

Minutes of the Meeting held on Wednesday 1st December 2021
at 5:15pm on Google Meet.

Present: Amanda Arrowsmith (Chair) (until 19:06), Stuart Wilson, Nick Lythgoe, Alison Campbell-Black, Becky Castledine, Caryn Roberts, Eilis Cope, Glen Balmer, Sean Bailey (until 18:47),

Apologies: Chris Baldwin, David Hayward & John Gilbert

In Attendance: Hannah Kelly (Clerk) Emma Gray (until 19:09), Steve Farr (until 18.26), Andy MacDonald (until 19:16), Rob Reid, (until 19:17)
Scott Hiatt (until 17:47), Jess Lingard (until 17:47), Matt Page (until 17:47), Lily Doak (until 17:47), Joanna Fajkowska (until 17:47) and Tasmiyah Mota (until 17:47)

1. Apologies

Apologies have been received from CB, DH and JG. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

- *Item 17 was taken here, out of turn*
- *The student leadership team left at 17:47*

3. Governor resignations / appointments

John Gilbert is due to resign on 31st December to focus on his CBAT role.

As Glen Balmer will be the substantive Headteacher from 1st January 2022, Stuart Wilson will also resign from the committee to focus more on CBAT. The committee thanked Stuart and John for their contributions. AA advised that as a replacement vice-chair has not been appointed, she will approach JG to see whether he would consider extending his term of office until March, to give extra time to fill this key role.

SW, AA and Graham Ayre (as Trustee) interviewed a governor candidate and are recommending him to the SDB for nomination.

There are two further governor interviews booked in for January.

4. Minutes of the last meetings, dated 23rd September, 6th October and 15th November.

- *The minutes for the meeting dated 23.09.21 were proposed by NL, seconded by EC and unanimously approved.*
- *The minutes for the meeting dated 06.10.21 were proposed by EC, seconded by ACB and unanimously approved.*
- *The minutes for the meeting dated 23.09.21 were proposed by NL, seconded by AA and unanimously approved.*

5. Action Point Checklist

SDB51: Complete
SDB52: Ongoing
SDB53: Complete
SDB55: Ongoing
SDB56: Complete
SDB59: Complete
SDB60: Complete
SDB61: Ongoing

SDB62: Complete
SDB63: Complete
SDB64: Complete
SDB65: Complete
SDB66: Complete
SDB67: Complete
SDB68: Complete
SDB69: Complete

6. **Governor Ratification of Decisions by email between SDB meetings**

The following decisions were ratified by governors between 07.10.21 and 30.11.21:

- Educational Visits: Kenya Scuba (ratified at the meeting on 15.11.21) (SDB)
- In-year admissions Y8 & Y10 (Admissions)
- Careers Policy and Access to Arrangements Statement (SDB)
- '6 week transfer rule' extension request (Admissions)
- Year 12/13 New York Trip March 22 (SDB)

7. **Matters Arising**

There were no further matters arising.

- *Item 18 was taken here out of turn*
- *SB left the meeting at 18:14*
- *Item 21 was taken here out of turn.*
- *SF left the meeting at 18:26*
- *Items 14 & 22 were taken here out of turn*
- *Item 19 was taken here out of turn.*

8. **Joint Steering Group Update.**

The Joint Steering Group met on 16th November 21. A joint approach to sexual harassment issues between the two schools was discussed alongside shared buildings and the Memorandum of Understanding.

9. **Health, Safety and Wellbeing**

GB gave an update on Covid regulations within school.

10. **GDPR**

There have been no reportable breaches since the last SDB meeting.

11. **Risk Register (Confidential Paperwork)**

No changes had been made to the Marling Risk Register since the last SDB meeting. The risk register was discussed and agreed.

12. **Finance & Facilities update inc Budget (Confidential Paperwork)**

The October 21 Outturn had been circulated to governors prior to the meeting. EG explained that the Summer School income is yet to be paid, but otherwise the budget is looking solid; there is nothing further to report.

- *EG left the meeting at 19:09*

13. **Educational Visits**

Current planned trips have been approved by governors; however, EG advised that the Kenya trip will not be approved until at least January owing to the current Covid situation and the possibility of Kenya being

moved to the 'red' travel list. Similarly, it is likely that the New York trip planned for March 22 will be postponed until 2023. Governors will be kept informed of any new developments

14. **Safeguarding**

RR updated the committee on the number of students on Child in Need and Child Protection Plans as well as referrals to MASH.

A Virtual safeguarding update for staff has been undertaken.

All staff have attended a Prevent refresher course.

Ruth Woodley has undertaken ACEs training. RR encouraging DSLs to undertake this along with the online Prevent Training.

Safeguarding audit is being completed. AA to sign off of Monday 3rd December.

15. **Link Governor Update**

CR undertook a safeguarding visit recently. Her report will be circulated for discussion at the next meeting.

ACB has also undertaken a couple of shorter sessions in school.

GB to report back to the SDB regarding the personal development review.

➤ **Action(SDB70):** GB

16. **Policies**

The following policies were brought to the SDB for ratification:

16.1 Safeguarding and Child Protection

Q: Point 5.3 states that *all* governors will read the KCSIE in its entirety, not just part one. Is that right?

