



## Local Governing Body Meeting

### HELD ON TEAMS

Thursday 24<sup>th</sup> March 2022 18:00

### MINUTES

#### PRESENT

John Hannyngton - Chair     JPH  
 Andrew Richardson- Head     AR  
 Kate Yarbo     KY  
 Jonathan Hendry     JH  
 Laura Sayer     LS  
 Alex Steward     AS  
 Becky Shepherd     RS  
 Kate Davis     KS

#### ATTENDING

Sarah Rankin – Clerk     SR  
 Fiona Hill – HOD Maths     FH  
 Katy Chanter – HOD English     KC

### ACTIONS challenges DECISIONS

#### 1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the meeting. There were apologies from Tom Burnett. There were no declarations.	

#### 2. MINUTES OF THE MEETING OF 20<sup>TH</sup> JANUARY 2022 – ACCURACY AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and approved.	
<b>Matters arising:</b> Exit interviews: Outstanding. Data compilation proving to be a large piece of work to go back several years. It was noted that students leave for many and varied reasons.	

#### 3. HEAD OF SUBJECT PRESENTATIONS

	ACTIONS
<b>Maths Department – FH</b> Governors received the Department Review of 17 <sup>th</sup> January prior to the meeting. FH drew attention to the following:	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....



<ul style="list-style-type: none"> <li>• A strong and supportive team despite a challenging year with a lot of staff sickness</li> <li>• focus on oracy and metacognition</li> <li>• focus on the wellbeing of students, making maths fun</li> <li>• focus on encouraging all staff to be positive and enthusiastic about maths</li> </ul> <p>FH noted that it was difficult to maintain engagement in maths during the lockdowns. Despite this, results are above the national averages, but a gap still exists between attainment in maths and English.</p> <p>Areas for development were flagged as:</p> <ul style="list-style-type: none"> <li>• Increasing resilience and self-belief in students</li> <li>• Increased collaboration</li> <li>• Dynamic seating plans</li> <li>• More CPD to upskill staff</li> </ul> <p>FH underlined the urgency to fill the staff vacancy to reduce the HOD’s contact time, thus allowing more time for research, monitoring and dissemination of ideas and strategies. The challenge of filling the maths post was discussed. The Head confirmed that the post will be readvertised with a start date of September.</p> <p>Maths resources were discussed. JH found Maths Watch to be a frustrating and demotivating programme. The strengths and weaknesses of online resources were examined. FH advised that other options are currently under consideration.</p> <p>The Chair asked FS to extend Governors’ thanks to all members of the department for their contributions to the review, and for all the hard work carried out in the Department.</p> <p><i>FH left the meeting at 18:26</i></p>	
<p>English Department – Katy Chanter</p> <p>Governors received the Department Review of 5<sup>th</sup> January prior to the meeting. KC drew attention to the following:</p> <ul style="list-style-type: none"> <li>• Annual review of the curriculum to expand offer has taken place</li> <li>• Strong team of dedicated and inspiring teachers</li> <li>• Quality of assessment, marking and feedback is consistent</li> <li>• Progress data is examined regularly and interventions applied and monitored carefully</li> <li>• Inclusive termly writing competitions across all year groups</li> <li>• Bookopoly challenge to promote reading for pleasure in KS3</li> <li>• Bring back books campaign successful</li> <li>• Older students are supporting the reading of younger students and having a positive impact on both year groups</li> <li>• Culture club screenings and theatre visits to restart</li> </ul> <p>KC reported some disengagement and literacy issues and dropping levels due to lockdown, as well as disruption to positive learning patterns. KC advised a</p>	



<p>whole school literacy inset took place last week to raise the profile of books across the school.</p> <p>Departmental priorities include:</p> <ul style="list-style-type: none"> <li>• boosting the number of boys and disadvantaged students achieving 5+</li> <li>• re-engaging students with a love of reading</li> <li>• re-establishing positive learning patterns and addressing literacy gaps</li> </ul> <p>Peer to peer marking is being introduced to reduce workload and boost student engagement with marking criteria. This was reported to be a very positive exercise where students are supported by the modelling of marking an extended paragraph looking for specific marking criteria. It was confirmed that pairings are selected carefully, and it is a positive learning experience. Books are checked periodically.</p> <p><b>Governors asked whether the drop in literacy is reported home.</b> KC advised that this is not the case, but that it is used as a diagnostic tool which informs the Learning Support department.</p> <p>The Chair thanked KC for her contributions and asked her to extend Governors’ thanks to all members of the department for all the hard work carried out in the Department.</p> <p><i>KC left the meeting at 18:42</i></p>	
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**4. Headteacher’s report**

