

Minutes of the Meeting held on Tuesday 28<sup>th</sup> June 2022  
at 6pm, in Room SB00.

- Present:** Amanda Arrowsmith (Chair), Glen Balmer (Head), Caryn Roberts, Chris Baldwin, Nick Lythgoe & Rob May
- Virtually:** Tiegan Bingham-Roberts
- Apologies:** Sean Bailey, Eilis Cope, Becky Castledine, John Gilbert, Ian Townsend, David Hayward.
- Absent:** Alison Campbell-Black,
- In Attendance:** Hannah Kelly (clerk), Chris Williams, Emma Gray (until 19:24), and from the Student Leadership team: Luke David & Jamie Berry (until 18.25)

**1. Apologies**

Apologies have been received from BC, SB, EC, JG, IT & DH. These were accepted by all. ACB was not at the meeting.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Governor resignations / appointments**

JG will be resigning from the SDB at the end of the term to focus on his role in CBAT. Unfortunately, JG was not able to attend this final meeting, but it was agreed that AA would invite him back for a formal farewell.

- **Action (SDB92):** AA

**4. Minutes of the last meeting dated 9<sup>th</sup> May 2022.**

➤ *The minutes for the meeting dated 09.05.2022 were proposed by CB; seconded by CR and unanimously approved.*

AA signed the minutes as an accurate record of the meeting.

Governors received clarification on how the zero-tolerance policy on child-on-child sexual harassment is applied in practice.

**5. Action Point Checklist**

SDB52: Ongoing  
SDB77b: Ongoing  
SDB87: Completed  
SDB88: Completed  
SDB89: Ongoing  
SDB90: Ongoing  
SDB92: Completed

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

The following decisions were ratified by governors between 10.05.22 and 27.06.22:

- Approval of CERN Trip proposal (Y12, Nov 22) – SDB – 13.06.22
- Approval of Spanish Trip proposal (Y9-12, Sept 23) – SDB – 23.06.22
- Approval of In-Year testing abroad decision – Admissions – 24.06.22

**7. Matters Arising**

There were no further matters arising.

- *Item 17 was taken here, out of turn*
- *Item 19 was taken here, out of turn*

**8. Health, Safety and Wellbeing**

There have been no RIDDOR reportable incidents.

Q: Do non-RIDDOR reportable incidents get reported to governors?

A: All Incidents are reported to CW. He reviews, collates and records all the information. We do report some non-RIDDOR reportable incidents to governors; those which have needed a response, there are too many minor injuries to make it a useful report.

Q: At the moment, we cannot see if there are any trends. Could we have a high level, year on year report?

CW to provide a trend overview for governors at the next meeting.

**Action (SDB94):** CW

GB is establishing a clearer structure for the Wellbeing Group with terms of reference. This group will meet 6 times per year to ensure that it has a holistic view of wellbeing throughout the school and addressing all aspects of wellbeing. Agendas and minutes will be made public.

**9. GDPR**

Since the last SDB meeting, there has been one reportable breach to the DPO. However, it has not needed to be reported on to the ICO.

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

The Risk Register had been circulated prior to the meeting. EG explained that the Trustees would like a more uniform, simpler risk register across the three schools. CW & EG to review the risk register and create a new format.

At the SDB on 19.09.21 EG would like to discuss what governors feel are the risks for Marling School specifically.

**11. Finance & Facilities update inc. Budget (Confidential paperwork)**

The May 22 budget and forecast were circulated to governors prior to the meeting.

EG explained that her role as CFO is to develop the budget, and then when this is approved by Trustees, it is then for CW and GB to manage.

**This was discussed as a confidential item**

- *Based on changes agreed to show a percentage increase to cover increased costs in Admin, Services and Site Costs, the budget was proposed by NL; seconded by CB; and unanimously approved. The budget will now be taken to CBAT Trustees for ratification.*

EG make the agreed adjustments, agree the final version with GB and then copies of the updated budget proposal will be circulated to the SDB.

- **Action (SDB95):** EG

**12. Educational Visits (Confidential paperwork)**

List of current proposed trips had been circulated prior to the meeting. There aren't yet the number and range of trips available that there were pre-Covid.

Q: We need to be mindful of inclusion as there is a cost of living crisis. Many families will not be able to afford these additional expenses.

A: The Duke of Edinburgh scheme is supported for PP children. There are lots of day trips and more affordable options. We do try to support families with the costs of some types of trips.

A discussion was had about promoting the hardship fund during the winter months, and the possible issues that may arise with cost of transport as many students are not eligible for the county transport scheme.

➤ *EG left the meeting at 19:24*

**13. Safeguarding**

A safeguarding report was included as part of the HT Report (Item 22)

CR undertook a link governor meeting today - to discuss Safeguarding and the SCR, as well as SEND.

The SCR is up-to-date on everything, except governors and invigilators signing on iAMcompliant to say that they have read the KCSIE and undertaken the Cybersecurity training.

CR advised governors that they need to read KCSIE and sign that they have done so using iAMCompliant. The annual revision will be circulated to governors at the start of September, which governors will need to read and sign for, before the SDB meeting on 19<sup>th</sup> September.

