

**Minutes of the Full Governing Body Meeting
held via video link on
Tuesday 20 April 2021 at 6.30pm**

Present:

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| Dr J Powell (Chair) | Dr B Naylor |
| Mr I Colling (Head Teacher) | Mr D Garratt |
| Mrs S Thomas | Mr J Bilson |
| Dr C Leitmeir | Miss H Pike (joined 7.15pm) |
| Mrs S King | Mrs L Aird |
| Mr G Ellis | Dr N Dixon |
| Mr C Harte | |

Apologies:

Mr T Hollis (Deputy Head)
Mr N Arnold

In Attendance:

Mrs W Willie (Clerk)
Mrs H Tudor-Price (Deputy Head)

ACTIONS:

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| 1. | Safer Recruitment online training with EPM to be completed | Mr Bilson/ Miss Pike/ Mrs Thomas |
| 2. | Governors to complete GDPR training | ALL |
| 3. | Information to be presented to the FR&P Committee re Audit & Risk Committee | Mr Ellis |
| 4. | SEND Policy to be finalised | Mrs Willie |
| 5. | Mr Harte to issue skills audit to all governors & report outcomes to the FGB on 6 July 2021 | |
| 6. | Skills audit forms to be submitted by 28 May 2021 | ALL |
| 7. | SEN visit to be arranged through Mr Hollis/Mr Colling | Mr Harte |

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 Pobjoy was noted as absent. It was confirmed that Mr Harte had been appointed as a Foundation Governor with effect from 10 February 2021. Mr Harte was thanked for undertaking another term of office.

Dr Dixon informed governors that Mr Colling and Mr Hollis had been very supportive with regard to the forthcoming assessments.

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

None.

3. Minutes of the meeting held 1 December 2020 & 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 asked that governors notify her if there were any areas they would like to be involved in. Mr Harte asked about completion of the skills audit and it was agreed that governors would complete the skills audit by 28 May. Mr Harte to report the outcomes of the audit at the Full Governing Body (FGB) meeting on 6 July 2021.

Action: Mr Harte

4. Master's Report

Report dated March 2021 had been circulated and was taken as read. Mr Colling gave the following update:

GCSE and A-level grades

- Work being done in relation to the grading of GCSEs and A-Levels is currently absorbing a lot of people's time. The JCQ guidance was received on the last day of term before Easter and Mr Hollis worked hard over Easter on this. Mr Colling explained the emphasis on considering wider evidence and the difficulties this brings. Mr Colling expressed that the planning, implementation and marking of the assessments will be a huge job. Mr Colling explained the process of submitting grades and then dealing with appeals. It was noted that the impartial work undertaken by the exam boards has been removed and the school is doing all that work this year, in accordance with the regulations. The process is fraught with difficulties and will impact significantly on people's time. Staff are feeling very pressurised and there is a lot of anxiety, as staff want to do the best for the students. It was noted that the evidence used to determine grades must be robust, as it may be subjected to quality assurance checks by the exam boards.
- **Mrs Aird asked if there are opportunities for the school and leadership team to collaborate with other schools in sampling and moderating.** Mr Colling said the school has collaborated with other local schools to ensure there is consistency and that students are not being disadvantaged. The SWAN Heads recently met and it was agreed that the schools will pair up to undertake moderation, as necessary.
- Parents are also approaching the school with questions, which have to be carefully managed to ensure there is no malpractice.
- **Dr Naylor asked if the appeals process had been clarified and if the school has to deal with any appeals.** Mr Colling explained that there is a detailed appeals process which the school must operate. The school is required to tell students what evidence has been used to assess their grades. On results day students have to be told their grade and be provided with a statement of justification and make available to them the evidence used, which will be issued electronically. Staff are working hard to ensure that the process the school adopts is implemented fairly.
- **Mr Bilson asked if students will be informed of what will be used for their assessments before or after the assessments.** Mr Colling clarified that they would communicate with students imminently about this. Mr Colling explained that they will give greater weighting to work done at the end of the course and work completed under the most controlled conditions.
- **Mr Harte asked whether, in light of the current situation, universities are still giving unconditional offers.** Mr Colling confirmed that universities are giving conditional and unconditional offers.

Numbers on roll

- Approximately 240 students are expected to join Year 7 in September 2021. There is the capacity to exceed this figure.
- Potentially 165 students will be joining Year 12 in September 2021. There is flexibility in the budget for decisions to be made to ensure places are given to those students wanting to join the Sixth Form by providing additional staffing.

