



## LGBM/06 19/20

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD

At the school ON 27<sup>th</sup> January 2021 AT 6.30 P.M.

**Governors Present:**

Melinda Tilley (chairman)  
Jane Braddy (JB) (Parent)  
Liz Holmes (LH) (Associate)  
Kevin Turner (KT) (Community)  
Phil Bevan (PB) (Head Teacher)  
Kathleen Thomas (KTh) (Staff)  
Vanessa Curran (VC) (Parent)  
Mick Mayes (MM) (Community)  
Paul Ray (PR) (Community)  
Alex Bond (AB) (Community)  
Malcolm Sperrin (MS) (Parent)  
Christopher Preece (CP) (Parent)

**Absent:**

**Apologies:**

Mirabelle Stobbs (MS)

**Additional Attendees:**

Hattie Clay (HC) – Clerk  
Joe Winter (JW)  
Henrey Brew (HB)

The meeting opened at 18.30 and was **quorate**.

1	<b>Welcome and apologies for absence and acceptance/non-acceptance</b> There were no apologies received.	Action
2	<b>Declaration of any personal or business interests</b> None declared for this meeting.	
3	<b>Notification of any other business.</b> None.	
4	<b>Approve minutes of 18<sup>th</sup> November 2021 and review matters to be actioned</b> The minutes were agreed to be a true and accurate record and will be signed to that affect when possible.	
5	<b>Headteacher's Report</b> PB thanked Governors for attending the EFGB and noted that the lateral flow testing has gone well. PB explained that the school had five positive cases in term two and noted that only one was linked back to the school. PB explained that the end of term felt incredibly challenging, and noted that trying to maintain a level of	



normality in the school was challenging. PB thanked all staff for the hard work they have been doing to ensure that the school remained a safe place. PB explained that the school conducted contact tracing for any confirmed cases. PB explained that the school managed to continue with award ceremonies and other end of term activities. Governors heard that the school was able to hold Y11 mock examinations.

PB explained that the school has a robust remote learning policy in place, which was rapidly started on Tuesday 4<sup>th</sup> January 2021.

Governors heard that approximately 60 students are attending school at any one time, which represents approximately 4% of the school population. It was noted that the provision in school is being mostly staffed by Teaching Assistants, with limited numbers of office staff in the school. PB explained that the Senior Leadership Team are in school most days.

PB noted that the Risk Assessment has been updated, with an annexe added in relation to the limited number of pupils in school. PB explained that the school had a Health and Safety inspection and remarked that the inspector was happy with the Risk assessment and provided four of five recommendations for improvement, including remoting any soft furnishings where possible.

PB explained that students in school are following the remote learning provision and noted that the school has not seen any cases within school since returning in January. PB highlighted that there has been an announcement that schools may return on 8<sup>th</sup> March 2021. PB explained that staff are being tested twice weekly and noted that students should be tested when they return to school. PB explained that there have been 8 members of staff working on the testing procedure for staff. PB commented that 22 students are being regularly tested at the moment. PB explained that there was a quality assurance test for this process done on Monday. It was noted that when schools return, students will be tested initially, which will be challenging. PB explained that the Director of Education for Oxfordshire has provided good support, and the school have a number of examination invigilators who are being trained up to take on this role.

PB noted that the feedback on remote learning has been positive, and noted that the remote learning offer is being continuously monitored and adapted when necessary.

PB explained that the examinations have been postponed, but commented that the grades awarded this year will be based on Centre Assessed grades, which will take a more holistic view of the children's knowledge and will then be moderated by the examination board. It was noted that the school are keen to ensure that the Y13 mocks occur.

***How did the results of the Y11 mocks compare with previous years?***

HB commented that the students have been incredibly resilient and the results showed an improvement in comparison to 2019 results. It was noted that the learning demonstrated a remarkable level of resilience and noted that the school



are feeling confident that they have a strong bank of evidence to form centre assessed grades.

