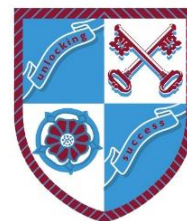


Warblington
School

**Meeting Minutes
from a
Full Governing Body Meeting
Tuesday 23rd March 2021
(Virtual)**



Warblington
School

Date	Start Time	End Time
23 rd March 2021	5:15pm	7:35pm
Present	Apologies for Absence	In Attendance
Ian Crabtree (Chair of Governors)	Robert Page	Gemma Harvey (<i>LA Clerk</i>)
Mike Hartnell (Headteacher)	Kate McInnes	Fran Lansley
Kathy Gunn	Cher Jeffrey	Esther Richards
Claire Blundell (Staff)	Matthew Russell	Cara Gregory
Karen Arnold		Jane Fletcher
Stephan Muller		
Mark Goulty		
Alice Carse		
Colin Swettenham		
Karen Sequeira		
Louise Elvy (Staff)		
		Absent

Item	Subject	Action Lead
1.	Welcome and Apologies for Absence. All Governors and staff were welcomed to the meeting being held virtually via Microsoft Teams. Apologies were received from Robert, Kate, Cher and Matthew.	
2.	Declaration of Pecuniary Interests	

Signed: _____

Date: _____

Item	Subject	Action Lead
	There were no declarations of pecuniary interest relating to items on the agenda.	
3.	<p>Election of Vice-Chair</p> <p>Mr Colin Swettenham was elected as Vice Chair to replace Mr Dan Stroud who had resigned from the Governing Body.</p>	
4.	<p>Review Minutes of the Last Meeting</p> <p>The minutes of the FGB meeting held on 23rd February 2021 had been previously circulated.</p> <p>Governors agreed that the minutes were a true and accurate record of the meeting. There were some minor amendments required which were rectified by the clerk and returned to the Chair.</p> <p>These will be signed at a later date.</p>	
5.	<p>Actions from Previous Meeting(s)</p> <p>The actions outstanding from the last meeting held were discussed.</p> <p>Action 6a – School virtual tour to be made available to new Governors, ONGOING.</p> <p>This prospective parent/pupil project has progressed well and will be sent via email by the end of the week. This will also be provided to Governors so they can receive a school tour.</p> <p>Action 6b - Provide updated plan for next FGB with timescales for transition events, ONGOING.</p> <p>A transition co-ordinator has been appointed following applications within school. The feeder schools have been contacted and visits during their assemblies will commence after the Easter break.</p> <p>Action 8a - Issue self-review form and arrange interviews, CLOSED.</p> <p>Many self-review forms have been received and will be discussed later in this meeting.</p> <p>Action 5 - Discuss careers Enterprise role with Mr Gellett, ONGOING.</p> <p>Contact has been made and this role is being discussed further.</p> <p>Action 8 - Promote Governor training Finance course and assist with Governorhub registration. CLOSED.</p> <p>All are registered on Governorhub and some have booked onto induction, finance and other courses.</p>	
6.	<p>Governance</p> <p>All of the documents for this section have been available for viewing before the meeting, and any questions have also been accepted prior to the meeting.</p> <p><u>Finance – DFE Benchmarking</u> – This was discussed and explained thoroughly.</p>	

Signed: _____

Date: _____

Item	Subject	Action Lead
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Q – Does the school consider sharing any costs with other schools?

A – This is considered already between the federation schools and also the feeder primary schools. The finance managers meet every half term to see if joint purchases can be made or shared services can be purchased. There have been past collaborations of this happening for CPD session or bulk stationary purchasing.

Q – Why are the rates so much higher than comparable schools? Are they based on grounds size?

A – This will be looked into further.

Q – What are the IT provider costs?

A – £78,000 in lease costs and £20,000 for the school to purchase their own equipment.

SFVS – This was accepted later than other years. Updates were proposed and approval for subsequent submission granted.