• **Action (SDB96):** All

RR would like to have access to 'The Key' as this would help save time. GB to investigate whether this is possible.

• **Action (SDB97):** GB

A role is currently being recruited for to look after the day to day management of this area to allow RR's role to be more strategic.

**14. Link Governor Update**

CR undertook a Safeguarding and SEN visit today. CR to write up a visit report and circulate it in advance of the next meeting.

➤ **Action (SDB98):** CR

GB explained his plan for how link govern visits will tie in with the SIP and SDB agendas next year; possibly linking with formal visits from SW.

**15. JSG Update**

The Joint Steering Group met this afternoon. GB gave a verbal update.

**16. Policies**

Marling now has responsibility for 27 policies; all remaining policies are managed by CBAT Trustees. The following CBAT policies have recently been reviewed & approved:

- Parents, Carers & Visitors Code of Conduct
- Supporting pupils with medical conditions

The following Marling policies were circulated to governors prior to the meeting:

- Lettings Policy
- Casual Hire Agreement

➤ *These two policies were proposed for ratification by NL; seconded by CB; and unanimously approved.*

**17. Report from Student Leadership Team**

➤ *This item was taken out of turn, after item 7*

Luke David (Head Boy) and Jamie Berry (School Council) gave a presentation to the SDB about the work the School Leadership Team are doing and the plans they have for the rest of their term of office.

Q: Do you feel you have a strong enough voice to influence the School's policies?

A: Yes, we have a representative for each tutor group, so every member of the school has access to a voice.

Q: What do you want the next team to learn from what you have learnt?

A: There isn't enough communication between student reps and staff. We need to meet in person; this is how things are driven forwards; it's less effective by email. Also, communication between the student reps could be improved.

The governors thanked the students for their time and efforts. The presentation was confident and informative and it was clear that successive leadership teams were learning from their predecessors – the quality of output is improving year on year.

➤ *Luke David and Jamie Berry left the meeting at 18:25*

**18. Teaching School / Teaching and Learning update**

This item was covered in the written HT report.

**19. Operations Manager Update**

➤ *This item was taken out of turn, after item 17*

CW gave his first SDB update following his appointment in March.

- A review how the site team operates has been undertaken, changes are being made to procedures to make them more efficient (ie using iAMcompliant).
- During May half term, a plumber made some repairs on the site; whilst doing so, the site team worked with him, so that he could train them on basic skills. Moving forward this will reduce costs as external support will not be required for the simpler jobs. CW's longer term plan is to have a more highly skilled facilities team so that external contractors are needed much less frequently.
- Plans on how the school site will be improved in the short to medium term were shared.
- A review of energy consumption is underway and plans are being developed to make energy usage more efficient.
- CW is working with suppliers to try to reduce costs

- Work is being undertaken to ensure the School is meeting all the Fire Safety and First Aid standards.

Q: Is it not already?

A: It is but there are areas that can be sharpened up and improved. A schedule of checks is being developed with a named person responsible for that area. The gaps were due workload and the fact we were being reactive. We are now proactive.

- The work on the roof of the East campus will start on 4th July and last to 31st August. The Biology heating and water pipes in the Biology block will also be worked on will be done before start of term in September. These have both been funded through CIF bids.
- NL offered his support to CW and the facilities team. CW & NL to meet to discuss.

- **Action (SDB93):** NL/CW

## 20. Staff Changes / Staff Absence

A list of staff changes will be circulated to governors at the end of the week.

- **Action (SDB99):** GB

## 21. External Consultants' Reports and Action Plans

Andrew Lovett visited this week to review Leadership and Management. EC & AA met with him. Report to be circulated to the SDB once received.

- **Action (SDB100):** GB

## 22. Headteacher's Summary Report (Confidential paperwork)

The HT report was circulated to governors prior to the meeting.

Q: What is the long-term trend in relation to exclusions?

A: There was a significant increase in 20/21, but it has since reduced. We believe that this was due to Covid, bubbling and the fact that students stayed in the same classroom all day whilst the staff moved rooms. This led to minor scuffles and low-level boisterous behaviour. The number of such incidents decreased this year after bubbling ended.

Q: What are the main issues you have found with the Chromebooks For Learning Scheme?

A: The reliability of our Wifi is the main issue; the IT team are working to improve this. The devices themselves are robust and fit for purpose, the staff are trained in how to use them to best effect and are sharing best practice.

## 23. Complaints and Compliments

### 23.1 Complaints

GB & RR met with parents prior to this meeting regarding a Stage 2 complaint.

### 23.2 Compliments

No formal compliments were recorded.

## 24. Any other Business

### 24.1 Meeting Paperwork

It was agreed that all paperwork for the meeting should be posted on GovernorHub 7 days before the meeting, so that governors have time to read and digest the material in advance of the meeting.

24.2 JG's resignation

It was agreed that something formal should be done to mark JG's departure from the SDB. He has been a governor at Marling for 14 years. AA to arrange.

- **Action (SDB101):** AA

The meeting ended at 20.15

The next School Development Board meeting is on Monday 19th September 2022 in SB00



06.10.2022