



**FGB Meeting**  
**Thursday, 4 February 2021 at 5:30 pm**  
**Via VIDEOCONFERENCE**

**Chairman: Tahir Darr**

**MINUTES (Part 1)**

**Present:**

Tahir Darr – **Chairman**  
Ashley Russell - **AR**  
Carl Lander - **CL**  
Kelly Ogden - **KO**  
Nick Regan – **NR**  
Ruth Henry – **RH**  
Kevin Ward - **KW**  
Louise Nevers – **LN**  
Steven Mackay (*Headteacher*) – **SMK**  
Stuart Weatherall – **Swe**  
Susan Kara – **SK**  
Jessie Houghton - **JH**

**In attendance:**

Jeremy Kaye (Clerk)  
Jonathan Reeves (Deputy Headteacher) - **JR**  
Jessica Lobbett – (Deputy Headteacher) – **JL**

	<b>Item</b>
1.	<b>Welcome and Introductions</b> The chair welcomed everyone to the meeting and thanked them for their attendance. He gave a brief introduction to LN and SK who were attending for the first time. LN & SK then gave their own introductions. The chair also introduced Jessica Houghton
2.	<b>Procedural items</b>  <b>2.1 Apologies</b> Apologies were received from Victoria Jackson  <b>2.2 Confirmation of Quorum</b> It was agreed that the meeting was quorate  <b>2.3 Declarations of Interests for this meeting</b> None were notified  <b>2.4 Notification of Any Other Urgent Business</b> No items were offered.

3.	<p><b>Introduction of new governors</b></p> <p>The Chair introduced Susan Kara, Louise Nevers and Jessie Houghton (<i>staff teaching</i>) as new governors and they each gave a brief introduction of themselves. He then explained that Vicki Jackson would be resigning at the time her term ends but would become a Member.</p> <p>He thanked Vicki in her absence for all her hard work and wished her all the best in her new role where her experience would be very useful to the school.</p>
4.	<p><b>Member update</b></p> <p>AR gave a brief update on the separation of Members and Trustees. Currently the new articles are back with the DfE after some requested amendments. He will update the board when they are approved.</p> <p>The chair noted that the PSW committee needs a non-staff governor and requested that someone from curriculum move across. NR said he would discuss this with him.</p>
5.	<p><b>The minutes of the last FGB meeting on 10 December 2020</b></p> <p><b>4.1</b> The minutes were <b>APPROVED</b> and will be signed in due course <i>with one correction: Item 10.3 – emailed to SMK/TD awaiting confirmation.</i></p> <p><b>4.2</b> Matters arising from the minutes of the meeting on 10 December are noted at the end of the minutes where they have been updated</p> <p><b>Q: SWe:</b> With regard to <b>item 12 – DBS</b> are we adding additional risk if we do not do this as it is a small amount?</p> <p>There was a discussion around the pro's and con's and it was <b>AGREED</b> that SMK will look more deeply at this before a decision is made (<i>see matters arising below</i>)</p> <p>SMK advised that there would be a lot of admin to achieve this but agreed to re look at it.</p> <p>SWe said although the risk may be low if there was an issue the school could look negligent for such a small fee.</p> <p style="text-align: center;"><b>ACTION: SMK to investigate further including a rolling program for staff</b></p>
6.	<p><b>Headteacher report</b></p> <p>SMK asked for any questions or queries on the Headteacher report that had been distributed in advance and thanked the SLT for their input in preparing the report.</p> <p>SMK advised that there were no changes since distribution of his report but he gave a brief summary which included items 6.1 and 6.2 as follows.</p>

Transfer of learning to online teaching and learning had been achieved with the full curriculum being taught as if pupils were in school. Staff have been brilliant and supportive.

Tech access was better in this lockdown which is confirmed by parents' feedback which is positive. SMK suggested that a follow up survey may be arranged.

JR explained outcomes and that the lack of data makes tables difficult apart from years 8 and 9.

**Q: CL:** PP versus non-PP. Do we have a gap between boys and girls?

**A: JR:** I don't have the figure now and data is not available but I will send them out.

SMK advised that in year 10 the boy/girl gap did not show much, however there are caveats regarding data.

