

**Meeting of Full Governing Body  
28<sup>th</sup> September 2020  
Virtual Meeting via Zoom  
4.30pm**

**MINUTES**

<b>Governors Present:</b>	Mick Baker, Jane Dickson, Alison Frost, Les Gunbie, Vanessa Hickey, Matt Hillier, Reg Hook, Jennifer John, Dick Knight, Millie McDevitt (Chair) Jenny Poore, Rosie Reekie, Bronagh Shevlin, Haydn Stride, Derek Swindells
<b>Officers Present:</b>	Teresa Dee (Clerk)
<b>In Attendance:</b>	Richard Baker, Roshan Dias, Jayne Wilson

	<u>Agenda item</u>	<u>Action</u>
<b>1</b>	<p><b>Introduction</b></p> <p>a) <b>Welcome</b> The Chair opened the meeting with a welcome.</p> <p>b) <b>Apologies for Absence</b> Apologies for late arrival had been received from Alison Frost and Rose Reekie.</p> <p>c) <b>Declarations of Interest</b> No declarations relating to items on the agenda.</p>	
<b>2</b>	<p><b>Fundraising</b> Jayne Wilson provided an overview of the fundraising activities within school.</p> <ul style="list-style-type: none"> <li>• Directory of opportunities drawn up.</li> <li>• Focus for year to be on the priorities of the school including mental health and wellbeing, reading and literacy and increasing school funds to support poverty proofing.</li> <li>• Two approaches to fundraising being an ongoing top up and direct applications for specific projects.</li> <li>• Easy fundraising already to go out to parents after the half term. Linked to a retailers enabling donations for every purchase made.</li> <li>• Smarter uniform venture for recycling of uniform through second hand sales with the school receiving 70% of income. Pay out each autumn term.</li> <li>• Profits from in school fundraising events to be directed into school as opposed to external charities.</li> <li>• Reduced availability of external funding due to covid, initially discussions around using grounds for wellbeing through outdoor activities.</li> <li>• Sussex Giving deadline for funding applications of January 8<sup>th</sup>.</li> <li>• Looking at ways to support year 7 with their literacy and reading through a larger creative project.</li> <li>• Matching in school development projects with funds.</li> <li>• Fundraising twitter account set up - Governors encouraged to follow.</li> </ul> <p><u>Comments and Questions from Governors</u></p> <ul style="list-style-type: none"> <li>• There might be less enthusiasm for participation in charity events if funds raised are diverted to school initiatives.</li> <li>• Future Creators was a scheme that the school could be closer linked to.</li> </ul> <p>4.48pm - Richard Baker, Mick Baker and Jennifer John joined the meeting.</p>	

	<ul style="list-style-type: none"> <li>Diversity missing from the bullet points at the beginning of the presentation, as this was a priority for schools a fundraising vehicle to cover all communities was appropriate.</li> </ul> <p><u>Response to Governors' comments and questions</u></p> <ul style="list-style-type: none"> <li>There would be clear projects for any fundraising. There would be no stop to initiatives coming out of the junior leadership team supporting external charities.</li> </ul> <p>The Headteacher alerted Governors to the additional work that Jayne Wilson had undertaken in relation to the virtual open evening.</p> <p><b>ACTION - Link Governor for fundraising to make contact with Jayne Wilson to go through the fundraising plans as summarised in the presentation.</b></p> <p>4.52pm - Jayne Wilson left the meeting.</p>	DK
3	<p><b>Last Meetings Dated 14<sup>th</sup> September 2020</b></p> <p><b>a) Approval of Minutes</b> The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 14<sup>th</sup> September 2020.</p> <p><b>b) Matters Arising Not Included Elsewhere on Agenda</b></p> <ul style="list-style-type: none"> <li>Governor Recruitment - One Governor had indicated an interest in being involved in governor recruitment.</li> <li>Staff Survey - A summary of the findings from the most recent staff survey was included within meeting papers. The survey had been commissioned by Governors to provide feedback on how staff were feeling under covid and having returned to school. There were levels of anxiety expressed about feeling fully safe from a minority of staff whilst recognising that support from line management was good and that all possible safety precautions had been put in place whilst not overly restricting school activities. There were also some comments regards accessing the new IT systems and the decision around wearing of masks.</li> </ul> <p>The Headteacher advised that there had been a confirmed positive covid case at the school on a Friday following which a task team had been in school over the weekend to deal with the tracking and communication. All those that had been within two metres of the student were required to self-isolate even if they had been wearing PPE. The use of masks was not yet being considered as compulsory in school.</p> <p>Governors provided comment on the most appropriate way to feedback to staff on the school survey.</p> <p>Whilst noting the positive support being provided by line managers it was acknowledged that the Headteacher required his support from the Governing Body.</p> <p><b>ACTION - Governors to provide a response to all staff following completion of the staff survey.</b></p> <p>5.14pm - Derek Swindells left the meeting.</p>	MMc & JD
4	<p><b>Chairs' Update</b> Nothing to report since last meeting.</p>	
5	<p><b>Headteacher Report</b> The Headteacher had provided a written update for Governors. He provided a verbal update on key issues arising at school.</p>	

