

**Minutes of the Full Governing Body Meeting
held via video link on
Tuesday 31 March 2020 at 6.30pm**

Present:

Dr J Powell (Chair)	Dr B Naylor
Mr I Colling (Head Teacher)	Mr C Harte
Mr D Garratt	Mr H Cooper
Mrs S King	Mr J Bilson
Dr M Pobjoy	Dr C Leitmeir
Mr G Ellis	Dr N Dixon
Mrs H Pike	Mrs S Thomas
Mrs L Aird	Mr N Arnold

In Attendance: Mrs W Willie (Clerk)
Mr T Hollis (Deputy Head)

ACTIONS:

1.	Mr Harte to send SEN visit report to Mrs Willie	Mr Harte
2.	Safer Recruitment confirmation letters to be sent to Mrs Willie and Mr Colling	ALL/ Mrs Willie
3.	Sixth form visit to be completed. Mr Bilson to set a date with Mr Jakeman	Mr Bilson
4.	Minutes of 3 December 2019 to be amended to include Mrs Aird as being present	Mrs Willie
5.	Adopted policies to be finalised and sent to school office	Mrs Willie

This meeting was held via video link through Microsoft Teams due to school closure (Covid-19)

- 1. Welcome & Apologies**
Dr Powell welcomed everyone to the meeting. No apologies were received. It was noted that Mr John Thorne, Parent Governor, had resigned on 6 January 2020.
- 2. Declaration of Governors' Interests**
None.
- 3. Adoption of Protocol for Virtual Meetings**
All governors voted to adopt the Alternative Participation in Meetings 2020 Protocol issued prior to the meeting.
- 4. Minutes of the meeting held 3 December 2019 & Review of Action Points**
The minutes had been distributed. It was noted that Mrs Louise Aird had been present at the meeting. Minutes to be amended accordingly. Minutes deferred for signing.
Action: Mrs Willie

Action Points

Please refer to table above for new/outstanding actions. The following was reported:

- An advert for a Community Governor had been drafted for publication in the local Focus Magazine. However, printing of the magazine had been halted due to Covid-19.
- Miss Pike confirmed that Mr Beaumont, of Magdalen College School Oxford, is keen to be involved with the school. Dr Powell advised that the Foundation Governor vacancy would move forward once the school re-opens.

5. Master's Report

Report dated March 2020 had been made available prior to the meeting. The following was highlighted and questions raised:

- The Extended Leadership Team (ELT) met this afternoon to evaluate the current learning, learning after the Easter break and to review how learning can be evaluated. Mr Colling briefed on the concerns that some students are working quicker than others and that it is difficult for teachers to have an accurate view of how students are progressing. Staff are working hard and staff and students have risen to the challenge.
- The project managers are still working on the building program and are currently selecting a building company.
- **Mr Arnold asked how many pupils of key workers are coming into school.** Mr Colling confirmed that between 3 and 5 pupils are attending school each day. Before the end of the week a decision will be made as to whether to open over the holidays, as three members of staff are needed each day. However, key workers need to be supported. It was noted that lots of staff have volunteered to come in over the holidays. Miss Pike gave thanks to those staff willing to give up their holidays to support children. It was noted that Dr Powell had written to all staff for their work, which had been well received by staff.

Humanities faculty re-structure

A document outlining the existing structure and proposed new structure had been circulated prior to the meeting, together with two responses from members of staff received following the consultation, which closed yesterday. Mr Colling confirmed he would address the concerns raised by the members of staff. Mr Colling asked if governors were in agreement to move forward with the Humanities faculty re-structure.

Mr Bilson highlighted that both members of staff had stated that the buildings at St John's are not satisfactory for teaching. Mr Colling clarified the rooms are satisfactory for teaching, they may however be deemed less attractive. Mr Colling added that as pupil numbers increase the rooms on the St John's site will have to be used more than has recently been the case. The rooms are currently serviceable and many have recently been redecorated. Mr Ellis raised the issue of getting the classrooms into a fit state. Mr Colling reiterated that the classrooms are already in a fit state. When the music teachers move out there will be minor maintenance work to do. Rooms in K Block are already used for teaching and are serviceable. One or two of the computer rooms may need remodelling for normal teaching. This work currently depends on when the site team is able to access the site to undertake work. **Mr Ellis asked if it is felt the environment is conducive to teaching.** Mr Colling confirmed the classrooms are conducive to teaching, particularly when compared to the mobile classrooms. Dr Dixon explained that some of his faculty already work at St John's and they are positive about this change. The rooms at St John's are older but they are functional and he believes there is a perception about teaching at St John's.

Mr Bilson also highlighted that one of the staff responses raised issues regarding their personal circumstances. Mr Colling confirmed he would deal with these individually with the member of staff. Mr Colling added that he and Mr Hollis would keep in close contact with the Head of Faculty (HoF) during the re-structure.

With no further questions raised, it was proposed and agreed that the Humanities faculty re-structure moves forward.

