

**Minutes of the Full Governing Body Meeting
held in the Walter Knibbs Dining Room on
Tuesday 22 September 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 C Leitmeir	Mrs L Aird
Mr N Arnold	Mr H Cooper

Apologies:

Mr C Harte	Mrs S Thomas
Miss H Pike	Dr M Pobjoy
Mr G Ellis	Dr N Dixon

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 online training with EPM to be completed	Mr Cooper/ Mr Bilson/ Miss Pike/ Mrs Thomas
3.	Governors to complete GDPR training as notified by the IT Department	ALL
4.	Updated SIP to be circulated	Mr Colling
5.	Chairs' TOR to be finalised	Mrs Willie
6.	Mr Harte to be asked to clarify his governor links	Mrs Willie
7.	All governors to clarify their details on the Register of Interests	ALL
8.	Staff Governor vacancies to be advertised early November	Mrs Willie
9.	Governors to be provided with instructions on how to complete the declaration on GovernorHub re Keeping Children Safe in Education	Mrs Willie

- 1. Welcome & Apologies**
Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted.
- 2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interest**
None.

3. **Health & Safety – conduct of governor meetings**

Dr Powell stated that it had been agreed that this is a safe environment to meet in person, socially distanced, and that it is more effective to meet face to face. It was explained that it has also been agreed that meetings have to be either all online or all face to face, as problems arise when people join face to face meetings via Teams. Mr Colling suggested that governors reflect on the meeting at the end, to establish if meeting in person is manageable. Dr Powell added that the situation will continue to be monitored to ensure decisions are made in the best interests of safety.

4. **Minutes of the meeting held 7 July 2020 & Review of Action Points**

The minutes having been circulated were agreed as a true copy and signed for filing.

Review of Action Points

Please refer to table above for new/outstanding actions.

It was clarified that no governor visits can currently be undertaken. Dr Naylor reported he is due to have a remote meeting with Dr Dixon with regard to the Careers Information & Guidance Service (CIAGS) for which he is the link governor

5. **Master's Report**

Report dated September 2020 had been circulated. Mr Colling briefed on the content of the report with the following noted and questions raised:

- The new school day is working well with slight adjustments made as required. For students the reality is setting in that this will be 'normal' for a while.
- The Risk Assessment is reviewed and updated regularly.
- The level of cleaning has increased with more cleaners recruited.
- Thanks were given to Mrs Tudor-Price and Mrs King for their ongoing work on the 10 week duty rota. Main scale teachers are not undertaking more duties than they normally would, although school leaders are having to undertake more duties than usual.
- Staff have been very willing to be flexible and students have adapted well.
- The level of compliance is high with regard to wearing masks and it is being emphasised that people are protecting each other by wearing them, rather than themselves. Work is also continually undertaken to reinforce the need for social distancing.
- Attendance has fallen since the start of term. Attendance is at 81% across the term. 79 students have had some form of isolation. 43 students have taken Covid-19 tests with all results being negative to date. A similar percentage of staff have also had to isolate. It was noted that the school could reach a point where there are not enough staff in school and year groups may have to close.
- Students who have symptoms are being carefully tracked to ensure they do not return to school too early. This is a huge amount of work which is likely to increase.
- If there were a confirmed case of Covid-19 a procedure is in place with test and trace to take appropriate action
- A significant amount of money has been spent on supply staff to date. Mrs Fenner, School Business Director, is able to submit an additional bid for funding additional costs.
- An emergency Condition Improvement Fund (CIF) bid has been submitted for new heating in K-Block as the boiler is no longer working.
- Mrs Fenner is doing an immense amount of work on the mitigations for the pandemic.
- Mrs Fenner and some of the administrative staff are managing lettings internally as the company that were doing these previously are no longer able to fulfil this

role. The capacity within the site team needs to be reviewed so that they can also assist with lettings.

- Governors were asked to notify Mrs Willie if they identify any inaccuracies in the newly-launched website.
- Mr Garratt commented that communication since March with parents had been very informative, supportive and collaborative. Mr Colling added that regular staff communications are also sent out as there are no staff briefings.
- **Mr Arnold asked how cleaning had changed.** Mr Colling briefed on the additional cleaning carried out by two cleaners on site all day. The expectation is that regular cleaning is carried out on regularly-touched surfaces. Sign-off sheets have been introduced to confirm that a classroom has been cleaned and to help track cleaning. **Mr Arnold asked about cleaning in relation to lettings.** Mr Colling advised that documentation has been produced outlining expectations for those letting the facilities.
- **Dr Naylor asked if any after school activities are taking place for students.** Mr Colling stated that very few are taking place, with staff asked to keep their focus on what they are doing during the school day. Mr Hollis added that in some subjects staff are keen to move forward with activities and are thinking about how they can run things in a safe way. Mrs Tudor-Price clarified that Homework Club will start next week in a different form.
- **Dr Powell asked if students were more tired returning to school and with lessons now being 1 hour 40 minutes.** It was noted that students had initially been tired but they have adapted. Most students who have been asked about the longer lessons like them.
- **Dr Leitmeir asked if students could play a part in cleaning, especially if there are staff shortages.** Mr Colling said that currently he does not feel students should be cleaning. Mr Hollis added that in some subjects, such as art and music, students are taking a part in cleaning equipment.
- **Mr Bilson asked if any students were advised not to return to school for health reasons.** Mr Colling said no, but some parents had had concerns. Work has been done with these families to make arrangements and provide reassurances. Some students have chosen to home educate following success with this over the lockdown, which has been the case nationally.
- **Mr Bilson asked if a year group were to be sent home due to staff shortages, what contingency is in place for home learning support.** Mr Colling explained that learning would be as it was in the lockdown. However, ways to enhance what is offered to students are being discussed following feedback from parents. **Mr Bilson asked if some students were at home and some at school, would there be a resourcing issue.** Mr Colling said this would depend on the specific situation. It also depends on the guidance from the Department for Education (DfE), which currently states that schools will not shut down for everyone and that the use of rotas is more likely so that all pupils have access to some time in school.
- **Dr Leitmeir asked if any support systems can be accessed if numbers of pupils isolating should rise.** Mr Colling advised that the staff are being very fluid in what they are being asked to do.

