

Minutes of the Full Governing Body Committee**Wednesday 16th September 2020 at 6.00pm**

Present: Mrs. H. Allison-Warby, Dr. M. Dunn, Mrs. A. Edlin, Mr. D. Gibbons, Mr. R. Greenfield, Mr. J. Males, Mr. Chris Milnes, Mr. M. McKeown, Rev. J. Patrick, Dr. Stacy Rowland, Mr M. Savage, Mr. M. Stapleton, Mr. P. Watson (Chair), Mrs. S. Wilkinson

Apologies: Mrs. R. Knowles, Mr. J. Hanrahan

Guests: Brian Middleton

Minutes: Mrs A. Williams, Clerk

The Clerk welcomed the meeting as the elections for Chair and Vice Chairs were due to take place.

		Actions
1.	<p><u>Welcome and Apologies:</u></p> <p>Apologies: Mrs. R. Knowles, Mr. J. Hanrahan,</p> <p>The Clerk welcomed Mr. Chris Milnes to the Governing Body. Mr. Milnes has been appointed by the Foundation to replace Mr. John Males. P. Watson and M McKeown opened the meeting by officially thanking John Males for his service to the Governing Body and presented him with a small gift. Mr. Males left before the meeting began.</p>	
2.	<p><u>Declaration of interest in any items of discussion:</u> None</p>	
3.	<p><u>Confirmation of the Minutes of the Previous Meeting 15th July 2020</u></p> <p>The minutes were agreed, signed and adopted as a true reflection of the meeting. Unanimous agreement</p>	
4.	<p><u>Matters Arising:</u> None</p>	

5.	<p><u>Election of Chair and Vice Chairs</u></p> <p>NOTE: J. Hanrahan had previously advised that he was willing to undertake the role of Chair temporarily on the understanding that a new Chair was recruited due to his other work commitments.</p> <p>The election of Chair and Vice Chairs of the Full Governing Body Committee took place. P. Watson was currently acting as Chair in the absence of J. Hanrahan.</p> <p>P. Watson proposed that J. Hanrahan be appointed as temporary Chair. N.Potter seconded the nomination.</p> <p>J. Hanrahan unanimously re- elected as temporary Chair.</p> <p>S. Rowland proposed that P. Watson be re-elected as Vice Chair, R. Greenfield seconded the nomination.</p> <p>P. Watson unanimously re-elected as Vice Chair</p> <p>N. Potter proposed that M. Dunn be re-elected as joint Vice Chair, A. Edlin seconded the nomination.</p> <p>M. Dunn unanimously re-elected as Vice Chair</p>	
5.	<p>The election of Chair and Vice Chairs of the Curriculum and Standards Committee took place.</p> <p>N. Potter proposed that M. Dunn be re-appointed as Chair, A. Edlin seconded the nomination.</p> <p>M. Dunn unanimously re-elected as Chair</p> <p>D. Gibbons proposed that R. Greenfield be re-appointed as Vice Chair, M. Savage seconded the nomination.</p> <p>R. Greenfield unanimously re-elected as Vice Chair</p> <p>The election of Chair and Vice Chairs of the Finance, Audit & Property Committee took place.</p> <p>S. Wilkinson proposed that P. Watson be re-appointed as Chair, N. Potter seconded the nomination.</p> <p>P. Watson unanimously re-elected as Chair.</p> <p>R. Greenfield proposed that M. Savage be re-elected as Vice Chair. A. Edlin seconded the nomination.</p> <p>M. Savage unanimously elected as Vice Chair.</p>	
6.	<p><u>Attendance Record</u></p> <p>The Governor Attendance Record 2019/2020 was approved for publication on the School’s Website.</p>	AW
7.	<p><u>Declaration of Pecuniary Interest Form</u></p> <p>Pecuniary Interest Forms were distributed and completed by Governors.</p>	

8.	<p><u>Governor Meeting Dates 2020-2021</u></p> <p>The Governor Meeting Dates were discussed. It was agreed that the Finance, Audit and Property Committee meeting date of 26th May 2021 be changed to 19th May 2021. Governor Meeting Dates were unanimously approved.</p>	
9.	<p><u>Committee Membership</u></p> <p>It was discussed and agreed that Chris Milnes would become a member of the Curriculum & Standards Committee.</p> <p>PW advised that members were free to change their committee membership and should email the Clerk if they wished to do so.</p>	
10.	<p><u>Finance Report</u></p> <p>P. Watson advised that regular meetings have taken place with the Finance Department. The Budget had previously been approved by the Board but the figures have had to be revised in light of the Government's increased pay award to teachers. The School is able to manage the revisions, however is only left with around a £50K margin over the year which is not as much as we had expected. Any incoming COVID catch-up funds will be ring-fenced for pupils. SR asked about Departmental budgets. MM confirmed that they are as currently stated.</p> <p>RG asked whether the School would get a refund on Exam fees. MM advised that some Exam Boards were issuing refunds but we had budgeted for worse case scenario.</p> <p>In conclusion – a tight year ahead with £50K available.</p> <p>PW encouraged Governors to read the DfE Government Paper on Finance.</p>	

11. Headteacher's Items

1.Results

Brian Middleton gave an overview of the results. The vast majority of students got the results they deserved and needed. Lots of work had been carried out by Staff regarding the assessments. KS4 results showed we are maintaining improvement year on year with Progress 8 figures broadly in line in all subjects. Disadvantaged students results dipped due to the crossover from 47 to 44 but this is not significant. KS5 students had a more settled experience of collecting results. **CM asked whether many students appealed their results. BM advised that most students were satisfied.**

MD noted that the Enterprise subjects had performed well which is positive. Drama, MFL and Music had all improved due to smaller groups. MD asked whether this was sustainable. BM advised that there had been a renewal of staff and a lot of extra work had been put in. HODs had evidence to back up their assessments.

BM concluded his overview of the results and left the meeting at 6.35pm.

2. Covid 19 update

MM gave an overview of the Covid arrangements as the last meeting of the Governors regarding Covid was via Zoom. MM confirmed that:

- There are staggered start times of the School day for each of the year groups.
- Students are registered outside the building and are then going into different classrooms for tutor time.
- There are 5 minute intervals to disperse students at the end of the day.
- The School is split up into Year group areas with crossing points limited as much as possible
- Different queues for the ordering and collection of food at break and lunchtime
- Years 10 and 11 have more movement around the School due to Options and Streaming.
- Years 7, 8 and 9 stay in one area
- A cleaning team comes in in a classroom is used by different year groups

3. Updated Risk Assessment

MM advised that there was a change to the Risk Register – **face coverings are optional**. 10% of students are wearing face masks and Staff tend to use shields rather than masks. MM confirmed that there has been no issues regarding the wearing of masks and is pleased with how things are progressing. Staff have also been very supportive. However, Governors need to be mindful about staff well-being as they are moving around the School more frequently than before. **SR felt that split breaks for Sixth Form was not ideal as it broke the flow of work and asked whether students would be asked for feedback regarding its flexibility.** MM advised that it would need to remain as it is for the time being but it is under constant review.

CM asked what the impact was for 'student bubbles' not being able to access certain equipment in classrooms. MM advised that in Science demonstrations were being given rather than students doing experiments with equipment.

PW asked whether students will get the chance to give feedback regarding being in mixed classes. MM confirmed yes but not immediately. MM reported that behaviour and engagement in the mixed ability classes so far has been good. Also catch up lessons are available 2 days a week for Year 11 exams.

12.	<p><u>Chair's Items</u></p> <p><u>1. Internal Audit</u></p> <p>PW confirmed that the Internal Audit has taken place and that the Finance Committee work through the Audit.</p> <p><u>2. Terms of Reference</u></p> <p>The Terms of Reference were discussed with a view to approval. MD asked whether tracked changes could be highlighted for ease of reference. MM agreed that in future this could take place. MD proposed the Terms of Reference, N. Potter seconded the Terms of Reference.</p> <p>Terms of Reference unanimously approved.</p> <p><u>3. Governance Plan</u></p> <p>The Governance Plan was discussed and it was agreed that the main focus should be on the responding to the Covid challenge. Governance Plan approved.</p>	
13.	<p><u>Any Other Business</u></p> <p>M. Stapleton asked when School lettings would be resume, especially the Dance Studio. MM advised that the main priority at the moment was keeping the School site safe. MM confirmed that there are no resources available to clean the letting areas so that they are ready for use the next day. Therefore no indoor spaces can be used. It was agreed that the vast majority of lettings income came from the Swimming Pool and the Dance Studio.</p> <p>Discussion followed regarding the possibility of whether the companies letting the facilities would be willing to arrange their own cleaning and risk assessment. However, this is not a priority at the current time.</p>	
14.	<p>Date of next meeting: 16th December 2020</p> <p style="text-align: right;">Meeting ended: 7.30pm</p>	