

**Minutes of the Full Governing Body Meeting  
held via video link on  
Tuesday 7 July 2020 at 6.30pm**

**Present:** Dr J Powell (Chair) Dr B Naylor  
Mr I Colling (Head Teacher) Mr D Garratt  
Mrs S King Mr J Bilson  
Dr M Pobjoy Dr C Leitmeir  
Mr G Ellis Dr N Dixon  
Mrs S Thomas Mrs L Aird  
Mr H Cooper (joined at 7.20pm)

**Apologies:** Mr C Harte  
Mrs H Pike  
Mr N Arnold

**In Attendance:** Mrs W Willie (Clerk)  
Mr T Hollis (Deputy Head)  
Mrs H Tudor-Price (Deputy Head)

**ACTIONS:**

1.	Mr Harte to complete SEN visit report. Mrs Willie to follow up.	Mr Harte/ Mrs Willie
2.	Safer Recruitment confirmation letters to be sent to Mrs Willie and Mr Colling	ALL/ Mrs Willie
3.	Sixth form visit to be completed once school reopens. Mr Bilson to set a date with Mr Jakeman	Mr Bilson
4.	Thanks to be passed on to all staff for their hard work	Mr Colling
5.	E&W Vice Chair to be on the next E&W agenda	Mrs Willie
6.	All governors to complete GDPR Essentials online training	ALL

*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. Apologies as noted above which were accepted.
2. **Declaration of Governors' Interests**  
None.
3. **Minutes of the meeting held 31 March 2020 & Review of Action Points**  
The minutes having been circulated were agreed. Minutes deferred for signing.

**Review of Action Points**

Please refer to table above for new/outstanding actions.

#### 4. Minutes of the planning meeting held 5 May 2020

The minutes having been circulated were agreed. Minutes deferred for signing.

#### 5. Headteacher's Update

Mr Colling provided the following verbal update:

- Pupils in years 10 and 12 continue to attend school. Attendance has been very good.
- On Wednesdays additional pupils from other years groups (years 7, 8 and 9) have been invited into school for re-orientation opportunities. These pupils are those who, for example, have not engaged with online work.
- All pupils must return to school in September 2020 on a full-time basis and will be in year group bubbles. The Senior Leadership Team (SLT) have been working on the arrangements to bring pupils back safely. Once the plans have been finalised parents will be informed of the arrangements for September.
- The Government has clawed back £14,000 which was funding for Literacy Catch Up as SATs have not taken place.
- Unallocated teaching periods have been built in to enable team teaching and/or after school teaching for some pupils. This will provide the flexibility to support students as their learning is evaluated.
- Funding has been allocated to allow partial opening during the summer holidays, with the following taking place:
  - i. Vulnerable Year 6 pupils will be invited in during the last week of the summer holidays, as the Government has not allowed schools to invite Year 6 pupils in this term.
  - ii. There will be re-orientation days for pupils in years 7, 8 and 9 during the first and last weeks of the holidays. Staff will be paid to come into school. Mr Hollis is timetabling these days. Approximately 50 pupils have signed up for these sessions with lots of staff volunteering to work. Approximately £15,000 - £20,000 has been budgeted for this work.
- A builder is being selected on 21 July with Mr Ellis, Mrs King and Dr Powell joining the selection panel. Presentations will be made by three builders who put bids forward.
- Summer maintenance work is already underway as parts of the building are already empty.
- The Condition Improvement Fund (CIF) bid for work on T block was unsuccessful. However, with such a lot of work going on on the premises, it may have been difficult for this work to be completed during the summer holidays, at such short notice.
- **Mr Bilson asked if every child would be in every day from September 2020.** Mr Colling confirmed that the school is required to have all pupils in full-time studying the normal curriculum from September. **Mr Bilson asked if it is felt this can be done safely.** Mr Colling explained that if the two-metre social distancing rule still applied this would not be possible, but that this stipulation is no longer a requirement of the Government's guidance. Mr Colling briefed on how the school is mitigating the risk, with staggered start and breaks times, pupils facing forward in classrooms, etc, in line with the Government's guidance. Mr Colling added that pupils will still have five hours of teaching per day.
- **Mr Bilson raised the issue of the Government stating that attendance from September is compulsory and asked what the school's attitude is towards those pupils who are kept at home due to their parents being concerned about the virus.** Mr Colling advised that each case will be considered on its own merits. The strengths of the pastoral system will be used to help allay fears of pupils and parents. Additional risk assessments for individual pupils will be

considered if required. **Mr Bilson asked what would happen if there were a significant number of poorly teachers, are teachers able to teach in other year groups.** Mr Colling clarified that teachers would teach their classes as normal and can work across the year group bubbles.

- **Mr Ellis asked about numbers of pupils coming into years 7 and 12.** Mr Colling confirmed that 240 pupils are expected in Year 7 in September. It was noted there is currently a waiting list as the admissions number is 240. With regard to Year 12 130 - 135 pupils are expected in September. However, this number will be confirmed once pupils confirm their intentions on receipt of results. Mr Colling stated that an additional lesson has been allocated to Year 13 for each subject and an additional lesson has been added for most classes in Year 12 where possible.
- **Mrs Aird asked if it is felt that enough pastoral and academic information has been received from the primary schools.** Mrs Tudor-Price stated that the information received is not as extensive as it would usually be due to there not being as many meetings with the schools. All primary schools have returned the spreadsheet with the information requested. Mr Reed has visited the primary schools which have allowed him to visit. All pupils have been sent a transition booklet to complete and a PowerPoint presentation. All pupils will be informed of who their tutor is at the end of the summer term. Mr Hollis added that the CAT tests will be run as usual in September, with some of these tests providing a baseline for pupils.