***School transport – how is this being managed and did the Health and Safety inspection provide any feedback on this?***

JW responded the busses are currently under-filled. JW commented that when schools are open, there is no opportunity for social distancing on the busses. JW noted that in school, social distancing within classrooms is not always possible. Governors heard that the guidance from Oxfordshire County Council demonstrated that splitting of the busses was not possible. JW commented that there were a number of students catching the public bus and this was proving challenging. The school had a discussion with Stagecoach and it was agreed that a special school bus service bus was put on.

***Are students aware that Mock examinations may have a more significant impact than previously?***

HB explained that mock examinations are run under examination conditions. HB noted that there was a high attendance at remote lessons and it was noted that the positive ethos of the Y11 students was clearly demonstrated. The school were keen to stress that mock examinations are one piece of evidence amongst a variety of evidence.

***Is the plan to only test the children when they return to school?***

PB confirmed that students will be tested initially when they return.

***Is this a change in policy?***

PB confirmed that this is a change in policy, following Government advice. It was noted that Primary school staff are testing at home. PB emphasised that testing weekly would be a huge logistical challenge for the school.

***Are we likely to see an increase in numbers who will want to attend sixth form and will this present a challenge in terms of the support and curriculum offer to help these children to catch up?***

PB commented that an increase in sixth form applications is likely. PB noted that the school are keen to ensure that these children are supported as much as possible. PB commented that the SLT have discussed offering a more bespoke offer to these students. It was noted that the school will have more leniency on the students who are accepted to the sixth form. PB explained that the school are looking into a more lengthy induction process for these students. It was noted that there will still be some limitations on which students will be accepted to do A-levels.

Governors asked for an update on the sixth form provision over the next two years to be provided in term 5.

PB

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**Remote learning**

*HB provided an overview of remote learning.*



Governors heard that Google classroom is being used for remote learning. It was noted that students have teacher led elements to each timetabled lesson. Governors heard about the importance of the student-teacher connection. HB confirmed that the PE department have also been offering some lessons for students as well. HB explained that the school are continuing with remote tutor time, which is increasing the communication.

HB explained that the school introduced Google classroom in September and moved to this as a homework platform in Term 2. It was highlighted that towards the end of Term 2, the school appointed two remote learning leads, which has allowed bespoke CPD sessions to be delivered for teaching staff every Monday evening. HB explained that these sessions are recorded to allow teachers to watch back. It was noted that the model of online practices has been developed by subject leaders, HB added that a balance of synchronous and a-synchronous learning has been seen as beneficial.

HB explained that the remote learning provision started at pace, with a very high standard. It was noted that staff have been directed to ensure that students should be given more time to produce excellent outcomes. HB explained that this is both to achieve the outcomes and to ensure that staff workload is managed. HB commented that having this up and running on day one was amazing and communication levels between staff and parents have been good. HB explained that the school have been able to offer personalised support, which has been seen positively by families.

HB explained that videos and guides were produced initially, to support the students with accessing these resources. It was noted that the school have rapidly rolled out as many devices as possible and noted that a system is being developed to monitor and intervene when engagement dips. Governors heard how this allows the school to identify any barriers to engagement.

HB explained that the school are now working on ensuring that this structure is sustainable. Governors heard how managing the pace of task setting and feedback has been important. It was noted that spending time on improving things and developing things to make things as good as possible has been a positive message to the school community.

HB explained that the focus is now moving to how students make the best use of the platform. It was noted that resources and videos can be provided. HB explained that levels of engagement need to be maintained, and the attendance and monitoring system needs to be managed, as well as ensuring regular communication with staff. HB commented that the school are working hard to ensure that they continue to support staff so that they are able to deliver high quality remote delivery.

