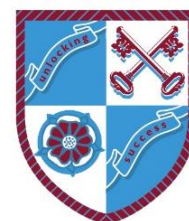




Warblington School

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School

**Meeting Minutes
from a
Full Governing Body Meeting
Tuesday 24th November 2020
(Virtual)**



Warblington
School

Date	Start Time	End Time
24 th November 2020	5:15pm	7:15pm
Present	Apologies for Absence	In Attendance
Ian Crabtree (Chair of Governors)	Dan Stroud	Gemma Harvey (<i>LA Clerk</i>)
Mike Hartnell (Headteacher)		Fran Lansley
Kathy Gunn		Esther Richards
Claire Blundell (Staff)		Cara Gregory
Louise Elvy (Staff)		Jane Fletcher
Mark Goulty		Karen Sequeira
Cher Jeffrey		
Matthew Russell		
Kate McInnes		
Robert Page		
Karen Arnold		
		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.

A resignation had been received and accepted from Louise Warren as she was unable to continue her term due to other commitments.

A potential new governor, Karen Sequeira, had joined the meeting as an observer having previously been interviewed by the Chair of Governors, Headteacher and Development and Training Governor. In her introduction, Karen informed Governors that she had volunteered because she would like to support the local community and as a parent of a child of similar secondary

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	<p>school age, provide a contribution to education; has been working at a strategic level with a background in planning/marketing and HR; and is now a marketing director for a cruise line.</p> <p><i>Effective Governance: 3 building an effective team.</i></p>	
2	<p>Declaration of Pecuniary Interests</p> <p>There were no declarations of pecuniary interest relating to items on the agenda.</p> <p><i>Effective Governance: 5 Statutory requirements.</i></p>	
3	<p>Review Minutes of the Last Meeting</p> <p>The minutes of the FGB meeting held on 20th October 2020 had been previously circulated.</p> <p>Governors agreed that the minutes were a true and accurate record of the meeting.</p> <p><i>Effective Governance: 2 accountability for educational standards and financial performance; 5 Statutory requirements.</i></p>	
4	<p>Actions from Previous Meeting(s)</p> <p><u>September Item 5(a):</u> Fran to share her ToR from her governing body committee. This has been completed. CLOSED</p> <p><u>September Item 6 (b):</u> KCSiE to be declared as read and understood on the Governorhub or confirmed with the Clerk. This has been completed. CLOSED</p> <p><u>October Item 3:</u> Chair of governors to include some short relevant clips from PIXL into the next FGB in November. This has been completed. CLOSED</p> <p><u>October Item 6:</u> Governors to contact their leadership team lead for deep dive monitoring. ONGOING</p> <p><u>October Item 7:</u> (a) consider the arrangements for the upcoming governor/student interviews and a title that is positive and less formal than 'panel' and (b) look at ways to also engage parents to be involved in these discussions and provide support. Meetings conducted (see para 5 below). CLOSED</p> <p><i>Effective Governance: 2 accountability for educational standards and financial performance; 4 roles and responsibilities; 6 Managing and developing the body's effectiveness.</i></p>	All
5	<p>Governance</p> <p><u>Review pupil welfare information</u></p> <p>Governors involved in the discussions with students whose behaviour had raised concern provided the following feedback:</p>	

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- The discussions had taken place in an informal style with the Head of year present.
- Governors were provided with information on the behaviour profile for the student concerned.
- Parents had been invited but only one parent attended.
- The HoY explained to the students why they were attending the discussion and most students engaged willingly and provided honest answers. However, there were a couple who were particularly difficult and required some careful prompting. Governors explained their role and that they were keen to understand the issues concerned so that they could help to find suitable solutions.
- The event highlighted the resources that the school can provide and difficulties exploiting external resources such as CAHMS because of long waiting lists.
- Staff commented it was helpful for students to have another way to reflect and be accountable for their behaviour and the meetings had gone well.
- It was added this would be a good task to repeat with the high achievers in grades and behaviour, to receive thanks, feedback or praise.

Effective Governance: 1 culture, values and ethos; 2 educational improvement.

Review school improvement plan progress

The Governors were asked to continually review the SIP when preparing for meetings and conducting deep dives. It is readily available in OneDrive and can be accessed via a link on the FGB Agenda along with other key documents prior to each meeting.

Effective Governance: 1 setting direction; 2 educational improvement

KS4 student targets

No changes to report since the October FGB meeting.

Effective Governance: 2 rigorous analysis of data.

Staff PM targets

These had been reviewed before the meeting and comments were invited.

Q – Is there ability for teachers to portray they understand their curriculum?

A – In objective 3 “ensure there is clear intention in our curriculum” This is understanding how to make the knowledge stay, what is include in the unit, how does it fit in, how can it be re-capped? As there are some new heads of departments this will develop over the year and they will see how their curriculum fits onto the bigger picture.

Effective Governance: 2 staffing and performance management.

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Monitoring visits reports

The LLP report and feedback had shown high level teaching and outcomes that led to success, the validation will next come from GCSE results as the ones for 2020 had not been able to provide this. Governors will need to evidence more the challenge to school staff and this will be included in the Governors' development plan. Robust evidence in deep dives will be sought including evidence of impact.

Finance is a concern for Governors but this is not a priority in Ofsted inspections, despite it being one of the 3 key roles of the Governing Body. The Finance manager and SLT have worked very well to control the budgets and this has also demonstrated good leadership and management.

Q – Does the LLP report show that students said they are not always stretched?