- The biggest issue was working out who was to be in school each day. Tests were getting quicker for staff now the school had a priority number. A greater proportion of people were missing each day. Live lessons being delivered by teachers self-isolating at home direct into the classroom.
- Data on student performance was not currently available. A data report would be issued for students instead of a full written report as usual at same time of year.
- Attendance was looking reasonable at 94.23% noting that any self-isolating students would not impact on the attendance as they were subject to separate coding. Across the city attendance was running at 84.6% and the latest national data was at 87%.
- There had been one fixed term exclusion for assault on a staff member and a further one for supply of banned substances. Alternatives to permanent exclusion were being sought in both cases.
- The staff survey had been useful regards comments relating to health and safety during covid and specifically the cleaning regime. The site team were now more of a visible presence on site cleaning throughout the school day. An additional day time cleaner had been engaged. Fogging machine obtained to disinfect individual rooms in additional too deep cleaning with steam. Sufficient hand sanitisers in school stocks for next six months.
- Changing in PE had been adapted so that students came into school in PE kit and stay in it if they wanted to.

#### Questions and comments from Governors

- Was there a coherent view across the city on how to deal with positive covid cases.
- Did the government track and trace app work in the school and were school leaders advising download of the app.
- An issue about the possible fire hazard of hand sanitisers had come up in the business group meeting. Had that issue been addressed.
- Were staff members being offered a flu jab.
- There had been a lot of practical steps taken to look after students safety and to ensure they could continue with their learning in case of lockdown. Had there been opportunities to acknowledge the emotional impact of all the measures on students emotional wellbeing?
- Some of the more vulnerable children would be struggling in the current situation, did the challenge of space create issues around supporting them?
- If a child is required to self-isolate for being in contact with a positive covid case what happens with the parents?

#### Response to Governors comments and questions

- Rates of covid were rising across the city, Heads were sharing information and raising any issues with the Local Authority.
- The government app was for 16 and over and had limited use for tracking and tracing in school. Social distancing was the standard practice in school and therefore staff members would know if they had been in contact with any one at the school.
- Local authority response had been that hand sanitisers did not pose a risk.
- Staff would be reimbursed for flu jabs; they would need to book their own for the time being until a centralised process was in place.
- Trial teams lessons were being introduced at school which would identify those without accessibility. Additionally assemblies would be via teams. The meet the tutors evenings would deal with some of the aspects of emotional support.
- The current guidance prevented staff sitting with students on a one to one basis to provide support.
- The family of a child requiring to self-isolate could carry on as normal.

**ACTION - Review of communications strategy around safety measures being put in place and potential emotional impact on students.**

5.37pm - Vanessa Hickey left the meeting.

DK/MH

<p>6</p>	<p><b>Business Manager and Business Group</b></p> <p><b>a) Financial Projections</b></p> <p>The Business Manager talked Governors through the key points relating to the latest financial projections noting that Business Group had carried out a more detailed scrutiny.</p> <ul style="list-style-type: none"> <li>• The school ended in a balanced position at the end of last financial year eliminating the deficit a year ahead of plan. This had mitigated what might have been a challenging year for the school.</li> <li>• Current year looking stable financially though some major assumptions had been made and incorporated within the forecast. These included receipt of funding to for covid related expenditure.</li> <li>• Supply budget assumed used due to potential need to cover of teachers self-isolating.</li> <li>• £8k refund requested from PFI company to compensate for additional costs relating to a water leak.</li> <li>• Cleaning allocated an additional contingency funding; covid grant did not include expenditure for additional staffing.</li> <li>• ATP sink fund allocated £20k in line with the loan terms and conditions.</li> <li>• Stocks had been built up of PPE to ensure sufficient until February and mitigate any impact of Brexit.</li> <li>• Catch up grant expected shortly, likely to be around £78k with £45k allocated for tutoring and the remainder for It equipment including visualisers and headphones for lesson delivery.</li> <li>• Furlough payments had started to come in , all arrangements for paying furloughs to staff had ended.</li> <li>• Complications around refund of deposits paid for school trips that would not now be going ahead. The thinking was that families should not be have to bear the financial liability so efforts were being made to reschedule trips and where not possible to reschedule claims under insurance policies were being submitted. No liability to school included in forecasts. Governors asked about what communication had gone out to parents about school trips and in response were advised that the Berlin trip was a pressing issue which parents had been contacted about.</li> </ul> <p><b>ACTION - Receive an update on the school trip financials at November meeting of the Full Governing Body.</b></p> <p><b>b) Terms of Reference</b></p> <p><b>AGREEMENT - The Full Governing Body approved the Business Group terms of reference as presented.</b></p>	<p>RD</p>
<p>7</p>	<p><b>School Development Plan (SDP)</b></p> <p><b>a) Final SDP</b></p> <p>Governors noted the latest version of the school development plan.</p> <p><b>b) Quality of Education (impact)</b></p> <p>The Headteacher provided a verbal overview of section A of the SDP.</p> <ul style="list-style-type: none"> <li>• A teaching and learning policy had been drafted (included within meeting papers).</li> <li>• Survey completed to identify gaps in student accessibility to IT.</li> <li>• Use of teams to be developed to include assignments and lesson resources , moving away from the stringer learning gateway.</li> <li>• Curriculum learning walks had worked well where it had been possible to do before lockdown. A lot had been learnt in a short period of time.</li> <li>• Key stage three summative assessments being developed.</li> <li>• Reading a big area within the school however to bring in DEAR sessions as planned would impact on other learning time.</li> </ul>	

