



MINUTES

Meeting of the Local Governing Board held on
Thursday 5th November 2020 at 4.30pm Online via Zoom

Local Governing Board meetings are closed to the public

Governors present	Initials	Category
Wendy Ainsworth	WA	Principal
Tom Godwin	TG	Co-opted (Chair)
Jon Tilbury	JT	Co-opted (Vice-chair)
Avril Walker	AW	Staff (Support)
Steve Squires	SS	Co-opted
Christiaan Stirling	CS	Parent
Mike Baker	MB	Co-opted
Charles Pitman	CP	Parent
Governor apologies accepted	Reason for absence and category of governor	
Emma Cox-Symonds	Maternity leave	Co-opted
Governors with responsibilities	Responsibility	
Jon Tilbury	Safeguarding / PP / SEND / CiC / LAC	
Charles Pitman	Deputy Safeguarding / PP / SEND	
Avril Walker	Staff Wellbeing	
Christiaan Stirling	Parent/Community Engagement	
Tom Godwin	GDPR / Careers Link /Trustee for SEND	
Stephen Squires	Finance, H&S	
Emma Symonds	Attendance	
Mike Baker	Teaching & Learning/Curriculum	
In attendance	Role	
Julia Stoneman	Clerk to the Governors	
Chris Hayter	Finance Manager	
Alan Yendall	Assistant Principal	
Key: SDP – School Development Plan; SEND Special Educational Needs and Disability; CP Child Protection; SEF - Self-evaluation Form; PP – Pupil Premium; KCSIE – Keeping Children Safe in Education		
In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes		

1.	Apologies for absence Apologies were received and accepted from Emma Cox-Symonds	
2.	Declarations of interest and confidentiality reminder Governors were reminded to fill in the declarations of pecuniary interest forms and return to the clerk if they have not already done so.	
3.	To approve the minutes of the last meeting and any matters arising The minutes of the meeting held on 1 st October were taken as a true and accurate record of proceedings and will be signed at the next face-to-face meeting. <i>As a follow up to the governor monitoring reports, CS asked for an update on the Year 9 area and the other issues raised during the monitoring visit. WA explained that some changes have been made to improve the situation. An area has been roped off outside for them. The biggest difficulty is having enough staff, but an additional lunchtime supervisor has been appointed and this has helped the Year 10s become calmer.</i>	



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4. Behaviour and Attendance Report

Alan Yendell gave a presentation on behaviour and attendance. The report had been previously circulated. From this:

- a. The team had worked hard over the summer to put provision in place and welcome the children back.
- b. There is a ready to learn system in place. Children are unable to go to the learning recovery room because of Covid rules and also staff did not feel it is the right approach in the current time. They wanted to identify improvements so looked at the SEND department and how to offer a better way and to cater for more students. There is now a nurture room to help young people with high anxiety levels.
- c. Staff looked into how they could maintain a culture of effective learning alongside all those expectations. They felt that it is about the students feeling safe, valued and supported in disruption free classes.
- d. AY showed governors data on attendance comparing it to the previous year. Aside from a few tough days around 30th September the rest is similar to the previous year. **A governor asked why there is a big increase in referrals in Year 9 this year. AY explained that it appears this way because of a change in system. Last year a student would spend 5 hours in LRC and this would count as one referral. This year the first stage of RTL is to miss the rest of the lesson and have contact time with an adult. This has meant that the same student could have been referred two or three times in one day, hence why it looks like an increase on the graph.**
- e. Out of 901 students in the whole school 95 students have been removed from their lesson so 10% of the whole school. These are students who are struggling with managing their behaviour in the classroom. There are 38 key students who are being repeatedly removed. The school is looking at the impact of the interventions so that they can analyse what is best value for money with the greatest impact. AY explained that the school has become much better at drilling down deeper and the impact has been incredible. The school is using a targeted and specialist approach. There is a minority who need a high level of work and this is a real focus at the moment. AY said he will ensure that he produces case studies of a number of young people where the interventions have made a significant impact and they are thriving.
- f. Considering that the Year 7s have had no transition and missed the end of Year 6 they have come back brilliantly. The summer school programme helped with this.
- g. Year 11 have also returned well but there are significant gaps. They are working very hard in lessons and valuing their time with the teachers.
- h. The biggest challenge is Year 9 and 10 and the school is looking at how to work with them.
- i. AY explained that it is important to look at micro populations. For example; boys are three times more likely to find things difficult.
- j. There has been a significant reduction in exclusions. The school believes in an inclusive approach. This does mean that resources are stretched in order to manage that.
- k. There are three strategy areas in behaviour for learning. Phase one is complete. Phase 2 is around readiness to learn. The Ready to Learn Room is now called the Improvement Room. Instead of missing out of 5 hours of learning the students work on self-reflection. They have access to Chromebooks so do not miss out on learning.
- l. The school is continuing to triage. In terms of pastoral care for vulnerable children they



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	<p>work with the teachers to agree the best way forward. It is always a balance with supporting that child and the family. There has been a reduction in Year 9 and 10 referrals. The school has been working hard to grow the staff and have a greater understanding of emotions.</p> <p>m. AY showed governors the new Intervention Support Pyramid. This will create a culture where everyone is responsible for behaviour and ensures that everyone is working collaboratively. It is already showing an impact.</p> <p>n. In terms of attendance the school started off well then had a dip. It has stabilised at 92%. A governor asked how this compares locally. AY explained that according to the EWO the school is in line. The Nurture Centre has had the biggest impact as this has enable the anxious students to come back to school.</p> <p>o. The school is looking closely at micro populations. The new KCSIE document puts a bigger emphasis on what a school is doing to monitor children with social workers and mainly children in care. The school is putting in place measures to make sure they are tracked and not being left behind their peers.</p> <p>p. The school has looked at day to processes so that they can be proactive rather than reactive. There has been a rise in families who are anxious so the school has reached out to find suitable solutions. This is where the Nurture Centre and virtual learning platforms are coming into play.</p> <p>q. A governor asked whether the school is expecting those numbers to continue to fall, in terms of behaviour. AY confirmed that they are and that that this term they are already seeing less referrals. The time spent with an adult is beneficial. If the numbers are not going down the strategy is not having an impact. WA explained that there has been a significant change in the students being referred. They have levels of complexity and different children are coming to the fore.</p> <p>r. A governor asked whether RTL is still fit for purpose. WA explained that students need to be pointed in the direction of the care. Some have pushed limits and the system does not meet the high level of sanction that supports teachers and removes distractions for other children. A long term issue is that the curriculum may not be right for some of the students. As an example there was a Year 11 group who all came in to RTL from a maths class. An issue was identified and some small group work took place. Since then none of them were sent back to RTL.</p> <p>s. It was agreed that governors would look at the SDP and email questions to the clerk to collate and pass on to WA.</p> <p>Governors thanked AY for his report and presentation.</p>	
5.	<p>Finance update</p> <p>Governors confirmed that they had received and read the Finance Summary, Finance Commentary and Funds Summary, which had been previously circulated. CH went through the reports with governors. From this:</p> <p>a. The surplus is less than expected. When it was last presented it was early on in the process. Since then the information has been fine-tuned and there were three issues. The first is that a SEND top up was assumed in August that would have been worth around £7k, but this was not the case. The second was that the school received around £5k of utility bills for prior years that had not been identified at the time. Gas and electricity suppliers have now been changed so this is up-to-date. The third is that since the introduction of cashless catering the internal spend was not tracked properly and</p>	



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	<p>there was a spend of £5k on internal hosting fees over the last two years. This has now been addressed and will not happen again. Hence, the surplus is looking more like £98264.</p> <p>b. Although there has been an increase in SEND funding there is also a greater need. The budget is tight in terms of TA resources. A number of requests for recruitment are being put in to bolster resources in the SEND report.</p> <p>c. There has been more staff illness in recent months than was budgeted for so cover costs are higher than expected. The school is looking to recruit another local supply teacher as the cost of covering teachers through agencies is exorbitant and not sustainable.</p> <p>d. A Covid code has been added to the budget to record extra costs. Costs will be higher this year as no further reclaim of excess costs is expected. Extra cleaning is adding to the cost base. The income from the sports centre will dry up again because of the second lockdown. It had been bringing in a good revenue.</p> <p>e. In order to address high heating costs the windows and the lower school boiler needs sorting out. There is a £50k quote expected for the boiler and the school is hoping to reschedule phase 2 of the windows to the following summer. Utility costs will be high as the school needs to be ventilated because of Covid and the windows do not offer much insulation.</p> <p>f. A positive note is that the lease with the Police Authority has now been signed off and this will bring in an income.</p> <p>g. A quote of £700 p.a. has been received for an online booking system for the Sports facilities, which can also take customer payments by card. The cost should be covered by additional revenues. A proposal will be submitted to LGB in due course.</p> <p>Governors thanked CH for everything he has done this year.</p>	
6.	<p>Principal's Report Governors confirmed that they had received and read the Principal's Update which had been previously circulated. CP reported that after the interviews held on 23rd October Andrew was appointed. Another position was made available to Brian as Parent Liaison Officer. He has a great passion and commitment to the school and has already been liaising with the parent forum group. He has hit the ground running and is an excellent internal move. Governors thanked CP for his help with the interviews.</p>	
7.	<p>SEF/SDP Governors confirmed that they had received the SEF and SDP. It was agreed that they would look through this and email questions to the clerk to pass on to WA.</p>	1 All
8.	<p>Safeguarding and health and safety JT reported on safeguarding. A good response was received from the S157 audit that was done in April. There is nothing outstanding on the report which is a credit to Gemma Parker and her team. There have been four referrals to MARU and 4 enquiries. The new KCSIE policy will be circulated to governors for the next meeting. SS reported on health and safety. There is a new rule for masks to be worn.</p>	2 JS
9.	<p>GDPR There was nothing to report.</p>	
10.	<p>Chair's update and any correspondence</p>	



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	There have been two new appointments in the Trust.	
11.	Governor monitoring There were no new monitoring reports.	
	Dates of next meeting:- Thursday 3rd December at 4pm and the 1 st Thursday of every month after that. Meetings will be held remotely until guidance changes.	

Action Point	Governor/Clerk	Action point to be addressed	When	Action update
I	All	Governors to have a good look at the SEF/SDP and email any questions to the clerk prior to the meeting	Before the next meeting	