

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

Held on: 3rd December 2020

Present

Chris Bennett (CB)	Kathy Bamber (KB)
Colin Williams (CW) Chair	Keith White (KW)
Elaine Slater (ES)	Nick Mirchandani (NM)
Ian Pickles (IP)	Richard Priestley (RP)
Jamie Scott (JS)	Stephen Bailey (SB)
Rob Jeckells (RJ) Acting Headteacher	Sara Goodens (SG) Vice Chair
Simone Asser (SA)	Sarah Taylor (ST)
	Simon Howes (SH)

Apologies

Emily Cockle (EC)	Jason Collings (JC)
Justin Corrie (JCo)	Georgina Crooks (GC)
Christian Schofield (CS)	Natalie Kirby (NK)
Julian Rickman (JR)	Richard James (RJa)

In Attendance

Katja Ayling (KA) clerk
James Adams (JA)

Highlighted Blue denotes questions and challenges.

Item	Purpose/Outcome	Action
	The meeting commenced at 18.20pm.	
1.0	Welcome, Housekeeping.	
1.1	(CW) welcomed all those attending.	
2.0	Apologies/Declarations of Interest.	
2.1	Apologies for Absence Apologies were received from (EC), (JCo), (CS), (JR), (JC), (GC), (NK) and (RJ).	
2.2	Declarations of Interest Nil	
3.0	Minutes of the last Meeting.	

3.1	Actions Arising	
3.2	<p>Black Lives Matter Movement (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. ACTION ONGOING: Mr Owusu is taking the lead role and engagement will commence in the New Year with an initial focus on Year 11s. An ex-pupil will hopefully come to speak to pupils in person when possible.</p> <p>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. ACTION ONGOING: (RJ) will discuss with (JA) in the New Year. (SG) and (SH) to propose how this could work in the context of Covid.</p> <p>Review of designated governors</p>	RJ SG, SH
3.3	<p>(EC) and (JCo) to meet with (RJ) and Jake Lean to scope out the role of BEE/Careers Governor.</p> <p>ACTION: (RJ) to follow up.</p>	RJ
3.4	<p>(NM) to liaise with (KB) and (SA) to set up the new Governor induction training and other training needs. ACTION CLOSED.</p>	
3.5	<p>Governance Committee (JC) is in discussion with Anna Payne about the requirements of the PPG governor role. ACTION ONGOING: (CW) to discuss with (JC).</p> <p>(CW) to discuss the Safeguarding governor role with (KB) ACTION CLOSED: (SB) will continue in the role.</p>	CW
3.6	<p>GCSE results: All subjects improved other than specific elements of the English results and Rob Walker, Tess Player and Anna Payne will investigate this. ACTION CLOSED: this is confirmed as accurate.</p>	
3.7	<p>Catch up funding: Anna Payne is developing a proposal. (RJ) will present it at the next FGB ACTION CLOSED: item is covered in Head Teacher’s report.</p>	
3.8	<p>Training Update - (NM) will send the skills audit and governors are asked to respond to help with future governor recruitment.</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.

Safeguarding Policy: Approved pending personalisation below

ACTION:

(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.

ACTION CLOSED.

Model Pay Policy:

(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

ACTION CLOSED.

4.0 Core Function 1. Ensuring clarity of vision, ethos and strategic direction.

4.1 Reviews of Committee Meeting Minutes

4.11 Curriculum Committee

(ST) gave a verbal overview of the last meeting. The minutes are on OneDrive.

In addition to the items highlighted in the Head Teacher's report, she reviewed;

- A programme of academic mentoring of Year 11 students by selected staff
- A discussion about an Equal Rights Governor role which will be proposed to FGB next term.

4.12 Premises Committee

(NM) gave a verbal overview of the last meeting. The minutes are on OneDrive.

In addition to the items highlighted in the Head Teacher's report, he reviewed;

- the committee re-elected (NM) as Chair and elected (NK) as Vice Chair.
- The Community Facility closed on 5th November with Lockdown 2 which impacts revenue and delayed staff training for the pool plant.
- Due to Kings' School's broad curriculum and system of setting many subjects from Year 7, our pupils and staff may have more daily people contacts than schools that set fewer lessons and have a less broad curriculum. This means that there is possibility of a slightly higher risk of Covid transmission.
- The provision of extra outdoor meeting space was discussed.
- The Security and High Temperature Policies were approved and recommended to FGB.

4.13 Pupil Support Committee

(SH) gave a verbal overview of the last meeting. The minutes are on OneDrive.

