



LGBM/05 18/19

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD

Virtually ON 22nd April AT 6.40 P.M.

Governors Present:

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

Absent:**Apologies:****Additional Attendees:**

Hattie Clay (HC) – Clerk
Mirabelle Stobbs (MS) Observer

The meeting opened at 18.40 and was **quorate**.

1	Welcome and apologies for absence and acceptance/non-acceptance There were no apologies accepted. Governors were thanked for their commitment during these difficult times.	
2	Declaration of any personal or business interests None declared for this meeting	
3	Notification of any other business. None.	
4	Membership of Governing Body LH and AB's terms of office are due to expire. Both confirmed that they would like to stand for another term. A vote was cast and both were appointed. Mirabelle Stobbs joined the meeting as she was interested in becoming a community Governor. Governors voted and Mirabelle was appointed as Community Governor.	
5	Agree minutes from 22nd January 2020	



	The minutes were agreed to be a true and accurate record of discussions and will be signed to that affect when possible.	
6	<p>Receive update from CP</p> <p>CP explained that there was a Senior Leadership Team (SLT) meeting today. This meeting focused on vulnerable children and there are 75 who are classed as vulnerable, either they have a social worker or an EHCP but there are could be 200 children who the school had concerns about. The school intend to make regular contact with these families. The school have made the decision to contact all children at least once a fortnight to check on how they are doing and their general wellbeing. CP explained that the school are looking into academic coaching on MS Teams, which some staff are already doing, and JW will oversee this.</p> <p>Work experience has been cancelled, which is understandable, but disappointing. There have also been cancellations to overseas school trips later in the year and the school may incur costs.</p> <p><u>Governor Question</u> <i>Can we recover any costs of these trips?</i></p> <p>CP responded that the school were looking into this but future bookings are currently being offered by the travel companies but not reimbursements.</p> <p>Free School meals – 86 Students are eligible for this scheme. 17 of these families did not take up the offer but they are still being followed up. CP explained that the school identified a need for some IT equipment for some families, and the school purchased 20 Chromebooks and have loaned these out to 10 children, with others planned.</p> <p>Staffing – CP explained that current staffing levels were good, although explained that the deadline for resignations is the end of May. CP further explained that there are 10-12 staff members who are classed as “highly vulnerable” and therefore will need to Shield until mid June. CP expressed his gratitude for all staff at this time, who are working incredibly hard.</p> <p>CP commented that setting work has been challenging for staff, but feedback from parents has been very positive. The school are continuously reviewing the work being set and have set some additional work for those Y11 students who will be staying on at 6th Form.</p> <p>Parent Governors commented on the comprehensiveness of the home-schooling system, including teacher feedback, which has been invaluable. Governors also commented that the communication from the school has been very clear and well managed.</p> <p>For GCSE and A levels CP explained that the DfE has requested schools to rank children for every subject, which is incredibly time consuming and difficult. Departments are going through this at the moment with a deadline of the end of May. CP explained that the school would use the “4matrix” software to help with this process and to ensure the results were in line with predictions. This being carefully planned to ensure that no students are unfairly disadvantaged.</p> <p><u>Governor Question</u> <i>How are the staff and students managing and how are you monitoring wellbeing?</i></p>	



	<p>CP responded that Heads of Subjects are contacting staff once a week. Vulnerable students are also being contacted regularly. JB emphasised the need for students and staff to contact the GP if they needed to, these services are still operating and can help with mental or physical difficulties people may be facing at this time. CP explained that some students are reportedly becoming very reluctant to leave the house at all and therefore a return to school may come with these additional challenges.</p> <p><u><i>Governor Question</i></u> <i>Are the PE department doing anything to help students stay active?</i> CP explained that the PE department have made their own videos and they are also encouraged to take part in the Joe Wicks videos.</p> <p><u><i>Governor Question</i></u> <i>Do all staff have access to the software they need?</i> CP explained that all staff have access to Microsoft 365, so can use the Teams facility</p> <p><u><i>Governor Question</i></u> <i>How are students managing to work without having access to textbooks?</i> CP responded that staff are working around this. KT added that for D&T, staff have written revision booklets with accompanying question booklets for both Edexcel and AQA exam boards for and these are being used by Years 9,10 & 11. KT added that a lot of teachers school wide have created Power Points with the relevant information on to accompany tasks that students are given online.</p> <p><u><i>Governor Question</i></u> <i>What are your plans to address the any gaps in knowledge which may appear as a result of this situation?</i> CP explained that the biggest concern was year 10, so these students would be prioritised as soon as schools are able to ease restrictions.</p> <p><u><i>Governor Question</i></u> <i>Do you have an idea of how much work is being completed by students?</i> CP explained that there appears to be good uptake across the school as this can be tracked on the Show My Homework site, although this is hard to track completely as some children are completing the work but may not be logging into the system.</p> <p><u><i>Governor Question</i></u> <i>How many children are still attending the setting?</i> CP explained that the number varies between about 15-20 children each day.</p>	
7	<p>Health and Safety</p> <p>CP explained that staff and students in the school are washing hands when they arrive and at regular intervals during the day. Each child is provided with a personal working area, to avoid cross contamination. The building is cleaned daily and areas where students have been is given a deep clean.</p> <p><u><i>Governor Question</i></u> <i>What is being done to protect staff working at the school?</i> CP explained that strict social distancing measures are in place in the school as well as the previously mentioned precautions. The school do not have any PPE, as any existing stock was given to Health and Social Care settings some weeks ago.</p>	



	<p><i>Governor question</i> <i>Are staff ok with this level of protection?</i></p> <p>CP explained that any staff working on site have volunteered to do so and are happy with the precautions being taken.</p> <p>Everyday all staff and students have a briefing about expectation and there is a debriefing at the end of the day.</p> <p>CP explained how the school itself is very positive and all children attending the setting have access to IT as well as being given the opportunity for other activities.</p> <p>Governors thanked all the staff for their hard work and commitment during this time.</p> <p>Colin offered to have a similar virtual meeting near the end of May for the governors.</p>	
20	<p>Dates of next meetings</p> <p>6th May 2020 15th July 2020 4th June Summer Governors Seminar 10th June 2020 (Approve 2020/21 Budget)</p>	

Meeting closed at 7:47

[HC 30/04/2020]