

**Minutes of the Full Governing Body Meeting
held via video link on
Tuesday 14 September 2021 at 6.30pm**

Present:	Dr J Powell (Chair)	Dr B Naylor
	Mr I Colling (Head Teacher)	Dr N Dixon
	Mrs S Thomas	Mr J Bilson
	Dr C Leitmeir	Mrs S King
	Mr N Arnold	Mrs L Aird
	Mr I Brown	Mr N McLaren-Dobbie (joined at 7.11pm)
Apologies:	Mr G Ellis	Dr M Pobjoy
	Miss H Pike	Mr C Harte
In Attendance:	Mrs W Willie (Clerk)	
	Mr T Hollis (Deputy Head)	
	Mrs H Tudor-Price (Deputy Head)	

ACTIONS:

1.	Access to the EPM Safer Recruitment link to be clarified	Mrs Willie
2.	Outstanding skills audits to be sent to Mr Harte	ALL
3.	SEN visit to be arranged through Mr Hollis/Mr Colling	Mr Harte
4.	FoMCS meeting dates to be provided to Mrs Willie for circulation	Dr Dixon
5.	GOV.UK link detailing what academies should publish online to be sent to Mr Brown and Mr McLaren-Dobbie	Mrs Willie
6.	Part 1 of Keeping Children Safe in Education 2021 to be read by all governors and declaration to be completed on GovernorHub	ALL
7.	Mrs Willie to clarify if SWAN training courses will be online or face-to-face	Mrs Willie
8.	Governor links to be clarified with Mr Harte	Mrs Willie
9.	Governors to notify Mrs Brady if they are able to assist with Deputy Head interviews on 7 or 8 October	ALL
10.	SIP to be finalised and circulated for agreement	Mr Colling

The meeting was held via Microsoft Teams due to Covid-19.

1. Welcome & Apologies for Absence

Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted. Dr Powell expressed that it was disappointing to receive Daniel Garratt's resignation as a Community Governor after 11 years' service to the school. It was proposed that Mr Garratt be approached to be a Member of the Academy Trust, as Mr Anderson has advised that he will be moving out of the area in the near future.

2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interest

Governors were asked to check the current Register of Interest as published on GovernorHub and complete a Pecuniary Interest form if their interests need updating.

3. Minutes of the meeting held 6 July 2021 & Review of Action Points

The minutes having been circulated were agreed as a true copy. Minutes deferred for signing.

Review of Action Points

Please refer to table above for new/outstanding actions.

Dr Powell stated she would meet with Mr Harte to review the results of the skills audit once all forms had been returned to Mr Harte. Skills gaps will be identified and reviewed in line with governor vacancies.

4. Master's Report

Report dated September 2021 had been circulated and was taken as read. Mr Colling briefed on his report with the following noted and questions raised:

- There are additional teaching groups in the year groups which are full, in order to help meet the needs of these students. The school has not yet seen the increase in student numbers resulting from the new housing developments. However, numbers are likely to increase in the future.
- Two resignations have been received since the start of term. The new Receptionist has resigned and the Deputy Head (pastoral) has handed in her notice to retire in December 2021. An advert is being prepared for the Deputy Head positions. Interviews for the post will take place on 7 or 8 October. Mr Colling asked governors who are available to take part in interviews on either of these days to notify Mrs Anne Brady. **Action: ALL**
- Peer-on-peer abuse is now included in the School Improvement Plan (SIP) and was a large part of the national agenda for safeguarding. Mr Colling added that there is the opportunity for governors to support some of the work relating to this issue.
- Premises work is occupying time for many of the staff, particularly for Mrs Fenner, Business Director, and the site team. The building is completed and being used. It is hoped the ongoing roofing work will be completed by October. Mr Bilson congratulated the staff for their work in enabling the new buildings to be used and for moving the faculties as planned in time for the new term. Dr Powell thanked Mr Colling and Mrs Fenner who came into school a lot over the summer break to deal with issues. Dr Powell had visited the new building and commented that the new classrooms and C Touch Screens are inspirational.
- The awarding of grades for GCSEs and A-Levels were well-organised with credit to Mr Hollis and Faculty Heads for this. Only a small number of appeals had been received.
- A rebate from the exam boards is expected. Mr Colling said would like to come back to governors with proposals to recognise the staff who worked over the summer marking papers.
- Mr Bilson highlighted that responding to the pandemic had been discussed at the chairs' meeting, with it noted that the school will have to be ready to respond should there be a high number of staff isolating. Mr Colling confirmed that a member of staff is supporting students who are currently isolating and working online. There are a small number of staff currently off, either with Covid or looking after their own children.

(Mr McLaren-Dobbie joined the meeting)

5. **School Improvement Plan 2021-22**

A draft SIP had been circulated. Mr Colling explained this is a work in progress and that he would like governors' input into SIP. The headings are the same as last year, with this the second year of the four-year school vision. Mr Colling asked governors to highlight any areas they feel have been missed or to advise if any areas are not clear.

Mr Colling reported that more was achieved last year than expected. Monitoring of teaching is an area to catch-up on and Mr Colling is meeting with Heads of Faculty (HoF) and Leaders of Learning (LoL) to review their plans from last year and engage them in this process moving forward.