*Parent Governors noted that it would be more beneficial if students had cameras on during the lessons. How can you encourage this to happen?*



	<p>HB explained that the school are conscious that the camera is in students homes. It was also noted that the policies around students screen grabbing images is challenging. It was also noted that there could be some increased individualised questioning, to ensure that lessons are more engaging. JW commented that the school have a safeguarding responsibility to ensure that children are safe. JW explained that some schools have decided to ask all students to have cameras on, whilst others have decided to have cameras off, as there are difficulties in beaming into private areas in children’s homes, as mentioned previously. JW commented that students feel more comfortable having cameras off, and this in turn is meaning that there is more engagement.</p> <p><b><i>What is happening for quality control in the devices families have?</i></b></p> <p>HB responded that there were a high number of requests for devices initially. It was noted that prior to the lockdown, 40 devices were issued and as of today there have been a total of 91 issued. HB commented that as a result of the close monitoring of attendance, there have been some additional needs identified. It was further noted that the Free School Meals (FSM) and Pupil Premium (PP) population are being monitored to ensure that they have access to devices.</p> <p>Parent Governors provided some feedback on remote learning. It was noted that students are engaged and teaching is of high quality.</p> <p><b><i>Is homework being provided?</i></b></p> <p>HB explained that the general feedback is that the school have been setting more than five hours of work to complete, and so the suggestion as that homework is incorporated in with the remote learning.</p> <p><b><i>Is there a concern that this will have an impact, with students doing less work than previously?</i></b></p> <p>Staff responded that the difference in the amount of work will not have an impact, and the focus is on giving more time to produce quality products.</p> <p><b><i>Is it a good time to trial Y10 and Y11 working later in the day?</i></b></p> <p>HB commented that if this model was likely to remain for a year, it may be that this would be an option to consider but it was noted that this would add a logistical challenge. PB added that the other constraint is that there remain some students in school.</p>	
7	<p><b>Safeguarding, Attendance and Behaviour</b></p> <p><u>Attendance</u></p> <p>JW explained that the attendance target is 96%. JW commented that last academic year, overall attendance was 94%. It was noted that school are using a new code for any student who is self-isolating. JW explained that this removes any sessions which the student is unable to be present for. JW commented that 5.25% of the school marks have been for self-isolation. It was noted that a high percentage of this was for Y11, who had two weeks of isolation.</p>	



JW explained that the attendance is better this academic year than it was last year. JW offered some reasons for this improvement and suggested that this is partly due to the fact that the X mark is being used for any COVID symptoms, when some illnesses may not be COVID related.

JW commented that there is one child who has not returned to school due to COVID concerns. JW explained that the number of persistent absentees has reduced, and commented again that this is likely due to the X codes.

### ***Year 10 attendance seems low – is there a reason behind this?***

JW commented that Y9 and Y10 traditionally have been the lowest attendance rates. JW further commented that there are a number of students in Y10 who are very unwell and have very low attendance figures. HB explained that some of the pastoral issues have become more significant in this year group than might have been previously. Governors heard that there is a plan in place for students with these high needs.

### ***How is attendance working with remote learning?***

JW commented that attendance is sent to the DfE each day but JW noted that currently, each child is being marked with an X code daily. JW commented that staff are completing attendance registers every lesson, to monitor engagement. These are followed up from a pastoral perspective.

### **Behaviour**

JW commented that there was a behaviour annex put into the Policy at the beginning of the year, which supplemented that behaviour policy. JW presented some figures on behaviour to Governors. It was noted that the figures compared to last year were very similar. It was noted that the key year groups are Y9 and Y10, with incidents in these year groups involving 28 students. JW commented that the concerning element is the high percentage of PP and SEND children involved in these incidents, which could demonstrate that these children are not being supported in the best way. It was noted that the school have worked hard to ensure that children are not being issued with permanent exclusions.

JW shared some of the reasons for exclusions, commented that the highest reason for exclusions is persistent disruptive behaviour. JW commented that there have been some fairly serious incidents.

