

**Minutes of the Full Governing Body Planning Meeting
held in the School on
Tuesday 2 November 2021 at 7.00pm**

Present: Dr J Powell (Chair) Dr B Naylor
Mr I Colling (Head Teacher) Dr M Pobjoy
Mr G Ellis Mr J Bilson
Dr C Leitmeir Mrs S King
Mr N Arnold Mrs L Aird
Mr I Brown Mr N McLaren-Dobbie
Mr C Harte

Apologies: Mr N Dixon
Miss H Pike

In Attendance: Mr T Hollis (Deputy Head)
Mrs H Tudor-Price (Deputy Head)
Mr I Horner (Assistant Head)
Mr W Jakeman (Assistant Head)
Mrs M Fenner (Business Director)
Mrs W Willie (Clerk)

1. Welcome & Apologies for Absence

Dr Powell welcomed everyone to the meeting. Apologies as noted above which were accepted. It was noted that Mrs Sara Thomas, Staff Governor, had resigned effective 1 November 2021.

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

None.

3. School Improvement Plan (SIP) – Senior Leader Presentations

School Improvement Plan 2021-22 had been circulated prior to the meeting. Each member of the Senior Leadership Team (SLT) presented to governors on their area of responsibility within the SIP.

Mr Colling clarified that the SIP is constructed under the same headings as they fall within the four-year vision. Support and challenge meetings have been held with all Heads of Faculty (HoF) and all pastoral leaders. These meetings have provided feedback on progress made against the SIP last year and amendments have been made to the draft plan for 2021-22. The Key Performance Indicators (KPIs) have been made more precise than in the first draft.

Curriculum Design: Mr Hollis & Mr Horner

Mr Hollis and Mr Horner briefed on the KPIs which were displayed on the screen. Questions were invited.

Dr Pobjoy said he was interested in the description of the curriculum and personal development curriculum and asked what the balance is, are these of equal importance in weight and have areas changed with the pandemic. Mr Hollis explained that when the curriculum vision was written, it was clear that the two were of equal importance to the students, as students need to have knowledge as well as skills. However, looking at how resources are deployed throughout the school, in terms of the time spent, approximately 90% is on the academic curriculum. **Dr Pobjoy asked if there was, therefore, a time percentage.** Mr Hollis said yes. Mr Horner added that there are resources as well as investment in time, with a lot more weight going to the academic curriculum. **Dr Pobjoy asked if the pandemic had changed this.** Mr Hollis said it is recognised that due to the pandemic young people have missed out on social skills and enjoying common interests. This has given the school a challenge to look at this and encourage staff to use academic time effectively. This should free staff up to share their interests beyond the academic. It was noted, for example, that Year 8's social skills and interactions are less developed than they would normally be. Mr Horner briefed on the uptake of students taking part in enrichment activities since September and it is hoped that additional activities will be able to be offered. Mr Colling added that the MCS Diploma encourages students to engage in extra curricular activities and engage in their personal development and provides a structure for these.

Mr Ellis asked if the intention is for students to have access to resources for free. Mr Horner advised that one question in the recent consultation was whether there should be a cost for extracurricular activities, as there have been activities provided in the past which had incurred a charge. **Mr Ellis asked if staff volunteer to run activities.** Mr Hollis confirmed that staff do need to volunteer.

Mr Bilson asked if a teacher identifies that a student needs extra support in a subject, should this not be encouraged. Mr Hollis clarified that if something needs re-teaching this should be done in lesson time. If students work hard in lessons they will have everything they need to achieve. It was noted that the academic quality of some subjects students access outside of school is not always of a high standard, which is difficult to address.

Teaching – Mr Jakeman

Mr Jakeman briefed on the KPIs in this section and briefed on the model they are trying to develop. Questions were invited:

Mrs Aird asked to what degree would support staff have training for their own CPD. Mr Jakeman clarified that all staff are welcome to join any of the three groups and that they are trying to develop a similar programme and package for support staff. **Mr Bilson asked how governors would know CPD is working, apart from observing teaching.** Mr Jakeman explained he has been looking at success criteria to ensure it can be seen that something is happening when visiting classrooms. Line managers should be able to speak to students to establish their greater knowledge.

Mrs Aird asked if there is a qualitative baseline for the three strands. Mr Jakeman said no, you will see questioning of different quality around the school. Success criteria should be seen through the outcomes of the appraisals.

Mr Harte asked how progress is seen and if Heat Maps could be used. Mr Jakeman clarified that Heat Maps do not link to these specific areas but there are areas of these within the Heat Maps.

Dr Leitmeir asked if teachers are expected to change the focus of their development and how often this would occur. Mr Jakeman said there will be a natural appraisal cycle. There will also be upskilling across the faculties.

