

Full Governing Board Meeting **PART A**
Minutes of the Meeting held on Wednesday 8th December 2021
at 6:00pm at the Sherwood Hill Campus and via Teams



Eva Prieto Arbour (EPA)	Co-opted Governor	Absent
Amy Bone (AB)	Co-opted Governor	Present (via Teams to 8pm)
Eileen Bone (EB)	Co-opted Governor	Present
Fran Boto (FB)	Co-opted Governor	Present
Claire Hadcocks (CH)	Co-opted Governor (Chair)	Present
Brian Ikin (BI)	Co-opted Governor	Present
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Stephenie Shvern (SS)	Parent Governor	Absent
Tracey Townsend (TT)	Staff Governor	Absent
Christopher Williams (CW)	Co-opted Governor	Present (from 6:19pm)
Rosemary Viggiani (RV)	Clerk	Present
Barry Walder (BW)	Finance Consultant; Schools Management Support Ltd	Present
Anna Richardson (AR)	Senior Leader, Wellbeing	Present

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (5)</p> <p>CH opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus. RV was welcomed as clerk The GB noted the resignation of Jean Nichols and expressed their gratitude for her years of service to the school. EB will organise a farewell and thank you once the Covid situation allows.</p> <p>Apologies were received from SS for personal reasons and TT who could also not attend. Both were accepted by Governors. No apologies were received from EPA.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda. Governors were encouraged to return forms to the clerk if they had not done so already.</p> <p>It was noted that CH is a Member of Blenheim High School; BI has a child at the school; AB is employed by Lloyds Bank, the bank used by the school.</p> <p>It was noted that AB was attending remotely via Teams and the Board are content to continue the alternative meeting processes, particularly in the light of the Covid situation.</p>	
1a.	<p>Budget</p> <p>Barry Walder (BW) was welcomed to the meeting; BW is from Schools Management Support Ltd (SMS) and he has been reviewing the school's finances having been engaged to provide a full range of financial services to the school in the absence of the school's business manager.</p> <p><i>BW provided an update regarding his work to date (which the Governors noted is work in progress with more to be done before definite conclusions can be drawn). Governors asked a range of questions including matters relating to cashflow, VAT, best practice regarding financial management, repayment of the debt to the LA and relationships with the LA.</i></p> <p>The key points arising included:</p> <ul style="list-style-type: none"> – a team from SMS has been providing the full range of financial services in a cost-effective manner that is also providing the required segregation of roles; – management accounts and the A3 return to the LA are now being provided through an automated process taking data from the live system, linking back to the source data; this has reduced duplication of work and the risk of error; further automations may be possible; – budget planning through the Access system is being reviewed with the aim of the school holding the data where it is currently held remotely; 	

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2.	<p>Safeguarding</p> <p><u>Briefing on KCSIE and changes from last year</u></p> <p>A presentation providing Governors with an update on changes to KCSIE for 2021 was given by Anna Richardson (AR). Slides capturing the key points are available separately.</p> <p>AR described the new system (Sleuth) being used to monitor behaviour and the impact that it is having on improving behaviour and reducing staff workload.</p> <p><i>Governors asked a range of questions including:</i></p> <ul style="list-style-type: none"> – <i>is Sleuth adapted to SEND or Mainstream?</i> – <i>how was Sleuth selected?</i> – <i>does it allow you to identify and manage differing levels of severity regarding behaviour / incidents?</i> – <i>does it improve reporting and can the reporting be adapted to the school's needs?</i> – <i>can it provide trends and report for different cohorts?</i> – <i>what impact will it have on wellbeing?</i> – <i>will it be useful to other stakeholders – e.g. with regards to recruitment of staff?</i> – <i>are our policies and procedures still appropriate or do they need changing?</i> <p>In the following discussion the key points arising included:</p> <ul style="list-style-type: none"> – Sleuth was selected following a review of five potential systems; it is a system for schools but is very adaptable and well suited to the needs of the school. It is being tailored to the schools needs and phased in, having been trialled in a class on each campus. It went live in September and is still being tweaked as needs are identified. – Sleuth helps to reduce time and paperwork and is improving monitoring of behaviour; by next term teaching staff will be monitoring behaviour in their own classes; it is helping the school to move away from fire-fighting to a more proactive approach. – The system can support the identification of needs relating to well-being and mental health, differentiated for each campus; it can show trends over time and can help monitor the impact of new interventions / medications etc. It can address the needs of different stakeholders – the students, school, parents, commissioners etc. – It can help with mapping staff skills to students needs and help identify training needs. – As the system settles in Governors will be able to ask for reports according to their monitoring needs; some key areas could be reported each meeting. – It was noted that the school have appropriate policies and day to day processes that are differentiated for different needs. The full schedule of policies is being reviewed. <p>ACTION: EB to work with the school to review the monitoring needs of the Board in relation to Safeguarding and Behaviour Management and the schedule for review both at Committee and Full Board level.</p> <p><u>New Ofsted Guidance re Physical Intervention and Restriction of Liberty</u></p> <p>The new guidance and the schools approach to this was discussed; it was noted that there is a drive towards reducing the need for restraint.</p> <p>The Wellbeing Policy was reviewed last year and is robust. The Restraint Policy details what is appropriate and proportionate and is under regular review; it needs to be updated to include information regarding the use of Sleuth.</p> <p>The use of physical intervention was discussed; ; reporting on Sleuth escalations need to be addressed.</p> <p>It was noted that the Physical Handling Plan for children needs to be agreed with the individual parents.</p> <p><i>Governors asked about how the Safeguarding Governor monitors this area?</i></p> <p>EB responded that she has regular termly meetings with the school re safeguarding; she is considering including a termly meeting with the DSL to talk through incidents of physical intervention on an anonymised basis.</p>	13