Dr Powell asked that thanks be passed on to the staff for all their hard work and for offering to work over the summer holidays to help pupils in returning to school.

**Action: Mr Colling**

## **6. Vision Statement 2020-2024**

A draft Vision Statement had been made available on Microsoft Teams with all governors invited to add their comments to the document prior to the meeting. Governors were thanked for reviewing the statement and adding their comments. Mr Colling said he would work with SLT on the wording of the statement and respond to individuals if further clarification is needed.

Mr Colling added that the statement's audience is open to debate. It was clarified that the whole document would not be published, as it is written for governors, but an edited version could be published.

Mr Colling said he felt the current strapline 'Motivation Commitment Success' should be replaced and suggested 'Exceptional Education for All' be used and explained the reasons for this. Mr Colling highlighted that Mr Garratt had asked how governors measure the leadership culture the school is trying to develop. Mr Colling explained that this is a challenge and that it would be helpful if governors work closely with SLT to provide feedback to support this being evaluated.

Mr Colling asked governors if they feel this statement is the right direction for the school or if anything further needs to be included. Dr Powell asked if governors were in agreement to move forward with the statement. All governors agreed to move forward with this statement with no further comments made.

## **7. Election of Chair & Vice Chair effective 1 September 2020**

One nomination was received for the position of Chair of the governing body from Dr Powell. Dr Powell left the meeting whilst voting took place. Governors voted unanimously in favour of Dr Powell taking the position of Chair with effect from 1 September 2020. Dr Powell re-joined the meeting.

One nomination was received for the position of Vice Chair of the governing body from Dr Naylor. Dr Naylor left the meeting whilst voting took place. Governors voted unanimously in favour of Dr Naylor taking the position of Vice Chair with effect from 1 September 2020. Dr Naylor re-joined the meeting.

## 8. Committees

### **Committee Membership**

Mr Ellis left the Education & Welfare (E&W) Committee. There were no changes to the membership of the Finance, Resources & Personnel (FR&P) Committee.

### **Education & Welfare**

Mr Colling referred to the document 'Senior Leadership Team Structure 2020-21' which had been circulated and proposed that in light of the restructure, that the E&W committee be split into three sub-committees instead of four. Mr Colling proposed these be as follows as Mrs Tudor-Price will line manage the Sixth Form:

- i. Pastoral (including sixth form pastoral provision)
- ii. Curriculum & Standards (including those pertaining to sixth form)
- iii. Teaching, Learning and Continuing Professional Development (CPD)

No objections were made to this proposal.

### **Election of Committee Chairs & Vice Chairs effective 1 September 2020**

Mr Bilson was appointed as Chair of the E&W Committee. Vice Chair of the E&W Committee to be taken to the first committee meeting, as Mr Harte the current Vice Chair is not in attendance.

**Action: Mrs Willie**

Mr Ellis was appointed as Chair of the FR&P Committee. Mr Garratt was appointed as Vice Chair of the committee.

Mr Colling thanked governors for putting themselves forward again this year.

## 9. Committee Reports

### **Finance, Resources & Personnel (9 June)**

Minutes had been circulated and were taken as read with no questions raised.

### **Ratification of Budget 2020-21**

The budget proposal had been made available on GovernorHub prior to the meeting. It was proposed that the budget be adopted as presented. All governors voted in agreement with the proposal, motion carried.

### **Policies for report only reviewed/adopted by committee:**

- Reserves & Investments
- Charging & Remissions
- Health & Safety
- Accessibility Plan
- Crisis Management & Business Continuity Plan

### **Education & Welfare**

The minutes had been circulated and were taken as read. Mr Bilson thanked SLT for their very helpful reports at the meetings and for their flexibility and responsiveness in keeping the school going in the current situation. Mr Bilson said the school had dealt with what has happened very well and hopes the governors have been of assistance in keeping processes going.

- Curriculum (28 April)
- Progress (12 May)
- Pastoral (16 June)

**Policies for report only reviewed/adopted by committee**

- Behaviour
- Attendance
- Substance Use & Misuse
- Relationship & Sex Education

**Chairs' Committee (23 June)**

Minutes of the meeting were taken as read with no questions raised.

**10. Governance**

**a) Online Governor Training – GDPR Essentials**

WW advised that all governors are required to complete the GDPR Essentials online training, a link for which had been emailed to all governors. **Action: ALL**

**b) Ends of Terms of Office**

Dr Dixon and Mrs King, Staff Governors, reach their end of term of office in November 2020.

**c) Governor Vacancies**

There is currently one Foundation Governor vacancy and one Community Governor vacancy.

*(Mr Cooper joined the meeting)*

**11. Health and Safety**

No concerns or issues were brought to the governors' attention. The Health & Safety Committee had not met.

**12. Any Other Business**

Dr Pobjoy expressed he was hugely impressed by the way SLT and staff have coped with things, with it seems everything done with goodwill and determination.

Mr Colling thanked all governors for their hard work this year, with their time and efforts appreciated.

**13. Future Meeting Dates 2020-21**

Meetings for next academic year to be confirmed.

Dr Powell thanked everyone for their support over the past year.

There being no further business the meeting closed at 7.25pm.

**Signed..... (Chair)**

**Dated.....**