

Minutes of the Meeting held on Thursday 1st December 2022
at 5:15pm, on GoogleMeet.

Present: Amanda Arrowsmith (Chair), Glen Balmer (Head), Chris Baldwin, Becky Castledine, Ian Townsend (until 6:30pm), David Hayward, Alison Campbell-Black & Holly Bedford

Apologies: Rob May & Nick Lythgoe

Absent:

In Attendance: Hannah Kelly (clerk), Sean Bailey (from 17:40 to 18:07) Andy MacDonald (18:40-19.05)

1. Apologies

Apologies have been received from RM & NL. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

3. Governor resignations / appointments

3.1 Governor Resignations

Eilis Cope resigned from the SDB on the 25th November 2022.

Tiegan Bingham-Roberts has also resigned from the SDB.

3.2 Governor Appointments

Holly Bedford was elected, unopposed, as staff governor. Her term of office will run from 31.11.2022-30.11.2026. AA welcomed her to the committee.

Item 13 was taken here, out of turn.

Item 16 was taken here, out of turn.

Item 14 was taken here, out of turn.

Item 12 was taken here, out of turn.

Item 11 was taken here, out of turn.

Item 18 was taken here, out of turn.

Item 8 was taken here, out of turn.

Item 15 was taken here, out of turn.

4. Minutes of the last meeting dated 6th October.

➤ *The minutes for the meeting dated 6th October 2022 were proposed by CB; seconded by BC and unanimously approved.*

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

HK to find out information about exclusions training courses. SDB training could be undertaken when new governors have been recruited.

- **Action (SDB105):** HK

5. Action Point Checklist

SDB77b: Ongoing

SDB90: Completed

SDB92: Ongoing
SDB93: Ongoing
SDB94: Ongoing
SDB95: Ongoing
SDB96: Ongoing
SDB99: Completed
SDB100: Completed
SDB102: Completed
SDB103: Completed
SDB104: Completed

6. Governor ratification of decisions by email between SDB meetings

The following decisions were ratified by governors between 07.10.22 and 31.11.22

- Approval of Berlin Y11 Battlefields Trip (Sept 23) - SDB – 17.10.22
- Approval of SEND / AEN Policy 22-23 - SDB – 21.10.22
- Approval of Italy Ski Trip (Jan 24) - SDB – 11.11.22

GB advised that the admissions policy would need ratification prior to the next SDB meeting.

7. Matters Arising

There were no further matters arising.

8. Committee Membership

Following recent governor resignations, additional governors are needed to join the Admissions committee, including a Chair.

ACB agreed to Chair the committee.

DH volunteered to sit on the Admissions Committee if the meetings were at a different time.

HK to speak to Nicola Barrow regarding a possible change of time for Admissions committee meetings.

- **Action (SDB106):** HK

9. Governor Visits

Two governor visits have been undertaken recently:

- Pupil Premium 22nd November 22 – Alison Campbell-Black
- Anti-bullying / Behaviour 30th November – Becky Castledine

These were discussed in more detail as part of items 15 & 16 respectively.

10. Link Governor Roles

This item was taken out of turn

Sean Bailey had requested link governors for:

- Attendance
- Careers

It was agreed that following recent resignations, recruitment to the board was needed. Link roles would be reviewed once that recruitment had taken place.

11. Policies

This item was taken out of turn

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

- Health & Safety (Part 3)
- Relationships and Sex Education.

11.1 Health & Safety (Part 3)

➤ *Subject to an amendment to change the name of the link governor, the H&S policy (Part 3) was proposed for ratification by AA; seconded by ACB; and unanimously approved.*

11.2 Relationships and Sex Education.

Q: How have they decided what goes where on the PSHE curriculum map - is it linked to external dates?

A: It is designed as a package so that each element relates to the rest of the content around it.

Q: Who decides on the mappings? Some fall into more than one of the themes. For example; anti racism is marked as citizenship, but it also falls into keeping safe and mental health.

A: Many do inter-link, they have been coded in the area of best fit.

Q: Do Assemblies not fall into themes?

