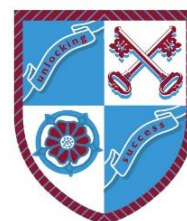




Meeting Minutes
from a
Full Governing Body Meeting
Tuesday 22nd September 2020
(Virtual)



Date	Start Time	End Time
22 nd September 2020	5:15pm	7 :30pm
Present	Apologies for Absence	In Attendance
Ian Crabtree (Chair of Governors)	Louise Warren	Gemma Harvey (<i>LA Clerk</i>)
Mike Hartnell (Headteacher)		Fran Lansley
Kathy Gunn		Esther Richards
Claire Blundell		Cara Gregory
Louise Elvy (Staff)		Jane Fletcher
Karen Arnold		
Mark Goulty		
Cher Jeffrey		
Matthew Russell		
Campbell McMurray		
Dan Stroud		
Kate McInnes		
Robert Page		
		Absent

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 Louise Warren.

Signed: _____

Date: _____

Item	Subject	Action Lead
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2. Elect Chair and Vice-chair.

Ian is nominated to continue in the role of chair of governors, he is voted unanimously. Dan is voted to continue in the role as vice-chair.

Action – check Louise committee membership can continue

Chair

3. Declaration of Pecuniary Interests

There were no declarations of pecuniary interest relating to items on the agenda. The annual declarations are required to be submitted by the governors via the Governorhub site so the mandatory information can be prepared by the clerk for the school website.

Action – ensure all governors make annual pecuniary declaration and submit updated to the school for the website.

Clerk

4. Minutes of the Last Meeting

The minutes of the FGB meeting held on 14th July 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)

November Item 4(a): A website working group has been held virtually and this must be completed by the end of January, options are being discussed including an employee being trained and the website being managed in-house. **ONGOING**

June Item 6: As other information and guidance received but can still be sent if available. **CLOSED**

Action - Fran to share ToR from her board

Fran

Signed: _____

Date: _____

Item	Subject	Action Lead
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6. Governance

The Committee make up was confirmed as:
 Pay review committee, Robert, Matthew, Karen and Kathy
 Strategy group, Ian, Dan, Kathy and Mike
 Headteacher performance management, Dan, Matthew, Louise, Mark

The governor roles were confirmed as:
 Safeguarding – Kate
 Development training governor – Kathy
 Forum representative – Ian
 Inclusion – Matthew or Louise
 E-safety – Matthew
 Health and wellbeing – Cher
 Health and safety – Dan

Three governors are trained in safer recruitment, Kathy, Ian and Cher

Action - Submit attendance data document,

Clerk

The Governor code of conduct, MOPP and MOFP need to be read and agreed by the governors.

Action – add to Governorhub

**Chair/
Clerk**

Terms of refence of the FGB had already been agreed at the previous meeting. The objective of the governing body will be decided after the governor evaluation due to be held in October.
 A safeguarding session has been arranged for the whole governing body training session.

By using the Ofsted headings the duties of governors are now split into three groups, there will be deep dives taking place linked to members of the SLT. This will provide a clearer balance for work for the Governors and staff.

Deep dive reports:

Cher and Kathy have met to discuss the results of their visits and to be discussed later in the meeting.

Karen will visit later this term to complete a health and safety visit and produce a report, it is requested if this can be arranged soon as the headteacher would like some assistance in reviewing the ventilation in the science rooms, the local authority will be provided with an assessment so governor support would be appreciated.

Signed: _____

Date: _____

Item	Subject	Action Lead
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Staff wellbeing survey:

There were 45 responses received out of 88 surveys issued, comments included

- Most felt well supported by SLT with good contact between staff and school with only one negative response.
- Mental health for the majority was classed as the same or improved for the time in school closure, this took into account general mental health and not just related to school.
- Most felt well supported with equipment and information resources except a small minority, this needs to be defined if it was equipment or resources that were the cause and if this is related to budget restrictions.
- Staff work/personal life conflict will be monitored to ensure the correct balance continues.
- CPD and training on MS teams was required as at very short notice these would be used.
- 25% of responses showed it was not known where to obtain wellbeing support, communication has been issued in the past on these services so it maybe just a reminder will be required or better signposting.
- Generally comments felt very positive and praising for the headteacher and SLT, and better protected than some other schools.
- There were a few queries surrounding team building, PPE and communication issued.

Q – How was the response rate regarded?

A – it was known out of the 88 issued 8 no responses were received by kitchen staff, it was felt it had been a successful response rate.

Q – were the responses all anonymous or was there an option to add a name?

A - This was an option and 15 replies were named.

7. Headteachers's report

7.1 full re-opening booklet

- All pupils have been into school at least once since the full re-opening
- There have been parents queries received on safety but these have been resolved or explained.
- The HSE have contacted to check on risk assessments, implementation of government guidance, contact details, track and trace, measures in school and handwashing.
- Public Health England have been able to be reached when required.
- Staff keeping a 2 metre distance is a concern but this has been resolved by other measures in place such as visors and face masks in use.

Signed: _____

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Item	Subject	Action Lead
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- Staggering of end of school, breaks, lunches and new room layouts are all working well.
- There are lots of cleaning taking place throughout the day including sanitising mist machines
- A classroom plan is being kept to define distance from others in case of the requirement to assess who may need to isolate.

Q – How are the federation schools coping?

A – Some small changes only have been required at Warblington while other schools have needed bigger changes

It is known year groups are mixing out of school or lacking in social distance so although all is being done to prevent this whilst on school grounds this is out of the schools control.

