

Minutes of the Meeting dated  
Tuesday 22<sup>nd</sup> September 2020 at 6pm using Google Meet

**Present:** Muir Mathieson (Chair), Stuart Wilson (Head), John Gilbert, Eilis Cope, Amanda Arrowsmith, Graham Ayre, Andrew Wilson (from 6:30pm) Becky Castledine, Chris Baldwin, Alison Campbell-Black, Nigel Riglar & Caryn Roberts.

**Apologies:**

**In Attendance:** Emma Gray, Glen Blamer, Rob Reid (from 6:30pm) & Hannah Kelly (Clerk)

**1. Apologies & Welcome**

MM welcomed all the governors to the meeting. There were no apologies - all were present.

**2. Declarations of Interest**

There were no declarations of interest. Governors were asked to complete and return the annual DoI forms by the next meeting on Wednesday 14<sup>th</sup> October 20. These have been received by SW, BC, EC

- **Action (SDB38):** All Governors

**3. Governor Resignations / Appointments**

There have been no appointments or resignations since the last meeting.

NR's term of office ends on 15<sup>th</sup> October 2020. NR confirmed that it was time to step away from the Marling board and focus on Trust activities.

**4. Minutes of the Last Meetings dated 8<sup>th</sup> June, 22<sup>nd</sup> June and 13<sup>th</sup> August 2020**

*These three sets of minutes were proposed for approval by MM; Seconded by JG; Agreed unanimously and signed by MM as Chair.*

**5. Action Point Checklist**

LGB60:	Completed
LGB62:	Completed
SDB17:	Completed
SDB20:	Completed
SDB21:	Completed
SDB23:	Ongoing
SDB24:	Completed
SDB25:	Completed
SDB26:	Completed
SDB28:	Ongoing
SDB29:	Completed
SDB30:	Completed
SDB33:	Completed
SDB34:	Completed
SDB35:	Completed
SDB36:	Completed
SDB37:	Completed

SW to organize an informal zoom meeting with governors to explain the parameters of the Ofsted visits

- **Action (SDB38):** SW

Q: How often do governors need to review the Covid risk assessment, has it been altered since the last time we saw it?

A: It is a live document but no tweaks have been made yet as things have worked quite smoothly over the last two weeks. If there were any substantial changes to the risk assessment, we would email them over to governors.

A discussion was had about the risk assessment.

## 6. Governor ratification of decisions by email between LGB meetings

The following resolutions were ratified by email since the last LGB meeting:

- In-Year candidate; Y10 September recommendation – Admissions - 01.07.2020
- Covid addendum to the Behaviour Policy – SDB – 07.09.2020
- An 'exceptional circumstances' allowance for a student to sit the in-year admissions test abroad – Admissions - 15.09.2020

## 7. Matters Arising

There were no matters arising.

## 8. Election of Chair and Vice Chair

### 8.1 Election of Chair

MM was nominated as Chair.

*This was proposed by JG; seconded by NR; and unanimously agreed.*

### 8.2 Election of Vice-Chair

JG offered to continue in the role of Vice-Chair until the next meeting, at which point he would like to step down. MM requested that governors gave some thought about whether they would be willing to nominate themselves for the role.

*JG was proposed as Vice-Chair by MM; seconded by BC; and unanimously agreed.*

*AW & RR joined the meeting at 8:30*

## 9. Agree Roles and Responsibilities

The governors with the following specific responsibilities agreed to continue in their role:

- SEN & Safeguarding – Becky Castledine
- Health & Safety & Online security – Chris Baldwin
- Equality – Eilis Cope
- Pastoral Care – Amanda Arrowsmith

## 10. Terms of Reference

The Terms of Reference were reviewed.

*Subject to minor amendments, these were proposed for approval by CB; Seconded by EC; and agreed unanimously*

### 10.1 Chair of the Admissions Committee

Admissions Committee JG stepped down from the role of Chair. AA was nominated as Chair.

*AA was proposed as Chair by JG; seconded by MM; and agreed unanimously*

### 10.2 Chair of the Pay & Conditions Committee

GA was nominated to continue as Chair.

*GA was proposed for approval by AA; seconded by CR; and agreed unanimously*

## 11. Health, Safety & Wellbeing

### 11.1 Health & Safety

A student broke their collar bone at break time today. This has been the first accident of the school year. The other H&S measures are related to Covid prevention / containment.

### 11.2 Wellbeing

Staff wellbeing is being monitored as much as possible and there is a staff forum providing some useful insights. The main concerns are the impact of peripatetic working and missing the opportunity to get together during the school day as they have staggered lunch and break times, which allows fewer opportunities for interaction with colleagues, and a more intense working day.

A discussion was had about ways to help support staff and pupil's mental health.

## 12. GDPR

EG is currently undergoing training, she felt that a Trust we are GDPR compliant, but there are areas where systems could be tightened up. A plan is being developed to document and evidence any breaches effectively.

There have been no recent breaches

## 13. Risk Register (**Confidential paperwork**)

The Risk Register has been updated since governors last met. EG explained the changes.

Q: Should Covid be on the risk register? This must be a high risk at the moment?

A: Some Trustees met with internal auditor recently to talk about risk and how to manage risks. They were very positive about our risk register, stating that it is clear and concise. They did suggest that the school leadership considered what are the 5 largest current risks are and highlight those on the register.

EG & SW explained their personal views on what they felt were the biggest risks facing them at the moment, and governors were encouraged to do the same.

## 14. Finance & Facilities update

There will be a Trust Audit on the 5th October which everything is in place for.

There has been some additional emergency spending during the summer holiday to renovate the East Campus to facilitate 6<sup>th</sup> Form bubbling. There has also been increased IT spending to purchase additional laptops and desktop computers around school.

SW is hopeful that the increase in the 6th Form intake should allow the school to access some extra-ordinary funding which will help cover this.

## 15. Educational Visits

There are no current trips at the moment. All trips from 23rd March were cancelled and moneys claimed back from the Risk Protection Agency(RPA). Parents have been reimbursed.

There are two trips which have not yet been cancelled; Orlando and a ski trip. These are both planned for Spring next year, so we will wait and see what happens before making a decision either way.

A proposed visit for an expedition to Borneo in Summer 2022 for approximately 20 Year 13 students was discussed.

*This trip was proposed by MM; seconded by BC; and unanimously approved.*

## 16. Safeguarding

RR explained that the transition records of incoming students are being obtained from previous schools. 'Keeping Children Safe in Education' was updated in September 2020. Staff were informed of the changes during the Inset day at the start of term.

## 17. Link Governor Update

A program of visits over the school year will be compiled, in which governor visits will be mapped to areas in the SIP. These visits will be spread out across the year and the aim is to monitor of all the key areas within the SIP and to open dialogue between governors and key stakeholders within the school.

- **Action(SDB39):** HK

## 18. Policies

The following policies were put to the committee for ratification:

### 18.1 Behaviour Policy.

This policy had been approved in September 2019, but an additional section has been included to cover social media.

*The policy was approved by MM; seconded by CR; and approved unanimously.*

### 18.2 Safeguarding & Child Protection

*Subject to minor amendments, the policy was approved by MM; seconded by AA; and approved unanimously.*

### 18.3 Attendance

*Subject to minor amendments, the policy was approved by MM; seconded by JG; and approved unanimously.*

### 18.4 Gender Diversity Policy - advance section

GB is developing a gender diversity policy in conjunction with several governors. He explained the background to why this is being written and how it is being developed. Whilst the policy is not yet ready to be ratified, it there is a section on toilets and changing which does need to be ratified by governors in advance of the full policy.

The governors stated that they felt there had been a robust discussion which was open and honest.

Q: Point 6 states ‘..., it may be appropriate to restrict access to the facility where the student’s objections (or likely objections) are reasonable. What is being defined as ‘reasonable’?

A: There is no list. They will be assessed case by case basis.

Q: Have the staff had enough training to deal with this? Are they comfortable with dealing with any issues which might arise?

A: The main area will be the specifics regarding changing for PE, which isn’t an issue for now. We will need to do some training for staff and raise awareness.

*This section of the gender diversity policy was proposed by MM; seconded by NR; and unanimously approved.*

## 19. Review outcomes for the previous year, including groups and new students **(Confidential paperwork)**

RR updated the committee on the GCSE and A Level results summary review 2020 and explained the process of how results were obtained.

## 20. Open Events

Small group tours are being done at the moment after school hours, for Y6 students only. These are being undertaken due to a high demand from prospective families who want to be able to visit the school for a look round before applying. Parents have really valued the opportunity to see the school in real life. There will also be some online open evenings as well.

Q: Do visitors do a self-declaration when they come to visit?

A: Yes, there is a waiver they need to sign.

## 21. Update on the start to the term with Covid-19 restrictions in place including staff forum feedback

Overall, it has been successful start to the term. A lot of preparation had gone into the reopening; it was difficult to visualise how things would work in practice when over 1,000 students were on campus. However, the basics of the plan have worked as hoped.

The students have responded well to the changes; they settled back in quickly and learning and behavior have been good.

There are some student wellbeing issues which we are able to deal with at a school level.

The main concern is staff wellbeing, as the new way of working is harder for staff; they are moving between classes and they lose a valuable few minutes to organise themselves between lessons. Shorter and staggered breaks and lunches mean that there is little opportunity for informal chats with colleagues and take a moment to relax and unwind. Staff are in acceptance that it can't be any other way at the moment, but it is physically and mentally very demanding for them. It will also become more challenging if they have to deliver a mix of online and live learning.

## 22. Self-evaluation including any governor involvement

A self-evaluation framework has been drawn up with SLT and delivered to middle management. Monitoring the SEF will be part of the link governor program.

## 23. Planning the recovery curriculum

### Stage 1 September to November

Recovery from known gaps - missed assessed practical work etc.

Schemes of learning are being amended and assessment plans put in place to understand where the gaps are. A second set of mock exams have been introduced at the start of November for Y11 and Y13 to assess gaps and help build a bank of evidence.

### Stage 2 November onwards

Work on closing gaps further by additional sessions after school. These may be for individuals, small groups or even whole cohorts.

There will be continual reviews on progress as assessment data is collected over the year.

There is £80 per student (11-16yrs) centrally funded catch up premium for support the recovery program.

Q: Do you think you will have any issues with students engaging with after-school sessions? For example: due to issues with commuting?

A: Our new school day allows no alternative, there is not the time to hold them during school hours. Most students will be able to get home. We have been working with students who we are aware have significant gaps so we know transport is not an issue for them. We don't see transport being a problem – the main issue will be helping those students who don't want to engage.

Q: Could you hold sessions in the morning before school?

A: Transport is more of an issue in the morning, but it could also be considered in the mix.

## 24. Update on student numbers and impact on budget

### **Confidential Minute**

## 25. Admissions update – policy and complaints

### 25.1 Admissions Policy

The Regional Schools Commissioner has agreed to the amendment on the 2021 policy to change the test date from 12<sup>th</sup> September to 17<sup>th</sup> October. It has now been published on the website. The change to the test date was in line with Government recommendations to help reduce the gap for disadvantaged pupils.

The Admissions committee will review the 2022 entry admissions policy over the next few weeks.

### 25.2 Complaint to the OSA

The outcome of the complaint has still to be communicated by the OSA.

**26. Complaints & Compliments**

There has been one complaint over the exam results (CAGs) which went to stage 2. AMD & GB reviewed the complaint and reported back to the parents.

Everyone seems happy with the new processes and procedures; the students happy to get back into school. Feedback from the Y8 & Y9 parents' evenings have shown that parents are pleased with the school's response; that it has been calm and orderly.

Anecdotal feedback from the Y7 parents WhatsApp group has shown that they are pleased with how the first few weeks at school have been for the new intake.

**27. Any other Business**

There was no other business

The meeting ended at 20:20

**DATE OF NEXT MEETING:**

Wednesday 14<sup>th</sup> October 2020, 6pm-8pm



7<sup>th</sup> December 2020