In addition to the items highlighted in the Head Teacher's report, he reviewed;

	<ul style="list-style-type: none"> - A discussion about the new ‘Wellbeing Wishlist’. - The increased demands on the Welfare Team. <p>4.14 Governance Committee (CW) gave a verbal overview of the last meeting. He reviewed;</p> <ul style="list-style-type: none"> - A discussion about the strategic development and the post Covid plan. - The Osborne School project. - Year 11 exams and the changes under discussion. - The school’s Risk Register. - Recruitment of a new School Business Manager. There were 31 applicants of whom 6 were invited to interview at the school. 3 candidates were invited to a second day and the panel selected Yvette Ashman, an army Lieutenant Colonel. We are very confident with her leadership and interpersonal skills and ability to rapidly become versed in the elements of the role that are specific to the school environment. <p>Governors thanked (NM) and (SA) for their help in the process and (IP) for setting up a great recruitment day. It was reported that many candidates commended the school on what they witnessed.</p> <p>4.2 DTG Report (NM) reported that training is ongoing but down on other years. Governors are encouraged to take up virtual training sessions and upcoming courses have been flagged. A couple of skills audits are still outstanding. Whole Governing Body training happens once a year and Safeguarding has been booked for 18.00hrs on the 14th December 2020. Q. A Governor asked for elaboration of the skills audit. A. We have a good breadth of skills with a few areas of weakness.</p> <p>Q. A Governor asked for FGB to have a discussion about Ofsted and the implications of inspection. ACTION: (CW), (JA) and (RJ) to review and present to FGB.</p> <p>Q. A Governor asked whether there is a restriction on the number of people who can attend an online course. A. Yes but there is a waiting list system which means it is possible to get onto oversubscribed courses.</p>	<p>CW, JA, RJ</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>Core Function 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.</u></p> <p>Headteacher’s Report (Verbal) (RJ) gave a verbal overview and the full report is on OneDrive. Highlights were:</p> <p>Teacher recruitment:</p> <ul style="list-style-type: none"> - Overall there are some issues due to suitability of candidates although we are delighted by the recruitment of Yvette Ashman as SBM. 	

5.3 Oskings:

- Works will start in early February with completion in August.

5.4 Catch Up funding:

- We have been allocated £137,360 of which £96,000 will be spent this academic year. Activities include an Easter Revision Camp, online learning resources, SEND training, digital textbooks and potentially increased Welfare Team capacity. We aim to provide benefit to all pupils although the most disadvantaged will be provided with extra support.

Teaching School Update:

- 5.5** This is the final year of Teaching School funding for Kings' but it has been confirmed that current school providers of ITT will be able to continue to offer School Direct teacher training moving forward. We have many applicants for teacher training positions for September 2021 and continue to interview.

Focus Groups:

- 5.6** The Tier System was reviewed but the implementation of the findings has been delayed. Heads of Year will have a Focus List of their most vulnerable pupils, for whom it is essential that we provide a holistic package of support for them to continue to attend and engage with school in order to make expected progress.

Interventions; The Wellbeing Wishlist

- 5.7** In response to the cancellation of trips and enrichment activities we are creating a 'Wellbeing Wishlist' or brochure, which will be offered to the families of all PPG pupils. They will be informed that they can 'spend' up to £60 per pupil to receive items from the brochure. 250 pupils have been offered the initiative and we have had an excellent response from 182 families. This is seen as an excellent way we are adding value to disadvantaged pupils.

Q. A Governor asked whether we have ways of identifying pupils who may not have financial hardship of learning disabilities but may nonetheless have suffered disproportionately during Covid.

A. We feel we are well informed about both financially, emotionally and academically challenged pupils and are providing support accordingly. Departments are offering small after school work groups to Year 11s and the Welfare and pastoral teams are heavily involved with more children than ever.

Q. A Governor asked whether we know of families who have fallen below the line who were not there before.

A. Yes, and in particular families with small businesses. There has been a marked increase in the number applicants for Free School Meals. The City Council is happy to receive applications for grants.

Q. A Governor sought clarification over the timescales of the provision of the government Catch Up funding.

A. This is paid in instalments this academic year but there are no time constraints for spending it.

5.8 Remote Provision:

Anna Payne devised an excellent guide to share best practice for teachers providing remote teaching. More staff are live streaming and are more comfortable doing so. It is much more efficient than doubling up by teaching in class and then uploading separate material. There will be more training in January.

Q. A Governor asked how the uptake of live lessons had been. It was commented that (AP)'s document was a great price of work, especially the FAQs and the ability it gives teachers to extend.

A. Uptake during Lockdown 2 has been better than to begin with and has been especially good amongst Year 10s.

In school teaching:

5.9 Teachers have had to change their teaching methods and some elements of this have been very challenging, such as staying behind a marked line in classrooms. Our usual lesson observation programme has been stretched over 2 terms rather than 1 and will continue to be led by Jake Lean. The observation and appraisal process was discussed.

The ISDR Dashboard

5.10 This was reviewed and discussed. The projected results for this Year 11 are broadly in line with Year 11 at this stage last year. Mock exams are over the next weeks.

5.11 Behaviour:

Behaviour has been much better overall with fewer inclusions and exclusions. We are particularly pleased with how Year 10 have settled down to GCSE study.

5.12 Attendance:

Whole school attendance has been 95% and 87% amongst the FSM pupils, the latter of which is lower than this time last year, especially in years 9, 10 and 11. There are 35 FSM pupils with lower than 80% attendance of whom 10 are in Year 11. We are more aware than ever of who we need to target for support. 66 pupils are currently isolating. Following Hampshire guidance we have adopted a more flexible stance towards pupils who are not attending due serious risk to other family members.

A Governor commented that attendance was actually good considering the numbers of families who will be more cautious about sending children to school with any signs of illness.

RJ

<p>5.13</p> <p>5.14</p> <p>5.15</p> <p>5.16</p> <p>5.17</p> <p>5.18</p>	<p>Welfare: The Welfare Team are dealing with 150 cases when they have the capacity for 100. We have brought in some additional staff time but are considering investing in more resource. We have a real growth in the number of pupils with ‘Child in Need’ plans which shows families are really struggling with the ongoing situation.</p> <p>Q. A Governor asked whether schools are expected to operate Track and Trace till 24th December or only till the end of term. A. We are waiting for a response from County on this. We have a register of which SLT may be available to manage any issues should there be any after the 18th.</p> <p>Pupil Voice: Feedback is that pupils are really missing the extra-curricular activities.</p> <p>KSA: The Chair is standing down so there has been little activity recently.</p> <p>SIPSEF: This was paused but we are looking to resume it in January.</p> <p>Admissions: We have 36 on the waiting list currently and have 342 first choice applications for 2021 out of a PAN of 360. Q. A Governor asked whether our numbers would be affected by Westgate Year 6 automatically moving to Year 7. A. We are confident we will be full.</p> <p>Events: It has been a busy term with things done differently, highlights including Year 7 and 11 Parents’ Evening on line, Year 11 Presentation Evening online, a number of House Events and a Geography trip to the New Forest.</p>	
<p>6.0</p> <p>6.1</p>	<p><u>Core Function 3. Overseeing the financial performance of the organisation and making sure its money is well spent.</u></p> <p>The previous budget showed a surplus of circa £57k but the current forecast is a deficit resulting from extra costs due Covid and the resulting loss of revenue from the Community Facility, increased staffing costs due to pay awards, and the potentially misleading impact of the Trips budget; travel companies hold the payments we made for 2020 trips which will be regained when trips are booked in 2021. The three year plan has been submitted to County and we aim to have a balanced budget for next year. We will continue to be careful with the finances but not hold back on ambition.</p>	
<p>7.0</p>	<p>Governing Body Structure.</p>	

7.1	Training Update	
8.0	Policies.	
8.1	High Temperature Policy: APPROVED Q. A Governor asked whether this could be named 'Hot Weather' Policy. A. This is a mandatory name and policy.	
8.2	Security Policy: APPROVED	
8.3	Literacy Policy: APPROVED	
8.4	Visitors Working with Pupils Policy: APPROVED Q. A Governor asked whether this applied to Governors. A. No as they are all vetted and only go on site for a particular reason.	
9.0	Any Notified Business. Items for discussion raised prior to the meeting.	
9.1	none	
10.0	Reflection. What impact have we had for the children this evening and since last meeting?	
10.1	- provided the standard audits - A new Business Manager has been recruited - (CS) taught a Romeo and Juliet revision session	
11.0	Meeting closed at 20.20 hrs. Next Meeting at 18.15pm 4 th February 2021	

ACTIONS SUMMARY

3.2	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. ACTION ONGOING: (RJ) will discuss with (JA) in the New Year. (SG) and (SH) to propose how this could work in the context of Covid.	RJ SG,SH
3.3	Review of designated governors (EC) and (JCo) to meet with (RJ) and Jake Lean to scope out the role of BEE/Careers Governor. ACTION: (RJ) to follow up.	RJ
3.5	Governance Committee (JC) is in discussion with Anna Payne about the requirements of the PPG governor role ACTION ONGOING: (CW) to discuss with (JC).	CW

4.2	DTG Report Q. A Governor asked for FGB to have a discussion about Ofsted and the implications of inspection. ACTION: (CW), (JA) and (RJ) to review and present to FGB.	CW, JA, RJ
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