Staffing

- Recruitment for a Second in English is moving forward with interviews being held on 2 April.
- No applications had been received following an advert for a maths teacher.
- Mr Colling is meeting with Mr Horner tomorrow to look at the curriculum.
- Staff have until 31 May to resign.
- Mr Colling and Mrs Tudor-Price had today interviewed for the Assistant Leader of Learning (LoL) vacancy. An appointment will be made tomorrow.

6. Ofsted Inspection

The Ofsted report has not yet been published. The two areas for improvement are areas that are already being worked on. Overall Mr Colling said he felt the evaluation of the inspection team was in line with the school's evaluation and shows progress over the last four years. Governors were encouraged to read the last report when the new report is published.

7. Committee Reports

Finance, Resources & Personnel

Minutes of the meeting held on 10 March 2020 were taken as read. Mr Garratt advised that all governors had been invited to attend and that an extraordinary FGB meeting had been held to make decisions in relation to the new build. Changes to the staffing structure were also discussed.

Mr Garratt reported that the Pay Committee met to consider the pay recommendations for support staff on 24 March 2020.

Policy for Discretionary Leave of Absence

This policy had been reviewed at the meeting on 10 March. Following the meeting the policy had gone out to staff for consultation. A document detailing comments from staff had been made available to governors. The policy had been finalised following the consultation and is proposed for adoption.

Mr Arnold asked if attending a job interview is paid leave. Mr Colling clarified that this is in the model policy provided by EPM and is established practice in education, as school staff cannot take a day's leave during term time, as someone would do in industry. Mr Colling clarified this is the same for teaching and support staff. Mrs Aird highlighted that there would often be paid leave up to 3 days per academic year. Mrs King clarified it is a rolling year not an academic year that is used at Magdalen.

Mrs Aird asked if clarification is needed on elective procedures or surgery. Mr Colling explained that if it were elective surgery the member of staff would be asked for this leave to be unpaid or the surgery be undertaken in the holidays. If a member of staff has prolonged treatment for serious or terminal illness, such as cancer for example, this would always be supported.

With no further questions raised it was agreed that the policy be adopted as presented.

Finance, Resources & Personnel Terms of Reference (TOR)

Mr Garratt thanked Mr Ellis for his work on the TOR. With no questions raised it was agreed that the TOR be adopted as presented.

Policies for report only reviewed/adopted by committee:

- Management of Sickness Absence
- Managing Allegations of Misconduct Policy
- Policy on Personal Information Policy
- Recruitment & Selection Policy & Procedure
- Redundancy
- Shared Parental Leave (Births)
- Shared Parental Leave (Adoption)
- Probation Policy – *deleted*

Education & Welfare

Mr Bilson briefed on the minutes of the following meetings with no questions raised.

- Teaching & Learning (10 December)
- Progress (28 January)
- Pastoral (17 March)

Special Educational Needs & Disabilities Policy and Information Report

It was agreed that the policy be adopted as presented.

Policies for report only reviewed/adopted by committee

- Admissions – *September 2021 intake*
- E Safety
- Policy for Equality
- Anti-Bullying

Chairs' Committee

Minutes of the meeting held on 24 March 2020 were taken as read with no questions raised.

8. Governance

a) Governor Vacancies

Existing vacancies will move forward once the school re-opens.

b) Governor Visit Reports

The following visit report was available on GovernorHub:

- Evaluating impact of support & challenge meetings, 12 February 2020
(Dr Powell//Mr Ellis)

Dr Powell said that workload had been acknowledged during the visit and this will be addressed as part of the re-structure. Mr Ellis added that it was evident that the HoF and LoL work well together.

9. Health and Safety

Mr Colling reassured governors that the school is still being cleaned with the whole building being deep cleaned whilst it is not being used. Areas being used are also being cleaned during the day every day.

10. Any Other Business

a) Members' Meeting, 24 March 2020

This meeting had been postponed as social distancing measures were recommended.

b) Covid-19

Mr Cooper asked if there is a support mechanism in place to deal with any bereavements from Covid-19. Mr Colling clarified that the normal pastoral channels are open. There is not a direct reporting system but Mr Colling advised he would raise this with the Senior Leadership Team. It was noted there are staff trained in bereavement support.

Vulnerable families are being contacted daily. The School Counsellor is also offering online and telephone support to those students she usually meets with.

Mr Colling thanked governors for their support with the recent challenges of Covid-19 and the Ofsted inspection. The school is planning for the future and remaining upbeat. Mr Bilson commented that the school had been very good in keeping communication open with parents. Mr Bilson said this is an anxious time but there is a sense of community which has helped to create a new normal and thanked the school and staff for the effort that had gone into this. Dr Dixon added that he had personally found the last week of school the most difficult of his teaching career and expressed that Mr Colling and his team were exceptional during that week.

Dr Powell thanked governors for their support, with the current situation under control as far as it can be.

11. Date of next meeting – Tuesday 5 May 2020 6.30pm Planning meeting

Mrs Willie advised that the Education & Welfare Curriculum meeting on 28 April will be held via video link at 6.30pm.

There being no further business the meeting closed at 7.35pm.

Signed..... (Chair)

Dated.....