

Archway School: Full Governing Body Meeting

Minutes of Meeting held on 10th June 2020 at 5pm by video conferencing

Present: Kay Young **KY**, Anne-Marie Delrosa **AD** (Chair), Pam Swindell **PS**, Martin Ansell **MA**, Christopher Berry **CBE**, George James **GJ**, Gill Ferry **GF**, Stewart King **SK**, Julie Brindle **JB**, Nigel Cooper **NC**, Gavin Townsend **GT**, Robert Hurter **RH**

Apologies: Barnes Clutterbuck **BC**, Natasha Rolls **NR**, Sarah Warner **SW**, Nicola Farrow **NF**

Where governors question and challenge, the minutes are highlighted in green.

1. **Declarations of Prejudicial Interest**

There were none.

2. **Minutes from previous FGB Meeting and Matters Arising**

The minutes of the previous FGB meeting held on 13th May 2020 were accepted as a true and accurate record.

Matters Arising

Item 3: action to be carried forward:

Action: AL will investigate online Safer Recruitment training for governors which can be undertaken on an individual basis.

Item 8: action to be carried forward:

Action: AD will ensure that future Subject Visits are clearly linked to the Strategic Plan and arrange for performance management training

Item 9: action to be carried forward:

Action: AD to liaise with Jayne Thorley to arrange Parent Governor elections in Term 1.

3. **Headteacher's Report**

Acting headteacher, Kay Young, gave the following verbal report:

- A consultant has been identified to carry out a further review of the school's SEND provision next term.
Action: KY and JY will prepare a brief for the SEND review for AD and NR to consider.
- The number of children of key workers and those in a 'vulnerable' category has increased, with around 34 attending on a daily basis.
- Safeguarding concerns have increased considerably since March. There have been 9 alone since the start of the week. Phone calls are being made to the families of 90 vulnerable students on a weekly basis. **A governor asked whether more resources are needed for this support.** **KY** explained that another pastoral Head has been asked to share the home phone calls and the Designated Safeguarding Leads are not to be given any further tasks so that they can focus on safeguarding concerns. **Another governor asked if the school is receiving help from Social Services.** **KY** replied that whilst help is available, liaising with agencies is very time consuming. **A further governor was concerned about the emotional stress on staff involved in dealing with the upsurge in safeguarding issues.** **KY** confirmed that support is available and the workload of the staff involved is being monitored.
- School grades for the summer examinations have to be entered by the end of the week. All grades have been checked three times before submission on locked spreadsheets.
- **In response to a governor query about what appeal process will be available for any students who wish to query grades awarded,** **KY** explained that Ofqual has just issued new guidance which indicates that prior attainment will be taken into account. It is unlikely that the process will take into account schools like Archway where attainment has been predicted to improve this year.

- Another governor query related to the possibility of students taking exams in the autumn if they are not happy with their grades. KY explained that the school's advice to individual students will be to not pursue that course of action unless they are incredibly disappointed with their summer results.
- The school's Progress 8 forecast for this year is + 0.1. The A level mean grade prediction is C+ (C- last year)
- A 'click and collect' system is to be used on the results days. A governor asked if there will be any additional careers guidance on those days. KY stated that she would look into that possibility. She also explained that the school will be relaxing 6th form entry requirements
- KY gave details of arrangements for bringing y10 and Y12 into school the following week. The indications are 85% of Y10 will be attending in designated 'bubbles'. A governor asked how the school intended to mitigate risk when students were queueing to go into classrooms. KY explained that students will be required to wait in spaced lines and sanitise their hands on entry to the classroom where they will be based for the day. Another governor asked how the SLT will maintain their monitoring of the quality of teaching. KY explained that members of the SLT will ensure an ongoing supportive presence with all the student 'bubbles'.
- A governor asked about variations on the amount of work being submitted by students and the school's strategy to deal with those who aren't producing any work at all. KY explained that she has written to parents to tell them staff will now be contacting home in a supportive way where there are concerns. KY felt that the fact the current Y10 students have been involved in a three year KS4 will be a help but acknowledged that it will be a significant challenge for students to get back into school routines. Asked about a summer school, KY said that there were no plans for such an arrangement at the moment.
- A governor (co-opted member of staff) informed the meeting that she has written to Ofsted to ask for clarification about whether inspections would be taking place during the next academic year.
- A governor asked about staffing for September. KY confirmed that the school will be fully staffed for September.
- With regard to the new Y7 intake, there will be no visits before September. A student pack will be sent home, together with a video link greeting from the new headteacher and a video tour of the school. The intake number is currently 132 which will mean 5 forms of entry. A governor asked whether the new Y7 pupils will be given additional support due to the current challenging circumstances and the likelihood of increased levels of anxiety. KY agreed to look at the possibility of planning for a longer induction period for them at the start of the new school year.

The Chair of Governors thanked KY and the staff for all their hard work over the past few months.

4. Policies for Review

The following policies were reviewed:

- Anti-Bullying policy – no changes made.
- Anti-fraud policy – no changes made.
- Confidentiality and Disclosure – no changes made.
- Preventing Extremism – no changes made.
- Computer Usage policies – no changes made. KY to check if staff and students sign once, or annually.
- Bursary policy – **Action: KY to liaise with HM regarding the criteria for the allocation of funds. The policy will then be emailed to the Finance & Staffing committee members for approval.**
- Safeguarding policy – minor amendments agreed, otherwise no changes
- Attendance policy – one amendment suggested, otherwise no changes.

5. **Health & Safety**

The Site Manager has been re-designing the site in terms of one way routes and classroom layouts, briefing cleaners with regard to Covid 19 protocol and ensuring the school has the appropriate supplies of protective equipment. A governor (co-opted member of staff) commented that during the lockdown period, she had found the cleaners to be very responsible, supportive, thorough, courteous in their duties.

6. **Audit of Governance and Governor Review Meetings**

AD explained that she wishes to schedule one to one governor review meetings via Zoom. These will take into account the questions on the annual self -audit forms which are normally completed before the end of each summer term and assess how governors feel about their current operations of the governing body and their role within it.

7. **AOB**

- A governor asked whether the school could provide free school meal vouchers if the government do not decide to do so. **KY** explained that the potential costs involved prevented the school from taking on such a responsibility but it would provide a Food Bank link in a future letter to parents.
- Given the challenging circumstances schools are facing during the pandemic, **AD** asked governors to be mindful that it may be necessary to convene an additional FGB meeting in the summer holidays.
- In addition to the next FGB meeting scheduled for 8th July, **there is an additional meeting on 15th July to discuss priorities for the new headteacher.**

The meeting ended at 6.20pm. The date of the next FGB meeting is 8th July at 5pm.

Actions

Action:AL will investigate online Safer Recruitment training for governors which can be undertaken on an individual basis.

Action: AD will ensure that future Subject Visits are clearly linked to the Strategic Plan and arrange for performance management training

Action: AD to liaise with Jayne Thorley to arrange Parent Governor elections in Term 1.

Action: KY and JY will prepare a brief for the SEND review for AD and NR to consider.

Action: KY to liaise with HM regarding the criteria for the allocation of funds. The policy will then be emailed to the Finance & Staffing committee members for approval.

AL Clerk to Governors