



LOCAL GOVERNING BODY

Thursday 14th January 2021 at 18:00

TEAMS MEETING

MINUTES

Present

John Hannington - Chair	JH	Gill Pegg – Link Trustee	GP
Andrew Richardson	AR		
Kate Davis	KD	Attending:	
Alex Steward	AS	Sarah Rankin – Clerk	SR
Clive Hedges	CH		
Rebecca Shepherd	RS		
Kate Yarbo	KY		
Laura Sayer	LS		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were no apologies.	

2. MINUTES OF THE MEETING OF 14TH OCTOBER 2020– ACCURACY AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy. One typo was corrected. The minutes were approved and will be signed at a later date. There were no matters arising.	

3. HEAD TEACHER’S REPORT

	ACTIONS
Attendance: has been excellent on the whole, particularly year 7. This reflects the parents’ confidence in the safety of their children at school. Year 7s enjoyed their start, despite not having the normal transition process.	
Applications 2021-22: 119 into Year 7, 109 applicants into Year 12 to date (target 93). Year 11s are being nurtured and encouraged to apply. Governors asked if AR is happy with the number of students coming into Year 7. AR responded that there are fewer students demographically in the feeder schools. PAN is 134, and ideally numbers of Year 7s would be 122 - 133	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....



<p>Events: <u>6th form parents’ evening</u> postponed until further clarification on assessment is confirmed by the DfE. <u>Year 11 parents’ evening</u> rescheduled to 11 March when the mock results are available. <u>Yr 13 mock assessments</u> – will take place online 18-22 January. Governors asked how cheating would be monitored. AR expressed confidence that cheating will also be spotted by teaching staff. AR advised that further summative assessments will be carried out and that all parties are aware that these mock assessments are not in any way the sole basis of any centre assessed grades. Details are expected to be announced by the DfE in due course. AR noted that any student requiring a reader or scribe would be accommodated in school and that no student would be disadvantaged.</p>	
<p><i>LS arrived at 6.33 delayed by connection issues.</i></p>	
<p><u>Students in school:</u> around 40-50 students are attending school every day, with not more than 15 in a room. Year 7 has been split into 2 groups. Staff are working full days with the same year bubble on a rota system. No student is being turned away. Governors asked whether numbers are similar to those of the previous lockdown, or higher as reported nationally. AR reported that by and large the numbers are similar. This time the school has laptops to circulate to students in need.</p>	
<p><u>Mass testing:</u> AR reported that volunteer training is taking place on 19th Jan with a trial run starting from the following week. The logistics of mass testing were acknowledged as being extremely challenging.</p>	

4. NNAT UPDATE

	ACTIONS
<p>AR gave an update on the merger with Synergy and reported the following:</p> <ul style="list-style-type: none"> • Staff have been informed that the merger has been approved • RSC meeting on due diligence scheduled for next week • CEOs will be working closely with the DfE, the auditors and lawyers to wind the NNAT up and assimilate into Synergy • Adjustments may need to be made to Central Team processes and contracts such as Sims • Soft transition: primary heads to start to meet regularly. Heads of secondary departments to open communication. • There will be trustees from NNAT on the Synergy board, and representation at Membership level as well. <p>Governors asked whether all staff are being transferred or whether there will be any changes to contracts. AR confirmed that there are no changes planned for the teaching structure and that maintaining the integrity of the two Trusts in their areas (hubs) is the interim staffing plan.</p>	



<p>CH flagged a potential conflict of interest with a family member working at a Synergy primary. The CEO confirmed that this would not be an issue, given that all decision-making takes place at Trust level.</p>	
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5. SEN REVIEW - KY

	ACTIONS
<p>KY, SEN governor, reported back from a recent training - SEN the Governor's Role. KY underlined the importance of all governors having an understanding of and interest in SEN at school. The value of an annual audit was discussed and it was agreed that this would be a sensible idea and should be put in place, pending the SENCo's workload. In addition a simple termly report to Governors was also considered, and it was felt this would be highly beneficial. Example pro formas were circulated and it was suggested that these might need to be modified to suit SHS's needs.</p> <p>AR TO DISCUSS WITH LMCM</p>	<p>AR</p>

6. STAFF WELLBEING AND WORKLOAD

	ACTIONS
<p>RS reported that several initiatives were set up in the autumn term for staff including an exercise group and various discounts such as local gym membership. Unfortunately current circumstances prevent other initiatives being put in place.</p> <p>RS noted that the current staff workload is immense, but that staff know that the lines of communication are open and that the SLT have been highly supportive.</p> <p>KY asked whether there is a health and safety policy which includes counselling available to staff. AR advised that the school insurance package includes access to counselling, and that posters advertise this throughout the school. AR added that the in-house student counsellors are also available to staff as a starting point.</p>	

7. SAFEGUARDING

	ACTIONS
<p>JH had nothing to report, having consulted with Jayne Melhuish and Victoria Cornell. JH asked how the school is managing to ensure no vulnerable students are being missed. AR reported that external support via social workers is strong at the moment, despite challenging working conditions. In addition, student managers are making regular calls to families to keep in touch, keep lines of communication open and to look out for signs of any issues.</p>	



Governors asked about Free School Meals. AR advised that the system has changed several times which has been unhelpful and created anxiety for vulnerable families. Currently a new system of E voucher is being implemented using Edenred as the recommended provider through NCC connections.	
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8. LGB WORKPLANNER

	ACTIONS
This draft document was discussed and helpful additions put forward. KY will circulate a useful planning calendar. Work in progress.	

9. SKILLS AUDIT AND TRAINING NEEDS

	ACTIONS
The output of the skills audit was reviewed. Upcoming training opportunities were circulated to the Board before the meeting. It was confirmed that the CFO will be in attendance at the next meeting to give some training to governors in budget monitoring.	

10. GDPR KPIs

	ACTIONS
AR reported one minor breach in May. No further reportable issues. AR flagged the potential GDPR issue of lost staff ID cards given the access and data they contain.	
GP reminded Governors that GDPR KPIs are reported regularly from all schools to the Trust Board so that any thematic issues would be examined.	

11. POLICIES

	ACTIONS
Staff Appraisal and Capability policy: very few changes, highlighted in yellow. AR advised that elements of this year’s targets will probably need to roll over, given that appraisal meetings are very hard to hold currently.	

12. RISK REGISTER

	ACTIONS
Meeting to be arranged with AR, LS and RS within the next 2 weeks.	AR



13. A.O.B.

	ACTIONS
<p>Parental complaint: a complaint has been received by the Chair from a group of parents regarding remote learning. This is being responded to by the Head Teacher. If the matter is not resolved, the complaints procedure will be followed.</p>	
<p>GP asked how attendance is being recorded during lockdown. AR advised that daily returns are made to the DfE on who is in school. With regards to remote learning, staff are able to see who has accessed lessons/homework when and how long they have spent online. The fortnightly tracker looks at engagement and quality of engagement. In addition tutors telephone their tutees (25th-29th Jan) to check on wellbeing and offer support and guidance. This contact with parents and student has been very well received.</p>	

With no other business, the Chair closed the meeting at 19:50

Date of next meeting: Wednesday 3rd March 2021 at 1800