

Minutes of the Meeting held on Monday 4th November 2019 at 6pm in LCR

- Present:** Nigel Riglar (Acting Chair), Stuart Wilson, Amanda Arrowsmith, Graham Ayre, Alison Campbell-Black and Chris Baldwin
- Apologies:** Muir Mathieson, John Gilbert, Ian Mudge, Andrew Wilson and Eilis Cope
- In Attendance:** Emma Gray, Jane Dale, Glen Balmer & Hannah Kelly (Clerk)

1. Apologies

Apologies were received from Muir Mathieson, John Gilbert, Ian Mudge, Andrew Wilson and Eilis Cope. These were accepted by all.

- *In the absence of MM and JG, Nigel Riglar agreed to be Acting Chair. This was proposed by SW; seconded by ACB; approved unanimously.*

2. Declarations of Interest

There were no Declarations of Interest.

3. Governor Resignations / Appointments

Andy Fellows resigned from the School Development Board with effect from 18th October 2019 due to an increase in work and family commitments.

Ian Mudge's term of Office as a parent Governor ends today: 04.11.2019.

- *Ian Mudge was proposed as a co-opted governor by AA; seconded by GA; his appointment was unanimously approved.*

Parent Governor Elections will be run this half of term.

4. Minutes of the last meeting dated 16th September

- *These were proposed for approval by CB; seconded by ACB; agreed unanimously and signed by the Acting Chair.*

5. Action Point Checklist

- LGB34:** Ongoing
- LGB39b:** Completed
- LGB47:** Completed
- LGB54:** Completed
- LGB59:** Completed
- LGB60:** Ongoing
- LGB61:** Completed
- LGB62:** Ongoing
- LGB63:** Ongoing
- LGB64:** Ongoing
- LGB65:** Completed
- LGB66:** Ongoing
- LGB67:** Ongoing
- SDB1:** Ongoing
- SDB2:** Completed

- SDB3:** Completed
- SDB4:** Completed
- SDB5:** Ongoing
- SDB6:** Ongoing
- SDB7:** Completed
- SDB8:** Completed
- SDB9:** Completed
- SDB10:** Ongoing
- SDB11:** Ongoing
- SDB12:** Completed
- SDB13:** Completed
- SDB14:** Completed

6. Governor Ratification of Email Decisions between SDB meetings

Subject to minor amendments, the following policies had been agreed by email:

- Safeguarding and Child Protection
- Casual Hiring Agreement
- 16-19 Bursary Fund Policy and Application Form
- Hardship Fund Application Form & Information
- Maternity & Paternity Policy
- Smoking and E-Cigarettes / E-Liquid
- Accessibility Plan
- Cover Policy
- Pupil Premium Policy

7. Matters Arising

There were no matters arising

- *Item 23 was taken here out of turn*
- *Item 12 was taken here out of turn*
- *Item 13 was taken here out of turn*
- *Item 14 was taken here out of turn*
- *Item 15 was taken here out of turn*
- *Item 20 was taken here out of turn*

8. Review Meeting Schedule and Agendas

Governors agreed that the new meeting structure and agendas was working well so far.

9. Agree Roles and Responsibilities

IM is the link governor for Safeguarding, SEND & H&S

EC is the link governor for Equality

AA is the link governor for Pastoral Care

10. Terms of Reference

Review the title Marling School: A Governor's Guide to Policy and Practice. Terms of Reference.

- **Action (SDB12): SW**

➤ *The Terms of Reference were proposed by AA: seconded by NR; and unanimously approved.*

11. Self-Evaluation Check

The results of the governor questionnaire will be used as part of the strategy meeting on the 13th January 2020.

12. Health, Safety & Wellbeing

Since the last meeting, two students required a trip to A&E following incidents in PE sessions. SW advised the board that he had just received a complaint from the parents of one of the students who felt that the school might not have responded quickly enough to a concussion incident. As a result, GB will be undertaking a thorough review of the incident.

Q: Do we have staff trained to do concussions check?

A: Yes, all first aiders (including PE staff) are trained in concussion injuries. PE staff also have additional training and carry out training for students.

Post meeting addition: following discussions with the parents, a paragraph will be added to the First Aid policy to include specifics around head injuries. This will be forwarded to governors when completed.

