

# Full Governing Body Skype Meeting

## Thursday 2<sup>nd</sup> April 2020 at 4.00pm

**Governing Body:** Dave Davenport Vice Chair  
 Sam Barnes Headteacher  
 Jon Greenacre  
 Nihad Moussa  
 Paul Swindale  
 Lakbir Singh  
 Daryl Moth  
 Nicola Iverson

**Apologies:** Ian Fielder

**Absent:** Marcus Warder Chair of Governors

**Notes:** Natalie Miller Clerk

1.	Welcome & Apologies	Actions:
	<ul style="list-style-type: none"> <li>DD thanked governors for attending the Skype meeting which is being held in these unprecedented times.</li> <li>DD chaired the meeting in the absence of MW.</li> <li>Apologies were received from IF.</li> <li>Associate Governors CA/MWE/LC were not required to attend this meeting.</li> <li>The meeting was quorate.</li> </ul>	
2.	<b>Conflicts of Interest</b>	
	<ul style="list-style-type: none"> <li>None stated other than those previously declared.</li> </ul>	
3.	<b>Approval of minutes: February 2020</b>	
	<ul style="list-style-type: none"> <li>Minutes from the February 2020 meeting including the confidential appendix were approved as an accurate record.</li> </ul>	
4.	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>There were no matters arising that required discussion at this meeting. Actions will be carried forward to future meetings where necessary.</li> </ul>	
5.	<b>Headteachers Update</b>	
	<p>The Headteacher's Report had been circulated prior to the meeting. Governors discussed the current pandemic crisis and the following points were noted:</p> <ul style="list-style-type: none"> <li><b>FSM:</b> SB confirmed that an email had been received yesterday containing information on the FSM voucher scheme that is being introduced by the Government. It seems initially that parents will have to register their details and the vouchers will be downloaded by the school however it seems that the process might take longer than needed.</li> <li><b>FSM:</b> City Catering staff are on site and are working to produce lunch bag meals for students to collect, on average last week there were 6 students who collected a lunch. Most students coming into school are providing their own lunch.</li> <li><b>Network Support:</b> The network of city Headteachers, Trust schools and the LA have really come together to form a strong team supporting each</li> </ul>	<p><i>School Action:            Ensure FSM Vouchers are available to those that are eligible</i></p>

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	<p>other as the situation develops. Secondary Heads are concerned about children’s re-engagement following a significant period of time out of the classroom. Another concern is how families are coping with the changes.</p> <ul style="list-style-type: none"> <li>• <b>Virtual Lessons:</b> In response to a question regarding virtual lessons, SB explained that this is something that teachers are considering but virtual lessons come with safeguarding issues for teachers. However this style of lesson may be beneficial for students as they would get to see a familiar face and this could increase their engagement with home learning. The school will continue to review the best way of supporting students whilst the school is closed.</li> <li>• <b>Student Wellbeing:</b> Tutors have received a list of all of their students contact details and are making wellbeing calls. Staff have been advised to dial 141 to hide their personal number before making a call, however this is a safeguarding concern as if a teacher forgets to use this code then their number would become available to the student, putting the teacher in a vulnerable position. A governor asked if barring the home number would be an option but then the calls maybe rejected/unanswered. DM has had experience of this whilst making tutor phone calls and suggested that a message could be communicated on social media that the school will be telephoning and that the number may appear as withheld, this may encourage a higher percentage of answered calls. Governors agreed that increased communication with parents/students via social media will encourage higher parental engagement whilst the school is closed.</li> <li>• <b>Easter:</b> SB confirmed that the school will be fully closed over the Easter break. This will support staff wellbeing by allowing them to have a well-deserved break and allow time to mentally prepare for the next term as this will continue to be a challenging time for staff. The LA in conjunction with local charities will be providing the Easter School provision for Key Worker children during this time.</li> <li>• <b>Safeguarding:</b> SB explained that a Safeguarding audit sheet has been created and is being closely monitored. Social workers are to be informed if it has not been possible to make contact with certain families after 3 days. The next plan is to write letters to each hard to reach family offering support. Governors agreed that the school closure is a real concern for those children that are extremely vulnerable.</li> <li>• <b>Staff Wellbeing:</b> Staff have been positive and supportive of the schools actions in respect of the school closure. Telephone calls will be made to all staff to check in and offer support where necessary. Middle Leaders will be touching base with their teams and this will be triangulated by calls from SB. Staff have created email groups and WhatsApp groups to help them stay in touch and support each other.</li> </ul>	<p><i>School Action: Continue to review the best way of supporting students home learning</i></p> <p><i>School Action: Consider communicating via social medial information regarding withheld number calls from school</i></p>
6.	<p><b>Future Planning for Students [Y6 Transition/Y11 Grades]</b></p>	
	<ul style="list-style-type: none"> <li>• <b>GCSE Grading:</b> Further information regarding grading is expected from the DfE within the next few days. The latest information confirmed that grades would be based on predicted grades, mock exams and assessments. Parents are extremely concerned that exams have been cancelled and governors agreed that grades need to reward those students that have worked hard however undoubtedly there will be some</li> </ul>	

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	<p>students who will be disappointed with their result.</p> <ul style="list-style-type: none"> <li>• The possibility of A-level and GCSE re-sits has been rumoured but this is a concern as how will students be supported if they have been out of education for nearly six months?</li> <li>• <b>Y6 Transition:</b> SB is in the process of telephoning all Y6 students who have been allocated a place at Regents Park. Parents are being made aware that the Admin Team continues to work and will deal with any questions they may have. As for transition days - it is too early to plan ahead as there is no indication as to when schools will be able to re-open. Possible options are additional inset days so that Y6 can come into school before the whole school return, to open the school a week earlier for Y6 or to run a summer school in August. These are all options to consider in supporting the Y6 transition which is expected to be challenging as students will have been out of school for such a long period of time. Tutors will be allocated to Y6 students so that relationships can begin to be built between the school, students and parents/carers whilst the school is closed.</li> </ul>	
<b>7.</b>	<b>Governors Support Strategies during Pandemic</b>	
	<ul style="list-style-type: none"> <li>• Governors expressed their full support to the Headteacher and her team during this difficult time.</li> <li>• The Headteacher was encouraged to reach out to governors for support.</li> <li>• Governors agreed that meetings would continue via Skype and any urgent business in-between meetings could be discussed and agreed via email.</li> </ul>	
<b>8.</b>	<b>Finance</b>	
	<p>SB summarised the Finance update. The Finance Report from Carlene Amos will be circulated following the meeting.</p> <p><b>8.1: Budget Setting</b></p> <ul style="list-style-type: none"> <li>• GLS62 report shows an in-year surplus of £131,526 [one hundred and thirty one thousand, five hundred and twenty six pounds].</li> <li>• SB was pleased to report the predicted deficit has been reduced to £134,219 [one hundred and thirty four thousand, two hundred and nineteen pounds]. This is an amazing result and has been achieved by a number of factors including:             <ul style="list-style-type: none"> <li>○ A reduction in staffing costs inc the upskilling of staff.</li> <li>○ Departments have managed their own budgets and sourced their own funding for supplies.</li> <li>○ Continued micro management.</li> </ul> </li> <li>• Supply Staff: There are two members of long term supply staff that have a casual contract and there is uncertainty regarding their contracts due to the school closure. A governor questioned if this is the schools responsibility as the supply agency should be able to furlough them.</li> <li>• Lettings Income will be reduced due to the school closure.</li> </ul> <p><b>8.2 National Funding Formula Report - Deferred to a future meeting.</b></p>	

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	<p><b>8.3 Approval of Service Level Agreements</b></p> <ul style="list-style-type: none"> <li>The SLA for 2020/21 to SCC is proposed as £52,106 [fifty two thousand, one hundred and six pounds] plus £13,583 [thirteen thousand, five hundred and eighty three pounds] for HR &amp; Health &amp; Safety to external providers. A total of £65,689 [sixty five thousand, six hundred and eighty nine pounds].</li> <li>In comparison, the SLA for 2019/20 was £60,976 [sixty thousand, nine hundred and seventy six pounds] to SCC and £11,147 [eleven thousand, one hundred and forty seven pounds] to external providers for HR and H&amp;S. A total of £72,123 [seventy two thousand, one hundred and twenty three pounds].</li> <li>External providers continue to be Hampshire County Council for H&amp;S and Capita for Payroll however the HR Advisory Service will this year be moved to Portsmouth City Council who offer a two-tier service.</li> <li>Governors approved the proposed 2020/21 SLA.</li> </ul> <p><b>8.4 SFVS</b></p> <ul style="list-style-type: none"> <li>IF has met with Carlene Amos to consider the SFVS. The return is not quite ready and will be finished offsite.</li> </ul> <p><b>8.5 Benchmarking Reports</b></p> <ul style="list-style-type: none"> <li>Reports will be circulated to governors following the meeting. Governors were asked to consider the data for further discussion at the next meeting</li> </ul>	<p>CA: Complete SFVS</p> <p>All: Benchmarking Reports feedback at next mtg</p>
<b>9.</b>	<b>Health &amp; Safety / Safeguarding Update</b>	
	<ul style="list-style-type: none"> <li>SB confirmed that the building work has ceased and that Morgan &amp; Sindall have closed down and secured their site. Health &amp; Safety is a concern as this is a time where the school is quite vulnerable especially during the evenings as there are no lettings. There is a substantial amount of scaffolding in the playground area which could assist in allowing people to gain unauthorised entry.</li> <li>Morgan &amp; Sindall have introduced a weekly site check and the alarm system remains active with security cameras that can be checked offsite.</li> </ul>	
<b>10.</b>	<b>Project 2020</b>	
	<ul style="list-style-type: none"> <li>A Skype meeting with Morgan &amp; Sindall is scheduled for tomorrow and an update will be provided at the next meeting. The timeline of works will obviously be delayed which will have an impact on the completion date of the Science labs.</li> <li>A governor added that obtaining raw materials once the site re-opens may become an issue for Morgan &amp; Sindall. It was suggested that SB raise this concern during tomorrow's meeting with them.</li> </ul>	
<b>11.</b>	<b>Staff Governors Feedback</b>	
	<ul style="list-style-type: none"> <li>DM &amp; NM advised that due to the school closure there was no opportunity to meet face to face with staff however Middle Leaders are in contact with their teams.</li> <li>DM &amp; NM reported that staff are grateful to the Head and her senior team for managing the crisis in a transparent manner. There is a positive vibe amongst staff who have all pulled together and want to do as much as</li> </ul>	

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	they can to support students during these uncertain times.	
<b>12.</b>	<b>Governing Body Constitution</b>	
	<ul style="list-style-type: none"> <li>• The Clerk explained that there are four governors whose term of office expires on 25.04.2020; JG/MWA/DD/IF and there are currently two governor vacancies on the board; one Local Authority and one Co-opt.</li> <li>• The Clerk proposed the following:               <ul style="list-style-type: none"> <li>○ DD &amp; IF to be re-appointed as Co-opt Governors - 4 year term.</li> <li>○ JG to be appointed as a Co-opt Governor moving from a Parent Governor post - 4 year term.</li> <li>○ MWA to be appointed as the LA Governor [recommendation of this this has been requested from Glenda Lane] moving from a Parent Governor post – 4 year term.</li> <li>○ The proposal keeps 10 governors in post until the school re-opens.</li> <li>○ A parent governor election for the two vacant posts will be held when it is reasonably practical to do so due to the current school closure.</li> </ul> </li> <li>• Following discussion, the proposal was approved by governors.</li> <li>• Clerk will liaise with Glenda Lane regarding approval of MWA to the LA Governor post.</li> <li>• The Clerk will complete the necessary paperwork and update the constitution details and school website.</li> <li>• The 4 year term of office for JG/MWA/DD/IF will commence on 26.04.2020.</li> </ul>	<p>Clerk: Complete paperwork for re-appointment of governors</p> <p>Clerk: Liaise with Glenda Lane regarding LA Gov Post</p>
<b>13.</b>	<b>Link Governors – The Way Forward &amp; Skills Audit</b>	
	<ul style="list-style-type: none"> <li>• Deferred to a future meeting.</li> </ul>	
<b>14.</b>	<b>Trust Update</b>	
	<ul style="list-style-type: none"> <li>• SB explained that the Trust school Headteachers are now all part of a WhatsApp group and that there has been daily communication. The collaboration between the Trust schools has been strong during the crisis.</li> <li>• Regents Park staff have stated that they are willing to support the Trust primaries if this becomes necessary due to staff illness and self isolation.</li> </ul>	
<b>15.</b>	<b>Governors CPD</b>	
	<ul style="list-style-type: none"> <li>• The Clerk advised that the NGA website has information for governors in relation to the pandemic.</li> <li>• JG reported that he has been supporting his children with their home learning. He now has a better understanding of how students use Google classroom to support their learning.</li> </ul>	
<b>16.</b>	<b>Policies</b>	
	<p>The following policies were considered and ratified by governors. Proposed by DD. Seconded by JG. A list of statutory policies and documents based on the DfE’s latest list was also circulated along with the 2019/20 School Policy Renewal Schedule.</p> <ul style="list-style-type: none"> <li>○ Governors Allowances Policy</li> <li>○ NQT Policy</li> <li>○ Designated Teacher Policy [LAC]</li> <li>○ Exclusions Policy</li> </ul>	
<b>17.</b>	<b>AOB</b>	

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	<ul style="list-style-type: none"> <li>• <b>School Development Plan:</b> SB explained that the current plan is nearing the end and a new format is being considered for future plans. SB asked governors for their thoughts on the next stage of the plan and for feedback on the current SDP. Governors were asked to provide feedback to the Clerk before 16<sup>th</sup> April. The Clerk will re-circulate the SDP following the meeting.</li> <li>• <b>Thanks to staff:</b> Governors expressed their full support to Sam and her team as they are doing an excellent job managing the school closure during such unexpected times. Governors want staff to be aware that their hard work and commitment to the school is most appreciated.</li> </ul>	<p>Clerk: Circulate SDP</p> <p>All: SDP Feedback to Clerk by 16.04.2020</p>
<b>18.</b>	<b>Next Meeting Date</b>	
	<ul style="list-style-type: none"> <li>• Proposed 28<sup>th</sup> April 2020 at 4.00pm.</li> </ul>	
	Meeting closed at 5.05pm	

Signed: .....

Date: .....