A: HK to liaise with Louise Harris, to see whether the Assemblies could be colour-coded in line with the other topics.

GB explained that once the SDB has approved the policy, A parent consultation would take place.

➤ *The RSE policy was proposed for ratification by BC; seconded by CB; and unanimously approved.*

12. Destinations (confidential paperwork)

This item was taken out of turn

Information about where Y13 leavers 2022 went after finishing school was circulated prior to the meeting.

HK to circulate a clearer Destinations map to the SDB.

- **Action (SDB107):** HK

13. School Specific Risk Assessment (confidential paperwork)

This item was taken out of turn

EG is developing an individual risk assessment for each of the three academy schools. The SDB were asked for their views on what should be included on the Marling RR. This will then be reviewed at every meeting.

Q: What happened to the old one?

A: It was mostly Trust risks that would be dealt with by Trustees. We want it to be more of a living document with Marling School specific risks. CB & CW have been reviewing how the risk register could be altered to be more user-friendly and relatable to your responsibilities.

Q: Should the Trust's risks also be recorded on the document, as their risks are also our risks?

A: The trust risks are not your risks; they are managing those risks. Your RR should be kept concise, with no more than 10 risks. These would change as risks come and go.

Q: Do we include risks we are currently managing or risks which we have identified?

A: I highlight the ones we are managing

Q: Is the Marling a subset of the Trust RR or a separate one?

A: It is a subset. The trust needs to understand what governors think Marling's risks are and what are you doing to mitigate them.

The risk register in current format was reviewed and discussed.

The governors agreed to accept the current risks on the register, and then to add to it as further risks are identified.

CB to work with EG to further populate the risk register. This will be brought to the next SDB on 12.01.23 for review.

- **Action (SDB108):** CB/EG

14. Headteacher's Summary Report (**confidential paperwork**)

This item was taken out of turn

GB's update was circulated to the SDB prior to the meeting. GB asked whether there were any further questions.

14.1 Safeguarding

As link governor, AA to liaise with GB to arrange a safeguarding review before the end of term, to include SCR.

- **Action (SDB109):** AA/GB

NL to undertake at H&S site walk with GB in term 3

- **Action (SDB110):** GB/NL

Governors were reminded to complete the NSPCC online child protection for school governors training before the end of term. (This is already an action point: SDB77b)

14.1 IDSR (**confidential paperwork**)

The IDSR was circulated to governors prior to the meeting.

14.1.1 EBacc

Q: We don't have high percentages of Ebacc students as we Don't make fulfilling all components compulsory.

A: We do not intend to make it compulsory; the issue is around the uptake of languages at GCSE. A compulsory language compulsory would not be right for all students and would impact on our broader curriculum as it would take student numbers away from other options such as DT. However, we are improving the KS3 language experience to try to increase the uptake; this year we had one extra class.

Q: From the feedback, it Latin was offered as a first option, would you have a bigger uptake?

A: It was a surprise, we expected the numbers to be lower. We have the highest Latin uptake for a long time. This might be because we start teaching in Y9 following taster sessions in Y7 and Y8. We promote 2 language uptake. We do have students going on to study classics at university.

14.1.2 Suspensions

Q: The National average is 1 and we are at 5. Why is that?

A: We apply our behaviour policy in Sixth Form consistent with the way we do lower school and are we are vigilant to incidents. We reviewed detail for the exclusions and we are happy with those decisions. Most of the suspensions were one day and for the same student.

GB can provide anonymised data if governors want more information on the suspensions.

14.1.3 Absence

GB to interrogate data on the number and reasons of absence, to see whether it gives indicators about staff wellbeing and morale, or whether it is simply seasonal sickness. GB to feed back findings at the meeting in Term 4.

HK to put this as an agenda item for the SDB meeting on 23rd March 23.

- **Action (SDB111):** HK

15. Pupil Premium **Confidential paperwork**

This item was taken out of turn

A review of PP was undertaken by Stuart Wilson on 22.11.22, alongside a link governor visit (ACB). It was explained that it important for governors to have a real understanding of PP, the Marling promise and the 3-year action plan.

