



Minutes of the meeting of the Governing Body held VIRTUALLY on Wednesday 1st July 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	N
Martin Sands	MS		Local Authority Governor	N
Susan Belgrave	SB		Parent Governor	Y
Eamon Lally	EL		Parent Governor	N
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>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from MS. EL, and GR will not be in attendance</p>	
2	<p>DECLARATIONS OF INTEREST</p> <p>There were no new declarations of interest.</p>	
3	<p>CHAIR'S ACTION/S</p> <p>Paul Jackson the head of the North West Surrey Short Stay School is an experienced governor and has offered to join our governing body. He will not be able to sit on exclusion panels as there may be a conflict of interest. He will be invited to attend the first FGB of the new term.</p> <p>SB entered the meeting at 10:08 am</p>	
4	<p>MINUTES OF THE MEETING OF 3RD JUNE 2020</p>	

	<p><i>JT asked if the 35 parents mentioned in the last minutes have now returned the form.</i></p> <p>JL noted that at the last meeting 35 out of 180 had not returned their forms. Around ten days ago we were asked to take 27 children from our waiting list. We have been battling about the fire safety work and now this has been agreed in exchange for those children. We are now taking 207 students in in September. There are 14 with outstanding paperwork and home visits are happening today. We are now phoning all of the primary schools to get more information on those students. We are hoping tutor groups will be finished by Friday.</p> <p>On the minute JT noted under point 7 that the health and safety governor would be EL (need to confirm) and point 8 had a typo.</p> <p>The minutes were agreed and will be signed once we can meet in person.</p>	<p>JM JM</p>
<p>5</p>	<p>HEADTEACHER REPORT</p> <p><i>JT asked out of the 27 extra students we have taken how many have EHCPs or are vulnerable? What are the arrangements for transition?</i></p> <p>JL replied that out of the 27, we have two on Child Protection plans and one on a Child in Need plan. We have no EHCPs, but one pending review in the holidays. There are eight siblings.</p> <p>Transition will take place over two summer school days. We will send out a presentation with a video voice-over instead of doing it live. So far we have had 32 staff volunteers for the summer school days.</p> <p>BS entered the meeting at 10:20 am.</p> <p><i>JT asked for the message to be passed on to thank all those staff who have offered to come in for those two days. She asked if all of the students would come in.</i></p> <p>JL answered no, as some are shielding or have holidays etc.</p> <p><i>JP asked if there are enough staff for all of these additional students.</i></p> <p>JL replied that we have some part-time staff who have increased their hours and some of our cover supervisors. We may need to go out for someone in January – possibly a year 6 practitioner who will be able to work across subjects in the school. Having our primary colleagues within the school has been excellent. The only vacancy we have currently is a teacher in charge of Art.</p> <p><i>JT asked if there were any other questions regarding year 6 into year 7.</i></p> <p>JL answered that she assumes BS knows that we have taken 207 students now as she has just entered the meeting.</p> <p><i>BS answered that she didn't know.</i></p> <p>JL explained that this was in return for the fire safety work as identified in the report submitted by the Fire Service so she said yes.</p> <p><i>JT asked about all of the other students at school and asked if there will be any contact prior to the start of the summer holidays.</i></p> <p>JL replied as of next Monday there will be a virtual parents evening for every child with a 20 minute slot. We will ask about lockdown, mental health, etc. We already have data for students in year 8 in regard to engagement where 1=amazing and 5=we have not heard anything. We will listen to parental concerns and this is open for all parents in years 7 to 10. We also have done a survey on live lesson support and noted that 22 year 10s are not engaging.</p>	

<p>In terms of attending we have a mixed economy locally with some schools saying your child must go in and others saying you can't force them to. We have now started year 9 live lessons every week. Year 10 all have live lessons but without video on. Some parents are querying why but it is for safeguarding and because we don't trust the parents not to intervene. They have been well received.</p> <p><i>BS noted that thinking about going forward in September and attendance for vulnerable groups and particularly BAME groups and the large pupil premium numbers how will we manage parental expectations?</i></p> <p>JL replied in terms of the BAME group this accounts for 4 of the 22 year 10s not currently in school. Staff are in and have had risk assessments carried out and we have a staff working group regarding anxieties for September. We have more concerns regarding parents shielding e.g. Mothers with cancer whose children cannot come into school. Until the secondary plan is released by government we can't address it but in the leaked guidance it says we should share our risk assessment with parents - we are concerned about doing this as it is very detailed.</p> <p><i>JT asked if school will send a letter home to parents advising what will happen in September.</i></p> <p>JL replied a letter is going today. It says we will get the guidance on the 4th of July and parents now need to give us time to come up with a plan which we will disseminate when we have it. A lot of leaks are regarding year group bubbles and we have already raised concerns about this.</p> <p><i>DB asked if it doesn't cause a lot of work would it be useful for the letters that were sent to parents also go to governors.</i></p> <p>JM replied that she will send them.</p> <p><i>JT asked if there have been any complaints from parents about online learning etc during lockdown.</i></p> <p>JL answered that some students with dyslexia are finding the online lessons too hard to follow and we have therefore offered them a place in school. We had a complaint from the mother of three boys at Kings and one smaller child with autism at home. We offered them all places – they have only one laptop between them.</p> <p>Once we talk to parents on a one-to-one basis everything seems to be fine. The main issues are the government making announcements which are not then organised such as free school meal vouchers and laptops.</p> <p><i>JT asked if the one-to-one conversations with parents are useful and is there a script for the parents meetings.</i></p> <p>JL answered yes but our plans will change before September. Monday was the first day that all staff were back except for those in the extremely critical vulnerable group. We did a survey and out of 83 staff, 67 responded. 3 were anxious, 1 was confused and all have had a well-being follow-up.</p> <p><i>BS noted that now all staff are back and the expectation is that they are back in September and can fly now on holidays what are the implications or consequences if some of the staff decide to fly and then have to quarantine on their return?</i></p> <p>JL replied the question is if the rules change and they then have to isolate is it unpaid as we cannot run the school without them? It is the same problem as in primary schools. Staff are being told that the bubbles will continue in September including some part-time days. There must be a common agreement with local schools. We are not sure where we stand with Surrey Pay. We really had to push some primary headteachers for spaces.</p>	<p>JM</p>
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	<p><i>DB noted that it's not just staff travelling, it could easily be someone who comes into contact with a member of staff.</i></p> <p>JL replied that would be the usual cover arrangement and we can run the school with five staff off but no more and not for long periods of time.</p> <p><i>DB questioned what the maximum number is who could be off and we couldn't then run the school.</i></p> <p>JL replied that she would close the school to year groups rather than the whole school. Some schools are moving to 100 minute lessons but we don't think our staff and students are ready for this and we would have to re-timetable.</p> <p><i>DB queried, apart from staff the students have already been out of education for six months and would find it hard to sit still for 100 minutes.</i></p> <p>JL commented that the children are so happy to be back that we are not really seeing behaviour problems. However, the children in the key worker and vulnerable school are being a total nightmare and anybody new coming in is finding it hard to socialise.</p> <p><i>JT thanked JL for her report.</i></p>	
6	<p>POLICIES</p> <p>1. Accessibility plan 2020 to 2023.</p> <p>Must be amended 'To be reviewed at the personal development, behaviour and well-being committee'.</p> <p><i>DB said there were some issues with the section on the action plan and he will email.</i></p> <p><i>JT needed to add paragraph comments.</i></p> <p><i>JP asked if we have a long-term sick child do we still have responsibility for their curriculum?</i></p> <p>JL answered that once they have 15 days of school absence due to medical needs there is a direct referral to medical A2E team who would produce a tutor or package if they go into hospital.</p> <p>The Accessibility Plan was ratified with amendments as discussed.</p> <p>2. Asbestos Management Plan</p> <p><i>DB asked has it has changed.</i></p> <p>JL answered only where there have been actions or things have been discussed. Every line now gets updated once things have happened.</p> <p><i>JT asked if a glossary could be added and asked if we are anticipating finding more asbestos when the new works begin</i></p> <p>JL answered probably, yes.</p> <p><i>JT suggested that the site manager reports to governors at Resources committee once per term.</i></p> <p>The Asbestos Management Plan was ratified.</p> <p>3. Equality Information and Objectives</p> <p><i>JT asked about the staff mentioned</i></p> <p>JL replied AI will need to be replaced with DH. JP will be the governor for Equality.</p> <p><i>JT asked if governors can have their usual safeguarding training in September.</i></p> <p>JL replied yes there will be a new Keeping Children Safe in Education document valid from September.</p>	<p>DB</p> <p>JT</p> <p>KL</p> <p>JM</p>

	<p><i>JP asked who DH was and JL explained he is the new assistant headteacher, David Hurley.</i> <i>JP noted it would be useful to meet with him in September.</i> <i>JT noted we should leave discussing and agreeing our objectives until September.</i></p> <p>The Equality Information and Objectives document was ratified.</p> <p>4. First Aid Needs Assessment JL noted that all children with medical needs have their own medical care plan. We have a diabetic child coming in whose mum goes into primary to give insulin at the moment. <i>JP noted an update has not been made about students taking themselves to reception or the medical room when they are unwell. It was agreed that staff would flag this on Sims and it needs to be added to the document.</i></p> <p>5. First Aid Policy AS' name is spelt incorrectly</p> <p>Both First Aid documents were ratified.</p> <p>6. Health and Safety Policy <i>JT noted that she was hoping EL would continue as Health and Safety governor and asked how the training as identified in the review report was going.</i> JL noted that a lot of training has been rescheduled and they are doing as much online as possible. <i>JT commented that this is a huge policy and asked if we should have a list in each building of the first aiders.</i> JL replied that we do.</p> <p>The Health and Safety Policy was ratified</p> <p>7. Marking and Feedback Policy <i>JT asked if teachers should be marking books given the risks from Covid-19</i> JL answered no not during coronavirus but this would be added as an addendum.</p> <p>The Marking and Feedback policy was ratified.</p> <p>8. The Asbestos re-inspection report was noted but no need for ratification.</p> <p>9. NQT policy <i>JT asked if governors should have a timetabled report on the progress of NQT's.</i> DB noted that in other places termly reports are going to the committee but it is difficult with only one NGT as they have to be anonymised.</p> <p>The NQT policy was ratified</p>	<p>JM</p> <p>JM</p>
7	<p>SAFEGUARDING</p> <p>DB has checked the single central record and went through the annual safeguarding audit - the only non-compliant part was because the course does not exist that people should be attending. Kings are on top of all issues that</p>	

	matter and chasing up children who they feel they have not had enough contact with during this time.	
8	<p>AOB</p> <p>DB told governors that there would be a pseudo Resources meeting next week as no numbers in the budget are the same as they were at the last meeting. It would be very good for everyone to start from the same page again. We will only look at the budget and IT and everyone will be invited it will take place at 10 am on 8th July. KL will send out the draft budget.</p> <p>SB left at 11:30.</p>	KL
	<p>DATE OF NEXT MEETING</p> <p>15th July 2020</p>	

Meeting closed 11:40

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.