

Minutes of the Meeting held on Thursday 12th January 2023
6pm, in Room SB00, Marling School

Present: Amanda Arrowsmith (Chair), Glen Balmer (Head), Chris Baldwin, Becky Castledine (virtually), Ian Townsend, Alison Campbell-Black, Holly Bedford, Rob May & Nick Lythgoe

Apologies: David Hayward

Absent:

In Attendance: Hannah Kelly (clerk), Sean Bailey (until 19:38) Andy MacDonald (until 20.00) Chris Williams (until 19:09), Steve Farr (until 18:36)

1. Apologies

Apologies have been received from DH. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

3. Governor resignations / appointments

There have been no resignations or appointments since the previous meeting.

Item 20 was taken here, out of turn.

Item 13 was taken here, out of turn.

Item 14 was taken here, out of turn.

Item 16 was taken here, out of turn.

Item 21 was taken here, out of turn.

Item 17 was taken here, out of turn.

Item 18 was taken here, out of turn.

4. Minutes of the last meeting dated 1st December 2022

➤ *The minutes for the meeting dated 1st December 2022 were proposed by CB; seconded by NL and unanimously agreed.*

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

5. Action Point Checklist

SDB77b: Ongoing

SDB92: Ongoing

SDB93: Ongoing

SDB94: Ongoing

SDB95: Ongoing

SDB96: Ongoing

SDB105: Completed

SDB106: Completed

SDB107: Completed

SDB108: Completed

SDB109: Completed

SDB110: Ongoing

SDB111: Ongoing

SDB112: Completed

SDB113: Completed

6. Governor ratification of decisions by email between SDB meetings

The following decisions were ratified by governors between 02.12.2022-11.01.2023

- Approval of In-Year Admissions (Y9) - Admissions – 08.12.22
- Approval of Proposed Admissions Policy 24/25 - SDB – 16.12.22

7. Matters Arising

There were no further matters arising.

8. Agree Committee Membership

Following the last SDB meeting, DH & RM joined the Admissions committee.

9. Link Governor Vacancies

There are two link governor vacancies which need filling. The following appointments were made:

- Attendance – Chris Baldwin
- Careers - Rob May

10. Link Governor Visits (confidential paperwork)

The external consultant's (linda Peck) report following the visit to review Safeguarding, behaviour and attitudes was circulated prior to the meeting. BC's also attended. Her report has been completed and will be uploaded onto GovernorHub.

A third external consultant (Gill Cater) visit was undertaken on the 11th January reviewing literacy and reading across the curriculum. The written report will be circulated prior to governors. Ian Townsend was also present and will circulate his report. These are to be discussed at the next meeting.

11. Policies

The Plagiarism policy was due to be renewed. The policy detail had not been finalised in time for this meeting. This policy will be circulated to the SDB for email approval.

12. Safeguarding Update

There was no update at this meeting.

13. Premises Update

This item was taken out of turn

CW updated the committee on the premises work which has been completed recently. Details are available on GovernorHub.

The governors thanked CW and the site team for all their hard work in clearing the snow before Christmas. It meant that the school site was only closed for one day. There were no snow related injuries.

CW to send ACB the Asbestos Survey.

➤ **Action (SDB114): CW**

A discussion was had about the possible development of the East Campus and the land around the playing fields.

14. Finance Update (confidential paperwork)

This item was taken out of turn

The Marling October outturn was circulated to governors prior to the meeting.

CW explained that the budget is on target in all areas.

The SDB were not comfortable with the reduction in the level of detail contained within the financial report. This is due to the evolution of the Trust/SDB financial responsibilities.

CW was asked to report back to the SDB at the next meeting with a more detailed report.

15. Headteacher's Summary Report

There have only been three school weeks since the last Headteacher's report, so there has been little change. GB will produce a report in February for CBAT trustees – this report will be circulated to the SDB by email for information and questions.

16. School Specific Risk Assessment (confidential paperwork)

This item was taken out of turn

This was circulated to governors prior to the meeting. CW had added some new risks, which were discussed. CB to review the RR in comparison to the previous one, to ensure consistency in continuity.

