

**Minutes: Full Governing Body Meeting  
held virtually using Microsoft Teams**

**Held on: 15<sup>th</sup> October 2020**

**Present**

Colin Williams (CW) Chair  
Chris Bennett (CB)

Rob Jeckells (RJ) Acting Head Teacher  
Jason Collings (JC)

Simon Howes (SH)  
Richard Priestley (RP)  
Elaine Slater (ES)  
Keith White (KW)  
Emily Cockle (EC)  
Richard James (RJa)  
Justin Corrie (JCo)

Stephen Bailey (SB)  
Jamie Scott (JS)  
Nick Mirchandani (NM)  
Natalie Kirby (NK)  
Ian Pickles (IP)  
Sarah Taylor (ST)

**Part time**

Simone Asser (AS)

Katherine Bamber (KB)

**Apologies**

Sara Goodens (SG)  
Georgina Crooks (GC)  
Christian Schofield (CS)

**In Attendance**

Katja Ayling (KA) clerk  
James Adams (JA)

**Highlighted Blue denotes questions and challenges.**

<b>Item</b>	<b>Purpose/Outcome</b>	<b>Action</b>
	The meeting commenced at 18.17pm.	
<b>1.0</b>	<b>Welcome, Housekeeping.</b>	
<b>1.1</b>	(CW) welcomed all those attending.	
<b>2.0</b>	<b>Apologies/Declarations of Interest.</b>	
<b>2.1</b>	<b>Apologies for Absence</b> Apologies were received from (SG), (GC), and (CS).	
<b>2.2</b>	<b>Declarations of Interest</b> Nil	
<b>2.3</b>	<b>Vote on new Governors</b> - Kathryn Bamber	

	<p>- Simone Asser</p> <p>A formal vote was held and both Governors were approved.</p>	
<b>3.0</b>	<b>Minutes of the last Meeting</b>	
<b>3.1</b>	<p>The minutes of the last meeting were approved as an accurate record.</p> <p>The Chair will sign the approved minutes when circumstances allow.</p>	
<b>3.2</b>	<b>Actions arising</b>	
	<p><b>Governor Visits</b></p> <p>None are scheduled at the moment but when they resume they are likely to be different from how they used to be.</p> <p>(CW) to discuss with (RJ) and (ML) to develop a proposal to be submitted to FGB by email and discussed at the next committee meetings and FGB.</p> <p><b>ACTION CLOSED:</b> it was decided that governor visits would be restricted to those that are essential or cannot be held virtually, for example, a budget review meeting. If a visit had to take place it in order to fulfil governor obligations governors should liaise with (IP) to ensure it could be done as safely as possible.</p>	
	<p><b>Black Lives Matter Movement</b></p> <ul style="list-style-type: none"> <li>- FGB to review what the school does to react to this ongoing issue, to change perceptions and behaviours and in particular to eradicate unconscious bias where it is present. Whilst the initiative should be pupil led staff should be involved to guide, help and challenge pupils and drive change across the school. The governing body are asked to make themselves available and the school is asked to let them know how they can be of assistance and get involved.</li> <li>- Curriculum Committee to review how this should be incorporated into the curriculum.</li> <li>- A staff member will be appointed as the Equal Opportunities Officer and this will be posted on the website.</li> <li>- (CW), (ML) and (RJ) to write a statement to be posted on the website stating where the school stands on Black Lives Matter and who should be contacted in relation to it.</li> </ul> <p><b>ACTION CLOSED:</b> the school is incorporating issues behind the Black Lives Matter Movement in its ongoing activities and is currently featuring Black History Month in assemblies and posters etc. (RJ) will liaise to establish the best time for the former pupil to come to speak to the school.</p> <p><a href="#">A Governor suggested that the school uses the Tedex channel on YouTube as a resource to play material simultaneously across classrooms to give shared experience to pupils at a time when assemblies are not held together.</a></p> <p>(RJ) to consider appropriate way forward.</p>	<p>RJ</p> <p>RJ</p>

