

Minutes of the Meeting dated
Monday 7th December 2020 at 6pm using Google Meet

Present: Muir Mathieson (Chair), Stuart Wilson (Head), Eilis Cope (from 18.20), Amanda Arrowsmith, Andrew Wilson, Becky Castledine (from 18.20), Chris Baldwin, Alison Campbell-Black & Caryn Roberts.

Apologies: John Gilbert & Graham Ayre.

In Attendance: Emma Gray (until 19.05), Glen Blamer, Rob Reid (until 18.40) & Hannah Kelly (Clerk)

1. Apologies & Welcome

MM welcomed all the governors to the meeting. JG sent his apologies. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

3. Governor Resignations / Appointments

NR's term of office ends on 15th October 2020. NR confirmed that it was time to step away from the Marling board and focus on Trust activities.

4. Minutes of the Last Meetings dated 22nd September and 5th November 2020

These three sets of minutes were proposed for approval by MM; Seconded by CB; Agreed unanimously and signed by MM as Chair.

5. Action Point Checklist

- SDB23: Completed
- SDB28: Ongoing
- SDB38: Ongoing
- SDB39: Completed & revised to govs advising GB if there are any specific areas of interest.
CB gave a brief account of his governor H&S visit, which he undertook on 03.10.20
- SDB40: Completed
- SDB41: Ongoing
- SDB42: Completed
- SDB43: Completed

6. Governor ratification of decisions by email between SDB meetings

The following resolutions were ratified by email since the last SDB meeting:

- Approval to proceed with DfE loan to address the removal of a roof canopy in East Campus
- In-Year candidates for Y7,9 & 10. Recommendation to admit 3 of the 10 applicants
- Approval of progression to Band 3 application
- E-Safety Policy 20-22
- SEND and AEN Policy 20-22
- Lone Working Policy 20-22

7. Matters Arising

There were no matters arising.

8. Election of Vice Chair

AA nominated herself as Vice-Chair of the committee.

AA was proposed as Vice-Chair by MM; seconded by CB; and unanimously agreed.

- *Item 16 and 20 were taken here out of turn*
- *EC & BC joined at 18:20*
- *RR left at 18:25*

9. **CBAT Update**

SW advised that there are not many opportunities for MAT expansion at the moment as there are no Ofsted inspections happening.
CBAT has been asked to support a primary school in Gloucester.

10. **JSG Update**

A meeting was held on 29th September which focused primarily on Covid, particularly in regard to the 6th form centre and shared buildings.
The ambition to have a Memorandum of Understanding in place by the end of the school year.
Afterwards a new lease agreement for the three shared buildings can be agreed.
For continuity, JG has agreed to remain on JSG committee until the lease is written. Then, AA in her role as Vice Chair of the SDB, will replace him.

11. **Health, Safety & Wellbeing**

There have been no incidents or accidents which need to be reported to Riddor.
A recent accident on playing field resulted in changes / improvements to the First Aid Policy.
Wellbeing is a particular issue at the moment SLT are trying to support staff as much as possible.

12. **GDPR**

EG is undergoing GDPR training. As a result, she will be making some tweaks to the process to make it even more robust.

13. **Risk Register (Confidential paperwork)**

This item was taken in conjunction with Item 22 – Covid Risk Assessment.

Risk Register

The risk register was circulated to governors prior to the meeting.

Q: Why is Covid not on the risk register?

A: It is not explicitly named; it comes under item 4.1: H&S - failure to comply with H&S legislation results in fatality or injury. The Covid specific Risk Assessment sits separately; DfE guidance is being closely followed. We are compliant.

EG to add Covid into the comments box of item 4.1

- **Action (SDB42): EG**

Covid Risk Register

No further updates have been made since the October update for T2. It will be reviewed for T3 and will include any further information from DfE.

The 6th formers have been asked to wear face coverings in the study rooms and canteens when they are not eating.

We have had 4 positive cases this term which have stopped students coming in, for which the systems and responses have worked well.

Q: How's it feeling at school – are staff very tired?

A: We are not underestimating the impact on staff members and they are really tired. However, they are very resilient and are being brilliant.

14. **Finance & Facilities update (Confidential paperwork)**

This item was taken in conjunction with Item 24 – Budget Update

The position is healthy; there are good numbers in the 6th form which is showing in the surplus. Going forward there will be changes to funding as announced by the Chancellor recently. We hope to have a quiet but healthy year, next year; we have invested a lot recently in the 6th Form which has resulted in good student numbers which in turn will help us rebuild the surplus.

15. Educational Visits

There have been no further educational visits proposed.

The RPA has requested information about what trips are being planned. There are currently two trips that have not yet been cancelled; Orland in February, and a ski trip to Italy in March. For insurance purposes, we are unable to cancel these trips until a month before the departure date. However, to date, the RPA have been paying claims promptly.

16. Safeguarding

There has been much in the press regarding an unexpected increase in safeguarding referrals after lockdown, but we as a school, have not experienced this. Social worker involvement with students is low, and consistent with previous years.

Safeguarding training has recently resumed, after a pause during lockdown, so we can restart our training programme for staff.

Sean Bailey, Head of KS4, will take on a DSL role.

17. Link Governor Update

This was covered in the action point update.

It is important that governors contact their link staff member.