Q: How can we tell what changes, if any, have been made?

CW to add a column to highlight any changes from the previous version (e.g. a commentary box, or similar)

➤ **Action(SDB115):** CW

A discussion was had about the possibility of strike action and potential impacts.

17. Behaviour (confidential paperwork)

This item was taken out of turn

GB explained how this work links to key questions within the School Improvement Plan.

SXB explained behaviour strategies in place for students who have been persistently failing to meet behavioural expectations. Data was provided to show how, since September, these strategies have led to improved behaviour.

Q: Is there internal standardisation training?

A: Yes, there has been. However, feedback from parent and student surveys show there is still further work to do to on consistency between classrooms.

Q: What is the narrative behind why there has been such an improvement in behaviour?

A: We believe that the main reason was to simplify the process for staff and students. It is now much more of a quick-fire system, and everyone has a clear understanding of the expectations.

18. Marking and Feedback (confidential paperwork)

This item was taken out of turn

APM explained the work being undertaken on dynamic dialogue and how staff training throughout the year, based on classroom visits by HoDs and peers will help to develop these skills in all staff members.

➤ *Andrew MacDonald left the meeting at 20:00*

19. Tracking Outcomes – EoY predictions and progress in areas for improvement

GB explained that the November mock results are usually an accurate measure on which to base predictions for summer. A high-level overview was provided for expectations for GCSE's and A Levels; both of which are looking positive in comparison both with last year, and 2019 (the last comparable year).

Owing to time pressures, GB to share data with the SDB on GovernorHub after the meeting.

- **Action (SDB116):** GB

20. Sixth Form

This item was taken out of turn

This was discussed as a confidential item.

- *Steve Farr left the meeting at 18:36*

21. Any other Business21.1 Governor Approval of Orlando Trip Proposal

The outline of the Orlando Science trip in February 2024 was circulated to governors prior to the meeting.

- *The trip was proposed by CB; seconded by ACB and unanimously approved.*

A discussion was had about the ratio of high value and budget trips.

Governors were advised that a clear event pathway is being developed so that a range of trips for different year groups, across a range of subject areas would be planned. Parents will be able to see what opportunities are available which will allow long term budgeting. It was highlighted though, that whilst there are a few more expensive trips, the places are often filled with ease.

It is envisioned that this plan will be available to share with governors in Term 5.

Governors requested that more details are added to the approval request forms, particularly on the educational links (e.g. details of activities and benefits)

- *CW left the meeting at 19:09*

21.2 CIAEG Access to Arrangements Policy

The policy had been circulated to governors prior to the meeting.

- *The policy was proposed by CB; seconded by ACB and unanimously approved.*

21.3 Governor Training - Careers

SB attended some training for governors about careers education. The slides from the meeting were shared with the SDB.

- *Sean Bailey left the meeting at 19:38*

21.4 Governor 'Panels' Training

HK is arranging some CBAT-wide governor training for governor panels. Governors agreed a shortlist of potential dates which will be circulated to the Cam Woodfield and Berkeley SDBs for agreement on a final date.

HK to check with Governor Services about whether governors who are also parents are eligible to sit on a governor panel, and therefore whether they should attend the training.

- **Action (SDB117):** HK

21.5 E Safety Policy

GB is reviewing the E-safety policy with SW with a view to whether it best fits as a Marling or CBAT policy. The SDB agreed to continue with the existing policy until agreement on a way forward is reached. The E-Safety policy will be an agenda item at the next meeting on 23.03.23

21.6 Stuart Wilson

Stuart leaves CBAT on 27th April 2023. A discussion was had about how to celebrate the occasion.

21.7 Governor social event

It was felt that since Covid and the higher number of virtual meetings, governors have fewer opportunities to socialise and get to know each other. ACB offered to organise a social event for members of the SDB.

- **Action (SDB118):** ACB

The meeting ended at 20.15

The next School Development Board meeting is on Thursday 23rd March 2023 at 5.15pm on GoogleMeet.



30.03.2023