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	<p>Teacher wellbeing was discussed; a research report highlighted a range of issues in the profession including staff shortages, reduced support from external specialists and managing challenging behaviours; this work needs to be prioritised but it has been started. Wellbeing generally is a priority for the GB and we look forward to reviewing the school's work in this area as planned in the Spring term.</p> <p>Legal changes re Looked After Children were discussed noting that the same rights are now being extended to children adopted from care. This is important as adoptive families are not always familiar with the terminology and support available.</p> <p>The monitoring of needs, in particular safeguarding and child protection needs were discussed. It was noted that the senior leadership team have regular oversight for the school as a whole and by the two campus; they meet monthly to discuss cases.</p> <p><u>Governors to confirm they have read and understood Part 2 of KCSIE 2021</u></p> <p>Governors completed forms that were handed out at the meeting. Forms not yet received will be followed up by the Clerk.</p> <p>ACTION: RV to confirm that all Governors have signed KCSIE forms.</p>	14
3.	<p>Pupil Performance</p> <p><u>Q&A on the Presentation given to the Curriculum Committee</u></p> <p>The presentation had been circulated prior to the meeting. Governors thanked DM for a comprehensive and informative presentation.</p>	
4.	<p>Business Critical Decisions in response to Coronavirus (COVID19)</p> <p><u>Agree key decisions that are needed during this time to support school leaders</u></p> <p>DM noted the impact of Covid. One class had been today due to staffing issues resulting from the pandemic.</p> <p><i>Governors asked about the process for testing staff?</i></p> <p>The school encourages daily testing with a minimum of twice per week. Staff take a PCR test if they have symptoms; if they have a cough they are sent home to do a PCR test.</p>	
5	<p>Minutes of the previous meeting held on 29th September 2021</p> <p>DECISION: The minutes of the meetings held on 29th September 2021 were approved as a true and complete record of the meetings to be signed by the Chair.</p> <p>Matters arising not on the agenda - see Action List as attached below.</p> <p>Governors to complete the annual declaration and register of interests for publishing on the school's website.</p> <p>ACTION: DM to invite Jean to a meeting in the Spring to recognise her contribution to the school over many years. DM will invite Mavis to the meeting to mark Jean's departure.</p>	15
6.	<p>Sutton Education Trust</p> <p><u>Update and recommendation.</u></p> <p>A paper providing a recommendation to re-join the SET had been circulated prior to the meeting. The SET had undertaken a due diligence visit.</p> <p>DECISION: The Board unanimously agreed that the school should rejoin the Sutton Education Trust.</p> <p>ACTION: DM to follow up to find out the situation regarding the ownership of the school's land.</p>	16
7.	<p>Minutes of / Reports from Committees</p> <p><u>Staffing and Curriculum</u></p> <p>Safeguarding: EB has completed the SCR check; there were a few minor concerns and EB has attended a meeting and written a report which she will send to DM before circulating.</p>	