	<p>(CW) to write to staff on behalf of all governors to thank them for their hard work and continued efforts during lockdown.</p> <p><b>ACTION CLOSED</b></p> <p>Q. A Governor asked if the ‘Show Your Appreciation’ scheme was still running.</p> <p>A. Yes. (RJ) will remind parents of it in his letter at the end of next week.</p>	<p>RJ</p>
	<p><b>Training Update</b></p> <p>Very little training is booked. Governors are encouraged to take up the opportunity of the courses available. Governors are asked to complete their review forms and then resulting training requirements can be booked and met.</p> <p><b>ACTION CLOSED:</b> (NM) updated later in the meeting.</p>	
	<p><b>Safeguarding</b></p> <p>We have completed the annual Safeguarding Audit Tool which is on OneDrive. Usually at this time of year there is a new version of the document ‘Keeping Children Safe in Education’; this is now available which means a new Child Protection Policy and a new Safeguarding Policy will be required. Models for these will be available in September so until new policies are drawn up the existing ones will be in use.</p> <p>These policies will be available on OneDrive and will be ratified at FGB in October.</p> <p><b>ACTION CLOSED</b></p> <p><b>NQT</b></p> <p>This policy is available on OneDrive for (SB) to review. Once reviewed it will be reissued to FGB by email. Unless objections are received will be approved.</p> <p><b>ACTION CLOSED</b></p> <p><b>Physical Activity Policy</b></p> <p>Q. A Governor commented that item 1.3 should cross reference the work done on gender identity and other relevant policies.</p> <p>(SB) to email (IP) the relevant bodies for this policy and (IP) to:</p> <ul style="list-style-type: none"> <li>- cross reference other relevant policies</li> <li>- email to Ali Birch for sign off</li> <li>- email final version to governors for review and approval.</li> </ul> <p><b>ACTION CLOSED</b></p> <p><b>Health and Safety Policy</b></p> <p>All new policies need to be cross referenced with the Kings H&amp;S policy and current policies should be read in conjunction with the school H&amp;S policy.</p> <p>(IP) to place Health and Safety Policy on Kings website.</p>	

	<b>ACTION CLOSED</b>	
	<p><b>Review of designated governors</b> Governors were asked to nominate themselves for the BEE/Careers Governor role to be reviewed at the October FGB.</p> <p><b>ACTION CLOSED</b></p> <p><b>ACTION:</b> (EC) and (JCo) to meet with (RJ) and Jake Lean to scope out the role of BEE/Careers Governor.</p> <p><i>A Governor suggested merging Pupil Support Committee and Curriculum Committee as they are interrelated.</i> Item to be discussed at both committees.</p> <p><b>ACTION CLOSED</b> : it was decided to retain the two separate committees.</p> <p><i>Q. A Governor asked whether open evenings could be held with subject specific sessions.</i> They are not usually subject specific but it can be considered. (RJ) to liaise with (SH) about making on line open sessions productive.</p> <p><b>ACTION CLOSED</b> ; item was reviewed later in the meeting</p> <p><b>Return to School in September</b> Plans are not yet final but the expectation is to have virtually all children in school with new health and safety measures. (RJ) sent a comprehensive email to parents today outlining thinking to date and setting a target date of 21<sup>st</sup> August for an updated communication from him to parents, staff and Governors.</p> <p><b>ACTION CLOSED</b></p>	EC, JCo, RJ and Jake Lean
	<p><i>Q. A Governor asked what the thinking was about holding events which gather numerous people together such as open days and evenings.</i> Such events will need to be held virtually for example through the on line virtual school tour and the on line versions of the Headteachers address to new families. There could be a live element to such events where parents email questions in advance for a panel of staff and pupils to answer. A proposal will be developed over the summer holiday to be implemented in September.</p> <p><b>ACTION CLOSED</b></p>	