6. School Improvement Plan (SIP)

Mr Colling clarified that the SIP had been produced following the agreement of the Vision Statement at the end of the last academic year. Senior staff have identified from the Vision Statement milestone points across the next four years. The points covering year one have been put into the SIP with planned actions. The SIP has been populated further with costs, etc. Senior staff will also add information under the dates of the committee meetings so governors can identify information and raise questions. Governors were asked if they were satisfied with the Key Performance

Indicators (KPIs). If so, the updated SIP can be sent out and reviewed by the committees.

Dr Powell asked how much development work can be done at the current time. Mr Colling explained that the SIP has been written for a 'normal' year and the current focus is on establishing routines at the start of a new school year, in the context of the pandemic. He explained that the situation is fluid and that as much development work will be done as possible. It was stated that the school will keep an open dialogue with governors about progress with the improvement plan. It was clarified that the Vision Statement and SIP will be launched to staff during the October training day.

Mrs Aird said the greatest challenge is becoming subject to drift and that to have a sense of ambition is very good. Mr Colling expressed that writing the SIP during the lockdown period had been motivating.

Mrs Aird asked with regard to national teaching programmes and funding, will these be one-off activities or be incorporated into the SIP. Mr Colling said he believes this will be blended. With regard to the tutoring programmes, these need to be beneficial. Confirmation of whether the school will receive funding is still awaited, but students will continue to be supported if they need to be.

Mr Bilson asked if issues highlighted by Ofsted were clear in the SIP. Mr Colling advised that things highlighted by Ofsted are clearly seen in the SIP. Mr Hollis added that the SIP covers more than the issues highlighted by Ofsted and gave examples of these. Mr Bilson commented that he did not get a feel for what was expected from outcomes from teaching. Mr Colling clarified that outcomes is not a separate strand with regards to Ofsted, it is about the implementation of the curriculum intent. **Mr Bilson asked how governors can see what is happening with outcomes.** Mr Colling said that this evidence will be in reports to committees and will be seen during governor visits. Mr Hollis explained that the content of his reports to committees will not be that different; however, curriculum development priorities will feature more in his report than progress data.

With no further questions raised, it was agreed that no changes needed to be made to the SIP and that it be adopted. The fully-populated version be circulated.

Action: Mr Colling

7. Committee Reports

Chairs' Committee (8 September 2020)

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

Audit of Committee Terms of Reference (TOR)

The committee had agreed that it would be beneficial for each committee to audit their TOR at the first meeting of the year, to establish if the committee is fulfilling its duties. Mrs Willie will provide a template to enable the TOR to be audited.

Chairs' TOR – *proposed for adoption*

With one amendment noted and accepted it was agreed that the TOR be adopted.

Action: Mrs Willie

8. 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

Mrs Willie to clarify with Mr Harte whether he wishes to continue with his governor links.
Action: Mrs Willie

9. Governance

- a) **Register of Interests/Pecuniary Interest Forms – Annual completion**
As forms could not be completed due to social distancing, governors were asked to confirm to Mrs Willie whether there were any changes to their details on the Register of Interests.
Action: ALL
- b) **Keeping Children Safe In Education 2020 & Summary of Changes**
Governors were asked to ensure they read the 2020 guidance and confirm on GovernorHub that they had done so. Mrs Willie to provide instructions on how to complete the declaration on GovernorHub.
Action: Mrs Willie/ALL
- c) **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.
- d) **Adoption of Code of Conduct for Governing Bodies 2020**
The Code of Conduct was adopted as presented.
- e) **End of Terms of Office: Dr Dixon & Mrs King, Staff Governors, November 2020**
Mrs Willie to work with Mrs Brady to advertise these vacancies to all staff after the half-term break.
Action: Mrs Willie
- f) **Governor Vacancies (1 x Foundation/1 x Community)**
The above vacancies were noted.
- g) **Training & Development**
- ◇ Safer Recruitment – EPM Webinar (link on GovernorHub)
 - ◇ Online Governor Training – GDPR Essentials
 - ◇ Safeguarding, The Governors Role (Towcester) 14 April 6.00pm
 - ◇ Finance for Governors (Towcester) 29 April 6.00pm
 - ◇ Safer Recruitment (Towcester) 13 July 6.00pm

10. Any Other Business

- a) **Governor Support**
Mr Garratt asked if governors could volunteer to help in school if required.
Mr Colling agreed this would be beneficial and asked that governors advise him if they are able to help out in school.
- b) **Review of Meeting**
Governors agreed that the meeting set up was satisfactory and that meetings should continue face to face.

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

11. Date of next meeting – Tuesday 3 November 7.00pm Planning Meeting

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

Signed..... (Chair)

Dated.....