### **Safeguarding**

JW commented that Safeguarding is continuously monitored in the school. JW explained that there is a Safeguarding team, who are working hard to address any concerns raised. JW commented that the Safeguarding audit was completed and AB signed this off before it was submitted. JW explained that the school recently completed a Safeguarding review, which AB was part of. Governors heard that the Safeguarding record keeping was transferred to a system called CPOMS. It was noted that this has been crucial whilst working remotely, as staff can log any concerns remotely.



	<p><i>How are the school managing when children are not able to speak to teachers in confidence during lockdown?</i></p> <p>JW explained that most staff are delivering content and then setting work. Staff are then staying on the call, so that students can come back into the meeting and talk to the teacher. JW explained that students can speak to staff during Tutor time and also via e-mail.</p> <p>PB added that vulnerable students are being offered a place in school. PB thanked JW for his work on Safeguarding, commenting that the Safeguarding at FCC was exemplary.</p>	
8	<p><b>Pupil Premium</b></p> <p>HB explained that there are 183 PP students. HB explained that the overall attendance of this cohort is good although it was noted that this is a slight reduction compared to previous years, particularly noting a decline in Y9 and Y10.</p> <p>HB explained that the school have distributed 91 laptops and have worked hard to ensure that these were distributed to disadvantaged pupils. Governors heard that the Faringdon community fund provided some decided, as well as the “get help with technology” service, who have provided some additional internet options such as extra data for mobile phones.</p> <p>HB explained that mobile reception in some parts of Faringdon is poor and so noted that the “get help with technology” service is not always helpful so paper packs are provided when necessary. HB explained that whilst identifying students who are on PP is important, the nature of poverty is changing and lots of families are finding themselves in challenging situations.</p> <p><u>Free school meals</u></p> <p>Governors heard that the school provided vouchers over the Christmas holidays. It was noted that at the start of term, the school provided food parcels, which were subsidised by the school. HB explained that the national vouchers scheme has now been reinstated and all students have been provided with vouchers. It has been confirmed that this scheme will remain whilst school is closed.</p> <p>HB explained that monitoring engagement remains a vital part of this work, allowing the school to identify any barriers to engagement. It was noted that this includes internet access and access to devices and also supporting the young person to establish and maintain a routine.</p> <p>PP cohort data – HB explained that the initial P8 projections demonstrated an improvement and noted that there has been a movement over the last couple of years to focus on closing this gap.</p> <p>HB highlighted some key points which the school intend to focus on more sharply once the school re-opens:</p>	



	<ol style="list-style-type: none"><li>1. Completion of PP passports - gathering together parent voice and pupil voice to provide a holistic approach and identify and remove barriers to achievement.</li><li>2. Classroom strategies – focusing on those which have the highest impact on learning,</li><li>3. Responding to emotional regulation needs – this will involve emotional literacy, allowing students to have a better ability to manage themselves</li><li>4. Attendance – responding to poor or declining attendance rates and adding a bespoke plan, continuing to appropriately challenge families.</li></ol>	
9	<b>Health and Safety</b> PB explained that the outcome of the Risk assessment will be circulated. PB explained that the Risk register has been updated. This will be circulated and added to Governor hub to be discussed at the next meeting.	PB
10	<b>Finance</b> Governors heard that the school have received an additional £80 per pupil for COVID catch up, which has been allocated for some additional staff, with some remaining being set aside for any additional requirements identified.  PR added that the budget forecast is predicted to be balanced, but noted that there remains some uncertainty around this. PR explained that the school have had some capital expenditure, so noted that there is likely to be a deficit in this area.	
	<b>Good News Items</b> PB explained that the staff have been fantastic and it was noted that students have shown huge resilience. PB explained that engagement in remote learning has been excellent. Parents have been patient and supportive. PB remarked that despite such challenging times, the school are doing the very best that they can.  Governors added their thanks to all of the staff for all of their hard work.	
11	<b>AOB</b>	

The Meeting closed at 20:00

[HC 03/02/2021]