4.0	<b><u>Core Function 1. Ensuring clarity of vision, ethos and strategic direction.</u></b>	
	<p>(CW) introduced the two new Governors, Kathryn Bamber and Simone Asser.  <b>ACTION:</b> (NM) to liaise with (KB) and (SA) to set up the new Governor induction training and other training needs.  (NK) will buddy (SA) and (EC) will buddy (KB).</p> <p>(CW) introduced Dr James Adams, the new Head Teacher from January 2021.  (JA) gave a verbal overview of his vision for the school. This included to;</p> <ul style="list-style-type: none"> <li>- foster a culture of excellence to create subject scholars and leaders of tomorrow by setting clear expectations, recognising strength and focusing on improvement rather than change.</li> <li>- Maximise the opportunity to improve pupil progress, especially among boys and low attainers, and remove in school variation.</li> <li>- Nurture a culture of trust and growth for pupils and staff.</li> <li>- To deliver exceptional pupil outcome and character, independent learners who are leaders and thrive in a culture of success which they enjoy.</li> </ul> <p><b>4.1 Reviews of Committee Meeting Minutes</b></p> <p><b>4.11 Curriculum Committee</b>  A verbal review was given and it was noted that the main points of the Curriculum Committee Meeting are covered in the Headteacher's report.</p> <ul style="list-style-type: none"> <li>- The setting discussion is being carried forward till the spring or summer.</li> </ul> <p><b>4.12 Premises Committee</b>  A verbal review was given and it was noted that the main points of the Curriculum Committee Meeting are covered in the Headteacher's report.</p> <ul style="list-style-type: none"> <li>- the new Community Manager is in place and the facility is open.</li> <li>- several improvements have been made around the school including new lavatories in the Tower, new automatic doors to aid wheelchair access into the physiotherapy room and internal and external decoration.</li> <li>- several physical safety features have been introduced to help protect from Covid 19 and pupils have been very compliant.</li> <li>- the Osborne development is ongoing and should be complete in September 2021.</li> <li>- the committee is evaluating a proposal to change all light fittings to LED to increase energy performance and hence cost savings.</li> <li>- at the next meeting the committee will vote to keep (NM) as chair. A new vice chair is required.</li> </ul> <p><b>4.13 Pupil Support Committee</b>  A verbal review was given.</p>	NM

	<ul style="list-style-type: none"> <li>- The Safeguarding Policy was reviewed and approved.</li> <li>- The Disability Policy for Exams will be approved at the next meeting.</li> <li>- There has been a significant increase in welfare issues with less support available from external agencies.</li> <li>- Behaviour has improved compared to last year.</li> <li>- At the next meeting the committee will discuss and vote for the chair.</li> </ul> <p><b>4.14 Finance Committee</b> A verbal review was given.</p> <ul style="list-style-type: none"> <li>- The current budget is based on August figures which show a misleading underspend. Actual costs incurred will be reflected in the November budget update and will result in a slight budget deficit.</li> <li>- At the next meeting the committee will discuss and vote for the chair.</li> </ul> <p><b>4.2 Governance Committee</b> The following was discussed at Governance:</p> <ul style="list-style-type: none"> <li>- Covid, the school’s response and remote learning</li> <li>- Year 11 exams</li> <li>- The model pay policy needs to be formally adopted</li> <li>- It was decided that Microsoft Teams should continue to be the vehicle for governor meetings for the immediate future</li> <li>- An overview of the structure and membership of governor committees was shown. This needs to be updated in December.</li> <li>- (JC) is in discussion with Anna Payne about the requirements of the PPG governor role</li> <li>- (CW) to discuss the Safeguarding governor role with (KB)</li> </ul>	<p>JC</p> <p>CW</p>
<b>5.0</b>	<b>Core Function 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.</b>	
<b>5.1</b>	<p><b>Headteacher’s Report (Verbal)</b> The full report is available on OneDrive and (RJ) highlighted the following:</p> <p><b>5.2</b> The Covid Protocol;</p> <ul style="list-style-type: none"> <li>- we aim to run the curriculum as close to the normal as possible</li> <li>- specific arrangements have been made to run the school day smoothly eg. New wet break arrangements, staggered lunchtimes and end of school times. Pupils are complying well.</li> <li>- On 8<sup>th</sup> October we dealt with being informed that a pupil had tested positive and had been in school for some days previously. The first response was to understand which children and staff may have been in contact by reviewing classroom seating plans. 68 pupils are quarantining for 14 days as a result and 8 staff.</li> </ul>	

Q. A Governor asked what the impact was of having 8 staff absent, especially on year 11 pupils, and why these teachers needed to isolate despite distancing measures in classrooms.

A. Staff were asked to isolate if they had been within 2m of the pupil for approximately 15 minutes or within 1m for 1 minute. Staff have been asked to teach from behind white lines drawn on the ground in each classroom but recommended distancing is not always easy to adhere to. It is felt that this case will have raised the commitment of the school community to insist on effective distancing.

