

## MINUTES OF FGB MEETING HELD ON TUESDAY 29<sup>th</sup> SEPTEMBER 2020

Committee members Present: Mr Simeon Leete (SL), Mrs Laura Mead (LM (CHAIR)), Mr Barclay Millar (BM), Mrs Alice O'Reilly (AOR), Mrs Michaela Pay (MP), Mrs Frances Perkin (FP), Mr Jay Turner (JAT), Mrs Mary Welford (MW), Mr Dom Wilkes (DVW).

Apologies: none

In Attendance: Mrs Clare Brown (CLB (CLERK)), Mrs Debbie Stokes (DS (School Business Manager), Mr Jim Frances (JAF (DSL), Mr James Grill (JCG (Assistant Headteacher), Mr Matt White (Director of Post 16).

LM, AOR, FP and JAF joined the meeting remotely

Item	Topics Discussed	Result/Action
1. Apologies	none	
2. Election of Chair and Vice Chair	a. Chair of Governors – LM nominated ahead of meeting. Nomination seconded and all in agreement b. Vice Chair of Governors – SL nominated ahead of the meeting. Nomination seconded and all in agreement	<b>LM duly elected as CHAIR</b>  <b>SL duly elected as VICE CHAIR.</b>
3. Health & Safety update led by DS	Point of note: a. Covid files explained (everything has been documented) i. DS explained the timeline from 'lockdown' to partial reopening and full reopening. ii. <b>BM asked if there have been any positive tests since reopening.</b> <ul style="list-style-type: none"> <li>DVW confirmed one member of staff from the Yr 10 bubble had to be tested but proved to be negative.</li> <li>The Yr10 provision was closed but we were able to keep the vulnerable provision open due to 'bubble' system.</li> <li>Have had a practise-run if we have to close a bubble in the future.</li> </ul> iii. Followed Government guidance, recommissioned rooms to increase teaching spaces – costly iv. Bid to Government at the end of August for 'Covid' costs but no response so far (£43,000 bid) unlike other schools who have received their payment.	DS chasing 'Covid' bid money