13. GDPR

There has been one GDPR breach recently; a member of staff sent an email to the wrong parent. The error was dealt with and a form completed.

Q: Did the email contain any sensitive material?

A: No.

Q: Did you report it?

A: No, we have tried in the past and these sorts of breaches don't reach the threshold for the ICO. We do record all incidents internally.

Q: Is everyone at the school GDPR trained?

A: We have done training in school.

Q: How do we make sure that new staff are trained in GDPR?

HK to check with Rob Reid whether GDPR is part of the induction process and if not, to check whether incoming staff have had recent, formal GDPR training.

- **Action (SDB13):** HK

It was agreed that there needs to be regular GDPR refresher training for all staff. HK to liaise with RR.

- **Action (SDB14):** HK

Q: Have we received subject access requests?

A: None currently but we have in the past

14. Financial Update

EG updated the committee on the revised budget for 2019 / 20.

EG explained the lag funding in relation to the 6th Form numbers.

➤ *EG left the meeting at 18:55*

15. Educational Visits

No new visit proposals have been submitted to the SDB for approval. EG advised that the proposed Chemistry trip to Munich in May 2020 is now going to Berlin, as the university in Munich was unable to offer the lectures in English.

16. Safeguarding

The annual review has been completed. Three referrals for early help have been submitted. Tri-annual Safeguarding refresher training for all staff is being undertaken this week. All staff will be completing FGM training in 2 weeks' time.

17. Link Governor Update

MM completed a governor updated on 3rd October; his report has been circulated to the SDB. There is a new format for governor engagement – the outline programme for the year is based on the SDP. Governors will review different areas of the SDP throughout the year and across the visits all stakeholders will meet with a governor.

Q: How was the group of students selected to meet with MM?

A: SF and team tried to get a cross section of students, but it also depended on availability etc...

Q: What has happened as a result of the incidents which were raised with Muir?

A: Both have been followed up. GB was unable to meet with MM afterwards as he was teaching, but future visits will have a final meet built in.

The next link governor visit is by EC on 15th November 2019.

18. Policies

Nine policies had been agreed via email between meetings (see Item 6) subject to minor amendments.

19. Headteacher's Report

Confidential item

20. Update on the Physical Environment

This was included in the Headteacher's Report

21. Curriculum Update

This was included in the Headteacher's Report

22. Destinations update Post 16 and Post 18

It was agreed to move this to the next meeting.

23. Teaching School / Teaching & Learning

Jane Dale updated the committee on the aims for this year.

23.1 Teaching & Learning

Q: When it comes to assessment, how easy is it for staff to understand what the national assessment criteria is and what needs to be done to ensure that you are matching it?

A: Teachers should know all the criteria for their subject area. They then need to fully brief students on how they will be assessed and what examination boards require. It is part of the teacher's role to understand what is required by the exam boards and that this is clearly communicated to the students.

Q: Is there consistency in national assessments?

A: They do keep changing, but part of our role is keeping on top of it.

Q: Are we doing anything over and above this for the three curriculum areas that are under increased focus?

A: We each have oversight departments, and we know the rag rating and which ones are in focus. We work with our HoDs to develop detailed action plans and we focus on that. It is a positive way forward for those departments who need extra support.

23.2 Teaching School

JD explained the work that is being done in the Teaching School and the aims for the year.

SW explained the possible creation of Super-hub teaching schools, where one school takes on the role of several teaching schools.

Q: Is this something that we should be looking to be involved with?

A: The Super-hub school would have accountability for a very large number of schools and not have the funding that matches the workload. We have the qualifications to be one, as we are an 'Outstanding' school, but currently it is probably not something that we would choose to do.

NR, on behalf of the SDB, thanked JD for all her hard work and enthusiasm,

➤ *JD left the meeting at 18:40*

24. Risk Register

It was agreed to move this to the next meeting.

25. Complaints and Compliments

There has been one parent complaint recently, which was discussed in item 12.

26. Any other Business

There was no AOB.



The meeting ended at 19:50

9/12/19

Dates of the next meetings:

SDB: Monday 9th December 2019 at 6pm

Strategy: Monday 13th January 2020 at 6pm