Q. A Governor asked whether the staff who are isolating are supporting the blended learning provision.

A. Yes.

Q. A Governor asked how we had learned from the episode.

A. We have seen how a positive case in the school results in the loss of several staff days. Is it important to hold as much information centrally as possible, such as about seating plans, and we now know the type of information Public Health England require in the instance of a positive case.

5.3

#### 2020 GCSEs

- (RJ) gave an overview of the process which had taken place to award pupils their grades.
- Overall it is felt that Kings' pupils gained the grades they deserved and that no child was unfairly disadvantaged.
- Parents and pupils who were not satisfied with their grades were initially dealt with by HODs who reviewed the data supporting grades. When questions were particularly challenging, we sought help from HCC in order to respond within data protection and other guidelines.
- We recognise that the last performance data parents saw was in the Christmas reports and in some cases the actual grades awarded were below those predicted in December. This was the result of the school needing to follow OFQUAL guidance and fit actual grades to the previous years' pattern and setting some pupils particularly challenging target grades to motivate them.

The Governors wish to thank Chris Rossiter, Rob Walker and team for the massive amount of extra work they undertook and for the successful outcome they helped deliver.

- The GCSE results compared to last year's model showed a Progress 8 score of 0.48 which is a strong improvement but based on self-awarded grades. The SISRA adjusted results deliver a Progress 8 score of 0.22. All subjects improved other than some specific elements of the English results and Rob Walker, Tess Player and Anna Payne will investigate this.

Rob  
Walker,  
Tess  
Player,

<p>5.5</p>	<ul style="list-style-type: none"> <li>- FSM children are getting closer to the nationally expected progress levels</li> </ul> <p><b>Remote Learning</b></p> <ul style="list-style-type: none"> <li>- Anna Payne is leading the school's response to the government's requirement for schools to provide remote learning facilities as soon as pupils need to self-isolate. We have a blended learning provision which gives immediate learning materials to children and KS2 are provided for thereafter mainly on SMHW and KS3 with one live lesson per core and option subject per week.</li> <li>- We are assessing the risk of allowing actual classroom lessons to be streamed on line.</li> </ul>	<p>Anna Payne</p>
<p>5.6</p>	<p><b>Catch up funding</b></p> <ul style="list-style-type: none"> <li>- We will receive £137k from the government as a one off universal payment to support all pupils and those who have been disadvantaged during the lockdown period. It is a phased payment with no requirement for it be spent right away.</li> <li>- Items being considered include; <ul style="list-style-type: none"> <li>o Revision camps for Year 11 pupils at Easter and /or May half term.</li> <li>o Using 'My Tutor' online study package</li> <li>o Increasing the number of Welfare support staff</li> <li>o Reintroduction of accelerated reader for year 8</li> </ul> </li> <li>- Anna Payne is developing a proposal. (RJ) will present it at the next FGB</li> </ul>	<p>RJ</p>
<p>5.7</p>	<p><b>Open events</b></p> <ul style="list-style-type: none"> <li>- (RJ) described the online event that was provided and new applications for Kings' are going well and are ahead of the norm for this time of year.</li> <li>- (IP) is planning online Remembrance Day and Carol Services.</li> <li>- Year 11 Parents' Evening will be online using the Parents' Evening booking system platform. This has been trialled at the 'Year 7 Meet the Tutor' event..</li> </ul> <p>The Governors thanked the team for the excellent Open Event materials they developed.</p>	
<p>5.8</p>	<p><b>Year 11 Exams</b></p> <ul style="list-style-type: none"> <li>- Mock exams will take place in December</li> <li>- option subjects are likely to be held in the hall where desks will be spaced out more than in classrooms. Core subjects may need to be held in classrooms not to have the whole year in the hall at once.</li> </ul> <p>Q. A Governor asked what the impact was of the 3 weeks delay to 2021 GCSEs. Could there be a second set of mocks if the government require standardised mocks across the country.</p> <p>A. It causes the school some operational challenges and some events may need to be moved or changed, for example a potential live Year 6 transition event. We</p>	



need to plan how to get the best use out of the additional 3 weeks. We will deal with any government requirements as needed when they become reality.