School Improvement Plan (SIP)

- Interviews were completed for the school development posts with appointments made. Mr Colling explained that it was a big piece of work and that he was proud of the work undertaken during the process. The Work-Related Learning and Careers, Information, Advice & Guidance (CIAG) posts have not been filled. However, Dr Dixon has offered to continue with the CIAG post. It was noted that the posts are temporary to help with personal development and help move the school in the right direction. Dr Dixon commented that the development posts created a 'buzz', with staff feeling valued and appreciated. Now this work has been completed work on the SIP will progress apace in a number of areas.
- Dr Dixon was thanked for his work in leading the leadership culture survey. Mr Colling asked if any governors would like to be involved in discussions with staff on the outcomes of the survey. Dr Naylor, Mr Ellis and Mr Bilson offered to be involved in discussions. Dr Powell advised that she had discussed with Mr Colling the idea of having a governor available to speak with staff once a term, to give staff an informal opportunity to speak to a governor, adding this would be good practice.

5. Committee Reports

Finance, Resources & Personnel (9 March)

Minutes from the meeting had been circulated and were taken as read. Mr Ellis briefed on the content of the minutes. It was noted that Mrs Fenner, School Business Director, and her team had worked hard to ensure the school remained operational throughout the pandemic.

Mr Ellis raised the issue of whether an Audit & Risk Committee was required and offered to produce a document to present to the committee and then to the FGB to clarify this. It was agreed this would be beneficial. **Action: Mr Ellis**

Documents recommended for ratification:

- ◇ **Health & Safety Committee Terms of Reference (TOR) – updated**

The TOR were adopted as presented.

Education & Welfare

Minutes from the meetings had been circulated and were taken as read. Mr Bilson briefed on the main areas discussed by the committees. Mr Bilson offered thanks to the staff for their hard work during the last few months.

- **Teaching, Learning & CDP (8 December)**
- **Curriculum & Standards (28 January)**
- **Pastoral (16 March)**

Documents recommended for ratification:

- ◇ **Special Educational Needs & Disability (SEND) Policy – updated**

The policy was adopted as presented.

Chairs' Committee (23 March)

Minutes from the meeting had been circulated and were taken as read. Dr Powell briefed on the main areas discussed by the committee. No questions were raised.

◇ **Terms of Reference – amended**

The TOR were adopted as presented.

Adopted policy and TOR to be finalised and sent to the school office.

Action: Mrs Willie

Members' Meeting (23 March)

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

6. Governance

a) Governor Visits

Mr Bilson suggested that committees review visits again to establish what visits can be undertaken safely. Mr Colling stated that the school is continuing with safety measures, including maintaining social distancing, the wearing of face masks and ventilating areas, and that COVID rates are now very low. He expressed that he feels that it would be beneficial for governors to visit the school again as this is a core part of the governors' role. It was added that governors would be able to meet safely with staff in small groups or individually. However, visiting lessons would currently be more challenging.

Mr Ellis asked if he could undertake a health and safety walkabout and was informed that this could be done but would be more easily done after school hours.

Mrs Aird asked in anticipation of appeals, would it be good for a governor to observe the sampling of the assessment process so they understand the process. Mr Colling agreed it would be beneficial for a governor to gain a deeper insight into this process. A governor could also talk to school leaders and staff to gain an overview, particularly if complaints are received, as complaints would be dealt with by governors if they are escalated. **Mr Bilson asked if there is a role for governors in the appeals process.** Mr Colling said no, as the appeals process will be dealt with by senior staff and then referred to exam boards, in line with the regulations. Miss Pike added that governors should not see any documentation relating to complaints in case a governors' complaints panel is convened. Miss Pike and Mrs Aird confirmed they would be happy to be part of a complaints panel if needed.

Mr Harte to contact Mr Hollis and Mr Colling to arrange an SEN visit.

Action: Mr Harte

7. Health & Safety

Mr Colling reported that the fire brigade had attended an incident on the St John's site when a lid came off of a chemical in the chemical store. Mr Colling confirmed there had been no risk to staff or students.

8. Any Other Business

None.

9. Date of next meeting – Tuesday 4 May 2021 6.30pm

There being no further business the meeting closed at 8.30pm.

Signed..... (Chair)

Dated.....