SMK then ran briefly through Teaching and Learning saying that there appeared to be good engagement on home learning and the numbers logging in were good.

JL added that attendance seems nearly the same as if pupils were in school. However, she explained the issue of checking attendance on Teams which means it is not 100% accurate. She also added that she had sent 400 letters of praise to students. There had been 14 home visits of students not logged in.

**Q: Chair:** Did they give reasons, what were they?

**A: JL:** Mainly pastoral issues

KO gave some detail on her own children and said motivation was low. They were struggling and missing friends and it is getting worse as it goes on. It was not teacher issues just what was to be expected.

SMK added that this was not an unusual experience.

The Chair agreed and said his kids wanted to get back to school.

JL added that at this point in term kids are always exhausted and with the added weight of online only it was worse.

**Q: KO:** Do they have to have homework as well as a full day?

**A: JR:** it is optional but most parents support giving homework at this time

CL added that it is hard particularly practical issues with homework

SMK gave a brief update on 6<sup>th</sup> form grades and there was a brief discussion around expectations. He said that applications were looking good for next year.

	<p>SMK advised that the roof was going on the SEND base this week. He gave a brief update on the sports pitch issue and explained the additional costs. F&amp;A had agreed these should be met.</p> <p>He gave an update on the windows project explaining that this is still under discussion and the issues are design led.</p> <p>KW explained the decision at F&amp;A to hold the MUGA roof project for now but that this would be looked at again later in the year and that there is plenty of time.</p> <p>The chair explained what the MUGA roof was to those who did not know.</p> <p><b>Q: CL:</b> Are we ready to advertise the SENCO vacancy?  <b>A: SMK:</b> We are interviewing two people tomorrow, one internal and one external</p> <p>SMK then added that mentoring is in place, tutoring starts next week and the National Tutoring Program for Ks3 &amp; 4 starts after the holidays.</p> <p>Evaluations will be made for next year as we understand funding will be available.</p> <p><b>Q: Chair:</b> Will we be back March 8<sup>th</sup>?  <b>A: SMK:</b> I hope so</p> <p><b>Q: Chair:</b> The student council said the one-way system was an issue and makes them late  <b>A: SMK:</b> We need to look at this as we know and accept some lateness.  <b>Q: KO:</b> They say teachers are not using the system  <b>A: SMK:</b> Teachers are not supposed to</p>
<p>7 &amp; 8.</p>	<p><b>7. Next term governor events</b>  <b>8. Strategy update</b></p> <p>It was <b>AGREED</b> that these should be taken together.</p> <p>KW gave a quick update on strategy thoughts and that strategy needed updating this year. A working group is in place but this is a work in progress.</p> <p>He is looking to revert to a strategy day in March/April but at this time it is looking difficult. He said we need a hard stop at the end of the academic year.</p> <p>AR proposed a different route by focusing on recovery and then a full strategy review.</p>

	<p>SMK gave the SLT opinion that not all items on the improvement plan have been completed and why there had been lack of progress due to the pandemic.</p> <p>JL explained we should concentrate on the positives and not on which items had not happened.</p> <p>SMK agreed and said that some core items had not happened.</p> <p>There was a discussion around recover and higher-level strategy, the time frames for both and that they were not exclusive.</p> <p>KW noted that we have a commitment to prepare a 5-year strategy with content that covers 12–24-month priorities.</p> <p><b>Q: Chair:</b> Can we at least set some dates to work to?</p> <p>It was <b>AGREED</b> that KW and AR would work together to agree and set a timeframe to work to.</p> <p>AR said that he really did not think that this was the time to do this and that a set of objectives should be set for September 2022 with aspirational ones for March 2022 onwards.</p> <p style="text-align: right;"><b>ACTION: The Chair instructed KW and AR to get together and work out a solution.</b></p> <p>KW added we have lost the facilitator as he is going back to Australia.</p> <p>SWe asked for a date for diaries be agreed and distributed as soon as possible.</p>
9.	<p><b>Written reports</b></p> <p><b>9.1</b> PSW – It was <b>AGREED</b> to add the questions from GovernorHub to the minutes</p> <p><b>9.2</b> F&amp;A – KW confirmed that the report was on GH. It was a strong year and the 3–5-year projections are worst case. No mitigation was needed now for years 3 &amp; 4 as we have time.</p> <p><b>9.3</b> Curriculum – NR said that the job the committee had done was excellent</p>
10.	<p><b>AOB</b></p> <p>There were no items of AOB however the clerk asked for committee chairs with outstanding minutes to confirm approval so that they can be filed. KO advised that the SEND report would also be sent via GH.</p>
11.	<p><b>The next meeting date was confirmed as 25 March 2021</b></p>
12.	<p>It was <b>AGREED</b> that the clerk would add the online chat, documents uploaded and challenges to the minutes as a lot of work was done outside meetings. Those additional notes follow below and will also be filed on GH.</p>