Andy MacDonald presented on the plans for the third year of the three-year strategy plan. He concluded that staff need to be clear who the PP link governor is, and that all governors need to be crystal clear about the strategy statement.

Q: How are we tracking their progress and improvement? Tracking through Covid has been hard.

A: Our P8 for PP students shows a gap to others this year. There were only five PP students, the performance of one had a big impact on the figures. It is difficult to look at trends in that way due to the small numbers, we also need to have a granular knowledge of the students. We obtain qualitative feedback from them and all students. We also look at the quantitative feedback from tracking data to make sure there are no gaps in the achievement of these more vulnerable students. Often, it does come down to the story of individual students. We must not be complacent, but similarly we must not over-react when they do skew the data.

AMP left the meeting at 19:04

ACB fed back on her visit. A report of the pupil voice was circulated prior to the meeting. ACB explained that it was interesting, as this was the first time that the PP students were aware of each other's PP status, and after an initial awkwardness it was interesting to hear them share experiences with each other.

16. Behaviour Outside the Classroom **Confidential paperwork**

This item was taken out of turn

A review of behaviour outside the classroom was undertaken by an external consultancy alongside a link governor visit (BC) on 30.11.22. GB had asked for this review, as orderliness around the school site wasn't at the same level it was pre-Covid.

Sean Bailey explained the new behaviour card system; how the cards are being used and the impact they are having.

Q: As a teenage boy I would have 'accidentally' lost my card after I had received 4 signatures. How are we managing this?

A: The HoY makes the decision. We try to identify repeat offenders and then follow it up. It is about knowing the students and deciding which ones are trying this tactic.

Q: What is the feedback like on the positives? How does this work alongside the character point system.

A: This is newer, and the feedback is just beginning to come in. When students hand this in they also get 5 character points, so it is a double win.

HB added that the cards are much easier for staff than the previous system, particularly if you don't know an individual.

➤ *Sean Bailey left the meeting at 18.07*

BC gave an update on her findings from the visit:

- RR is doing an excellent job on the safeguarding culture
- Safer recruitment courses are available for governors.
- Everything that SB had been saying re: behaviour was evidenced in the learning walk.

17. Follow up from the extra-ordinary SDB meeting on 03.11.22

SLT had recorded videos for the extra-ordinary meeting. However, only two of the eight areas was discussed in great depth: SEN & Teaching and Learning.

Links to the videos had been circulated to governors, and it was agreed that the content should be incorporated into SDB meetings throughout the year.

It was agreed that the next areas for discussion would be 6th Form. This will be agenda item at the next SDB meeting on 12th January 2023.

All governors to watch the video before the next SDB.

- **Action (SDB112): All**

18. Any other Business

This item was taken out of turn

18.1 Additional P&C Meeting

It was agreed that the P&C Committee would hold their extra-ordinary meeting before the next SDB meeting on Thursday 12th January 23. This is to follow-up on an action point from the previous meeting on 14.11.22

18.2 Ofsted Grading Report to Trustees

A written commentary by SW to Trustees on Ofsted grading following media reporting was circulated prior to the meeting. Governors agreed with SW's summary.

18.3 Christmas Concert

The Marling Christmas concert will be held on Wednesday 14th December at 7pm.

If governors would like a ticket, contact HK so that they can be reserved.

18.4 Governor Visit

DH is able to undertake a governor visit before the end of the year.

GB to liaise to see whether this could be arranged.

18.5 Governor Christmas Hamper

Pre-Covid Governors contributed to a hamper for the Christmas Fayre. There is no Fayre this year, but there is a hamper raffle, though tickets have already been printed.

Governors to liaise via WhatsApp as to whether they could give a donation for an alternative proposal this year. (eg: treats for the staff room)

- **Action(SDB113): AA**

➤ *IT left the meeting 18:30.*



12.01.2023

The meeting ended at 19.31

The next School Development Board meeting is on Thursday 12th January 2023 at 6pm in School