	ACTIONS
<p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> <li>• Numbers on roll down to 698.</li> <li>• Exclusions: FEXs at national average. 3 PEX to date which may trigger an Ofsted visit. All valid cases.</li> <li>• Ben Philips is working hard on behaviour and attendance with rewards-based approach.</li> <li>• New student manager recruited and starting soon.</li> <li>• Attendance continues to be good with above national average attendance for all year groups</li> <li>• Challenging recent weeks with high levels of Covid-related staff absence leading to huge pressure on all staff. Supply issues remain.</li> <li>• Sixth form: numbers are low. Some subjects may not run. Currently recruiting for the psychology and criminology posts. This follows the resignation of Lee Clarke who set up the programmes and has been pivotal to the success of the social science offer.</li> <li>• Departmental reviews completed for Geography and Science.</li> <li>• Careers fair scheduled for 30<sup>th</sup> March with lots of businesses in attendance.</li> <li>• Changes to sickness absence – clarity from EPM has been requested.</li> </ul>	



<ul style="list-style-type: none"> <li>• PE changing now back in place. Lack of privacy has become an issue so special arrangements have been made for some students. The Head expressed the need to upgrade the facilities as a matter of urgency.</li> <li>• The wellbeing charter continues to be followed, with channels of communication open.</li> </ul>	
<p>SMSC Day 2 22<sup>nd</sup> April</p> <p>The Headteacher emphasised the need to reinvigorate students and get them out and about to broaden their horizons following the pandemic. Trips to London and Duxford planned for years 7 and 8.</p> <p>SEND awareness day for Year 9, and revision sessions for Years 10 and 11</p>	

**5. SAFEGUARDING**

	ACTIONS
<p>The safeguarding update was circulated prior to the meeting. Annual report due in the summer term.</p> <p><b>Governors asked what the arrangements for safeguarding will be once JM retires.</b> AR confirmed that Tash Drury will take over as main DSL and will step back from the careers element of her role. TD is also completing the Mental Health Lead training funded by the DfE Alternate DSLs will be Stacey Ives and the new Head.</p>	

**6. FINANCE UPDATE**

	ACTIONS
<p>JH raised concerns over the budget and the lack of commentary provided despite requests to the CFO. Questions remained regarding the escalating supply costs and inflation contingency. Clarity was sought over the decision-making process with regard to the introduction of the STAR system. AR advised that the Trust will no longer be using STAR and that a new management information system is being sought. JH stressed the importance of using a tried and tested system to avoid a recurrence of this year’s issues. The challenge of being able to carry out the governor monitoring role was acknowledged and it was suggested that JH contact the CEO directly to raise his concerns.</p>	JH

**7. SLT STRUCTURE AND EXEC HEAD RECRUITMENT**

	ACTIONS
<p>The CEO has met with the SLT of both high schools to put together the recruitment process for the new Exec Head. This will include meeting staff, meeting student, having lunch with governors and a presentation from the candidate.</p>	



8. GOVERNANCE

	ACTIONS
<b>Monitoring update:</b> Lost learning – TB. AR to chase	AR
<b>Staff wellbeing and workload</b> RS reported on a successful wellbeing week run for staff w/c 31 <sup>st</sup> January with high engagement from staff at the various sessions. RS reflected on how valuable it was to get the staff all together again in the staff room and talk. Staff benefitted from continental breakfast on Monday, sweet treats on Tuesday, a photography session on Wednesday, fruit and Just Dance on Thursday and a buffet lunch on Friday.  A ski session is planned for next term. RS was thanked by the Headteacher for putting together such a successful and worthwhile week of events. <u>Staff wellbeing survey:</u> this only closed today so no full analysis provided. A brief glance noted 31 completed returns (vs 56 for the last survey). Positive comments on the cleared and updated staff workroom. A detailed commentary will be provided for the next LGB.	RS

9. POLICIES

	ACTIONS
<b>Governor Expenses and Maternity Leave and Pay policies.</b> Trust approved policies were reviewed. AR noted that additions had been requested to the Maternity leave and Pay policy. These include paternity leave and adoption.	

10. UPDATE ON SCHOOL SPORTING FACILITIES

	ACTIONS
AR reported that he had been approached by the Head of Woodfields school and Trustee Matt Smith with regard to Woodfields expansion. A meeting had been held with Karl Reid from NNDC, MS and AR to discuss site development plans. AR will keep the LGB informed of any developments with regard to a feasibility study. Governors raised concerns over loss of control of the project and proposed setting up a subcommittee to work on this project, to include RS, LS and JH.	

11. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	

12. EFFECTIVE GOVERNANCE SELF ASSESSMENT



	ACTIONS
Governors reflected on whether contributions to the meeting added value. It was agreed that this has been a productive meeting with insightful presentations from FH and KC.	

**13. A.O.B.**

	ACTIONS
Ofsted preparation meeting: This was held on 17 <sup>th</sup> March. Governors agreed this was an extremely useful and valuable meeting. The session on Safeguarding was confirmed as <b>Thursday 19<sup>th</sup> May at 6pm</b>	

With no other business, the Chair closed the meeting at 20:10

**Date of next meeting: Thursday 12<sup>th</sup> May at 18:00**