18. Policies

The following policies were put to the committee for ratification:

18.1 First Aid Policy.

This policy was recently reviewed following a Stage 2 complaint from parents following an incident on the field. A subsequent investigation made some recommendations which were added to the policy.

Q: What is your ratio of first aiders like?

A: We are lucky with the numbers of staff who are first aid trained. Our Science, DT and PE departments in particular are well qualified, as these are the areas with the highest risk for injury. Student Services cover break and lunchtimes.

EG to make some minor amendments re medicines and injury in private areas on the body to the policy. Revised policy to be recirculated to governors for final approval.

- **Action (SDB43): all / HK**

EG left the meeting at 19.05

18.2 Policies agreed by email

The following policies were agreed by email between SDB meetings, and were officially ratified by the committee at this meeting:

- E-safety Policy 20-22 (November)
- SEND and AEN Policy 20-22 (November)
- Lone Working Policy 20-22 (December)

The following policies have been ratified by CBAT recently:

- Teachers and support staff pay rates 2020-21
- Early Retirement of Teachers policy

- Election of Staff and Parent Governors policy.
- Teachers Pay Policy

19. Report from the Student Leadership Team

The students have made a video talking about a variety of issues. The link has been circulated to governors for them to watch. Discussion of content to be on the agenda for the next SDB
The SDB thanked the students and staff for putting it together.

- **Action (SDB44): all / HK**

20. Tracking Outcomes; end of year predictions and progression areas for improvement (Confidential paperwork)

- RR gave a presentation regarding likely outcomes for GCSE and A Levels 2021 following the first set of tracking data.
- Progress in the 'red' departments for GCSEs and A Levels was explained.
- Data was given outlining expectations for SEN, PP (deprivation not forces) and late starters, and non- white British in comparison to the school as a whole.

➤ *RR left the meeting at 18:40*

21. Coping with Covid

On the whole, students have appreciate being able to be in school. There are not many additional students who have needed support post-lockdown; those who had existing anxiety issues have found it harder, as are those who needed additional support during lockdown. But it is small numbers and Pastoral support is able to help these students.

RR has given detail on academic process; we have been pleased with the progress of Y11 and T13. Progress is where we would expect to be; some students have really thrived by lockdown, and others have really struggled. Intervention programmes are being finalised to target smaller to target smaller groups of students who are behind

Years 10 & 12 took a little longer to settle in as they had not been in school since March, but are now doing well – they are delighted to be back in school.

The Y7 transition has benefited from them being in a smaller school group bubble.

Despite students being unsupervised at lesson change-over time, and with them being more confined within the School premises, behaviour levels are better than expected; data is positive when compared with previous years.

Staff wellbeing – SLT are identifying people who need support; we are trying to do everything we can to help people get through this period.

22. Risk Assessment for Covid

This item was taken in conjunction with item 13 – Risk Register

23. PP Spend and Impact (Confidential paperwork)

GB gave an update on the PP expenditure and impact.

24. Budget Update (Confidential paperwork)

This item was taken in conjunction with item 14 – Finance & Facilities Update

25. Headteacher's Report (Confidential paperwork)

Exclusions data was included following governor request.

Q: There is a projected shortfall in staffing for Science and Maths – these are not easy subjects to recruit for. What are your plans?

A: We will definitely need to recruit for Geography and Maths; Science will depend on the level Y12 recruitment and subject requirements. We are not going to rush to recruit.

- Q: Is there a long recruitment period?
A: We won't know what we need until about 3 weeks after 6th form applications have been received. We will we make a decision about mid-February.
Q: Does Combined Science make a difference to staffing?
A: All our science teachers teach from Y7-13, with one exception who is a KS3&4.
Q: Do you envisage a change in language staffing levels within the next couple of years?
A: Probably not, we are fortunate to have flexibility as many can teach 2 languages.
Q: Have there been any issue around performance appraisal?
A: We took HR advice and adopted a light-touch approach this year, which was in line with other schools. Issues were only raised where there had been a capability issue around T&L. Some objectives were not completed, such as pupil progress targets for which the bulk of work would usually be done in spring and summer terms when Y11 & 13 are out of school. New objectives have been set for next year, and we are optimistic that T5&6 might look a little more normal.

26. Personnel

AMD will start the Acting HT role on the 1st January.

SW shared the detail regarding recent changes in support staff, and of forthcoming interviews.

- Q: How have staff absence levels been this term?
A: In terms of seasonal illness, there has been lower levels of absence than in previous years; masks; social distancing and hand washing has had a positive impact in that respect. There have been staff members who have isolated for different reasons linked with Covid; those who have been self-isolating, rather than being unwell have been live-streaming from home. Overall, the impact on education so far has been less than in previous years, when seasonal illnesses have been more prevalent.

27. Complaints and Compliments

There has been a formal level 2 complaint at level 2, which has been investigated. Most aspects of the complaint were not upheld, however the First Aid Policy was reviewed and a few adjustments were made. The parents were satisfied by the outcome of the investigation and the complaint did not progress to level 3.

There has been a lot of informal compliments, particularly around Covid. There have been very few concerns around the Covid process, parents seem happy with the systems we have put in place.

Governors congratulated the School on the social media work ahead of the 6th Form Open Evening. This virtual event was very successful; the student group was heavily involved in its creation and over 750 visitors attended on separate devices.

28. Any other Business

There was no other business

The meeting ended at 19.35

DATE OF NEXT MEETING: Thursday 21st January 4-6pm



21st January 2021