

Minutes of the Meeting held on Wednesday 6th October 2021
at 6pm in LCR

Present: Amanda Arrowsmith (Chair), Stuart Wilson, Graham Ayre, Chris Baldwin, Caryn Roberts (from 18:10), Alison Campbell-Black (from 18:10), Eilis Cope, Rebecca Castledine, John Gilbert, Andrew Wilson (to 18.:52), Nick Lythgoe & Glen Balmer

Apologies: David Hayward

In Attendance: Hannah Kelly (Clerk), & Emma Gray (to 18.:52), Rob Reid (to 18.:52), Jane Dale (to 18.:52)

1. Apologies

Apologies were received from DH. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

3. Governor Resignations / Appointments

Andrew Wilson's term of office as staff governor ends 10th October and Alison Campbell-Black's term of office as a parent governor ends on 18th October.

GA's term of office comes to an end of 13th October. He will be leaving the board to focus on his work as a CBAT Trustee.

JG's term of office comes to an end on 15th October. He has agreed to continue on the committee until 31st December to help with the transition period.

- *GA proposed the renewal of JG's term of office; this was seconded by EC; and unanimously approved.*

SW is continuing to use 'Inspiring Governance' as a route to recruiting potential new governors. HK updated on progress with Staff and Parent Governor elections.

4. Minutes from the last meeting dated 23rd September 2021

The minutes from this meeting were not ready to be circulated prior to the meeting. The minutes will be circulated to governors and formally approved at the next SDB on 1st December.

- *CR and ACB joined the meeting at 18:10*

5. Action Point Checklist

SBD44: Completed

SDB45: Completed

SDB51: Ongoing / Revised to update ID photo cards so they work on the door system

SDB52: Ongoing

SDB53: Ongoing

SDB54: Completed

SDB55: Ongoing

SDB56: Ongoing

SDB57: Completed

SDB58: Completed

6. Governor ratification of decisions by email between SDB meetings

Governors had been requested to approve an educational visit to Kenya in Summer 23. This had not been ratified as there were a number of questions. This item will be discussed further in Item 13

7. Matters arising

There were no matters arising.

8. Review Meeting Schedule (Confidential paperwork)

The meeting schedule for the year ahead will be emailed to governors. Governors were asked to review and feedback any comments.

9. Health, Safety and Wellbeing (Confidential paperwork)

A written update was supplied to governors prior to the meeting. There were no further questions

10. GDPR (Confidential paperwork)

A written update was supplied to governors prior to the meeting. There were no further questions

11. Risk Register (Confidential paperwork)

A written update was supplied to governors prior to the meeting. There were no further questions

12. Finance & Facilities inc. Budget Update (Confidential paperwork)

A written update was supplied to governors prior to the meeting. There were no further questions

13. Educational Visits

Following a number of governor questions prior to the meeting about the Kenya Scuba trip 2023, EG gave a more in-depth explanation of the details.

Governors were satisfied that the trip links to the curriculum objective of 'Global Citizenship' and agreed that it sounded a wonderful opportunity. Their main concerns were: the effects of Covid on international travel, terrorism / violent crime and financial risk to parents.

Following discussion, the governors asked for the following information:

- Do we have appropriate insurance due to cancellation due to Covid travel restrictions?
- Do we have appropriate insurance to cover any issues with FCO travel advice either to that country or parts of that country?
- Does the travel company have a good record of managing the safety aspects of a trip like this?
- Governors wanted to ensure that pupils and parents were aware of the risks so that they are able to make an informed decision.

EG to ask the travel company for an outline risk assessment of how risks are managed in Kenya, as well as further details regarding trip insurance and alternative destinations.

- **Action (SDB59): EG**

➤ *Items 22 & 23 were taken here, out of turn.*

14. Safeguarding (confidential paperwork)

Since the previous SDB meeting RR has made the visit to a student educating offsite to check on safeguarding and the quality of provision.

CR to plan in a number of visits over the course of the year to review the SCR as the Safeguarding link governor.

➤ *Item 20, and 21 were taken here, out of turn.*

15. School Improvement Plan (confidential paperwork)

No further update from last meeting.

Next steps to formalised the link governor visit plan,

Actions and objectives have not changed since the June version

16. Link Governor Update (confidential paperwork)

AA thanked the governors for their visits and detailed reports. Reports were circulated prior to the meeting.

16.1 Alison Campbell-Black

ACB expanded on the written report.

Q: How do we get student feedback on teacher performance?

A: We don't seek student information specific to individual teachers. This year, the overall monitoring student survey will focus on a number of areas (such as teaching and learning, behaviour in lessons etc...) broken down by subject. Then, we will be able to conduct a deeper student voice and oversight with a selection of students using the pre-data to help lead the discussions.

Q: The message from all three reports was that behaviour has deteriorated. Why was this?

A: Bubbled learning did have an impact on the behaviour levels in school, with teachers moving around the site and students staying in the same classrooms. This was quickly recognised and we started to take steps to address this. It is, however, important to note that these governor visits were done at the end of term and after a long 18 months of disrupted teaching and learning. Everyone was tired and needed the break. Since September, we have completed a staff survey which shows very positive responses. We are confident that our work on behaviour is having a good impact and the experience in class is back to where would we want it to be.

A discussion was had about the 6th form dress code – this is an agenda item at the next SDB on the 1st December.

16.2 Caryn Roberts

CR expanded on her report and added that she will be arranging regular visits throughout the year to review safeguarding and the Single Central Record.

A discussion was had about the project to use Chromebooks in School.

16.3 Eilis Cope

The focus of EC's visit was to have the opportunity to talk to groups of staff and children who had found lockdown more difficult; this highlighted some of the challenges that staff and students had faced during this period and what impact it had on them.

Q: The quality of the IT infrastructure was a big issue. What have we done about this?

- A: An IT strategy is being developed (EG & DH are involved) to improve the experience for staff and students, though the staff wouldn't have known this at the time of the visit. More recently we have conducted a staff survey, in which the responses about the customer experience with IT was more positive. It is important to remember that the visits were undertaken at the end of term, when staff needed the break.

It was agreed that it would be an interesting exercise to interview the same people again to see whether there is a shift in perception after the summer break and the resumption of a more 'normal' school experience.

Women in Leadership

The subject of women in leadership roles was raised.

- In recent years, there has been one vacancy in the SLT. At this point in time, there were no women in middle leadership roles who were in a position to apply for this vacancy.
- The following table shows the changes in gender balance in middle leadership over the last five years

Middle Leadership	Male		Female	
	5 years ago	now	5 years ago	now
Pastoral	5	2	2	5
Curriculum	10	8	6	12
	15	10	8	17

GB explained that there are some strong female candidates in middle leadership positions. As a point of interest, 37 years ago Olivia Battye was the only female member of staff in Marling.

Q: Should the Single Equality Policy have a 2-year review cycle?

A: We review policies in line with the statutory requirements.

17. Policies

The following policies were brought to the SDB for ratification:

17.1 Anti-bullying & Hate

- Governors requested that the last paragraph in the monitoring section be removed.
- It was felt in some instances the word victim should be replaced by reported or reporting student

Q: What education to students have around the issue of sexual harassment?

A: There is a lot of coverage in our PSHE programme. Staff are sensitive to the issues. We find that our main barrier is if students don't report it to us but this is improving due to the work we have done on equality and diversity. We are working in a more proactive way now rather than just reacting to disclosures.

As a School, we are well placed in terms of being vigilant of sexual harassment as the introduction of co-education brought a different dimension to the school and as a result, we increased our awareness, training and work with students through PSHE and assemblies.

Recently, we have used a fixed-term exclusion as punishment for inappropriate use of sexualised language. One of the external consultants, scheduled to visit on 24th November will be looking at the issue of sexual harassment within School

- *The policy is to be amended and resubmitted to governors for ratification.*

17.2 CPD

- *This policy was proposed for approval by JG; seconded by GA and unanimously approved.*

17.3 Home School Agreement

A discussion was had about whether this was a policy or an agreement.

- *This policy was proposed for approval by NL; seconded by BC and unanimously approved.*

17.4 Single Equality Policy

This policy was substantially reviewed and changed 18 months ago. GB has engaged a consultancy to review all Marling's equality work, policies and procedures, so a full policy review is expected around April 2022.

- *This policy was proposed for approval by EC; seconded by NL and unanimously approved.*

17.5 Child Protection & Safeguarding

RR has made amendments to the Child Protection and Safeguarding Policy in line with the latest guidance. Once the draft has been finalised, this policy will be circulated to governors for comment.

HK to check that the policy names on the website are identical those in the policy.

- **Action (SDB60):** HK

Q: Should we put all policies onto the website?

A: There are a lot of policies, so only those which are statutory or parents/students might need to read are put on the website.

18. Curriculum Update

AMD was unwell and unable to attend the meeting. This item will be carried over to the SDB on the 1st December

19. Catch-up Funding

AMD was unwell and unable to attend the meeting. This item will be carried over to the SDB on the 1st December

20. Destinations Post 16 and Post 18 Update (confidential paperwork)

A written update was provided to governors prior to the meeting.

Q: 50% of pupils who went to university went to a Russel Group one. How does this compare with previous years?

A: It is lower, but the percentage who went to their first choice university was what we would have expected. It is usually about 60%, but this was our first co-ed and there were more external candidates. Also Covid may have impacted on university preferences as student satisfaction with the online learning experience has varied widely, which has caused a shift in interest

21. Teaching School / Teaching and Learning Updates (confidential paperwork)

A written update was provided to governors prior to the meeting.

Q: Do NQTs and ECTs need the same entry qualifications?

A: Yes

Q: What is the current status of CETA?

A: It is continuing. It was a disappointment when we didn't become a teaching hub, but we are strategic partners in both hubs and continue to operate as a teaching alliance across a large area. Our primary Teacher Training model is growing.

Q: What do you think is the secret to your growth?

A: Word of mouth has worked well for us. Feedback on our courses is excellent. We are gaining schools who want to work with us due to our reputation for quality.

Q: In regards to the apprenticeship levy – do we make them apprentices once they have completed their training?

A: No, we have drawn on the apprenticeship levy we have built up over the last few years.

Q: We can get £3k back from the government by calling them an apprentice; this provides a great financial benefit

A discussion was had about the label of being an 'apprentice'.

JD to look into whether this payment is an option.

JD finished by adding that during the recent staff survey, one member of staff had commented on the quality of their CPD at Marling; they stated that they have worked in other schools and this was best CPD they have ever had.

The staff survey is open until Friday 15th October. GB to circulate a summary of outcomes to governors.

- **Action (SDB61):** GB

➤ *Jane Dale, Emma Gray and Rob Reid, Andy Wilson left the meeting 18:52*

22. Physical Environment Update (confidential paperwork)

A written update had been provided to governors prior to the meeting

23. Finance Governor Training inc ICFP benchmarking Update (confidential paperwork)

A written update had been provided to governors prior to the meeting

24. Headteacher's Summary Update (confidential paperwork)

A written update had been provided to governors prior to the meeting. Much of the content had been discussed in previous items, so there were no further questions.

25. Getting Ready for Ofsted

It was agreed to schedule this as a separate virtual meeting in November
HK to arrange a meeting with governors and SLT to discuss Ofsted.

- **Action (SDB62):** HK

26. Complaints and Compliments26.1 Complaints

There have been no new complaints since the last meeting.

26.2 Compliments

There have been no formal compliments since the last meeting.

27. Any other Business

27.1 Thank you

AA passed on her thanks as Chair, and those of the School Development Board to GA, AW and ACB as this was the last meeting of their term of office. Their commitment contribution over the last 4 years has been invaluable.

27.2 RUSH Skate Park

SW advises that he is working with one of the trustees to look at the possibility of supporting a community based project to establish a new skate park on the canal field following the closure of RUSH. This project is still in an early feasibility phase and there are many issues which would need addressing.

The meeting ended 8.20pm

The next meeting will be held on Wednesday 1st December at 6pm in the LCR



01.12.2021