Q. A Governor asked whether it would be beneficial to document the rigorous procedure which with which our mock exams are conducted to demonstrate a robust process should we need to.

A. Our HODs analyse the robustness of our exams.

5.9

#### **Prefects and New PLT**

- these were awarded in September rather than July. Nearly 200 applications were received and 136 pupils were made prefects.
- The challenge we face is to give them real roles of responsibility as the events they usually help at are not happening.

5.10

#### **Wellbeing**

- We have had a positive start to the year. There has been an increase in the number of pupils accessing support from the welfare team although it has not been a deluge. They are starting to open up and process emotions, with a range of issues such as self-harm and eating disorders coming to the fore. There are now 18 pupils with CiN plans which is more than usual and 3 on full Child Protection Plans.
- Some staff are also being supported by the welfare team.

5.11

#### **Attendance**

- Cumulative figures for attendance, excluding X coded pupils, are just below 95% and the Ofsted 'good' level. Pupils, parents and staff are being more cautious about attending with any ailments. Levels are lower among disadvantaged groups and the outreach team are targeting these.
- We have had 802 absent days due to Covid isolation.
- Overall the figures are better than for many other schools but we are still working on improving them.

5.12

#### **Behaviour**

- Behaviour is markedly better than the last two years, including among the current Year 10. This may be partly due to them calming down with the onset of GCSE learning but year group zoning seems to have helped across all year groups.
- When comparing exclusion data across schools Kings' is still higher than some other local schools but the figures have reduced slightly.
- A pastoral restart action plan has been set in place to re-engage pupils.

Q. A Governor asked whether pupils are advised to wear masks in lessons and if they have a cough.

A. Masks are compulsory at movement time but not encouraged during lessons, though individuals can wear them at their own discretion.

5.13

5.14	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>- The Safeguarding audit has been completed and policies have been adapted where relevant. They are considered to be solid and suitable.</li> <li>- Jane Berridge’s membership of the SLT and contribution towards the welfare provision is considered highly valuable.</li> <li>- There is plenty of safeguarding training underway.</li> </ul>	
5.16	<p><b>Ofsted</b></p> <ul style="list-style-type: none"> <li>- inspections will resume in January. In the interim, they are visiting schools to review the management of attendance numbers, remote education and plans for catch up funding.</li> </ul>	
5.17	<p><b>Appraisals</b></p> <ul style="list-style-type: none"> <li>- these should follow the regular timescales and should be completed by 1th October 2020. However, the formal observation element has been pushed back.</li> </ul>	
5.18	<p><b>Winchester Teaching Schools Alliance</b></p> <ul style="list-style-type: none"> <li>- we have had a similar number of applications to previous years and have recruited 8 trainees this year. The government has removed bursaries for some subjects and this is the last year we will receive funding as a Teaching School.</li> </ul> <p><a href="#">Q. A Governor asked what would replace our Teaching School status.</a></p> <p>A. Currently it is unclear whether we can continue to run our own teacher training provision but we have systems in place to do so. Our response to this needs to be reviewed, when more information is available and post-Covid. We do not qualify as a Teaching School Hub as our Progress 8 score is not high enough.</p>	
5.19	<p><b>Staffing</b></p> <p>We will lose 3 members of staff at Christmas and will advertise their positions soon.</p> <p>(IP) will be leaving the school at Easter after many years of valued, dedicated service and his replacement as Business Manager will be sought through Hantsweb.</p>	
5.20	<p><b>SIPSEF</b></p> <p>This is on OneDrive and was updated in the Summer Term 2020. This plan of the school’s priorities will be implemented when the post Covid response period is over and the input of the new HT has been received.</p>	
	<p><b>Year 7 Pupil Survey</b></p> <p>The results of the survey have been uploaded onto OneDrive.</p>	