Budget 2021 – This has been received for 2021/22. Highlighted points are:

- The ADACI which is based on Hampshire figures versus national deprivation assessment has resulted in a £212,000 deficit.
- There is a shortfall of £4000 for SEN funding.
- The grant fund for the staff pension top up of £150,000 has now ceased.
- The allowance per pupil has increased giving an additional £85,000 budget allocation.
- The drop in numbers on roll from 673 to 560 has resulted in a shortfall of £113,000.
- So overall a shortfall of £394,000.
- The surplus carry forward of £467,000 deficit has now reduced to approximately £400,000.
- There is £200,000 on the Y-code which is designated for astro turf pitch renewal.
- There is still some covid catch-up funding to be received but the figure is not known.
- The contract for cleaning which costs £82,000 annually could change to the school employing their own staff. After discussing with the federation schools this could save up to £25,000. There would be an initial outlay to purchase equipment but the flexibility in staff hours could also be a benefit.

Q – What was the money previously received for being a deprived area spent on? What can be reduced if the allocated fund has decreased?

Signed: _____

Date: _____

Item	Subject	Action Lead
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A – The disadvantaged strategy has been reviewed and may have to look at increasing class size or deciding if spending pupil premium on extra-curricular activities such as one-to-one music lessons is still affordable.

Q – As the figures have decreased so much is there any challenge that can be made?

A – None is known but will consider asking for small school funding.

Q – How are the catering costs going?

A – The budget has worsened over covid as no catering or lettings.

Q – Is this situation improving?

A – It is but any vacancies across the school would now require in-depth considerations before filling. Trying to avoid reducing the curriculum on offer.

The Governors commented that the comparison to other schools who employ their own cleaning team has been useful.

Next step was to look at resourcing implications to manage own cleaning workforce to cover tasks of filling gaps for absence and any possible HR queries. It will then be necessary to discuss with the local authority who will assist in preparing a business case.

Covid 'Catch Up' Premium – This had been available for review before the meeting, and all agreed they could see how the funding was being used to try to close the gaps in attainment.

Agree Staffing and Curriculum Plans – This was agreed to be postponed to the May FGB.

MHL

SEN and Pupil Premium Impact Statements – These reports were discussed and how progress and needs were logged onto the tracking system were explained. Monitoring takes place to ensure the amount of hours entitled by the ECHP were received. Over the term the gaps can be seen and targeted support is planned for the next term.

Q – Why is the spend low for English compared to the spend made for Maths and Science?

A – This is due to changes in staff. The departure of an LSA has enabled a reorganisation to enable support in all subjects.

Q – What will the impact of a reduction of £4,000 in the budget be?

A – It will be the EHCP pupils that receive the support as there is no surplus funds available but when in a classroom the LSA/HLTA will be aware of pupils with SEN so can assist when able to.

Q – Is there still free school meals funding to be claimed?

A – This has been claimed but not received.

Signed: _____

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Q – Is the money received spent any wider than on pupil premium?

A – It may pick up non pupil premium if a general activity but predominantly just on pupil premium students as there is a tight budget.

SEND Report for Governors – The Governors are advised the school has a higher than national percentage of disadvantaged pupils.

Q – How does SEND attendance at school compare to national figures?

A – This is not known but can email later in the week.

Q – Was the 20% refund received for the cancelled work experience?

A – Yes this was the only amount able to be claimed as the provider said they had completed so much of their background work in arranging placements.

Q – What is Gorilla teaching?

A – This is challenging decisions, teaching backwards, it is more relevant for primary schools and was taught in a cluster group session.

Agree Equality Objectives – This has to be agreed to be published on the school website, evidence has to be added, the objectives have to be shown how they have been met, progress has been met on this and there are useful resources for this topic.

CoG

Deep Dive Group Session – Groups split into separate meeting rooms to plan their respective Deep Dive work and visits. Each group elected a Chair.

7. Assurance

Covid Update –

- There have been good levels of attendance compared to national figures.
- The compulsory wearing of face covering has been adhered to well.
- The students learnt how to report their self-tests so when they change to home testing, they will understand the procedure. There has been a 93% consent rate for doing these tests and the remaining 7% will be contacted.
- The recent exams the year 11's sat had gone well.
- Standards of behaviour in school have also been seen to improve.