A: Yes. We will need to link that to 'iAM Compliant'

Q: Is there any funding or training available to support our DSL (such as counselling) if they are being exposed to complex safeguarding issues?

A: Not at the moment. There is for our pastoral support workers which we can extend to the DSLs if needed

16.2 Exams

A minor amendment was suggested.

16.3 Anti-Bullying & Hate

This policy was brought back to the committee, following amendments suggested at the previous meeting in October.

➤ *Subject to minor amendments, all three policies were proposed by NL; seconded by CR and unanimously approved.*

➤ *RR left the meeting at 19:16*

➤ *APM left the meeting at 19:17*

17. **Report from the Student Leadership Team**

Each member of the student leadership team gave an update on their achievements over the past few years.

The governors thanked the students for their time this evening, and for all their hard work over the last year.

18. **Gatsby and Careers Education**

SB gave a presentation about the Gatsby benchmarks and what careers education provision is available for the various year groups at Marling.

Q: There is a comprehensive programme for Y10; How are the current Y11 catching up on what they missed last year?

A: We did offer virtual opportunities last year, which is not ideal, but at least we were able to continue to offer some careers provision. We are looking at how we can manage this going forward, but there are still restrictions in place.

Q: Were the surveys anonymous? Are you able to follow up on results which cause concern?

A: The surveys were anonymous, but we did explain to the students that we would be recording email addresses so that we could follow up on any interesting responses.

19. **Curriculum (confidential paperwork)**

APM explained the work on curriculum intent and shared the results of a recent student survey for Y10 and Y11. Next steps were shared.

20. **Pupil Premium Strategy Plan**

APM explained how Marling is allocating the Covid curriculum funding and the additional 16-19 curriculum recovery funding.

There is a coherent strategy in place to spend this money in the best way possible for PP students. Key challenges were identified.

The new 'Marling School Promise' was explained; this is a more proactive approach whereby each department lists what recommended resources students should have access to, to get the best possible outcomes. The proposal is that every PP student will receive a bundle which will contain everything they will need to be successful at school. This will take the onus off the parents having to ask for financial support.

Q: How many PP children are accessing the coaching and mentoring?

A: Monitoring is not currently complete. It is in the job description for the new role, so will be picked up then.

AA left the meeting at 19:06

Q: The Marling School Promise is an excellent idea - how can we communicate this to external stakeholders?

A: When it is fully developed, it will be on the School website. It will also help to promote the inclusive nature of the School for prospective parents/carers.

21. **Sixth Form Dress Code**

SF explained how the 6th form dress code was developed; how students and parents were involved in developing the code. This information was used alongside research on 6th form dress codes from different educational establishments. The result is a pictorial dress code showing the types of styles / outfits which are appropriate.

22. **Tracking Outcomes - End of Year Predictions and progress in areas for improvements. (Confidential paperwork)**

RR presented predicted outcomes based on recent assessments for Years 11 & 13

The figures for the value added for key groups (SEN, PP, late entry, non-white British) were also shared for GCSE and these groups, plus internal males, external females and external males for A levels.

RR also updated the committee on departments showing areas for improvement for GCSE and A Level grades.

Q: How does the tracking compare with the same time last year?

A: It follows the historic trend over the school year. This trend was not so visible last year due to the system of teacher assessed grades which changed the dynamic. For a real sense of clarity about how we are tracking, we must look back to 2019 when 'real' exams were last taken.

23. **Headteacher's Full Report (Confidential paperwork)**

Q: As Ofsted's focus on sexual violence becoming more prominent, should governors be tracking incidents?

A: Thus far, there has not been an exclusion for this reason. If/when this does occur, it will be separated out within the exclusions column when reported to governors in the Headteacher's report.

All lower level incidents are logged within school. GB to share the log with EC and discuss how these could be usefully reported to governors.

- **Action (SDB71):** GC/EC

Q: Why do you think there has been the recent shift in popularity from French to German?

A: The recent change in the curriculum to balance time more equitably between languages seems to have been the reason for this.

Q: Your report shows what feels like a high level of persistent absenteeism, mostly coded for illness? Is this a problem?

A: Since September, there has been a high number of seasonal bugs. However, early data is not as reliable as later in the year. The percentage of time off in proportion to time in school is higher at this point in the school year. As time progresses this should reduce.

24. **Personnel**

24.1 Staff Changes

Details of staff changes were included in the Headteacher's report.

24.2 Staff Absence

There was the Covid spike just before half term, but this has since settled to a low level. Seasonal illness has remained consistent with previous years. One member of support staff was off for two weeks, but otherwise, there has been no recent long term absence.

24.3 Personnel Appraisals

Teacher pay recommendations have been completed and signed off by the P&C committee.

25.Complaints and Compliments

There have been four Level 1 concerns since the last SDB meeting. Three have been dealt with and successfully resolved; JD is meeting a parent next week to discuss the remaining complaint.

26. Any other Business

There was no further business

The meeting ended at 19:25

The next School Development Board meeting is on Thursday 20th January 2022 at 5:15pm on Google Meet.



20.01.2022