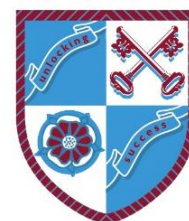




Warblington School

Warblington
School

**Meeting Minutes
from a
Full Governing Body Meeting
Tuesday 20th October 2020
(Virtual)**



Warblington
School

Date	Start Time	End Time
20 th October 2020	4:30pm	7:45pm
Present	Apologies for Absence	In Attendance
Ian Crabtree (Chair of Governors) Mike Hartnell (Headteacher) Kathy Gunn Claire Blundell Louise Elvy (Staff) Mark Goulty Cher Jeffrey Matthew Russell Dan Stroud Kate McInnes Robert Page	Karen Arnold	Gemma Harvey (<i>LA Clerk</i>) Fran Lansley Esther Richards Cara Gregory Jane Fletcher Sarah Speller (<i>HGS – Evaluation only</i>)
		Absent
		Louise Warren

Item	Subject	Action Lead
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1. Welcome and Apologies for Absence.

All governors and staff were welcomed to the meeting being held virtually via Microsoft teams. The Clerk opened the meeting, thanking everyone for their attendance. Apologies were received and accepted from Karen Arnold.

2. Declaration of Pecuniary Interests

There were no declarations of pecuniary interest relating to items on the agenda.

Signed: _____

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3. Governing Body Self-evaluation and Development Plan

The Governors were joined by Sarah Speller from Hampshire Governor Services. The objective of the session was to create a Governing Body development plan. The responses that had been received from the questionnaire that had been sent out had been used to create the 'Governing Body self-evaluation matrix'.

An assessment of governor skills had been created scoring low to high experience and knowledge, the assessment was separated into 6 sections:

1. Strategic leadership
2. Accountability
3. People
4. Structures
5. Compliance
6. Evaluation

The areas that had scored lowest were discussed within the group. The Headteacher suggested governors could attend the next PIXL training as the areas covered in these sessions could be relevant to staff and governors.

An action was raised for the chair of governors to include some short relevant clips from PIXL into the next FGB in November.

MH, IC

The group then split into smaller groups to discuss in further detail specific sections of the plan and assess the schools current position and the ability to demonstrate evidence.

4. Review Minutes of the Last Meeting

The minutes of the FGB meeting held on 22nd September 2020 had been previously circulated.

Governors agreed that the minutes were a true and accurate record of the meeting.

These will be signed at a later date.

5. Actions from Previous Meeting(s)

September Item 3(a): The annual declaration of pecuniary interests had been agreed ready for publication on the school website. **CLOSED**

September Item 5(a): Fran to share her ToR from her governing body committee. **ONGOING**

FL

September Item 6(a): Attendance data to submitted ready for the school website. **CLOSED**

Signed: _____

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September Item 6 (b):KCSiE to be declared as read and understood on the Governorhub or confirmed with the Clerk. **ONGOING**

ALL

6. Governance

- Governor interest and attendance tables were agreed ready for publication.
- Objectives would be set for the governing body for the year after the development plan discussed in the evaluation session had been completed.
- In-depth Monitoring was reviewed and the following updates provided:
 - Safeguarding deep dive, Kate had attended a meeting with the leadership team and reported good practices.
 - Website compliance, the leadership and management group would be checking the compliance of this.
 - QoE, remote learning, this had been reviewed in the learning group.
 - Curriculum, Kathy and Cher had started reviewing this area and this would be ongoing.
 - H&S audit, this had been taken on by Karen.
 - Vulnerable groups, this was still to be decided as was a new area for monitoring.

The deep dives all needed to be making progress and it was recommended that the relevant member of the leadership team was contacted and evidence started to be collated.

An action was raised for all governors to contact their leadership team lead

ALL

7. Headteachers Report

The full report had been available for review in the governors' section. Some points were discussed:

- As of 14/10 the numbers on roll were 560, this decrease on roll from 582 had been due to a smaller new year 7 group compared to last years year 11 in size.
- There had been a small increase in the free school meals group.
- The Covid-19 update reported there had been no positive tests in school yet, and a new visitors policy had been created to reduce the amount of adults on site.
- Attendance in school was 92% compared with the national average of attendance at 89%.
- On average there are six pupils per day showing covid symptoms; two students are out of school as part of a 14 day self-isolation; blended lessons are available for any pupil not in

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school and these are of a similar standard as if they were in school .

- Behaviour in school particularly around the covid variations was good; the school has added in a one way system and the wearing of masks in communal areas; overall less red cards have been issued and there has been an increase in praise points; misbehaviour is being corrected more quickly.
- Although it was known that exclusions in other schools had doubled, at Warblington these figures have halved; after an exclusion parents and the student have to attend a meeting with the leadership team and discuss a risk assessment as most of the exclusions have been health and safety related; this has embedded the importance of following the rules.

Q – How many of the exclusions relate to recurring students?

A - There are a few that are recurring but this is minimal.

Q – How many exclusion cases are also students that will meet with the governors soon for interviews regarding behaviour?

A – Just a few, there has been a mix of persistent rule flouting students and some new offenders who are receiving the exclusion to show the importance of the rules within school particularly if the covid rules have been broken.

Q – Have the options for break out rooms now been decreased due to covid restrictions?