Q – How is the testing of staff and students going?

A – This is working well.

Q – How did attendance in lockdown compare to other schools?

A – This is not known yet.

Signed: _____

Date: _____

Item	Subject	Action Lead
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Q – Have the wearing of face coverings in school been made compulsory going forwards?

A – This will be reviewed after the Easter break but all the precautions made have helped the students stay in school.

Q – Will the blended learning continue or change?

A – There is still a legal requirement for isolating cases and clinically extremely vulnerable.

Q - How has mental health been impacted and is this improving now back in school?

A – Lessons were learnt after the first lockdown so the school was better prepared. Booklets have been produced to air concerns. When pupils returned in March it did feel a better experience, although there are still some that aren't coping well but they know the staff well enough to approach them. The inclusion team are interacting with highlighted pupils who have been nominated by tutors as they can notice the changes in the individuals. The pupils are also more self-aware of their own feelings and of those around who are happy to discuss.

- Governors who helped with the covid testing commented on how impressive pupil behaviour was and how they appreciated the opportunity to receive pupil feedback as well as learning a new skill! SLT thanked Governors for their support which helped enormously.
- A Governor who is also an Examination Invigilator commented on the impressive behaviour, positive attitudes and focus of year 11 students in their PPE exams.

Parent/Carer View Years 10 and 11 – Overall this has produced positive results, which highlighted some possible information gaps but the parents appreciated the contact. There had been a low uptake so this will be issued again and once all year groups have completed this the results can be compared.

Reports from Heads of Core – Postponed to the next meeting.

Termly pupil progress/attainment for years 7-10 - Postponed to the next meeting.

Parentmail – Costs are due to rise for this service so alternatives will be investigated.

Building Improvements. The Governors were informed the building work would be discussed on April 12th to confirm the planned funding and agree the project can go ahead. This project will improve ventilation and reduce the solar glare. New blinds will be fitted and this will bring the building up to modern standards. Historic England will then review the plans. If this goes

Signed: _____

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ahead it will be completed four classrooms at a time so no temporary classrooms will be required.

8. Governor Training and Development

- Governor Review – A written report will be produced and the action plan will be developed. **CoG**
- Government Body Development Plan – A communication strategy proposal presentation was given by Karen S. The objectives included:
 - Improve the two-way stakeholder communication.
 - Improve strategic direction.
 - Identify opportunities.
 - Look at traditional versus electronic ways to contact.
 - Look at ways to record the interaction or responses.
 - And define frequency and set the times of year.
- Training Plan/Feedback – This has been completed and shared with Hampshire Governor Services. All new Governors have completed the induction or have it booked. If courses are attended it is asked that feedback could be provided to Kathy or Ian.
- Teams Training – This will be moved to the next FGB.

9. Policies

- SEND Policy – approved
- Provider Access Statement – Approved
- Sex and Relationships Education Policy – Moved to the next FGB.
- Charging and Remissions – Minor amendment to add some sub-headings.
- Gender Equality and Disability – Moved to the next FGB.
- Pay Policy Amendments – An amendment is suggested to add further detail to the section of how to claim UPR. This will be drafted and presented at the first pay committee of the next academic year for review. There will be guidance structured to show good practices for evidence examples.

10. Future Events

- Yr 7 parents evening, 31st March
- Yr 8 parents evening, 5th May
- End of term 1st April

Signed: _____

Date: _____

Item	Subject	Action Lead
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- First day of Summer Term 19th April

11. Next Meeting

FGB 11th May 2021

Provisional Agenda

- Approve annual reports for bullying incidents, racist, exclusions, attendance and lateness of pupils.
- Approve SEND and Pupil Premium impact statement.
- Set dates of GB meetings for 2021/22.

12. Close

The Chair of Governors closed the meeting at 7.35pm

Signed: _____

Date: _____