## Questions and answers pre FGB 4/02/2021 via GH

On 26/01/2021 Tahir uploaded this message to GH:

Dear Chairs of Committees,

Could I ask for you to all write a brief report just highlighting anything new or relevant in your committee area that should be known by other governors please.

Since we cannot make school visits this is the best way for all governors to stay informed and share information.

Could you post your reports on GH please and be ready for questions only at the FGB.

Thanks again for your hard work this term and for keeping on top of your area or expertise.

- On 26/01/2021 SMK uploaded the I/E report
- On 27/01/2021 SMK uploaded an update on the Capital programme
- On 29/01/2021 SMK uploaded the Head's report
- On 2/2/2021 TD uploaded KO's reports

On 2/02/2021 the following questions were asked regarding the HT report:

**Q: CL:** Thanks Steven- do staff have access to a DSE self-assessment. Clearly, we cannot equip each home with an office suite but wondered if major issues are flagged? Thanks

**A: SMK:** Office staff have already and we are providing these for all teaching staff from this week.

Actually, the kit we are providing replicates a home office pretty well assuming that they have a desk and chair that is appropriate.

**Q: SWe:** HT Report Question: What is being done to mitigate H&S risk to staff working from home on laptops? Are we providing training and equipment to support good ergonomics and working practises?

**A: SMK:** Hello Stuart. We are providing eye tests for teaching staff given the time spent in front of screens and have ordered equipment for home use for all teaching staff who want this. This includes a wireless keyboard and mouse and also a stand to allow the laptop to be positioned as a screen. We have also advised staff on working practises - including taking regular breaks to walk around, lesson structures and the timetable have allowed for this.

On 2/2/2021 **KO commented:** I do have an update I will get to you also with regards to how SEN students are dealing with home schooling & the students that are attending school.

**TD replied:** I have just read the SEN report and it is excellent!! I didn't know the details and I feel informed now. Thanks Kelly.

On 3/02/2021 **SMK** uploaded the completed Self-Assessment

On 4/2/2121 **TD** commented as follows: Steven and I went through the self-assessment tool published on the .gov website for academies. Being able to answer 'Yes' independently to Stevens 'Yes' and explaining why was reassuring that we are governing effectively.

Steven filled out the dashboard, which I checked against my raw figures from the budget and the numbers agreed. When you look at the dashboard we are 'aligned' nationally with similar schools with three small differences.

1). If we didn't spend a substantial amount on capital this year our % in year balance would have been +4.6% rather than -1.7% (We will have roughly £1m in the bank so this is controlled and planned spend).

2). Pupil: teacher ratio for us is 16.7 Which is in the top 20%. To be aligned with other schools we needed to be 16.6, which is only one extra teacher. However, we know we are slightly over staffed and we have specialist teachers in all subjects and we have no problems with timetabling so we are not worried about this ratio.

3). Pupil: Adult ratio for us is 10.9 which puts us in the highest 10% of schools. However, to be aligned we needed a ratio of 10.6, so we are close and again not concerned about this.

I hope you can find time to look at this document as the answers and numbers should assure you that you are doing a good job.

On 4/02/2021 **CL** uploaded the P&SW brief report as follows:

Met with Sarah Mills 3 Feb 2021 to discuss Black Lives Matter plans and progress.