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	<p><u>Premises, H&S</u></p> <p>BI talked through some of the challenges and the works completed. <i>Note: Teams went down at 8pm and AB therefore left the meeting.</i></p> <p>The potential for further funding from the LA was discussed. The LA are keen to support the school with the potential for opening a further provision for students in Years 10 to 13. Key points covered included the work on the:</p> <ul style="list-style-type: none"> - Gates and access systems: upgrading the service; - Electricity: two issues: <ul style="list-style-type: none"> o Water ingress This is urgent and is being addressed. o The shared supply with Bandon Hill - now part of the Greenshaw Learning Trust. This is more complex with no easy solution. It relates to the need to validate the accuracy of the meter readings. There is no safety issue and is a small risk. As such, it is a lower priority in terms of resolution. <p><u>Finance</u></p> <p>The minutes had been circulated prior to the meeting. ACTION: AB to review and comment on the Finance Meeting minutes.</p> <p><u>Salaries</u></p> <p>CH reported on the meetings held between BI, EB, AB, CH and the Head. Governors thanked DM for an open and thoughtful review.</p> <p>DECISION: Governors accepted that the process had been undertaken in accordance with the relevant policies and, in the context of Covid and the associated challenges, unanimously accepted the pay recommendations from DM for the Main Scale teachers for last year.</p> <p>It was agreed that there is a need to set clearer, more specific objectives in future focusing clearly on school improvement and student outcomes. Objectives could also be more defined and stretching. The Pay Policy needs review moving forwards to maximise the flexibility of rewarding according to performance within the terms of the STPCD.</p> <p>It was noted that, despite earlier assurances, increments had not been built into the budget but this has now been resolved as part of the current review of the budget.</p> <p>UPS: The process for progression up the Upper Pay Scale (UPS) was discussed. The process needs review for future years.</p> <p>DM is reviewing the two applications to cross the threshold from the Main to Upper Pay Scales but is minded to recommend no to both as they do not fully meet the requirements.</p> <p>DECISION: Governors unanimously accepted the pay recommendations from DM for the Upper Pay Scale.</p> <p><u>Confirm HT Performance review process for 2020/21</u></p> <p>This is due to be held on Friday 10th December with EB, CH and an external adviser.</p> <p>It was noted that the process next year will not include both the Chair and Vice-Chair to allow for better separation in the event of an appeal.</p>	17
8.	<p>Governing Board Membership</p> <p>It was DECIDED that Chris Williams has been appointed as LA Governor with a new term from point of approval.</p> <p>It was NOTED that Amy Wood has resigned for family reasons and does not rule out reapplying at some future date.</p> <p>It was NOTED that there are two vacancies: 1 Parent Governor, 1 Co-opted Governor EPA's term of office ends in March.</p> <p>ACTION: CH, RV and DM to liaise regarding a Parent Governor election. Also to ensure CW's new term of office is registered on GIAS.</p>	18