6.0  6.1	<p><b>Core Function 3. Overseeing the financial performance of the organisation and making sure its money is well spent.</b></p> <ul style="list-style-type: none"> <li>- the current budget is still undergoing review as although there have been savings in some areas there has been unusual (Covid related) spending in others and not all costs are fully accounted for at the time of the meeting. The picture has further changed with pay awards having been agreed that increase the school's liability. A more accurate budget will be reviewed at the next meeting.</li> </ul>	
7.0  7.1	<p><b>Governing Body Structure.</b> Two governors have resigned and there is still one vacancy.</p> <p><b>Training Update</b></p> <ul style="list-style-type: none"> <li>- (NM) will send the skills audit and governors are asked to respond to help with future governor recruitment.</li> <li>- Whole governing body training is required. (NM) to issue a list of training that has been done in past years and all governors are asked to email (CW) and (NM) with ideas of what the committee could undertake.</li> </ul>	<p>NM</p> <p>NM</p> <p>all</p>
8.0  8.1  8.2  8.3  8.4  8.5  8.6  8.7	<p><b>Policies.</b></p> <p><b>NQT: Approved</b></p> <p><b>Physical Activity Policy: Approved</b></p> <p><b>Child Protection Policy: Approved pending personalisation below</b></p> <p><b>Safeguarding Policy: Approved pending personalisation below</b> <b>ACTION:</b> (SB) email (RJ) with detailed changes to personalise items 8.3 and 8.4. (CW) will send these changes to FGB and if no response within 1 week will approve on their behalf.</p> <p><b>Admissions Policy: Approved</b></p> <p><b>Manual of Financial Practice and Procedure: Approved</b></p> <p><b>Model Pay Policy:</b> (IP) to review and send to Governance Committee and FGB in December. The pecuniary interest forms need to be signed and returned to Maggi Edwards.</p>	<p>SB</p> <p>CW</p> <p>IP</p> <p>CW</p>
9.0	<p><b>Any Notified Business</b></p>	

<b>10.0</b>	<b>Reflection on impact</b> <ul style="list-style-type: none"> <li>- FGB completed the HT recruitment process</li> <li>- The school is working well and has responded strongly to the challenge of returning to school and teaching in the post lock down era.</li> <li>- FGB continue to challenge the leadership team to deliver</li> <li>- FGB focus for 2021 is to support the SLT and (JA) get on board.</li> </ul>	
	<b>Meeting closed</b> at 21.00 hrs.  Next Meeting is on 3 <sup>rd</sup> December 2020 at 6.15pm by Teams.	

### ACTION LOG

	<b>Black Lives Matter Movement</b> (RJ) will liaise to establish the best time for the former pupil to come to speak to the school. (RJ) will consider appropriate way forward. Q. A Governor asked if the ‘Show Your Appreciation’ scheme was still running. A. Yes. (RJ) will remind parents of it in his letter at the end of next week.	RJ  RJ  RJ
	<b>Review of designated governors</b> (EC) and (JCo) to meet with (RJ) and Jake Lean to scope out the role of BEE/Careers Governor.  (NM) to liaise with (KB) and (SA) to set up the new Governor induction training and other training needs.	EC, JCo, RJ, Jake Lean  NM
	<b>Governance Committee</b> (JC) is in discussion with Anna Payne about the requirements of the PPG governor role (CW) to discuss the Safeguarding governor role with (KB)	JC  CW
	<b>GCSE results:</b> All subjects improved other than specific elements of the English results and Rob Walker, Tess Player and Anna Payne will investigate this.	RW, TP, AP
	<b>Catch up funding:</b> Anna Payne is developing a proposal. (RJ) will present it at the next FGB	RJ
	<b>Training Update</b> <ul style="list-style-type: none"> <li>- (NM) will send the skills audit and governors are asked to respond to help with future governor recruitment.</li> </ul>	NM

	<p>- Whole governing body training is required. (NM) to issue a list of training that has been done in past years and all governors are asked to email (CW) and (NM) with ideas of what the committee could undertake.</p> <p><b>Safeguarding Policy: Approved pending personalisation below</b></p> <p><b>ACTION:</b>  (SB) email (RJ) with detailed changes to personalise items 8.3 and 8.4.  (CW) will send these changes to FGB and if no response within 1 week will approve on their behalf.</p> <p><b>Model Pay Policy:</b>  (IP) to review and send to Governance Committee and FGB in December.  The pecuniary interest forms need to be signed and returned to Maggi Edwards.</p>	<p>NM all</p> <p>SB CW</p> <p>IP CW</p>
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