



**Minutes of the meeting of the Governing Body held VIRTUALLY on Wednesday 3<sup>rd</sup> June 2020 at 10am.**

**Governing Body:**

Name	Initials	Position	Type	Attended
Jenny Tuck	JT	Chair	Co-opted Governor	Y
Charlotte Morley	CM		Co-opted Governor	Y
Jo Luhman	JL	Head	Ex Officio	Y
David Barter	DB	Vice Chair	Partnership Governor	Y
Graham Rudd	GR		Associate Governor	Y
Martin Sands	MS		Local Authority Governor	N
Susan Belgrave	SB		Parent Governor	Y
Eamon Lally	EL		Parent Governor	Y
Phil Virgo	PV		Associate Governor	Y
June Phillips	JP		Co-opted Governor	Y
Bindi Sarl	BS			Y

**In attendance:**

Jennie Morgan	JM	Clerk to Governors
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	TOPIC	ACTION
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received and accepted from MS.</p>	
2	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no new declarations of interest.</p>	
3	<p><b>CHAIR'S ACTION/S</b></p> <p>JT told governors that after consultation with everybody on the governing body she took the action to agree the budget and this was sent to the local authority.</p> <p>JT told governors that it is now highly unlikely that we will be able to hold open evening in October. This is the main selling event so school has come up with a video plan. KL has found somebody to create this video for £450.</p> <p>Some governors undertook JL's mid-year review last week. It was agreed that Ian Wilson would approach Surrey County Council and JT would write to Surrey</p>	

	<p>County Council expressing their concerns that we do not have any Wi-Fi. JT then asked governors if they had any questions.</p> <p><i>SB asked, regarding the video, if there are any plans to interview students.</i></p> <p>JL answered that the plan is to interview students on site rather than bringing them in and we will also be making a video for year 6.</p> <p><i>CM commented that she is sure if recent leavers were asked to send a selfie video they would do this.</i></p> <p><i>BS commented that in terms of the letter to Surrey county council they should cc Jane Winterbone at Surrey County Council and Ellen Mulvihill at SAFE.</i></p> <p>JT noted that Ian has engaged with Jane Winterbone and JT is also writing to Liz Mills.</p> <p><i>JP said that she was assuming that safeguarding in terms of children’s photos was taking place.</i></p> <p>JT replied yes.</p> <p><i>SB noted that there had been an action regarding a one sheet before now about a year in the life of Kings - could this be passed out to new students.</i></p> <p>JM minuted that we have discussed not holding the committee meetings and having a more regular full governing body meeting possibly every two weeks until the end of term and asked if governors had any thoughts.</p> <p><i>BS stated that it is really important to have those regular meetings to support the headteacher and they really appreciate well-being checks.</i></p> <p><i>JT said that safeguarding is a very important issue and we must work in parallel lines on curriculum. We need to look at school in September. It is highly unlikely to be as it has been and safeguarding is absolutely vital.</i></p> <p>All governors were in agreement with moving to FGB meetings every other week.</p> <p><i>DB commented that two weekly meetings are a good idea and suggested that not all are formal quorate minuted meetings which was agreed.</i></p>	
<p><b>4</b></p>	<p><b>MINUTES OF THE MEETING OF 13 FEBRUARY 2020</b></p> <p>The minutes of the meeting of 13<sup>th</sup> February 2020 were agreed – they will be signed when the governing body can meet in person.</p> <p><i>JT asked if there were any comments.</i></p> <p><i>JT pointed out that under point 5 we were talking about Eduthing and asked if there were any issues.</i></p> <p>JL replied that we are not happy at the moment and have a meeting with them tomorrow. Their contract should include an on-site technician but he is supporting remotely at present. We have had huge issues with new staff starting and the technician had removed themselves from site. The meeting tomorrow is to lay out what we are paying for, until three weeks ago the laptop that JL is using now was the only one with a camera and microphone but we now also have some chrome books. Eduthing are quite slow e.g. we have waited 4 days for them to say if the new IT room plans are possible.</p>	
<p><b>5</b></p>	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There are no specific actions on the minutes from last time except for one which will be discussed later.</p>	

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**HEADTEACHER REPORT**

JL told governors that she is asking if the work can be done in beta block for the ovens etc. as because as far as she is aware we now have all of the measurements.

*JT asked who the project manager will report to*

JL answered herself

*JT commented that this will be an additional burden on JL.*

JL told governors that she and KL are the people working with Surrey and looking at the practicalities so there is not one project manager from Surrey looking at the oil leak, gas pipe, central heating and improvement. Property at Surrey tried to take the project to oversee but messed up in the Tower Block in terms of ceilings and firewall being unsafe. We do not trust them.

*JT noted that within JL's report she has spoken about data from primary schools.*

*JT asked if that will come in a timely fashion so that staff can process it.*

JL answered that we are ahead of schedule but will phone primary headteachers if we do not receive the information soon. In terms of parent forms we only have 35 outstanding but we do not share this information with staff until September.

We are also looking at baseline testing of some sort with year 7, possibly CATS.

This gives us a baseline to try to project some sort of flight path for the end of year 11. Whether we can get the costs within the Covid budget is a challenge. We do not want their first few weeks to be testing.

*BS noted that some year 6 may not go back to school during the lockdown. Some may go back for end of year closure, however. The children we will receive will have had a vastly different experience. In terms of exam results primary teachers are also putting in predictions and what these look like will vary greatly so we will have to do our own baselines of some kind.*

*JT noted that some schools are also expecting an increase in the number of disclosures. She asked if we are preparing staff for this wave.*

JL asked MB to speak about the bespoke training.

MB told governors that we are working with trauma informed schools who have a long-standing course dealing with trauma in adolescence. They have prepared a package plan to deliver to all staff and several other schools to reduce the cost.

*DB asked to be kept in the loop as safeguarding governor.*

MB replied affirmatively.

*CM stated that there is testing where you look at how you are rather than right or wrong and it just looks at how you and your brain works. She thinks this correlates with our ethos.*

*JT asked how Kings will be reporting to parents.*

JL replied that only year 8 have not had a parents evening and following a whole staff meeting yesterday we will try to collate a simple report regarding engagement with home learning, show my homework login, and reward points. This will mean when we come back all teachers can see the level of engagement. An issue we had previously was that we were delivering on paper so we had no physical evidence of work. MB and RH (Acting Assistant Headteacher) are working on that.

MB interjected that the plan is to use Microsoft quizzes and Microsoft teams for year 10. From Monday 8th June all subjects and all year groups should have been set a test. We are pretty confident that all staff can evidence student engagement and report on it.

*SB noted that tests have not been set in all subjects.*

<p>MB said that all staff have been trained and upskilled. Some of the subjects are using less of the Microsoft quizzes but using other platforms to help evidence the same data. They will have quizzes in every subject from next Monday.</p> <p><i>SB commented that, for instance, in French students may find it hard to understand as there are tenses etcetera - she spent some time with her own child going through but feels it needs to be set up as if the parent is not there.</i></p> <p>MB asked SB to call him separately after meeting.</p> <p>JM noted at this point that other schools are doing no more than Kings and also finding their way in this strange situation.</p> <p><i>SB asked if Zoom could be used for lessons.</i></p> <p>JL replied no as it is not safe for staff to do this from home.</p> <p><i>CM noted that from her experience, lessons with a voice-over which talks through the work would be useful and when we get year 10 we can find out what is working.</i></p> <p><i>DB noted that Kings are doing as well as any other school as everybody is making it up on the hoof. We should wait before spending money until we see what September will look like.</i></p> <p>JL commented that BBC bite-size and Oak Academy are great but some are not following the same curriculum as we are. Some parents have chosen to sign up for other sites.</p> <p>MB told governors that we have tried to deliver similarly to Oak Academy but there is a challenge in delivering lessons online, being able to timetable and deliver with illness etcetera is impossible with the staff onsite. JL reminded governors that we have a lot of part-time staff and some absence due to staff with primary age children creating a staffing issue.</p> <p><i>JT spoke about year 10 and asked if we have completed the guidance regarding bringing them back.</i></p> <p><i>EL interjected that as we are looking at subject teachers not teaching but providing support is this how other schools are planning to do it.</i></p> <p>JL answered no, there are models where schools are bringing in more than 25% against the guidance. Schools providing teaching are big schools and have more teachers. Timetabling is impossible. So we have split the children into bubbles with the same three teachers who can see them in person. Their subject teachers will support live lessons with them.</p> <p><i>EL asked if the teachers for English, Maths and core subjects are in school is there an opportunity for those teachers to teach the whole cohort at the same time.</i></p> <p>JL replied that the guidance is clear that we should not be teaching but offering face-to-face support because if you were going to teach you would need to look at what the students have been doing for the last eight weeks. We have now lost so many teaching hours we don't have the time for the 120 hours needed for some GCSEs. We need guidance on what will happen for year 10 into year 11 next year.</p> <p><i>DB also commented that they will not make significant educational progress in four weeks but may make significant emotional progress.</i></p> <p>JL asked if governors are happy with the year 10 plan it is under 25% but the numbers did not work. We also have throughout the school 120 key workers and vulnerable children who are eligible to attend. JL noted that some year six are at crisis point and the primary schools have had to pull the year six provision if the key worker provision has gone up.</p> <p>All governors are happy with the plan.</p>	
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<p><b>7</b></p>	<p><b>HEALTH AND SAFETY POLICY</b></p> <p><i>JT asked if the template used was from the company who did the health and safety survey.</i></p> <p>JL replied yes - this is the health and safety policy for school not in the pandemic. There is an addendum for Covid.</p> <p>EL left the meeting at 11:05.</p> <p><i>JT said that governors need to monitor this annually but given the work required we should do so more often.</i></p> <p>JL told governors that the canteen part will be updated as on the 15th we will be offering a grab and go service - this will be a live document.</p> <p><i>JT asked if there had been any issues with the union.</i></p> <p>JL answered that she was told that union members would not attend any meetings but only one person declined the first meeting. Subsequently the NEU changed their position. The member who had not attended asked for the minutes of the meeting. Staff have unilaterally accepted the plan but there is a bit of conflict around HR advice as all staff should be available to work on 15th June. The risk assessment works on the principle that we can staff it. JM's children have been coming in during the pandemic. Her year 6 child has been offered two days per week in the Surrey primary. We are now in a predicament as JM needs to work and bring children in still on the other days as she has only been offered the two days per week.</p> <p><i>CM noted that she thought the policy was good but a few typos. In terms of JM's children coming in to Kings, school needs to work through what works for them and do the best they can. The best thing is to learn from this experience and get evidence for this decision from September.</i></p> <p><i>BS noted that in terms of a key worker provision she has heard of schools where teachers own children are joining provision for key workers of the school they work in.</i></p> <p>JL told governors that the HR policy talks about staff being put on unpaid leave if they cannot attend work and it's causing stress. Primary schools in Berkshire and Hampshire are not offering what Surrey is doing. There are also a lot of staff whose children were never in a nursery so did not have eligibility for key worker provision and still can't be cared for by grandparents looking after them.</p> <p><i>JT told governors that from her personal position she has no issue with JM's children continuing to come in as they have been doing it is just the toilet that is the issue – this can be solved by use of a separate toilet.</i></p> <p>JL also noted that she has no issue if we risk assessed it and when we first locked down spoke about a possible KS2 provision which she is also happy to do.</p> <p><i>JT asked if any governors had objections to JM's children continuing to come in providing it was risk assessed and the toilet situation dealt with.</i></p> <p>No governors had any issues with this.</p> <p>The Health and Safety Policy was agreed once the discussion has been confirmed with the Health and Safety Governor regarding termly checks.</p>	
<p><b>8</b></p>	<p><b>SAFEGUARDING</b></p> <p><i>DB told governors there is nothing to report. He has had several discussions regarding particular items with JL as they have had arisen. He is comfortable that</i></p>	

	<p><i>school is taking every precaution and adequately providing support for students and staff. JL has told DB anything he needs to know.</i></p> <p><i>JT asked if transport has been provided for any vulnerable children.</i></p> <p>JL replied that all EHCP children were assessed at the beginning of lockdown. Sue Hurlley is a link person for vulnerable children. We have been told there will be no social distancing on school transport and had 48 hours to make a plan. We raised a complaint to the local authority re-no social distancing on the bus. We have 6 children who need it and have to book by day by child.</p> <p><i>JT noted that she is happy that the staff and children are safe.</i></p>	
	<p><b>DATE OF NEXT MEETING</b></p> <p>17<sup>th</sup> June 2020</p>	

Meeting closed 11:55

Signed:

Chair of Governors:

Date:

### **Professional Negligence Statement**

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

### **Confidentiality Statement**

Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.