	Item	Action										
	<p><u>Link Governors</u></p> <p>DECISION: The following Link Governor appointments were agreed:</p> <table border="0" data-bbox="236 293 619 499"> <tr> <td>Pupil Premium / LAC</td> <td>CW</td> </tr> <tr> <td>Governor Training</td> <td>CH / EB</td> </tr> <tr> <td>Safeguarding</td> <td>EB</td> </tr> <tr> <td>SEND</td> <td>CH</td> </tr> <tr> <td>Careers</td> <td>FB</td> </tr> </table>	Pupil Premium / LAC	CW	Governor Training	CH / EB	Safeguarding	EB	SEND	CH	Careers	FB	
Pupil Premium / LAC	CW											
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SEND	CH											
Careers	FB											
9.	<p>Statutory Items / Compliance including Finance</p> <p><u>Policies for approval</u></p> <p>The Schools Discipline Policy October 2021 and the Staff Code of Conduct were circulated prior to the meeting. It was noted that the Disciplinary Policy was recommended by the Staffing and Curriculum Committee. The Staff Code of Conduct had not been to committee. <i>Governors asked whether some areas needed more detail e.g. relating to Safeguarding?</i></p> <p>It was noted that details are provided in other policies that are referenced. It was agreed that it is wise not to duplicate across policies but that a hyperlink to other policies would be helpful.</p> <p>ACTION: DM to include a hyperlink to the Safeguarding Policy in Section 15 of the Staff Code of Conduct. 19</p> <p>DECISION: The Board unanimously approved the Disciplinary Policy as recommended by the Staffing and Curriculum Committee.</p> <p>DECISION: The Board unanimously approved the Staff Code of Conduct.</p> <p><u>Schedule of statutory policies</u></p> <p><i>A document was circulated prior to the meeting.</i></p> <p>The Board NOTED the complete schedule of statutory policies for review and approval at future meetings.</p> <p>ACTION: RV and CH to review and agree a schedule of policies for review by the school. 20</p> <p><u>Implementation of the Early Years Foundation Stage Framework</u></p> <p><i>A presentation was circulated prior to the meeting.</i></p> <p>It was noted that this new framework came into effect in September 2021.</p> <p>DM noted that he had a brief update from the Early Years Lead which he could circulate for governors information and comment,.</p> <p>ACTION: DM to circulate the Early Years Foundation Stage Framework information referenced in the meeting and ALL to come back with any questions. 21</p> <p><u>Implementation of the Early Career Framework</u></p> <p>It was noted that this new framework came into effect in September 2021.</p> <p>ACTION: DM to circulate the Early Careers Framework information referenced in the meeting and ALL to come back with any questions. 22</p> <p><u>School Food Standards</u></p> <p>Governors were referred to the School Food Standards including the requirements for labelling of allergens on prepacked for direct sale (PPDS) food that took effect from October 2021. It was NOTED that actions are needed to ensure full compliance.</p> <p>ACTION: DM to review the food standards in school to ensure compliance with the School Food Standards and report back to the Board in the Spring Term 2022. 23</p>											

	Item	Action
	<p><u>Ensure the school website contains all statutory information.</u></p> <p>It was NOTED that actions are needed to ensure full compliance.</p> <p>ACTION: RV to work with DM and CH to review the website and ensure compliance with statutory requirements. Also to include governor biographies.</p> <p>24</p> <p><u>Consider School closure dates for approval.</u></p> <p><i>The calendar of school holiday, INSET day and Public Holiday dates was circulated prior to the meeting.</i></p> <p>DECISION: Governors approved the school closure dates for 2021/22 including the additional Bank Holiday.</p> <p>ACTION: DM to put the school closure dates for 2022/23 to the Board for approval in the Spring Term 2022.</p> <p>25</p> <p><u>Educational and Residential Visits for approval</u></p> <p>It was agreed that it would be helpful for the Board to see the full list of educational visits for information; full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>ACTION: DM to circulate a list of all educational visits to the Board for information.</p> <p>26</p>	
10	<p>Headteacher's Report</p> <p><i>The Headteacher's report was circulated prior to the meeting.</i></p> <p>DM confirmed that there were no new points arising since the report was circulated; the report had been reviewed in detail during the earlier Committee meetings.</p>	
11.	<p>Governor Training</p> <p><u>Update on planned Ofsted Training Session</u></p> <p>Options for this are being considered.</p> <p><u>Other training attended</u></p> <p>Governors noted that the following training had been attended:</p> <p>CH: Chairs Induction training CW: Safeguarding FB: LAC training</p> <p>It was AGREED that all Governors should aim to attend one training session each term.</p> <p>ACTION: RV / CH to review the current Governor Code of Conduct.</p> <p>27</p>	
11.	<p>Confidential items</p> <p>Confidential items are recorded in the Part B Minutes.</p>	
20.	<p>Any other business / Dates of future meetings</p> <p>The role of the Responsible Officer was discussed.</p> <p>ACTION: BI/CH to clarify the role and responsibilities of the Responsible Officer and consider other potential options for carrying out the role e.g. through peer review.</p> <p>CH gave thanks to BW and BI for their work on the finances; it is reassuring to have full disclosure and we look forward to securing access to accurate and timely information.</p> <p><u>Dates:</u></p> <p>ACTION: RV to liaise to set dates for meetings for the remainder of the academic year.</p> <p>28</p> <p>29</p> <p>The meeting closed at 8:50pm.</p>	

Signed: C. E. Hascocks Print Name: C. E. HASCOCKS
Chair Date: 30/12/21

Action list – Note: the following actions as greyed out are recommended for closure.