	<ul style="list-style-type: none"> <li>Data received for year 7 from CAT tests. Parental reports available though target setting within these did not fit the high aspirations and historic achievements of the school.</li> </ul> <p>6.13pm - Richard Baker left the meeting.</p> <p><u>Questions and comments from Governors</u></p> <ul style="list-style-type: none"> <li>Does the teaching and learning policy need to reflect better where the school is at under current situation.</li> <li>Were staff clear of the expectations around feedback and was there consistency across departments. Would the policy be adapted for each department?</li> <li>Was there capacity within the SEN department to meet the development objectives.</li> </ul> <p><u>Responses to Governor comments and questions</u></p> <ul style="list-style-type: none"> <li>An appendix might be needed to the teaching and learning policy. to include information on what parents might expect in case of partial or full lockdown.</li> <li>The method of feedback was subject dependent, IT were doing it over teams and some physical work would need to put aside before being marked. Peer assessment had been suspended due to exchange of work. The policy was clear in terms of teaching and learning, an additional covid update appendix would be produced centrally. The biggest challenge for staff was not being able to transition around the class.</li> <li>It was a challenge to meet all SEN needs with current department capacity within a mainstream school. With high quality teaching and learning in place the majority of needs would be met and make the difference. Mini programmes being used as an alternative curriculum for fixed periods.</li> </ul>	
8	<p><b>Other Reports from School</b> No further reports.</p>	
9	<p><b>Reports and Recommendations from Governors</b> Verbal feedback was received from Governors who had carried out monitoring activities.</p> <ul style="list-style-type: none"> <li>Safeguarding - Review of use of CPOMS and update of policy.</li> <li>Health and Safety (Covid) - Visit to school to look at covid mitigations put in place. One way system and hand sanitiser stations observed. Canteen procedures also observed with evident good control and segregation of groups. Satisfied that risk assessment precautions had been implemented</li> <li>Special Educational Needs - Catch up with SENCO regards the new ways of supporting children in lessons. Some staffing reduction in SEN unit due to maternity leave. Emphasis on emotional health and wellbeing.</li> </ul> <p>6.36pm - Jane Dickson left the meeting</p>	
10	<p><b>Policies and Other Documents for Approval</b></p> <p>a) <b>Policy Review Schedule for Year</b> An updated policy review schedule had been provided to Governors. It was noted that some policies required allocation of a Governor/group.</p>	
11	<p><b>Governance</b></p> <p>a) <b>Skills Audit - Analysis</b> The clerk reported that from the forms submitted so far the average score for each skill was at least a 4. It therefore appeared that there were no skills gaps to fill.</p> <p><b>ACTION - All governors to complete and submit a skills audit form to the Clerk to Governors.</b></p> <p>b) <b>Governor Responsibilities for 2020/21</b> Governors considered the current allocation of responsibilities. The following panels/groups were agreed subject to further discussions with individuals:</p> <ul style="list-style-type: none"> <li>Headteacher Review Panel (meeting 16<sup>th</sup> October) - Jane Dickson, Dick Knight and Mick Baker with Jenny Poore as appeals lead.</li> </ul>	All Govs

	<ul style="list-style-type: none"> <li>• Pay Panel - Millie McDevitt and Rose Reekie.</li> </ul> <p><b>ACTION - Governors were encouraged to put their names forward for additional areas of responsibilities.</b></p> <p><b>c) Governors' Work Plan for 2020/21</b> The annual work plan for Governors was noted.</p> <p>Jane Dickson returned to the meeting</p>	Govs
12	<p><b>Any Other Business</b></p> <p><b>a) IT/Office 365</b> The Co-Chairs were keen to move back to using teams but only once the full features were available. Governors were encouraged to move over to using school emails only as soon as they could.</p> <p><b>b) DfE Direction</b> Governors asked what the school response would be following the direction from the DfE to not teach anything about anti capitalisation issues. In response the Headteacher advised that the PHSCCE curriculum was currently under review and staff would make decisions on what would work best for the school.</p> <p><b>ACTION - Discussion about anti capitalism teaching and BAME lesson delivery at a future meeting.</b></p> <p><b>Meeting ended at 7pm</b> <b>Date of next meeting - 9<sup>th</sup> November 2020</b></p>	MMc JD