

## MINUTES OF FGB MEETING HELD ON 15<sup>th</sup> DECEMBER 2020

### (REMOTE MEETING)

Committee members Present: Mrs Jane Briggs (JB), Mr Simeon Leete (SL (Vice Chair)), Mr Barclay Millar (BM), Mrs Michaela Pay (MP), Mrs Frances Perkin (FP), Mr Jay Turner (JAT), Dr Mary Welford (MW), Mr Dom Wilkes (DVW).

Apologies: Mrs Laura Mead (LM (CHAIR)), Mrs Alice O'Reilly (AOR), Mrs Hetty Thompson (HT).

In Attendance: Mrs Clare Brown (CLB (CLERK)).

In absence of LM, SL 'chaired' the meeting.

Item	Topics Discussed	Result/Action
1. Apologies	As above	<b>Noted and accepted.</b>
2. Declaration of Pecuniary and/or Professional Interest	Governors reminded to declare pecuniary interests considering the agenda or as soon as it becomes apparent that one exists as discussions progress.	<b>DVW &amp; JAT declared a professional interest.</b>
3. Minutes and Confidential Minutes of Meeting on 29.09.2020 and Matters Arising	<p>a. The Part One minutes having been circulated were approved and signed as a correct record. Matters arising from the minutes.</p> <p>i. <b><i>Governors asked for an update on Governor On-line Safeguarding Training.</i></b></p> <p>ii. <b><i>Governors asked for an update on mocks. DVW confirmed:</i></b></p> <ul style="list-style-type: none"> <li>• Full mocks have gone ahead as planned</li> <li>• Mop up day planned</li> <li>• Second set of mocks scheduled for the new year.</li> </ul> <p>iii. <b><i>Governors asked if DVW was happy with the content. DVW confirmed that he had QAd all of the mocks and was happy with the content.</i></b></p> <p>b. The Part Two (confidential) minutes having been circulated were approved and signed as a correct record. Matters arising from the minutes</p> <p>i. DVW's targets were explained and reviewed</p> <p>ii. Governors recognised all the hard work done by SLT</p> <p>iii. Vacancies were discussed</p>	<p><b>Signed by CLB on behalf of FGB</b></p> <p><b>CLB to check on Governor responses and report back.</b></p>

4. Correspondence	a. <b>Governors shared positive feedback from local GP's and other professionals in the community.</b>	
<p>5. Headteacher's Report led by DVW</p> <p>VJ = Vicki Jordan (Head of MFL)</p> <p>GLW = Gemma Wilderspin (Head of English)</p>	<p>Headteacher's report had been previously circulated. Points of note:-</p> <p>A. COVID</p> <p>a. Covid Risk Assessment update following school closure</p> <ol style="list-style-type: none"> <li>i. Reduce the number of persons in school</li> <li>ii. Seen an increase in anxiety and mental health issues, especially of students</li> <li>iii. Staff are exhausted <ul style="list-style-type: none"> <li>• <b>Governors asked DVW to thank staff for all the work they are doing</b></li> <li>• <b>Governors stated that they were worried it will become more and more challenging as time progresses</b></li> <li>• DVW suggested that an email of thanks from Governors would be appreciated by staff.</li> </ul> </li> </ol> <p>b. Covid Catch up</p> <ol style="list-style-type: none"> <li>i. Prefer to pay our part time staff to do extra hours then use the National Tutoring Programme which is on offer. We were only offered one tutor, and that would be remote, once a week, for a max of 3 pupils – not fit for purpose.</li> <li>ii. Able to extend contract of an excellent teacher covering a maternity leave until the end of the year.</li> <li>iii. £20,000 received so far but promised £80,000</li> <li>iv. Period 6 – had 88 (Yr 11s) staying on Tuesdays – will roll this forward after Christmas</li> </ol> <p>c. Ofsted Interim visit</p> <ol style="list-style-type: none"> <li>i. Ofsted visit letter has been approved and is now on the website (DVW confirmed that he challenged the comment over food technology lessons and got it changed)</li> <li>ii. Inspectors were very complimentary on what we are doing</li> <li>iii. Had been advised that the letter would have been very underwhelming but it was better than DVW had expected so he was pleased.</li> </ol> <p>d. Staffing and Performance Management</p> <ol style="list-style-type: none"> <li>i. PM for the 2019-20 round has been completed and targets set.</li> <li>ii. Planning to revisit UPS targets to make them more pertinent</li> <li>iii. Following the pay committee 3 members of staff appealed. All requests were rejected on the grounds of lack of evidence <ul style="list-style-type: none"> <li>• Following confirmation from the Appeal Committee one member of staff went off work</li> <li>• Feel as if the message is filtering through that need to provide sufficient evidence in order to progress.</li> </ul> </li> </ol> <p>e. School Improvement Plan</p> <ol style="list-style-type: none"> <li>i. Curriculum development – Assessment programme being developed to address shortfalls. Work done by VJ as part of her NPQSL.</li> <li>ii. Reading, knowledge retrieval and vocab. <ul style="list-style-type: none"> <li>• Spending part of January INSET to look at vocab and age appropriate reading across all subjects as not just the responsibility of English</li> <li>• <b>CoG reminded Governors of GLW's first presentation where she was surprised at the limited vocab across</b></li> </ul> </li> </ol>	<p><b>CoG to write to staff with Governors thanks.</b></p>