Staffing and staff development – Mr Jakeman

Mr Jakeman briefed on the KPIs in this section and questions were invited.

Dr Naylor asked how the career progression of new teachers is managed through the Early Career Framework (ECF). Mr Jakeman said they will be in a better position to manage this once he has been through this himself. Once it is known what the resources are, training materials will be developed.

Dr Naylor raised the issue of losing staff if they are not supported. Mr Jakeman advised that the 11 new positions created this year were made available to staff to help develop their leadership. These posts will be reviewed to establish if additional development posts are needed. **Dr Pobjoy asked about the £30,000 costs assigned to this area.** Mr Colling confirmed this covers the cost for the 11 new positions.

Mr Bilson asked about the bullet point ‘Evaluate leadership development of development post appointees & plan next steps to ensure metacognition and impact’. Mr Jakeman clarified they would review areas of leadership twice a year and that this bullet refers to the appointees explicitly understanding the progress they are making in their leadership development.

Mr Bilson asked what the shadow support structure is. Mr Colling explained this is looking forward as the school grows to ensure there are staff in post in both teaching and support staff roles. As opportunities arise appointments can be made towards the shadow staffing structure.

Personal Development – Mrs Tudor-Price & Miss Tye

Mrs Tudor-Price advised they had built on what was started last year, as they had not moved as far as they wanted due to the lockdowns. Mrs Tudor-Price and Miss Tye briefed on the KPIs with the following questions raised:

Mr Brown asked how Covid cases and absences are monitored and what the statistics are like. Mrs Tudor-Price stated that cases are relatively low. Covid cases are monitored daily so it is known how many people are off due to a positive PCR test. Mr Colling added that today 22 students were off due to having a positive test or awaiting results, which is very low for the size of the school. A small number of staff are also off. **Mr Brown asked if the school monitors how many people are vaccinated.** Mr Colling said no, this is not monitored. It was added that the school has not been notified of a vaccination programme as yet.

Mrs Aird asked if any adverse impacts following the pandemic had been identified which would go into the KPIs. Mrs Tudor-Price advised they are looking at achieving the Mental Health Mark and staff undertaking mental health training.

Mr Arnold asked about the student mentors. Mrs Tudor-Price clarified that student learning mentors will work closely with a member of staff. **Mr Arnold asked what the £2,000 cost is for.** Mr Colling advised this is for the provision of external consultants to support work to investigate the “sub-culture” in the school, in the context of the OfSTED review on Unwanted Sexual Behaviour in schools.

Mr Bilson asked how the sub-culture would be reviewed. Mr Colling explained that they plan to conduct a review with external consultants to establish students’ perception of the sub-culture and investigate what is going on. It is felt it will be better for external consultants to undertake this and asked if governors would be part of this to help find out what is going on. **Mr Bilson asked if the methodology will be around focus groups.** Mr Colling stated this has yet to be formalised.

Leadership & Management – Mr Colling

Mr Colling briefed on the KPIs and informed governors that a charter on the desired leadership will be drawn up and presented to governors. Questions were invited.

Dr Pobjoy highlighted the overlap of staffing, staff development and the appraisal process in the KPIs and stated that the wording is different but the KPIs are the same. Mr Colling clarified they are the same and that he could amend this.

Facilities – Mrs Fenner

Mrs Fenner briefed on the KPIs and planned actions. Dr Powell congratulated Mrs Fenner on the new building and completion of the roofs.

Mr Bilson asked if the strategic premises plan covers the St John’s site and if any work is planned on the St John’s site. Mrs Fenner confirmed the plan covers both sites. With regard to work planned, a Condition Improvement Fund (CIF) bid will be resubmitted for the heating as temporary boilers are currently installed. It was noted that work undertaken on the St John’s site is a challenge due to it being a listed building.

Dr Powell thanked leaders for their presentations this evening. Mr Colling asked if governors were in agreement to adopt the SIP, taking into account any minor typographical amendments, etc. All governors voted to adopt the SIP as presented.

Dr Powell explained that there is a section in the SIP for governor evaluations to be included, which can be undertaken within the committees. The SIP can be added to at committee meetings as the year moves forward.

4. Governor Visits Relating to the SIP

Dr Powell asked that committee chairs identify governor visits for their committee members.

Governor Visits Policy

The current policy had been circulated for information.

5. Any Other Business

All members of staff left the meeting.

a) Confidential Item

Confidential discussion held, please refer to confidential minute.

6. Date of next meeting - Tuesday 7 December 2021

- FGB & Auditor’s Presentation 6.00pm
- AGM 8.00pm

There being no further business the meeting closed at 9.10pm.

Signed..... (Chair)

Dated.....