Q – How many exclusions have been given for not obeying the rules?

A – 7 or 8 half day exclusions have been issued and a follow up meeting is required with parent and pupil to ensure they have understood why the rules have to be followed.

Q – What has feedback been from parents regarding the blended learning?

A – Help has been on offer to check IT access and to ensure the required systems can be accessed, this has included calls to parents. 71 laptops have been issued to those recognised by the funding for vulnerable pupils but 20 have not been collected, the new year 7's will also be assessed and any IT resources requested for them. When IT has been collected support and demonstrations have been provided. A website is recommended called 'Register Unite' which provides clear guidance, this will be added to the school newsletter.

Q – Has symptoms guidance been issued to parents?

A – School holds a Covid-19 register and it is recorded when pupils are sent home to attend a test, the results are asked to be informed to the school, this means a 10 day isolation for the pupil and a 14 day one for the rest of the family.

Q – Is the use of the anti-bacterial spray a staff decision?

A – This is used by the site team regularly throughout the day and staff can also request this, there are designated set times such as break time but not enough time between each lesson, this keeps the importance of a set cleaning routine and the mister is available as an additional measure.

Q – could pupils take on roles such as 'ambassadors' and assist with these routines?

A – This will be considered how this could work but there may be many restrictions.

7.2 Results 2020

With the changes to exams gradings it was felt the pupils received the results they had worked for and deserved, the attainment 8 score was 4.4 for 2020

Signed: _____

Date: _____

Item	Subject	Action Lead
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which was the predicted score for the cohort as assessed at the start of their year 10 by teaching staff.
 Disadvantaged pupils had not performed as well as the rest of the school so it was discussed this was the group that would have performed better had they received the continued support within school.
 The algorithm did make errors, as an example a school judgment of a level 3 resulted in a level 8 as the algorithm did not take into account whether a foundation or higher paper had been sat which would have affected the maximum grade available.

Q – Do these grades now provide an unfair comparison for the current year 11 students who have also missed a great deal of teaching time within their GCSE education?

A – They are a well performing current year 11 but agree they have missed several weeks of key teaching, they have high predicted grades and will be marked within a group of pupils across the UK who have all missed those same weeks of teaching, it is also agreed that teaching given in the missed weeks could vary considerably from school to school.

Q – Did independent or private schools use own assessments or the algorithm?

A – They used the same system of teacher systems and the algorithm but this did create different variances due to factors such as small classes.

Some subjects did not perform as well as others but this is thought to be due to the lack of coursework or poorer mock results. There have been three request for re-sits and two of these will be taken at college.

A suggestion was made by governors to include lockdown support by staff, safeguarding contact, the level of work set by staff and the general feedback and praise received by pupils and parents to the new prospectus or website.

Staffing update

There are two maternity leave covers that have been arranged, there is one person on long term sick but a integration back is underway, there was a good level of applicants for a LSA and also for a vacancy within the catering department.

7.4 SLT responsibilities

The key areas have stayed the same with some additions, there are coherent plans for the next year. The level of behaviour since pupils have returned has been good, the standards expected have been clearly understood and they have settled well back into the school day.

The headteacher passed his many thanks to all of his team as it had been clear in the recent feedback from the staff wellbeing survey that it was a team of leadership that had kept the support in place and not just headteacher led.

7.5

Signed: _____

Date: _____

Item	Subject	Action Lead
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Cara gave an explanation of the planning for the upcoming open evening, the evening would be split into three sessions of twenty places for one child and one parent but as there were already 35 names on a waiting list to attend some reserve dates would be added. Social distance and measures such as handwashing and temperature checks will be enforced on the day with year 10 and 11 prefects providing small groups with tours of the school. There will be a pre-recorded presentation by the headteacher to be shown at the event too. The five main feeder schools have been visited with an opportunity to explain what the school can offer and how it runs. There will also be a live Q and A via social media in October with the option to send in questions before the event. It was agreed by all the governors this was a great effort to adapt these events and still provided excellent communication.

8. Business Cycle

8.1 The safeguarding audit was approved as it could be seen there was plenty of evidence required which had been completed, it showed a robust process and a detailed action plan to achieve the outcomes. Safeguarding training had been chosen as whole governing body training and it was requested that the audit and also the guidance was read before meeting,

8.2 Approve SIP

This has been updated to show the work completed in 2019/20 and the evidence gathered. The results show excellent teaching, learning and balances curriculum. It is now agreed that excellence is the expectation within the school and this is gained by the exemplary ethos and a culture for learning.

The SIP is approved by all the governors.

8.3 Directed time

There has been a change to add split breaks which adds an extra duty to the plan but there is still a very high percentage level of teaching time.

This is approved by all the governors

9. Policies

There are no policies to be approved

10. Future events

- Monday 28th September: WGBT - Safeguarding

Signed: _____

Date: _____

Item	Subject	Action Lead
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- Tuesday 29th September: Open evening.

There is an invite for one governor to attend the open evenings for new pupils

11.

Next Meeting

Pay review committee **14th October 2020**

FGB **20th October 2020** Provisional Agenda:

Governing body Self-Evaluation and Development Plan (16:30 – 17:45)

FGB (18:00 – 19:00)

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

Sarah Speller from Governor services may attend the next FGB to provide support as per a package provided by the local authority.

12. Effective Governance

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

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

13. Close

The Chair of Governors closed the meeting at 7.30pm

Signed: _____

Date: _____

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: _____