A – This has been reduced and there are requirements such as a face covering being required for the reflection room as there is not enough space to safely social distance.

Q – Have any uncharacteristic behaviour been assessed for potential mental health concerns?

A – This will take place if thought to be required.

Q – Have the students that will be meeting with governors to discuss behaviour been made aware of this?

A – Yes they have and also been given the option to clear a detention backlog they may have. Parents have also been informed should they also wish to attend the discussion.

Q – Could the student prepare some form of self-reflection statement to show what they have done well in school and self-identify where their behaviours have dipped and recognise how this happens as well as the impact?

A – There have been a few different options tried involving the choices between clear and bad decisions.

An Action is raised to (a) consider the arrangements for the upcoming governor/student interviews and a title that is positive and less formal than

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'panel' and (b) look at ways to also engage parents to be involved in these discussions and provide support.

8 Budget update

The Finance manager had prepared a budget update to inform the governors of the current situation and highlights before their full report to the FGB at the next meeting.

- The cost of living pay increase of 2.75% would cost an additional £25,000 per month.
- There was a deficit of approximately £190,000 which had accumulated for several reasons around the changes to school with the Covid-19 pandemic, these included catering being closed, additional costs surrounding Covid restrictions and no income from lettings.
- The deficit had already been potentially reduced in many areas due to alterations to budget for less utilities costs, no supply cover costs being required and also a decrease of costs in some school supplies.

The pay committee had also met this month and appointed a new chair, Mark Gouly. He reported the new Hampshire Council pay policy had been agreed and this was now closer aligned the Hampshire pay scale to the national pay scale. All pay recommendations have been approved.

9. Policies

Owing to the unusually high number of policies for review for this meeting the policies had been delegated to individual Governors to review.

Records management (Karen), it is reported this is a relevant but long, well written policy. This is approved.

Remote learning (Ian), there could be a more logical layout and this policy is felt to be very specific to Covid-19. This will be reviewed to see if further wording is required to define 'remote learning' and the 'Covid pandemic' or if the Covid is the initial point. This is approved.

Data protection (Robert), it is recommended some scenarios could be added as examples and this has already begun to be compiled in school. This is approved.

Behaviour (Mark), this mentions a reflection room spreadsheet but does not specify where this is located or what should be listed. This is approved.

Child protection (Kate), this is reported as a robust policy but not user friendly so it is suggested if changes aren't allowed to the policy then a bullet point statement could be produced for other stakeholders. This is approved.

Pay (Ian), this is based on a Hampshire model and approved.

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Safeguarding (Kate), this was good and although had 38 pages covered all the expected areas. This policy was based on a Hampshire council model and KCSiE so is quite restrictive in what amendments can be made but it is confirmed sections that are not relevant for a senior school are removed. This is approved.

Discretionary absence (Karen), a list of minor changes to wording had been received prior to the meeting. This is approved.

E-Safety (Matthew), this is approved although a query is raised on the checking of acts mentioned within this policy and possibly others as one is from 1978.

Freedom of information (Louise), to be reported later.

Management plan (Ian), minor changes will be required to the format, this is approved.

Physical intervention (Mark), this has minor changes required for spelling corrections and there are links that could not be accessed as checked outside of the school IT system. This is approved

Social media (Cher), this was described as clear but long and repetitive, there were duplications between this policy and the use of ICT policy. This was approved.

Use of ICT (Cher), it was suggested this could be merged with the social media policy as compared to other schools policies this was quite a lengthy document. This was approved

Whistleblowing (Kathy), this was reported to be a clear and logical document requiring no corrections so was approved.

Code of Conduct (Daniel), this covers the main expected areas but there are links that can't be accessed.

Many of the policies have links to T-files or appendices that are not attached so further checks will be made to ensure these are all current and accessible.

An action was raised for Cher to send to the Headteacher the detailed comments for the Use of ICT and Social Media policies as although these were agreed in principle they could be improved for 2021/22

Q – How frequently are staff trained in data protection?

A – This is recorded and delivered regularly, and key changes are discussed when they occur.

Q – How can the governors check Hampshire policies are in date with legislation?

A – There is a SLA subscription for Hampshire legal services so it is presumed part of this would include checking statutory acts or regulations for up-to-date links.

Signed: _____

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Item	Subject	Action Lead
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9. Future events

- Half Term 23 October – 2 November

10. Next Meeting

Pay review committee **24 November 2020 4:45pm**

FGB **24 November 2020 5:15pm**

Provisional Agenda:

- Approve: Budget revision
- Termly H&S audit
- Approve: critical incident/disaster recovery plan
- Receive teaching staff pay recommendation

11. Effective Governance

What have we done in this meeting that shows effective governance and improved outcomes for our pupils?

1. **Strategic leadership:** *Agenda Items: 6, 8*
2. **Accountability:** *Agenda Items: 4, 5, 6, 7,8, 10*
3. **People:** *Agenda Items: 3,*
4. **Structures:** *Agenda Items: 6, 8*
5. **Compliance:** *Agenda Items: 4, 5, 6, 8, 10*
6. **Evaluation:** *Agenda Items: 3,*

12. Close

The Chair of Governors closed the meeting at 7.45pm

Signed: _____

Date: _____

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.



Signed: _____

Date: _____