<p>JPS = Jono Stirrup (English teachers)</p>	<p><b><i>all years and hypothesised that this was the same across the community so little input outside of school</i></b></p> <ul style="list-style-type: none"> <li>• Slight achievement lag but if you look at 'understanding' across all year groups there has been some improvement each year so very positive.</li> <li>• JPS is leading on Yr7 vocab as his UPS role</li> </ul> <p>iii. Disadvantaged boys – still a concern and remains a significant priority. DVW looking at staffing structure to support and develop this area as at present we are not having enough impact.</p> <p>iv. SEND. Part of January INSET will focus on 'Quality First Teaching' to ensure SEND strategies are interwoven in everything we do and not an 'add-on'. DVW will outline what we are doing and what is expected from staff.</p> <p>v. Whole School Attendance.</p> <ul style="list-style-type: none"> <li>• HT has met with JAF to discuss attendance</li> <li>• JAT confirmed whole school attendance is a massive issue and one of the points raised by the Ofsted Review. Staff need to understand what has happened and what needs to be done. Covid gave us a break but Ofsted is looming.</li> <li>• <b><i>Governors asked what 'non-Covid' absence looks like.</i></b> DVW confirmed doing daily analysis to highlight Covid and non-Covid absences. We are following government guidelines and using the correct codes so figures are an honest reflection of our absences.</li> <li>• JH has given guidance on how to make comparisons in preparation for Ofsted questions</li> <li>• DVW asked if any Governor would like to be the link for 'attendance'. FP offered.</li> </ul> <p>vi. CEIAG</p> <ul style="list-style-type: none"> <li>• Two new careers leaders are undertaking Level 6 training; we are able to buy in support in the interim until this is completed</li> <li>• <b><i>Governors asked what was the commitment involved with this.</i></b> DVW confirmed big commitment but both happy to do it. School will support with more time if needed.</li> </ul> <p>f. Mock exams</p> <ol style="list-style-type: none"> <li>i. Analysis of results will be carried out using SISRA – this will enable staff to see data, trends and characteristics which will be imperative if go down the route of 'Centre Assessed' grades</li> <li>ii. Guide already written and will be demonstrated to Governors at next FGB</li> </ol> <p>g. Culture/Ethos (see presentation attached).</p> <ol style="list-style-type: none"> <li>i. Talked about initially at SISC – need something that people believe in</li> <li>ii. Had planned to explore the Budehaven ethos during the summer term but delayed</li> <li>iii. Asked pupils for their feedback on the current 'Budehaven Way' – opinions were very different to what was expected when it was introduced. Feedback included: <ul style="list-style-type: none"> <li>• Nothing about them as people</li> </ul> </li> </ol>	<p>DVW confirmed looking at non-covid absence at the moment – figures to follow.</p> <p>FP to be 'Attendance' link Governor.</p> <p>Governors agreed with this suggestion of support.</p>
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	<ul style="list-style-type: none"> <li>• Didn't reflect what the students think</li> <li>• Nothing about living by the sea</li> </ul> <p>iv. Governors were asked for their thoughts</p> <ul style="list-style-type: none"> <li>• <b>Governors suggested adding something concerning climate change and reducing our Co2 footprint.</b> <ul style="list-style-type: none"> <li>➢ DVW confirmed this was discussed and felt it was part of the 'Care' level of the triangle</li> <li>➢ <b>Governors happy with this</b></li> </ul> </li> <li>• Feedback from Governors to DVW by Jan 11th</li> </ul> <p>v. Staff provided some good ideas which DVW put into his rough brainstorm</p> <p>vi. JAT added how important it was to get the right words so that everyone signs up to it. A Governor had challenged the words used in the QA policy which JAT had appreciated.</p>	DVW aiming to get set of Core values by Feb half term.
6. Safeguarding – from JAF = Jim Francis	<p>a. JAF confirmed nothing more to add since report given to last SISC (attached)</p> <p>b. Safeguarding is the responsibility of all staff both in and out of school. Staff need to be aware of responsibilities and learn to tackle issues even socially linked out of school.</p> <p>c. HT had been in to meet with JAF who updated her on a safeguarding issue which occurred out of school at a social gathering - LM had been involved throughout.</p> <p>d. <b>JAT felt that 'Care' becomes diminished if teachers do not know the issues behind students. Need to trust each other and share more rather (too much 'confidentiality' at times)</b></p> <p>e. <b>Governors asked who controls the SEND information. Are we able to demonstrate that the information is shared correctly so that students get the support needed in classes? DVW confirmed SAH as SENDCo was responsible for sharing the SEND information and was confident that this was in place.</b></p> <p>f. DVW confirmed JAF had recently missed several Yr11 lessons due to safeguarding issues that need attention.</p> <ul style="list-style-type: none"> <li>• <b>Governors asked if this was sustainable going forward (re-affirmed governors previous discussions and concerns with SLT and teaching versus leadership)</b></li> <li>• <b>Governors feel SLT should teach key classes but reduce teaching load so more time to work on SLT role.</b></li> </ul>	
7. Health and Safety Report	<p>a. Nothing to report aside from Covid issues</p> <p>b. Covid</p> <ul style="list-style-type: none"> <li>• School is being expected to 'Track and Trace' for 6 days following the end of term (until 23.59 on 24.12.2020)</li> <li>• DVW, JAF and NB to be notified of any need to isolate via an online form which will trigger the process where close contacts will be informed.</li> <li>• It was suggested that schools held an INSET day on the last day of term so that the 6 days ended on 23.12.2020. DVW spoke to Primary Headteachers and all agreed to keep the term as it was.</li> <li>• <b>Governors asked how parents would be notified. DVW confirmed this would be via Schoolcomms.</b></li> <li>• Lead First Aider had confirmed she was happy to be 'on-call' and would contact PHE if necessary.</li> </ul>	

