



**Minutes of the meeting of the Governing Body held VIRTUALLY on Wednesday 15<sup>TH</sup> 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	N
Graham Rudd	GR		Associate Governor	Y
Martin Sands	MS		Local Authority Governor	Y
Susan Belgrave	SB		Parent Governor	N
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 DB and SB.</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>There have been no chair's actions since the last meeting.</p>	
4	<p><b>MINUTES OF THE MEETING OF 1<sup>ST</sup> JULY 2020</b></p> <p>EL confirmed he was happy to continue as governor for health and safety.</p> <p>JL had been tasked with amending a typo in the previous set of minutes. This was done.</p>	<b>JM</b>

	<p>JT thanked JM for sending the letter JL had sent to parents. There is one more to go out before the end of term JM to send to governors.  JT will action the accessibility plan.  KL to add glossary to asbestos management plan.  JM to add a note to the First Aid policy to flag on Sims regarding students going to reception for medical aid.  The minutes will be signed when JT is next in school.</p> <p><b>MINUTES OF THE MEETING OF 17<sup>TH</sup> JUNE 2020</b></p> <p>JT sent the points to KL and she responded. Regarding the staff disciplinary and permanent exclusion governor training JT will contact Ruth Murton.</p> <p>The minutes will be signed when JT is next in school.</p>	<p><b>JM</b>  <b>JT</b>  <b>KL</b>  <b>JM</b></p>
<p><b>5</b></p>	<p><b>POLICIES</b></p> <p><b>Behaviour Policy</b></p> <p>AI has been replaced by the new Assistant Headteacher David Hurley.  <i>JP asked if we should add onto the addendum ‘not sharing’ rather than sharing any other equipment as it was not clear.</i>  <i>JT asked ‘If students are removed from classrooms for a misdemeanour where do they go?’</i>  JL answered that this rarely happens but if the safe room is in the same bubble then they will go there.  All drop-in rooms such as the ILC, ELSA etc. will become appointment only.</p> <p><i>EL asked if the Behaviour Policy is new or just changed or are we just looking at the addendum, and how has school reviewed the effectiveness of the Rewards Policy and how have school tested the Behaviour Policy?</i>  JL answered in terms of the Behaviour Policy working it would have been at the PDBW committee in February. In terms of rewards this would normally be at the SLT review which has not been done due to Covid. We have sent home rewards postcards in April and we have had positive feedback but DH will review in September.  <i>JT asked if DH could report back to governors on rewards and sanctions.</i></p> <p>The Behaviour Policy was ratified</p> <p><b>Careers Access Policy</b></p> <p><i>JT asked what virtual work experience might look like.</i>  JL answered we think we may not be able to run it if we are not able to organise by the end of September we may have to forego this.  <i>EL asked if we can’t put students in situ could we bring businesses into school during the year. For his own children work experience was very useful.</i>  JL answered that at the moment we can’t bring additional adults into school and are looking at possible virtual experiences for children. As soon as we can get back we will do it.  <i>CM noted that some students might need coaching on conducting a good online interview.</i></p>	

	<p>JL told governors we are looking at the safeguarding aspect of an online big interview. If we can find a way round it online e.g. a member of staff being in on the call we will try.</p> <p><i>GR agreed that working online and presentations was a real experience for students.</i></p>	
<p><b>6</b></p>	<p><b>UPDATES FOR SEPTEMBER AND IT</b></p> <p>JL shared the presentation she had given to staff. This was talking through the plans for September and the DFE guidance of ‘must do’s and ‘try to do’s’. The government will be updating this on 11<sup>th</sup> August. We are not sure if the rules will change regarding facemasks - we will have to go through the risk assessment. There is no additional funding for this. It is difficult to minimise the contact between individuals and maintain social distancing - it is different in every school. Attendance will be an issue and we have been advised to fine.</p> <p>JL shared the timetable with governors and summarised that we will have staggered start and end times and at lunch and break times. There will be changes to the bus and signs in the playground.</p> <p>There will be no parking on site between 2.45 and 3:30 pm and no parent meetings on site before 3:15 pm. There will be no dropping off PE kit or forgotten lunches and we will be using a swipe card instead of a biometric fingerprint system.</p> <p>JL shared the INSET day proposal. On the first school day back in September years 7, 8 and 9 will be in and on the second day years 7, 10 and 11. From the following Monday all year groups will be in. We will operate a library click and collect book system but there will be no clubs running in September.</p> <p><i>JT asked if the family had siblings e.g. a year 7 and 10 what happened regarding drop-off.</i></p> <p>JL replied this is not relevant as we will have a soft tutor start delay and end of the day wait will be minimal.</p> <p><i>GR asked about toilets in the bubbles.</i></p> <p>JL replied that there is no mention in the guidance.</p> <p><i>BS commented that it is a great plan and in terms of track and trace if when September comes and teachers are told to isolate how many staff down until we can’t cope?</i></p> <p>JL answered five. The concern is where it says track and trace. We had to put something like this in place recently where a member of staff came into school and made contact with six members of staff and put us all at risk. All staff are now not allowed to return to school until it is signed off by a member of SLT. We are concerned about attendance saying we cannot ask people to prove they have had a negative Covid test.</p> <p><i>EL asked what is the threshold regarding students not coming when they are unwell. Will there be a high level of non-attendance due to cold etc.</i></p> <p>JL answered that she spoke to the clinical commissioning group. Any illness at all and students will be told not to come in and stay at home and have a Covid test. We have been told we may get test kits.</p> <p>In terms of OFSTED, at the moment they have said they will come out in the autumn term to look at how schools are managing the guidance and official visits will restart in January.</p>	