Mr Colling referred to the Personal Development section and the school's response to the sexual violence and sexual harassment agenda from Ofsted. Mr Colling stated that if people believe it is not happening in their school, then they do not know what is going on. This is a significant piece of work which is about raising issues and educating students and is a national issue.

Dr Leitmeir asked for clarification on what the three whole school areas are. Mr Colling briefed on the three areas and agreed to add these to help governors understand the plan.

Mr Bilson asked who the Learning Mentors are. Mr Colling advised that there are staff Learning Mentors within the Inclusion Faculty. Mrs Tudor-Price explained that there are also student Learning Mentors in Year 12. Mr Colling stated he would clarify in the SIP which are staff and which are student Learning Mentors.

Mr Bilson asked with regard to establishing behaviours expected from leaders, what level of leaders are being referred to. Mr Colling said this is any member of staff who has a leadership responsibility and is paid above the teacher scale. The behaviours relate to the four areas audited in the staff survey. It was added that Dr Naylor and Mr Garratt had undertaken a governor visit to discuss with staff their views to help identify any areas which needed to be addressed.

Mr Bilson said with regarding to each student achieving academic and personal excellence, there is no specific reference regarding enabling students to do this and asked how this is demonstrated and how it is built into the plan. Mr Colling explained that in terms of the curriculum and teaching, the focus is more on planning the curriculum carefully and being clear at each stage what we are expecting students to know and learn. Assessment is being used in different ways and there is a big shift in education away from generating unnecessary internal data because this has been shown to lead to erroneous conclusions being drawn from it. Data will continue to be analysed when national exams data is received, although this has not been received for the past two years due to Covid. Mr Hollis added that they are waiting to hear how the exam grades will be allocated next year. Mr Bilson said that it is good that teaching methods are changing, but stated he does not feel this comes across in the SIP. Mr Colling advised that this could be included in the Leadership section with comments added regarding the quality assurance process.

Mr Bilson asked if evidence of improvement in subject areas is seen through Heat Maps and faculty planning. Mr Colling confirmed this is correct.

Dr Powell asked how governors complete the evaluation sections within the SIP. Mr Colling advised that each senior leader has a section they are responsible for and will include their evaluation for that area. Governors can then discuss the

evaluation at committee and agree a RAG rating. Dr Powell expressed that governors must check and challenge the information provided by senior leaders at committee meetings.

Dr Naylor asked about aligning governor visits with sections of the SIP. Mr Colling suggested that governor visits be planned in line with the SIP at the first committee meetings of the academic year.

Mr Colling to finalise the SIP with senior leaders and circulate to governors for agreement. Once agreed the SIP will go to the committees as it previously did.

Action: Mr Colling

6. Committee Reports

Chairs' Committee (7 September)

Dr Powell briefed on the minutes which had been circulated with no questions raised.

7. Governor Links/Responsibilities

- ◇ Pupil Premium Governor – Mr Harte
- ◇ SEN Governor – Mr Harte
- ◇ Safeguarding/Child Protection Governor – Mr Arnold
- ◇ Looked After Children – Mr Arnold
- ◇ PM Governors – Mr Harte/Mr Arnold
- ◇ CIAGS – Dr Naylor

Governors agreed to continue in their current roles. Mrs Willie to clarify with Mr Harte if he wishes to continue with his current governor links.

Action: Mrs Willie

8. Governance

a) Skills Audit Forms

Outstanding forms to be sent to Mr Harte.

Action: ALL

b) Website Audit

Following a review of statutory requirements by the Chairs' committee, it was recommended that a governor audit of the website be completed. Mr Brown and Mr McLaren-Dobbie agreed to undertake the audit. Mrs Willie to send out GOV.UK link detailing what academies should publish on line.

Action: Mrs Willie

c) Register of Interests/Pecuniary Interest Forms – Annual completion

Discussed under item 2.

d) Keeping Children Safe In Education 2021 – Declaration to be completed on GovernorHub

Governors were asked to complete the declaration on GovernorHub to confirm that they have read Part 1 of Keeping Children Safe in Education 2021, which is a statutory requirement. Instructions on how to complete the declaration are published on the GovernorHub Noticeboard.

Action: ALL

e) Publication of governor details on the website/GOV.uk

Mrs Willie clarified that governors' details must be published on the school website and those provided to GOV.UK published on Getting Information About Schools. No objections were made to publication of details.

f) Adoption of Code of Conduct for Governing Bodies 2021-22

The Code of Conduct was adopted as presented.

g) Training & Development – *please see course information on GovernorHub*

Mrs Willie to clarify if SWAN training courses will be online or face-to-face.

Action: Mrs Willie

9. Any Other Business

a) Future Meetings/Governor Visits

Mr Bilson asked if governors could discuss at some point whether future meetings should continue to be held online or face-to-face. Dr Powell added that governors should consider whether there are any visits they could undertake safely in school.

10. Date of next meeting

Tuesday 2 November 7.00pm Full Governors' Planning Meeting

There being no further business the meeting closed at 7.30pm.

Signed..... (Chair)

Dated.....