<p>SMHW = Show My Homework</p>	<p>v. <b>Governors asked if students followed guidelines.</b></p> <ul style="list-style-type: none"> <li>• DVW confirmed 95% compliance</li> <li>• Some fixed term exclusions for students who purposefully flouted the rules after severe warnings.</li> <li>• Only one parent had challenged ruling</li> <li>• Some behaviours have been exacerbated by being out of school for 6 months</li> <li>• All serious responses cleared with County and LM informed</li> </ul> <p>vi. <b>Governors asked if strategies in place were having a positive effect on behaviours</b></p> <ul style="list-style-type: none"> <li>• DVW confirmed yes overall but some were starting to escalate at the start of lockdown (3 x managed moves were in place but cancelled in lockdown)</li> </ul> <p>vii. As well daily Government guidelines there are guidelines from HSE, Ofsted and Public Health England</p> <p>viii. HSE/Ofsted are starting to call/visit schools to check on Covid prep and systems in place.</p> <p>ix. Remote Curriculum has to be ready to implement if any bubbles go into lockdown</p> <ul style="list-style-type: none"> <li>• JAT has put contingency work on SMHW which is aimed at individual students in isolation</li> <li>• Looking at other platforms if a whole year is put in isolation.</li> </ul> <p>x. Risk Assessments</p> <ul style="list-style-type: none"> <li>• Government guidelines followed but have to keep local issues in mind</li> <li>• continually being updated as new issues arise (last ones were Food Tech Risk Assessment and pregnant ladies)</li> <li>• Rearranged staff working areas for staff who are clinically vulnerable.</li> <li>• Track and trace forms are completed for visitors and held by DS)</li> <li>• All information can be found on the website alongside frequently asked questions to help reduce the number of calls to school.</li> </ul> <p>xi. Haven is now a teaching space.</p> <ul style="list-style-type: none"> <li>• <b>BM asked if there were any functions happening in the Haven as before.</b> DS confirmed yes but restricted in number and time as rooms must be cleaned in-between appointments</li> <li>• DVW confirmed support from the Haven is now more targeted than before.</li> </ul> <p>xii. <b>SL asked how school meals worked.</b></p> <ul style="list-style-type: none"> <li>• DS confirmed meals are being provided for FSM students</li> <li>• Grab bags were provided to begin with but poor uptake.</li> <li>• Students now able to go online and choose contents and uptake improved.</li> <li>• Looking to roll out to other years (Yr7 and Yr8 from BCL and Years 9, 10 and 11 from the Hatch)</li> <li>• Complaint from parent accusing us of making her child sit on the floor to eat her lunch. We are unable</li> </ul>	
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	<p><i>to provide a dining area for all students but they have both dry and wet areas for lunchtimes.</i></p> <p>xiii. <b>BM thanked DS on behalf of Governors for all the work she has done with regard to Covid</b></p> <p><b>b. Health and Safety Report sent to Governors.</b></p>	Any questions to DS
4. Declaration of Pecuniary and/or Professional Interest	<p>Governors reminded to declare pecuniary interests considering the agenda or as soon as it becomes apparent that one exists as discussions progress</p> <p>Pecuniary Interest forms for 2020-21 given to Governors to sign</p>	DVW & JAT declared a professional interest.
<p>5. Safeguarding update from Jim Francis (JAF) remotely</p> <p>SCB = Stu Ball</p> <p>KCSIE = Keeping Children Safe in Education</p> <p>PEX = Permanent Exclusion</p> <p>RR = Rita Rowson (Senior Education Officer)</p>	<p>A. Safeguarding</p> <p>a. Safeguarding 175a Return</p> <ol style="list-style-type: none"> <li>Positive feedback from County</li> <li>Key area for development is around the Level 3 Refresher training as courses were postponed due to Covid</li> <li>Interim measure is for JAF, SCB and DVW to complete online Level 3 training which is the minimum requirement</li> <li>JAF booked on first available level 3 training from the local Safeguarding Board in December.</li> </ol> <p>b. Covid 19 saw an increase nationally in domestic abuse and mental health issues. More links have been added to the website to signpost support</p> <p>c. All staff have been sent the new KCSIE document to read and sign</p> <p>d. New staff have had face to face Safeguarding training with JAF</p> <p>e. Governor safeguarding Training - previous training cancelled due to Covid. HT to attend specific Safeguarding Training but open to all Governors.</p> <p>B. Exclusions</p> <ol style="list-style-type: none"> <li>23 incidents of fixed term exclusions have taken place this year compared to 15 last year</li> <li>New exclusion reason = Breaching Covid 19 Safety Plan</li> <li><b>LM felt for a school of our size an increase in 7 is good and congratulated staff attached to this</b></li> <li>JAF confirmed overall behaviour good and majority of students have adhered to the guidelines</li> <li>Governors need to be aware however that it is still high</li> <li>JAF explained the new Fair Access Panel (FAP). This is where students at risk of PEX can be allocated a place at an alternative provision (currently we have 2 pending a decision) without going through PEX process.</li> <li>DVW explained that he had had an online meeting with Cornwall Heads where new model discussed when external agencies will become involved on the 5<sup>th</sup> day of the exclusion. This model is being piloted in Truro but DVW has asked if we can be part of it going forward.</li> <li>Reasons for exclusions. <ul style="list-style-type: none"> <li>Persistent Disruptive Behaviour – Yr11 are main priority with this group</li> <li>4 x verbal abuse (3 towards staff) – these are the students going to the FAP</li> <li>DVW has informed RR of issues and has her full support</li> <li>Only 4 incidents in KS3 – all the rest in KS4.</li> </ul> </li> </ol>	CLB to send email link and set up digital register for training

	<ul style="list-style-type: none"> <li>• A lot of Yr 11 exclusions are hanging over from Yr10 so not a surprise – only 1 or 2 have been a surprise</li> </ul> <p>i. <b>BM asked how many other schools have similar statistics.</b> DVW has spoken to Cornish Heads and not similar as have better buildings/isolation rooms.</p> <p>j. Breakdown.</p> <ul style="list-style-type: none"> <li>• No of incidents broadly in line with year on year figures</li> <li>• Boys more likely to be excluded than girls</li> <li>• Disadvantaged slightly more likely to be excluded than non-disadvantaged</li> <li>• No exclusions for students with SEND/EHCP as reasonable adjustments in place – positive</li> <li>• 2 x PEx still left over from March due to Covid. New meeting scheduled for 8<sup>th</sup> October. Both students at alternative provision and doing well.</li> </ul> <p>k. Actions</p> <ul style="list-style-type: none"> <li>• Provision mapping software links into 'Class Charts' so everything shared with staff</li> <li>• Class Charts enables all information/evidence to be kept in one place – needed as a result of overturned PEx last year.</li> <li>• Targeted intervention support for Yr11 from 3 part-time staff not allocated to a tutor group</li> <li>• SEND Support Bases are being developed to provide more appropriate space which will hopefully be in use soon.</li> <li>• Ed Psych looking to support staff to have effective communication with students to help de-escalate situations and reduce confrontation</li> </ul> <p>l. <b>Governors asked if they are doing everything that need to be doing.</b> JAF confirmed yes</p> <p>m. <b>Governors pleased staff to have de-escalation training and feel should be a priority.</b></p> <ul style="list-style-type: none"> <li>• DVW confirmed JAF looking into this.</li> <li>• Provision mapping helps this and if staff do not follow, they will be professionally challenged</li> <li>• JAF speaking to individuals as necessary and offering coaching and support with development conflict resolution</li> </ul> <p>n. <b>LM asked if the proposed Governor Behaviour Panel which had been put on hold due to Covid was going to be set up.</b></p> <p>o. <b>MW commented that term 'disadvantaged' was a wide brush stroke term used in schools and does school have a sense of backgrounds and look at more specifics.</b></p> <ul style="list-style-type: none"> <li>• JAF confirmed very aware that in Yr11 cohort there are significant numbers who have been exposed to domestic abuse in their younger years</li> <li>• School also aware of those at risk of being criminally exploited and is in regular meetings with local police/agencies to support these students</li> </ul> <p>p. <b>LM asked if there are still staff who have had 'Trauma informed training' to work with children involved?</b></p> <ul style="list-style-type: none"> <li>• JAF confirmed yes but only in one bubble. Main support is via agencies.</li> <li>• DVW explained he had recently had a 'Team Around the School' meeting to increase support</li> </ul>	JAF confirmed yes
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	<ul style="list-style-type: none"> <li>• <i>JAF also launching 'parenting' classes to support these groups.</i></li> </ul> <p><b>Governors thanked JAF for presentation</b></p>	
6. Sixth Form Presentation from Matt White (MJW)	<p>Points of note</p> <ol style="list-style-type: none"> <li>a. Results day was very emotional</li> <li>b. MJW explained challenges involved to get from Teacher Assessed to Centre Assessed grades</li> <li>c. Boys can often improve from a D to a B and girls often drop due to stress of exams so very hard to predict.</li> <li>d. CAG predictions were reduced following Ofqual adjustments that just didn't make sense <ul style="list-style-type: none"> <li>• MJW spent 5/6 days contacting universities for help</li> <li>• After Government 'U' turn found some places had been given away and took another 2 days to get places for all students</li> <li>• Fortunately, all students now have places which is a great relief.</li> </ul> </li> <li>e. Originally results = L3VA of 0.04 which was the lowest MJW had seen since being Head of 6th form but final result of 0.4 which is more realistic and sitting where expected to be nationally.</li> <li>f. Destinations <ul style="list-style-type: none"> <li>• 19% of students going to a Russel Group University (same as last year and pleased as 12% Nationally)</li> <li>• Students who had planned a gap year are now working as trips cancelled.</li> <li>• <b><i>BM asked when a student postpones going to University for 12 months does school still track where they go?</i></b></li> </ul> </li> <li>g. 2019-20 Cohort <ul style="list-style-type: none"> <li>• Very hard working and bright</li> <li>• Lots wanted to sit exams as many would have beaten CAG's</li> </ul> </li> <li>h. 2020-21 cohort <ul style="list-style-type: none"> <li>• 6<sup>th</sup> form bubble working well</li> <li>• Stepped intervention put in place as soon as student starts to drift</li> <li>• Mock exams schedules to take place over 3 days in November (exam situation)</li> <li>• Second set of mocks in March</li> <li>• <b><i>Governors wanted assurance that there are systems in place to provide evidence of grades with confidence if find ourselves in a similar position next year.</i></b></li> <li>• 108 in Yr12 with 2 more possibly returning from Callywith (12 have already returned) – students value the care and support provided at Budehaven</li> <li>• Total in the 6<sup>th</sup> Form this year is 173 compared to 138 last year</li> <li>• Open Evening. Hoping to do a 'face to face' open evening in a 'covid safe' way as one of our strengths is personal relationships</li> <li>• <b><i>JAT commented that whilst doing an Yr6 tour it felt as if the 6<sup>th</sup> form was the jewel in the crown and very important.</i></b></li> </ul> </li> </ol>	<p>MJW confirmed yes</p> <p>MJW confirmed more in place if needed going forward</p>