<p><b>IT</b></p> <p>JL noted that one of the things we have to have is a remote learning plan. That we have come so far is amazing, however, we have had a quote from Eduthing for £92,000 for all the IT work. Michael Gove agreed that we will not be paid for anything to do with IT as there is no funding. Surrey CC have agreed to fund us £115,000 in exchange for the changing room refurbishment. They are likely to ask us to take another bulge class next year too.</p> <p><i>JT asked when the IT work will take place.</i></p> <p>JL answered that DB and herself met yesterday. The Winston Churchill IT support person has looked at the proposal as have BET. The plan is correct and it looked as if the cost was reasonable in terms of value for money.</p> <p><i>BS noted that she thinks it's brilliant that the Wi-Fi will be up and running soon. CM congratulated JL.</i></p> <p><i>JT asked about the possibility of exams in the autumn term</i></p> <p>JL replied we have to be the exam centre for retakes and Subject Access Requests can be made in terms of centre assessed grades - parents and children will want to see if the results are different to those given by the examining board. We are not sure how useful this will be. ASCL have put out some legal advice. We could just issue the centre assessed grades and ranks with the results but this could confuse individuals on the day; we could release them after a period of time; or we could wait for Subject Access Requests to be made.</p> <p>The feeling is that the requests have to come through the data protection officer in terms of exam results in August. We feel there will be a conflict of interest as two parents of year 11's sit on the governing body. We need to discuss parameters in part two.</p> <p><i>BS agreed there will be a conflict of interest.</i></p> <p><i>EL asked if we can look at results so that we don't go down to identifying children and we can reflect on the process.</i></p> <p>JL replied she doesn't think there is a way.</p> <p><i>EL stated in terms of improvement we should be using the centre assessed grades as a baseline for future results rather than these grades given by exam boards.</i></p> <p>JL told governors one of the big things that has been identified is how we track data. There are big differences in the middle leadership training and tracking and we are trying to get everyone to the same standard of work.</p> <p>Every child will have a catch up plan by Christmas and there is a whole piece of work on assessment knowledge and tracking. All staff leaving were more generous with their grades than those staying. All subjects who did mocks in January were put through the FFT process. Maths English and Science are spot-on with their results. Practical subjects also got put through. We are expecting the subject grades won't change as we have done the standardisation process on them. We are expecting history and languages to change as they were overgenerous and their internal tracking was lacking.</p> <p><i>EL said that this was a helpful summary and thanked JL. The next round of governors meetings could have that type of discussion - it would be useful.</i></p> <p><i>JT told governors that she and JM had put together a schedule of meetings for next year that will be sent soon.</i></p> <p><i>JT asked if anybody had any other business.</i></p> <p><i>PV went back to results and said he was surprised at the over generosity of teachers.</i></p>	
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	<p>JL told him she had had a meeting with those teachers concerned and said how overgenerous they were. She had to ask them for evidence but wanted teachers to use their moral judgement rather than rely on the exam board to drop their grades.</p> <p><i>PV agreed with the process and said he was just surprised that this had happened in the first place.</i></p> <p><i>BS said that going back to the plan, will teachers clean in between the classes? In one school teachers have developed a back problem with cleaning desks - is there a need for some sort of H&amp;S training?</i></p> <p>JL told governors that on the safety briefing with Ray West, which was booked before lockdown, there is now new Covid advice in there. There will be training also on putting on PPE.</p> <p><i>JP congratulated JL on having this organised.</i></p> <p><i>JT told governors that JL has appointed a head of art from January and this is now STEAM rather than STEM. We have a part-time art teacher to January. The new head of art is amazing and also the parent of a current year 7.</i></p> <p>JT thanked everyone for all the work governors, SLT, staff and support staff have put in and understand how tired everybody is. She hopes everyone has a good holiday and a break - thank you to the governors. It has been a strange but very good year for the school?</p>	
	<p><b>DATE OF NEXT MEETING</b></p> <p>tbc</p>	

Meeting closed 11.40am

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.