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 29 th September 2021				
1	DM to contact Ms Prieto Arbor	DM	Dec 2021	Ongoing DM / CH
2	All Governors to complete the annual declaration of interests form	AB, EP-A, BI, SS and CW	30/10/21	RV to follow up. Action remains open.
3	DM to report back to the GB regarding the monitoring and control of access controls (both system and people related) and to look further into the availability of funding.	DM	Dec 2021	DM gave an update regarding progress. Action remains open.
4	A presentation to be given to governors at the November FGB meeting on evidencing pupil progress.	DM	Dec 2021	Action completed and closed
5	Details of the requirements of a LA governor will be submitted to Governor Support. (Note: <i>Clr Williams agreed to convert to LA status if acceptable to the LA</i>)	DM/CH/ EB	Dec 2021	Action completed and closed.
6.	All Governors to confirm that they have read Part 2 of KCSIE 2021	All	Dec 2021	RV to follow up
7.	To request Governor Support to provide a whole governor training session on Ofsted readiness to be held in school. Note: <i>request emailed to Governor Support 6/10/21</i>	CH	Dec 2021	It was agreed that a different topic may be more appropriate. CH to liaise with Governor Support. Action remains open.
8.	EB to create an Induction Guide for new governors	EB	March 22	In hand. Action remains open
Actions arising from the meeting of the 8 th December 2021				
9.	AB and BW to liaise regarding any outstanding actions relating to the missing bank statement and the move to online banking with Lloyds.	AB/RW	Jan 22	
10.	BW, CW and AB to liaise regarding the adoption of good practice from other schools and improved management reporting leading to more robust challenge by the Board.	BW, CW, AB	Feb 22	

Item	Action point	Who	By when	Update
11.	BW to provide an updated three-year plan by February Half-Term.	BW	Feb 22	
12.	CW to liaise with BW with regards to the SFVS submission due by the end of March.	CW, BW	Feb 22	
13.	EB to work with the school to review the monitoring needs of the Board in relation to Safeguarding and Behaviour Management and the schedule for review both at Committee and Full Board level.	EB	Feb 22	
14.	RV to confirm that all Governors have signed KCSIE forms.	RV	Feb 22	
15.	DM to invite Jean to a meeting in the Spring to recognise her contribution to the school over many years. DM will invite Mavis to the meeting to mark Jean's departure.	DM	FGB T2	
16.	DM to follow up to find out the situation regarding the ownership of the school's land.	DM	FGB T2	
17.	AB to review and comment on the Finance Meeting minutes.	AB	Jan 22	
18.	CH, RV and DM to liaise regarding a Parent Governor election. Also to ensure CW's new term of office is registered on GIAS.	CH, RV, DM	Feb 22	
19.	DM to include a hyperlink to the Safeguarding Policy in Section 15 of the Staff Code of Conduct.	DM	Dec 21	Note post meeting: Updated version provided; recommend action closed
20.	RV and CH to review and agree a schedule of policies for review by the school.	RV, CH	Feb 22	
21.	DM to circulate the Early Years Foundation Stage Framework information referenced in the meeting and ALL to come back with any questions.	DM / All	Jan 22	
22.	DM to circulate the Early Careers Framework information referenced in the meeting and ALL to come back with any questions.	DM All	Jan 22	



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23.	DM to review the food standards in school to ensure compliance with the School Food Standards and report back to the Board in the Spring Term 2022.	DM	FGB T2	
24.	RV to work with DM and CH to review the website and ensure compliance with statutory requirements. Also to include governor biographies.	RV, DM, CH	Feb 22	
25.	DM to put the school closure dates for 2022/23 to the Board for approval in the Spring Term 2022.	DM	FGB T2	
26.	DM to circulate a list of all educational visits to the Board for information.	DM	FGB T2	
27.	RV / CH to review the current Governor Code of Conduct.	RV, CH	Feb 22	
28.	BI/CH to clarify the role and responsibilities of the Responsible Officer and consider other potential options for carrying out the role e.g. through peer review.	BI, CH	Feb 22	
29.	RV to liaise to set dates for meetings for the remainder of the academic year.	RV	Dec 21	
30.	Action recorded in Part B Minutes	DM, BW	FGB T2	

Chair's initials: