Chair.</p> <p>b) Apologies for Absence Apologies for absence received from Vanessa Hickey, and Jane Pegler. Rosie Reekie was also absent from the meeting (apologies received post meeting) . Apologies for late arrival had been received from Dick Knight and Jenny Poore.</p> <p>c) Declarations of Interest No additional declarations made. The declarations register was included within the meeting papers.</p>	
2	<p>Last Meetings Dated 20th July 2020</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 20th July 2020 subject to the amendment of next meeting start time in section 7.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda Additional meetings had been scheduled for 5pm start , with the final one on 14th September.</p>	
3	<p>Chairs' Update The Co- Chairs of Governors provided feedback from an induction meeting that they had with representatives of Brighton & Hove Council's Education Governance Team.</p> <ul style="list-style-type: none"> • Encouragement given to all Governors to attend the training available through the service level agreement with Governor Services. • Link Governors were expected to continue with their school monitoring visits by video conferencing (teams) and to report to the Full Governing Body as usual. • Poverty impact one day workshop coming up in the Autumn term . • Protocols for virtual meeting attendance drafted by Governance team to be adopted by Dorothy Stringer School Governors. <p>ACTION - Adoption of protocols for virtual meetings to be incorporated with the Governors' virtual meeting policy for approval at next meeting.</p> <ul style="list-style-type: none"> • Governance team eager for Chairs of Governors to form relationships with other chairs of secondary schools and local feeder schools. 	TD

4

Final Risk Assessment for Reopening of School

Prior to the meeting the latest version of the risk assessment for fully opening the school with staggered start, end and break times had been circulated along with the instructions to students and messages to parents regards return to school. The Headteacher explained that processes previously advised to Governors and students remained largely unchanged. Governors carried out a full discussion and analysis of the risk assessment hearing from the Headteacher about the main updated areas followed by a questions and answers session.

- The canteen area had been a concern, the risks had been mitigated by introduction of contactless cards, rearrangement of the layout and dedicated time slot for each year group.
- Following flooding to the sports hall the morning entry point for students would be D block. The renovation work to the toilets in that area had not been completed , reassurance had been provide that they would be ready from start of term
- Science had a separate risk assessment due to the amount of equipment being used.
- Music had changed with singing now allowed
- Not moved on decision regards wearing face coverings in school, students would be allowed to wear them if they wished. One member of staff clinically vulnerable and may wear a mask and visor.
- Readers ordered to limit use of textbooks in school.
- 140 laptops ready to issue to teachers to enable live lessons to be delivered should there be a further lock down. Training to be provided on use of teams over first two inset days.
- Staff rooms and workspaces had been reviewed and a maximum capacity allocated
- No formal communication received regards provision of test kits.
- Concern around the pressure on supply as teachers go into isolation waiting for test results.

Governors' questions and comments

- The cost of supply could be a justified expense to offset with the additional Covid funding.
- Did music and drama have separate risk assessments?
- What access points to school site were being used?
- Communication to parents needed to be clear , relevant and timely.
- How confident were school leaders that the school site would be ready for full reopening?
- The replacement of lost contactless cards might be a resource issue.
- Richard Barker at Brighton & Hove Council had advised Chairs that if there were any issues with PFI to feed these back to him
- Could a summary of key information be provided to parents to provide further reassurances of safety?

5.35pm - Dick Knight arrived at the meeting.

- There had been comments that the school was going to be strict with behaviour.
- How was the school preparing for the unexpected and creating flexibility to adjust processes in response?
- There was an opportunity to face challenges and share experiences as a group of schools.

5.43pm - Jenny Poore arrived at the meeting.

- What were school leaders intending on doing about the students that did not return to school due to anxiety?Any indication on numbers that might be absent?
- As furlough runs out this would impact families financially and create difficulties. How would the school provide support? Families might fall into deprivation quite quickly , a set of resources including links to organisations that could help might be useful.
- Had there been any feedback from the SENCO on how things had done and whether finance and support was sufficient for that group/

	<p><u>Response to Governors' questions and comments</u></p> <ul style="list-style-type: none"> • The first tranche of covid funding had come through capped at £75k for secondary schools. There had been explicit guidance on what could be claimed and this had excluded staffing costs. £38k had been claimed to date. Second tranche expected in autumn term. A covid cost centre was being used to record al related costs. • Usual music curriculum continuing with additional support for cleaning. Drama were looking at how to keep space between students and would be using videos instead of attending plays. Additional drama space available. Art had asked for support for various aspects to their curriculum delivery including visualisers and pre prepared packs of materials. • Gates at Loder Road may need to remain open for two hours to enable staggered arrival times. The contactless cards might be programmed to enable students to swipe in on arrival. Less people trespassing site since fence and gate installation • Dedicated school buses being provided for students use coming onto school site. A letter would be going out to parents reinforcing procedures and the compulsory nature of attendance from September. • Before work started it had been made clear that the premises works needed to be complete. The school would be made available for weekend and evening work if required. • It was anticipated that a staff member would be required at break times to replace cards. A catering pod would be used for the issue of replacements. • The school had operated without gates and if needed they could be left open whilst teething problems sorted out. • Two water bottle filling stations installed within new toilet block. • School would provide information again to parents on what had been done to make the school safe taking out extracts from the risk assessment. • The usual procedures with behaviour management were completely different with staff safety being more of a priority with social distancing observed. The one way system needed to be adhered to. Exclusion would be a last resort option. • There would be a review with staff of what was and what was not working. Initial expectation was that covid processes would be in place until at least October half term. • Secondary heads were in regular communication and there had been some sharing of risk assessment. • The education welfare officer together with pastoral officers would make contact with families to find out why students were absent. Collaborative work and communication with families to support attendance. Attendance so far had been good and individual students with attached learning mentors had been contacted to aid a smooth start to school. • The disadvantaged budget had been increased and consideration was being given on generating income for families facing financial difficulties. • SEN budgets were limited , the school was fully staffed with teaching assistants from September. The SENCO had been working with team on how the social distancing could be observed whilst providing effective one to one support 	
5	<p>GCSE Grades Andrea Cumming presented to Governors on the GCSE results for 2020 sharing a PowerPoint on screen.</p> <ul style="list-style-type: none"> • Results had improved as expected following a rigorous process of teacher assessment. Improvement around 4% to 5% throughout. • Progress 8 for the school had been expected to be around +0.3 to +0.5 compared with +0.15 the previous year. Currently it was looking closer to +0.65 though without the data to reference to other schools this was an estimated figure. • The majority of final grades were the submitted grades, initially before the government turn around there were some grades that were very out of line with assessments. • About 2800 vocational qualifications had been undertaken with 50 graded upwards from submitted grades. • 285 grade 9s awarded overall up from 200 in 2019. • 36% of grades at 7 or higher) 30% in 2019). • Five students had a perfect A8 score of 90. 	

	<ul style="list-style-type: none"> • Examples give of students that had achieved good progress including disadvantaged students. • Gap remaining with disadvantaged students though reduced on previous year. • Boys might have been disadvantaged by centre assessed grades as they tended to cram in learning at end of school year compare to female students. It was to be made clear to students that every piece of homework and assessment might count toward their final grades if there was a similar situation with awarding grades. • There was no right of appeal on results, though there had still been a number of queries from parents. The options available were for students to tackle the exams in November without charge or to complain to Ofqual about unfairness of assessment process. The November exams would be too late to help students with college places. A returnable deposit would be taken for those wishing to take exams to cover invigilation and exam entry costs. <p>6pm - Derek Swindells left the meeting.</p> <p>The Chair asked for school leaders to convey Governors' thanks to all staff in recognition of the huge undertaking in moderation and raking of students.</p> <p><u>Questions and comments from Governors</u></p> <ul style="list-style-type: none"> • Girls' performance in general was phenomenal and an improvement on their own performance in the previous year. Was there any explanation why boys did not perform so well. The conversations with boys about consistently working on progress should be had early on and not just in later years. • Was there something that the school could do around bringing in positive role models to talk to boys about their learning. <p>ACTION - Make approach to identified celebrity regards speaking to boys by video link with a possible link to raising money for disadvantaged students across the city.</p> <p><u>Responses to Governor questions and comments</u></p> <ul style="list-style-type: none"> • The measure of attitude for learning was higher for girls. Historically there was a tranche of boys that would pull out a good performance at the end of the year and whilst the individuals had been identified it was not possible to award them higher grades as the evidence had not been present. Nationally the historical trend was a gap between boys and girls outcomes. 	<p>DK, MH & MMc</p>
<p>6</p>	<p>School Development Priorities 2020/21</p> <p>The draft school development plan (SDP) for 2020/21 had been circulated in advance of the meeting. The Headteacher advised that in addition to a school recovery priority a number of items had been carried forward as it had not been possible to complete them in the previous year. These included boys performance, SEN outcomes and attendance. New key issues within the SDP include integration of the pastoral managers to support behaviour outside of learning time and the BAME anti-racism agenda.</p> <p>At this point the Chair mentioned that there had been social media discussion about the school's uniform policy and that there had been a few direct approaches received from parents. The main concerns expressed were around sexual equality of the policy, pricing of the branded items and the impact financially on families to fully kit out their children. Governors were reminded that the uniform supplier was changed to free up at school previously used for a uniform shop and to give parents extended access to an online shop. A full discussion followed during which it was acknowledged that despite the school's uniform being cheaper than many other schools some families might be struggling financially. In terms of equality it was noted that the uniform policy applied to both boys and girls equally and that all students could decide whether to wear trousers or a skirt, shorts were also available for summer.</p> <p>The Headteacher advised Governors of the arrangements in place to financially support families with obtaining uniform confirming that the criteria had been communicated to parents. So far in advance of the academic year 16 families had been supported at a total cost to the school of £1600.</p>	

	<p>6.43pm - Bronagh Shevlin left the meeting.</p> <p>Governors discussed whether further communication on uniform policy to parents was appropriate and in particular with the group that were being more vocal on social media. There was a range of opinions on the potential benefits and drawbacks of engaging directly with the social media group with the decision reached that MH/ school should continue to respond to all individual queries on uniform. Should numbers of enquiries/complaints rise dramatically and/or councillors make approaches, the governing body would discuss communication around the school's uniform policy again</p> <p>Governors agreed that the financial support available to parents for purchase of uniform should be circulated to parents / carers again prior to the start of term.</p> <p>Moving back to the SDP there was comment about the appropriateness of a curriculum review to cover off the differentials in levels of learning over the lock down period and what support teachers might need to differentiate learning. In response the Headteacher advised that a review of every student had been undertaken identifying those that had not accessed work, additionally year 10 students had met with each of their subject teachers for a review of where they were in their learning. Overstaffing in place in English, maths and science to support teachers with differentiation.</p> <p>ACTION - Opportunity to further review the school development plan on 14th September.</p>	<p>MMc/ JD</p>
<p>7</p>	<p>Finance Update The Business Manager provided a verbal update on the School's current financial position.</p> <ul style="list-style-type: none"> • Full catering offer now expected from September with a limited menu, this varied favourably on the budgeted position. • Football pitch lettings would be starting again though would restricted to one letting per evening with no access to changing rooms. • Swimming pool not being let due to plant room issues. <p>Note - The Clerk lost internet access at this point with approximately 5 minutes of discussion has not been recorded.</p> <p>ACTION - Business Group to reconvene with a meeting held at the earliest opportunity.</p>	<p>MB</p>
<p>8</p>	<p>Governance Housekeeping Item carried forward to next meeting</p>	
<p>9</p>	<p>Any Other Business None</p> <p>Meeting ended at 7.13pm Date of next meeting - 14th September at 5pm</p>	