A – The strategy 'Thinking Hard' is making students stretch their own thinking and work hard, this will develop into more challenge and it is hoped they will recognise this in all lessons.

Effective Governance: 2 external accountability; 6 Managing and developing the body's effectiveness.

6 Headteacher's Report

Executive SEF

This is a public document and Governors comment it reads well and is good at selling the school and shows how evaluation takes place.

Q – Could it be made into an easier to read document accessible for all, such as a condensed version or a summary sentence for each link point?

A – This is an Ofsted requirement format and has already been condensed although still 37 pages long.

Q - How do you evidence?

A – The process of Centre assessing GCSE grades shows the rigour involved with our processes.

Q – Would an infographic help?

A – A spider's web type graph could be an idea to develop a better image and the Headteacher agreed to look at how this could be achieved.

Effective Governance: 1 collaboration working with stakeholders; 2 external accountability.

Covid update

On the previous Friday (20th November) the school had its first positive case of Covid-19, one of the last schools in Hampshire to be affected. The processes in place meant SLT knew how to inform staff and students but a few points were raised as needing improving:

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- the time lag between symptoms, testing and school being informed,
- use of the fogger to clean rooms even if no surfaces.
- the lesson plans had made it easier to review which parents needed to be informed as Public Health England advised the whole year bubble did not need to be sent home. Out of a year group of 105 just 44 were required to self-isolate, the number of staff required to isolate was reduced due to staff wearing face coverings.

Q – How did you know which pupils had to self-isolate from ones in contact for break times etc?

A – This was reliant on the student, knowledge of friendship groups, this is the reason the number rose from 27 in the class to 44.

Q – How do you receive the information from the positive tested student who they had mixed with?

A – PHE ask questions such as who the person walks to school with, spends breaks with, how they travel and then these are repeated to those involved.

Effective Governance: 1 risk management and decision making.

Attendance.

Staff absence has been considerably lower than previous years.

Student attendance is between 92-99%, 70 are isolating and 44 of them are from the same group as mentioned above. Absence in SEND and EHCP are above average so these groups are being reassured by the inclusion team.

Q – Are any teachers shielding?

A – 2 support staff, 1 teacher and 1 HLTA. The teacher delivers teaching from home into the classroom while another member of staff is in the classroom with the pupils, the HLTA does the same for their vulnerable class.

Effective Governance: 1 risk management.

Behaviour

Inclusion figure is lower than last year, with only 30 exclusions compared to 65 this time last year.

Effective Governance: 1 culture, values & ethos; 2 educational improvement.

Staff update

No changes

Effective Governance: 2 staffing.

7 Business cycle

Budget review

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The full reports were made available for review before the meeting. The following highlights were mentioned:

- Numbers on roll have decreased by 20 which means a shortfall of £104,000; the current year 7 intake is 103.
- Contributions to staff pensions have increased.
- Year 7 catch up funding has ceased and the Covid-19 catch up is just for one year so this will make a difference of £26,000.
- Staff costs have risen by 2.75% due to pay rises.
- Catering had no income for part of the year when most of the school was closed so the profit that would have been made this year will cover paying staff costs so will now be a deficit figure.
- Free school meal eligibility has risen from 107 in 2019/20 to 127 in 2020/21.
- Free school meals vouchers were issued for the value of £55,000 from a very unfriendly user system.
- A claim for additional costs due to Covid-19 has been submitted of £13,000 for PPE, signage, cleaning materials with so far £3000 received.

Q - How has the new catering manager settled in?

A – A tough start due to reduced staffing of 2 instead of 5 but has settled well.

- There is £50,000 in the capital budget. The site will move from a BT phone line of a cost of £3,000 per year to Microsoft teams call system which is costing £5,000 to install but will be more effective if working from home has to continue and is a more flexible system for the users.
- Lettings have been closed due to Covid-19 so this meant a loss of income of £50,000 over the first lockdown. Customers are now returning as restrictions change.

Effective Governance: 2 financial management & monitoring.

Review planned SEN provision

This will be discussed at another meeting.

Termly H&S audit

This has been delayed by Hampshire County Council

Review critical incident recovery

A review group has been set up.

Effective Governance: 1 risk management.

Review SLA's

None due for current review.

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Effective Governance: 5 contractual requirements.

Receive teaching staff pay recommendation

Covered at the October FGB meeting.

Effective Governance: 2 staffing & performance management.

Receive HT pay recommendation

This was received by the Pay Committee who in line with their delegated powers agreed the proposal on behalf of the Governing Body.

Effective Governance: 2 staffing & performance management.

8 Policies

None due for review at this meeting.

9 Future Events

Sadly, under current COVID restrictions there will not be the usual annual school performance this year.

The last day of this term is 18th December and the school reopens after the Christmas break with an INSET day on 4th January and students returning on 5th January 2021.

Effective Governance: 1 risk management, culture, values & ethos; 5 statutory requirements.

10 Close

The Governors unanimously voted for Karen to join the Governing body. The Chair will welcome her accordingly and start the induction process.

Chair

The Chair of Governors closed the meeting at 7.45pm.

Effective Governance: 3 building an effective team.

Signed: _____

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Effective governance

Effective governance is based on six key features:

1. **Strategic leadership** that sets and champions vision, ethos and strategy.
2. **Accountability** that drives up educational standards and financial performance.
3. **People** with the right skills, experience, qualities and capacity.
4. **Structures** that reinforce clearly defined roles and responsibilities
5. **Compliance** with statutory and contractual requirements.
6. **Evaluation** to monitor and improve the quality and impact of governance.



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