	<ul style="list-style-type: none"> <li>DVW confirmed that JCG had managed to make the 6<sup>th</sup> Form curriculum financially viable</li> <li><b>BM asked if there were many students from Holsworthy?</b></li> </ul> <p>i. <b>LM congratulated MJW and 6<sup>th</sup> Form team for achieving good results again and for providing a 6<sup>th</sup> Form for our vulnerable students which is really important as a Community school. MJW confirmed the support and mentoring was really important and was given by SAH and Lorna Gerry (SEN support) as well as himself, Michelle Skipp and the tutor team.</b></p>	<b>MJW confirmed 10 this year (similar to last year)</b>
7. GCSE performance led by James Grill (JCG)	<p>Presentations previously circulated. Points of note:</p> <p>a. JCG explained how the Centre Assessed Grades (CAG's) were calculated</p> <ul style="list-style-type: none"> <li>Teachers graded the class</li> <li>Discussed with Heads of Departments</li> <li>Whole cohort ranked</li> <li>Initial analysis looked at historic practise and prior attainment profile</li> <li>HoD then met with either JCG or DVW to look at CAG to see if happy where they were/not inflated etc</li> <li>Second round of analysis used 'SMID' which took previous year's data and mapped populations and levels.</li> </ul> <p>b. KS4 Data</p> <p>i. P8 = 0.13</p> <ul style="list-style-type: none"> <li>Striking difference is improvement in Higher Achievers on last year</li> <li>Only 6 students in the LA band so difficult to see if statistically changed</li> <li><b>SL concerned over the use of P8 as a measure for the school as usually compare against previous years but can't compare this year as no exams sat.</b> DVW confirmed P8 was a result of the modelling done so accuracy as a performance measure is unknown.</li> <li>Grades seem to have improved by ½ grade</li> </ul> <p>ii. <b>Governors asked DVW if he was confident in the process to arrive at the CAG's?</b> DVW confirmed yes – every student and every subject was checked and evidence discussed with the relevant member of staff</p> <p>iii. November Mock Series</p> <ul style="list-style-type: none"> <li>Every student will sit a full paper under exam conditions</li> <li>Much more rigorous</li> <li>Exams will test curriculum taught to date but questions to have same level of difficulty and marks as the real thing</li> <li>JAT confirmed mocks will be standardised across subjects and will find out where students are in their learning.</li> </ul> <p>iv. <b>LM asked what was in place if we go into lockdown again.</b> JCG confirmed that a 'remote curriculum' was ready in Core subjects and EBAC subjects via on-line platforms</p>	<p><b>FP &amp; MW left @7pm</b></p> <p><b>DVW confirmed yes</b></p>

<p>AOD = Anthony O'Dwyer  NJT = Nick Tyrrell  MR = Martin Reay  NR = Neal Reay</p>	<p>v. <b>Governors felt unlikely that exams will be cancelled again next year but pleased evidence will be in place if needed.</b></p> <p>vi. <b>Governors asked what happens if go into lock down before mocks.</b> DVW explained that if school goes into early lock down the students would be brought in, in their year bubble to do some form of assessment.</p> <p>vii. <b>LM asked if school was prepared with robust systems to get evidence.</b></p> <p>viii. Slide 2. Year on Year data shows girls outperform boys (except in Maths).</p> <ul style="list-style-type: none"> <li>• Need to improve performance of boys</li> <li>• Appointment of AOD (KS3) and NJT (KS4) to support MR (Director of KS3) and NR (Director of KS4) to help raise achievement.</li> <li>• Teachers are identifying students with gaps and looking to employ tutors to fill these learning gaps.</li> </ul> <p>ix. Slide 3 and 4</p> <ul style="list-style-type: none"> <li>• 3 year trend showing open bucked subjects have most improvement</li> <li>• <b>SL stated that there needs to be a focus on evidence for next year if needed, to prevent the variation seen this year between expectations and final results. Need to tighten up the systems.</b></li> </ul> <p>c. Behaviour. <b>Governors asked if behaviour was having an effect on learning.</b></p> <p>i. DVW confirmed issues being caused by small number of students which is being tackled</p> <p>ii. JCG explained that SLT and Extended SLT are on-call each lesson to help ensure students are learning</p> <p>iii. <b>SL asked if using SLT to manage behaviour took them away from their core roles. Was there other things that could be implemented that would improve behaviour?</b></p> <p>iv. <b>Governors agreed that if solutions can be found should look into them; Governors happy to support even if cost involved.</b></p>	<p>DVW confirmed yes = standardised mocks and if go into early lockdown look at separate cohorts to do assessments.</p>
<p>8. Terms of Reference</p> <p>BCST = Bude Communities Schools Trust</p>	<p>Previously circulated</p> <p>a. Amendments agreed</p> <p>i. Remove %'s in the ToR attached to Foundation Governor</p> <ul style="list-style-type: none"> <li>• <b>Governors asked for update on BCST as aware some primary schools had joined alternative MAT's</b></li> <li>• DVW confirmed he would speak to the other Primary School Headteachers for update</li> <li>• <b>SL confirmed he would speak to Aspire with regard to Bude Juniors.</b></li> </ul>	<p>once amendments made LM to sign</p>
<p>9. Minutes and Confidential Minutes of</p>	<p>a. The Part One minutes having been circulated were approved and signed as a correct record. Matters arising from the minutes</p>	

Meeting on 21.07.20 and Matters Arising	<p>i. <b><i>SL asked for confirmation over payment for exams as feels parents do not know that school will pay for resits. DVW confirmed school is paying for resits - not many have requested to sit the exams.</i></b></p> <p>b. Confidential minutes were tabled.</p> <p>i. Approved and signed as a correct record.</p> <p>ii. Matters arising:-</p> <ul style="list-style-type: none"> <li>• <b><i>CEIAG.</i></b> <ul style="list-style-type: none"> <li>➤ <b><i>SL explained his comment about being happy with a temporary TLR - if it was for a specific use.</i></b></li> <li>➤ <b><i>Governors asked for an update on staffing for CEIAG.</i></b> <ul style="list-style-type: none"> <li>❖ <b><i>DVW confirmed after 3<sup>rd</sup> round of adverts two teachers have been appointed together (old friends).</i></b></li> <li>❖ <b><i>One member of staff has increased from 0.88FTE to 1.00FTE and the other already on 1.00 FTE has had her teaching commitment reduced to 0.88 so both have the same free time to devote to CEIAG.</i></b></li> <li>❖ <b><i>Lessons transferred to another part time teacher who is a Food specialist.</i></b></li> <li>❖ <b><i>No TLR as both on UPS 3 so this will be their focus.</i></b></li> <li>❖ <b><i>SL asked if staff meet requirements and have commitment at the right level – DVW confirmed yes but will review</i></b></li> </ul> </li> </ul> </li> </ul>	
10. Correspondence	<p>a. Letter asking us to book cover teachers direct instead of via agencies</p> <p>i. DVW confirmed we have 3 x cover supervisors and 2 part time teachers in school who we use to cover our needs as much as possible</p> <p>b. Complaints – LM explained that some were rumbling and LM will report back to Governors if they become formalised.</p>	
11. Report from the Chair	a. Meeting with Justine Hocking (School Improvement Partner) discussed DVW's targets	<b>See confidential minutes</b>
12. Date of next meeting	15 <sup>th</sup> December 2020	

Meeting finished at 8.31pm

Signed by:

(Chair of Governors)

Date: