



LGBM/06 19/20

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD
IN SMALL HALL ON WEDNESDAY 3RD JUNE 2020 AT 6.40PM

Governors Present:

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

Absent:

Malcolm Sperrin (MS) (Parent)

Apologies:**Additional Attendees:**

Alexandra Molton (AM) – Clerk
Ian Wright (IW) – Trust Board member and FCC Link Governor

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

1	Chairman's Remarks Welcome to Ian Wright who is the FCC Link Governor on the Trust Board. Thanks to Alexandra Molton who has stepped in to Clerk the meeting as Hattie is unavailable.	
2	Notification of any other business None.	
3	Apologies for absence and acceptance/non-acceptance No apologies.	
4	Declaration of any personal or business interests None at this point in the meeting.	
5	Agree minutes of previous meeting Governors agreed the minutes of the meeting on 24 th April 2020 and they were signed by MM as Chair.	
6	Any significant matters arising from those minutes None.	



7	<p>Safeguarding</p> <ul style="list-style-type: none"> any actions from Safeguarding Audit provision for vulnerable children <p>This was not covered in the meeting and will need to be considered at the July meeting.</p>	
8	<p>Health and Safety</p> <ul style="list-style-type: none"> any issues arising from remote working <p>None.</p>	
9	<p>Headteacher Report to include:</p> <ul style="list-style-type: none"> SEF and SDP update <p>Grading of all exam students has taken place. This has been a huge task across the school and nationally. The school is reasonably confident about the Y11 data and 6th Form data should be accurate too, although these students are able to appeal those grades given. The staff at FCC meet for a teaching and learning meeting each Friday, which has enabled more sharing of good practice and information about what staff are doing in their depts. and classes. There has been lots of use of visualisers and teachers have made videos for the school You Tube channel. More workbook scrutiny has taken place, resulting in the sharing of children's progress across the subjects. Visible leaders have become embedded this year and the 6th form students have done a great job. Staff have further developed skills and specialisms over the year with citizenship lessons. Two new Assistant Headteachers have also been appointed for KS3 and KS4 and have made a positive impact. There have been changes to the courses being offered at the school, with a Retail business vocational course, Music BTec and Health and Social Care Diploma running too. Results and progress for SEN and PP children are still not progressing as desired and this will need further work next year. Attendance figures were down before lockdown, most likely coronavirus related. The 6th Form is very academic at the moment and the school needs to try and develop more vocational subjects next year to improve the selection being offered.</p> <p><i>Governor question</i> <i>Q: Has the school received any money back in fees as no exams are being set this year?</i> CP: We are not paying invigilators, which has saved us money. Not sure if we will get any of the £100k back from exam fees. The school has saved money in other ways during the lockdown, with a £10k saving on late buses not being run, no travel claims for work experience students and no cleaners for the Wilson building. The school has also been using far less gas and electricity. The in-year budget is good and with savings in spending this year CP has bought a few more visualisers and ten large screens for classrooms which will be fitted shortly.</p> <p><i>Governor question</i> <i>Q: Is there any plan yet of how to address the gap between SEN/PP children and the rest of their cohort, which has been exacerbated by the Covid-19 virus?</i> CP: It is unclear how students have been impacted on extended lockdown and until they return it is hard to determine the extent of this gap. A new Assistant Headteacher post for PP/SEN is proposed in the SLT structure and finances should allow for it to be introduced.</p>	



- Staffing update (leadership appointments)

CP confirmed that the following staff are leaving, as well as himself: Ian Sanderson, Steph Robins, Helena Copley, Steph de Bank.

Appointments for the new year: NQT MFL and English teachers, new Textiles teacher, new Girls' PE teacher, two new Biology teachers (job share), new Humanities teacher for RE, new head of Art (job share)

CP has conducted a TLR review, resulting in 2.1 appointments being made in Geography, History and PE.

The school will be employing two new Caretakers in addition to Steph as numbers are increasing at the school and further support is needed. Two new TAs to be appointed to develop specialisms to provide further support to the SEN students.

Agencies are sending CP details of candidates for the vacant Physics post. Phil Bevan, the new Headteacher, can take on one of the GCSE Physics groups.

The school has been able to report a balanced budget for 2020/21. Thanks to PR and AB for regular meetings which has enabled the SLT to keep a closer watch on spending in-year. There is a good 5-year plan for the budget. Surplus is expected so it is worthwhile looking at improvements that can be made at the school in the next year. Department budgets have been increased for next year.

CP has planned reduced class sizes and reductions in how many periods teachers are teaching next year, with approx. 50% of the teachers benefitting from this.

The school has signed up to CPOMS to report Safeguarding issues, which has been very helpful during this lockdown time as it is very easy to keep details of instances in one place.

Impact of Covid-19.

CP has built in a supervised period for Y11s when the school returns to try to support departments if student from drop subjects. An additional late bus will be introduced from February half term mainly to support GCSE students.

The Heads' Fund has been increased for next year. The staff development budget has also been increased.

CP is also exploring upgrading toilets in the Music block ready for September and has just received a quote for this. The toilets are in need of replacing and would provide additional washing facilities in the current climate.

Governor question

Q: Is it likely that the school will need to increase teaching numbers from next year due to the increase in pupil intake?

C: Yes, and this has been built into the budget for the next three years. The school has agreed to take trainees once more, which has previously proven a good way to obtain new staff.

Governor question

Q: Is it rare to use trainees to replace the Physics and Biology teachers?

C: No, and there is currently a lack of teachers of these Sciences and Geography so they can be hard to recruit. Trainee teachers are however much more cost effective.

Lockdown

School has been open since 23rd March with around 30 keyworker children in each day based on a rota system depending on availability. There are good teacher ratios and TAs in each day too. The group has been split into three groups across the school. Some students have been receiving 1: 1 support which has been beneficial



for the more vulnerable students. Children are expected to follow the work set on 'Show My Homework' whilst learning at home. Staffing is department-based, enabling other lessons to take place. A daily Register is sent to DfE every lunchtime. All other work required at the school has been taking place to maintain the school as usual. Staff working in school are provided with a hot meal. Students are given a daily briefing and debrief where they are reminded to socially distance and wash their hands frequently, as well as follow the one-way system set up around school. Pupils must wear their PE tops to school rather than full uniform.

Governor question

Q: Have any of the student been sick with the virus?

CP: Not as far as I know.

CP provided Governors with a daily routine of how the school has been running during the lockdown. Once Year 10s and 12s are back in school the hot school lunches will be taken off and a grab and go service established to prevent lots of queueing and people gathering in groups. Children will be encouraged to eat lunch outside where possible. The school proposes to try and have some contact with Y10 and Y12 students at least once before the end of the year and will invite tutor groups in Y10 to attend and y12s according to the timetable drawn up.

Governor question

Q: From next week, when more children are coming into school will those children be briefed on the new system in place regarding routines etc.?

CP: Yes, let Joe Winter know if new children are returning to school and he will make sure that the reception team direct children to the right places when they register in the morning.

Governor question

Q: Have parents of vulnerable children been advised to let you know they are coming into school?

CP: Yes, and we chase these up if they do not attend school.

Governors thanked the school for all of their hard work over the lockdown time and confirmed how impressed they have been with the support from school and the work provided for students at home.

Staff are becoming more confident in delivering lessons through Zoom/You Tube, with already over 100 videos on the school You Tube channel. CP is encouraging staff to continue to develop these resources for potential use from September. The School newsletter has continued to be produced during lockdown and has been celebrating the work of the children, with certificates and badges being distributed. Tutors are contacting tutees at least once a fortnight – often this is happening more often. Messages are also being sent between home and school through Edulink. Some hard to reach families have been visited by staff. Staff have also been allocated particular vulnerable students to keep in touch with. Some parent contact details have not been updated which can make contact with the more vulnerable children challenging.

Over 30 Chromebooks have been distributed to those children struggling with accessing IT at home. 20 more laptops have been promised from the Government



for Y10 students but have not yet arrived.

Some paper copies of work have been given out for students.

Parents have been issued with community support contact details.

Guidance has been given on work for each key stage.

Governor question

Q: Students are being set a lot of project work which is self-directed. Can we start to move towards more lessons instead?

CP: It is very difficult and complicated to do this from a timetabling point of view.

Governor question

Q: Would You Tube therefore be a better resource as students can access these lessons on line whenever they need to – allowing them to follow a personal timetable at home?

CP: Yes and staff are being encouraged to continue to use these resources.

CP has received many positive emails from parents regarding the lessons and work set by teachers and there has also been good engagement with parents on Zoom/Teams calls and also via email, which has enabled the school to make contact with parents who have not otherwise engaged.

Governor question

Q: How are we supporting Y9 students who need to select their GCSE options?

CP: This was done on the last day before lockdown!

Governor question

Q: What about those who change their minds later down the line?

CP: These will be accommodated where possible; Joe Bettle is organising all of the new timetables for students.

Governor question

Q: When will all of the students find out whether they have got a place in all of their choices?

CP: If parents have not heard anything that probably means students have got the options that they wanted.

Governor question

Q: How are your longer term plans affected by the current situation – ie student not having the same experiences as at school as they would have?

CP: Students will take their exams next year and exam boards will most likely adjust grade boundaries.

Governor question

Q: Are there assumptions that coursework is being covered at home? Some subjects need to be 'taught'.

CP: Not necessarily, it depends on the subject.

Governors discussed the issues when the children return to school with gaps between those students who have worked really hard at home and those students who have not been working whilst at home. KTh explained that the curriculum is



designed in such a way that topics are revisited and covered in more detail each year so by KS3 students have covered topics several times. There were some concerns that some Y10 students may be engaging less in school.

CP explained the plan for reintroducing Y10 & Y12 students. Students may be lacking in confidence and anxious so staff need to prepare them to return. There will be no sharing of resources and students will be expected to provide their own equipment.

CP has suggested to staff that they target a specific aspect of the syllabus or build work up towards a test or exam in September.

Governor question

Q: Why can the school not bring in more children?

CP: We can only fit 15 in a classroom and more students would compromise the plans for movement around the school. Additionally it is hard to staff; teachers teach their specialism and cannot teach a variety of subjects like those in Primary schools, which may allow them to have extra pupils in school. The school also needs to avoid cross-contamination and lots of swapping teachers around. We also need to strike a balance between teaching the children and providing a safe and appropriate place for teachers who also may be feeling anxious and unsure.

Governor question

Q: Have many staff been shielding?

CP: 10/12 staff have been shielding at home.

Governor question

Q: How are we getting children to school?

CP: Buses are currently bringing in the children but at a far lower capacity, in order to leave space between passengers.

CP provided a risk assessment to Governors for them to review.

Staff Appraisal:

Targets were reviewed in March but not been considered again since then. Some targets have not been achievable due to the circumstances; in other ways the situation has provided staff with an opportunity to further develop professional skills in IT and video software which should be considered.

Transfer process for Y6 pupils

A virtual video tour has been sent out to the pupils due to attend in September. Some staff will be visited by Y6 children in the feeder schools over the next few weeks. Joe Winter is hoping to get those more vulnerable children into school before they move up in September. There are currently 30 students from outside of the catchment area who have not yet had visits; most children from the Trust Primary schools have visited the school at some point.

Governor question

Q: Will there be some flexibility on school uniform in September to allow parents to buy new kit?

CP: A Governor confirmed that the PMG store will re-open on 29th June as recently stated in the newsletter.



	<p>PR informed Governors that HC, the usual Clerk, had sent a reminder about pen portraits for the school website which are still needed. The subject link roles also need to be finalised – to be done ready for September.</p> <ul style="list-style-type: none">Wellbeing of staff and pupils <p>Line managers are regularly contacting staff. CP is sending a weekly message to all staff and regular Zoom meetings are taking place among Departments.</p> <ul style="list-style-type: none">Support for parents in home learning <p>Tutors have been regularly contacting their tutees over lockdown and liaising with students about work. Any concerns are reported to Joe Winter and the Safeguarding team. Regular messages to parents through Edulink.</p> <ul style="list-style-type: none">Re-opening of the school. <p>CP confirmed that during the weeks commencing 1st and 8th June the same keyworker and vulnerable children will be in school as previously.</p> <p>The school is planning that week commencing 15th June will see Y10s back in the school - in tutor groups - and Y12s will be able to return from 29th June.</p> <p>CP described to Governors the planned daily routine for Y10s when they return to school, with adjustments in the timetable and far fewer subjects being taught to lower the risk of cross contamination between pupils and teachers.</p>	
10	Finance – Budget approval CP provided Governors with a copy of the planned budget to 2024/25 and Governors formally agreed the budget.	
11	Dates of next meetings 15 th July 2020	

Meeting closed at 8.15pm.

[AM 05/06/2020]