- Forms part of the SIP
- Curriculum reviews for History, English, Art, Dance and Technology have taken place
- Black History Month included assemblies and displays around the school
- PHSE / Tutor activities included work on equality and diversity with a local context
- Oldest included all groups awareness raising
- Next steps - Student Voice to be explored and unconscious bias training for staff.

#### **Pupil Premium Report**

- PP Strategy is now written and will appear on the school website soon - please take a look
- Literacy is a key issue, especially as it has been harder to have student reading sessions but these are now happening with Tutors
- Yr 7 undertook CAT (cognitive ability tests) and WRAT (Writing Reading Ability Tests) and it was found that pupil reading skills were below their cognitive ability overall.
- Lexia reading scheme was lost due to the repurposing of the computer rooms but plans are underway to carry out this work at home
- PP pupils having more red level outcomes for homework completion, c.100 laptops have been issued to support home learning
- The target of 2% PP gap in attendance has been set (currently 5%), bespoke options underway to reduce the gap
- Aspiration raising activities are taking place but no longer as external visits (e.g. Jaguar factory)
- Exclusion from school preventative measures is plentiful - see strategy for details

On 4/2/2021 **TD** commented as follows: Thanks Carl, that's a great report and again there are many things happening that I was not aware about, so thanks for bringing these to our attention.

If anybody notices the PP strategy going onto the school website could you make us all aware so we can read that please.

I would also like to know what's being done with the results of the CAT and WRAT test results and if PP attendance changes from 5% to 2%.

Thanks for the report and if anyone has questions for Carl, we can ask them tonight at the FGB.

Great work.

On 4/02/2121 **LN** asked: Please let me know if I can be of any further assistance with continuing diversity and equality activities and staff unconscious bias training as I already work with other schools delivering such training.

**CL:** Louise - thanks for this. Sarah - please note Louise's very kind offer!

**KO:** I am the link to student voice - what is to be explored & is this from the PSW meeting?

**CL:** This is work Sarah Mills will be doing to explore the student voice on BLM issues. I don't think Gov's will be involved in this part. I may be wrong

**KO:** I did think it was do with BLM - student council can help with this, so if you want to get them involved that would be great!

On 4/02/2021 **JR** uploaded the following as a response to a query by CL:

Y10 Predicted grades further information to answer Carl's question about the difference between PP boys and girls.

Perhaps surprisingly the PP boys (P8= +0.35) are being predicted to make significantly more progress than PP girls (P8= -0.67). However, 7 of the 22 girls have predictions for P8 of between -1.00 and -3.50, and without going into detail here: 4 do not attend our school despite being on roll and the other 3 have significant personal issues which have disrupted their education.

## Item 4.2

### Matters arising from the minutes of the FGB meeting held on 10 December 2020

Item	Action	Actionee	Status
7.	<b>Terms of Reference update</b> – Prepare a proforma TOR for disciplinary committee	AR	ONGOING
7.	<b>Terms of Reference update</b> – Amend wording to Chairmanship	AR	COMPLETE
7.	<b>Terms of Reference update</b> – Look for a better term than 'British Values'	AR	ONGOING
7.	<b>Terms of Reference update</b> – Regarding HT performance stipulate Chair instead of Chair or vice chair	AR	COMPLETE
10.1	<b>Policy updates</b> – Everyone to read the complaints policy & when completed to arrange a vote to approve offline	SMK	RELATES TO 10.3 ONGOING
10.3	<b>Complaints policy</b> –	SMK	CL sent policy to SMK during the meeting - ONGOING



	CL mentioned a new DfE policy model which SMK will look at and revert to the board		
12.	<b>DBS update</b> – Regarding the benefit, costs and admin to get updates FOC after re doing DBS – SMK to ask IT to get details	SMK	SMK to investigate further following discussion. Costs £7.5k with £2k per year.
14.2	<b>Student staff council</b> – KO to send list of questions to Chair / Vice chair	KO	COMPLETE

**Outstanding items:**

- 6. Update SIP/School strategy. KW to arrange strategy meeting plan. A discussion took place around the timing for this.  
**ONGOING**
- 8. Confirmations of budget approval.  
**COMPLETE**
- 9. Re-appointment of Auditors – Monahan  
**COMPLETE**

<b>Signed on:</b>	
<b>By:</b>	