Minutes of the Meeting held on Thursday 20ᵗʰ January 2022
at 5:15pm on Google Meet.

Present: Amanda Arrowsmith (Chair), Glen Balmer (Head), Nick Lythgoe, Becky Castledine, Caryn Roberts, Sean Bailey), Chris Baldwin (until 18:47), David Hayward, John Gilbert & Ian Townsend

Apologies: Alison Campbell-Black, Eilis Cope

In Attendance: Hannah Kelly (clerk)

1. **Apologies**
    Apologies have been received from ACB & EC. These were accepted by all.

2. **Declarations of Interest**
    There were no declarations of interest.

3. **Governor resignations / appointments**
    There have been no resignations since the last meeting
    AA welcomed Ian Townsend to the Board.
    Two new governors: Tiegan Bingham-Roberts and Rob May have recently been appointed. They will join the board at the next meeting.

4. **Minutes of the last meeting dated 1ˢᵗ December 2021.**
    - *The minutes for the meeting dated 01.12.2021 were proposed by NL, seconded by AA and unanimously approved.*

5. **Action Point Checklist**
    SDB52:   Ongoing
    SDB55:   Ongoing
    SDB56:   Completed
    SDB61:   Ongoing
    SDB64:   Completed
    SDB70:   Completed
    SDB71:   Ongoing

    HK & AA to discuss how best to electronically file any written responses to Action Points for ease of reference.
    - **Action (SDB72):** HK & AA

6. **Governor Ratification of Decisions by email between SDB meetings**
    The following decisions were ratified by governors between 02.12.2021 and 20.01.2022:
    - To nominate Ian Townsend as a Marling Governor (SDB) (02.12.21)
    - Approval of decisions re: in-year test candidates (Admissions) (03.12.21)
    - Switzerland Trip (SDB) (09.12.21)
    - Approval of proposal to admit one Y9 candidate (Admissions) (17.12.21)
    - To nominate Rob May and Tiegan Bingham-Roberts as Marling Governors (SDB) (13.01.22)

Approval of proposal to admit one Y8 candidate (Admissions) was also agreed at the meeting.

7. **Matters Arising**
    There were no further matters arising.

8. **Health, Safety and Wellbeing**
    There have been no RIDDOR reportable accidents.
    We continue to work closely with students with mobility limitations with the support of our "Mobility TA". Recently she has been working on a risk assessment with student, parents, key worker and external support to facilitate greater independence. The school will work to continue to adapt to the needs of students supporting their access to Marling School.

9. **GDPR**
    There have been no reportable breaches since the last SDB meeting.

10. **Risk Register** **(Confidential Paperwork)**
    The Risk Register had been circulated prior to the meeting. No changes have been made since the last SDB meeting. The risk register was discussed and agreed.
    >   Q: Last year, the National Cyber Security Centre offered advice and guidance to schools and governors following and increase in attacks on schools. Do we need to look at this in more detail?
    >   A: We have an IT strategy looking at development. My understanding is that this is included within that.

    GB to find out what action has been taken in relation to the National Cyber Security Centre's (NCSC) initiatives regarding the elevated risk from ransomware.

    - **Action (SDB73a)**: GB

    GB to share the link https://www.ncsc.gov.uk/information/school-governor-questions at the next IT strategy meeting.

    - **Action (SDB73b)**: GB

    GB to build governor involvement into future IT strategy meetings.

    - **Action (SDB73c)**: GB

    - *DH left the meeting at 17:37*

11. **Finance & Facilities update inc Budget**
    This was discussed as a Confidential Item.

12. **Educational Visits**
    Nothing to report

13. **Safeguarding**
    Included as part of the HT Report (Item 14)

    - *DH rejoined the meeting at 17:45*

14. **Link Governor Update**
    Current link governor visits have been briefly postponed until admin support has been recruited to co-ordinate the visit programme.

CR's written visit report was circulated to governors prior to the meeting. The main focus was a Y12 girls' sexual harassment panel, but CR also attended a Y11 panel, discussed the SCR with EG and reviewed the Safeguarding Audit with RR.

CR expanded on the findings within her report, which were discussed by the governors.

> Q: Is there an anonymous system for reporting concerns?
> A: A previous version did not work as hoped. A new iteration is being considered by new student leadership team.

Maintenance of the SCR is now a function of the HR team. CR will review on each link governor visit to ensure compliance and oversight at governor level.

15. **Policies**
The following policies were brought to the SDB for ratification:

15.1 Behaviour Policy
GB outlined the policy changed.
Q: The policy states that Heads of Year, Governors, Headteacher, Teachers, etc… '*will*' but parents/carers and students '*should*'. Isn't it wrong that we expect more from staff than students and their parents?
A: It is a deliberate choice of words; we can insist on the actions of staff but not on students and their families.
HK to check for consistency with other policies regarding the use of '*will*' and '*should*'. Also, to ensure any references to 'Associate' Headteacher are removed from policies.

- **Action (SDB75):** HK

- *The Behaviour Policy was proposed by DH; seconded by JG and unanimously agreed.*

15.2 Accessibility Plan
This has been updated, but format and content of the plan will be reviewed with the Operations Manager upon their appointment.
Accessibility plan update to be agenda item at the SDB meeting on 28th March 2022.

- **Action (SDB76):** HK

- *The Accessibility Plan was proposed by JG; seconded by CR and unanimously agreed.*

15.3 Teachers Pay Policy – CBAT Policy
This has been approved by CBAT Trustees and communicated to teaching staff. The policy was shared with the SDB for information only.

> Q: Did teachers receive a pay rise last year?
> A: There was a public sector pay freeze. Although we are an Academy trust, we do follow the National guidance on Teachers' pay and conditions. Staff are aware of this position.

16. **Uniform Review**
GB and EG have recently met with the current uniform supplier. Last year legislation was passed to ensure school uniform costs are not a barrier to the inclusion of less well-off families. Current Marling School uniform costs slightly less than the national average; there are several items of uniform which are unbranded. To follow the spirit of the legislation, a full review of Marling uniform is being undertaken; an update to governors will be given at the SDB meeting on 28th March 22.

17. **Teaching School / Teaching & Learning**
Included as part of the HT Report (Item 14)

18. **Headteacher's Summary Report** (Confidential paperwork)
The summary report was circulated to governors prior to the meeting. Governors were asked for questions:

18.1 Covid Impact
Q: How have absence levels been?
A: Bearable. There is currently one teacher and one member of the support staff off. The reduction in the isolation times has had no impact – people have been testing positive for longer than the 5-day period. There has not been the operational impact that we had in October. Student Covid absence is currently at about 2% of the student population; non-Covid, seasonal absence is comparable to previous years.

Q: Will students continue to wear masks in school?
A: Changes to national guidance were clear schools that should only deviate from a voluntary mask wearing policy if there is a significant outbreak, and under guidance of health authorities. Some students and staff choose to wear face coverings.

18.2 Safeguarding
Two governors (BC & IT) attended the 3 yearly staff safeguarding training on the 12th January. It was agreed that all other governors (with the exception of CR who completed the training in Sept 21) would complete the online training alternative.
HK to share the link with governors,

- **Action (SDB77a):** HK

Governors to complete the training before the next SDB meeting (28.03.22).

- **Action (SDB77b):** AA, CB, ACB, JG, DH, NL

HK to check whether governors are included on the iAMCompliant system, and if not, to ask for them to be added.

- **Action (SDB77c):** HK

18.3 Chromebooks for learning
Q: What happens regarding the two students whose parents haven't signed up to the Chromebooks?
A: They can borrow a Chromebook from the library in the morning and return it at the end of the day. These Chromebooks look no different to the others.

18.4 Curriculum Recovery
Q: Was the marking for the recent mock exams all internal, or was there some external moderation?
A: It was all done internally, though it was extremely rigorous in the event that teacher assessed grades may need to be used. The next set of mock exams has been pushed back to allow staff time to respond to the announcement due on 7th February.

18.5 Years 11 & 13 Progress
Q: Have you done a student voice to see how these students are feeling?
A: Educationally, the students are in good shape. The biggest impact has been on mental health.

19. **Personal Development External Audit and Action Plan**
Will Morgan is the Head of The Cotswold School. Will was asked to review Personal Development throughout the School. The report from his visit was circulated prior to the meeting; this was discussed by governors.
        Q: How can governors help with the resulting action plan?
        A: We will use the governor link visits to monitor progress.
Linda Peck will undertake the next review on the Quality of Education; how assessment links to curriculum intent.

20. **Complaints and Compliments**
There are no complaints at Stage 2 or above.

21. **Any other Business**
21.1. Ripple Suicide Prevention   www.ripplesuicideprevention.com
DH shared the work of Ripple Suicide Prevention which discretely intercepts harmful searches and provides signposting to 24/7 free mental health support at a time when people are at their most vulnerable. It was agreed that this could be downloaded onto the Chromebooks and that it should be communicated to parents, as it would potentially be more valuable on home computers.
GB to share this information with pastoral leaders at their meeting on 25th January.
-     **Action (SDB78):** GB

- *NL left the meeting at 19:05*

21.2 Deputy Headteacher interviews
GB explained that the Deputy Headteacher role will be advertised within the next couple of weeks. Interviews will be held w/c 28th February. Governors were asked for their involvement in the interview process.
HK to collate availability from governors for w/c 07.03.22
-     **Action (SDB79a):** HK

HK provide details of online safer recruitment training for IT
-     **Action (SDB79b):** HK

21.3 Governor Hub
All CBAT schools will be migrating to the same file sharing platform – GovernorHub. All governors have been given access and advised that this is where paperwork will be shared in future.
All governors are to log onto GovernorHub before their next meeting (committee or SDB).
-     **Action (SDB80):** ACB /EC / DH

21.4 Governor Induction
Governors were asked to email HK with their views about the governor induction process, and whether there was anything which could be improved / done differently, to help in developing a more formal, documented induction process.
-     **Action (SDB81):** HK

The meeting ended at 19:15
The next School Development Board meeting is on Monday 28th March 2022 at 6pm in the LCR.

28.03.2022