8. Report from Pay Committee. Led by SL	<p>Main points of note:</p> <ul style="list-style-type: none"> <li>a. 30 teaching staff were discussed with regard to progression</li> <li>b. 8 requests were rejected and 3 of these appealed</li> <li>c. All successful applications were backed up with evidence to show expectations/targets were met or exceeded.</li> <li>d. Unsuccessful applications failed to provide robust evidence in support of request.</li> </ul>	
9. Report from Pay Appeal Committee. Led by MP	<ul style="list-style-type: none"> <li>a. Of the 3 appeals only one member of staff attended in person</li> <li>b. All 3 appeals were rejected on the basis of lack of robust evidence to show substantial and sustained impact on the school as a whole.</li> <li>c. Letters were sent confirming what they needed to do to progress next year</li> </ul>	
10. Report from FSPC. Led by BM	<ul style="list-style-type: none"> <li>a. Bottom line has improved to 113k surplus</li> <li>b. BM thanked DS for all the work she had done on the budget</li> <li>c. Log cabin – no progress yet as waiting on planning</li> </ul>	
11. Report from SISC.	AOR was unable to attend meeting so report delayed	
12. Report from the Chair	<ul style="list-style-type: none"> <li>a. Pearl Bamford Garden. MW explained that progress to the garden is amazing and congratulations should be given to the staff and students involved.</li> <li>b. JAT suggested Governors should:- <ul style="list-style-type: none"> <li>• start coming into school</li> <li>• look at policies</li> </ul> </li> </ul>	
13. Date of next meeting	Next FGB scheduled for 4 <sup>th</sup> May 2021 but Governors suggested good to have one after SISC but before Easter	<b>Extra FGB to be held 31.03.2021</b>

Meeting finished at 7.00pm

Signed by:

(Chair of Governors)

Date: