

P R E S E N T:-

Mr A Hurst (in the Chair)

Mrs S Bone, Mrs L Echevarria, Mrs E Philpot, Reverend M Pollard, Mr P Robson, Mr D Stone,
Mrs D Walker, Mrs A Wilkinson and Mr Ian Walton.

Attending as an observer: Mr R Melles.

Also in attendance were the following members of school staff:

Mr B Cooke
Mr A Edwards
Mr R Fraser
Mr R Hudson
Mrs H Keyworth
Mrs T McCann
Mrs T Roberts
Mrs G Rogers
Mr D Stamper
Miss A Stamford
Ms L Woodward

Clerk to the Governing Body – Mrs A Hall-Miell.

2453 **APOLOGIES**

Apologies for absence were received from Mrs J Isham and Mr R Fishburn.

2454 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Isham and Mr Fishburn for their absence from this meeting.

2455 **MEMBERSHIP**

It was reported that Mrs Isham's term of office as a co-opted governor would end on 13 July 2020 and that she had resigned her position as a governor and Vice Chair of the governing body. Mrs Isham had been a valued member and it was acknowledged that she had been instrumental in driving significant improvements forward especially regarding safeguarding. Governors recognised the dedication and commitment that had been given to the school and would arrange for flowers to be delivered to Mrs Isham as a thank you from the governing body.

Governors were mindful that a new Vice Chair would be elected in the autumn term 2020 and to give consideration to the position as well as the vacant post of Chair of the Leading Behaviour Committee, which was also vacant as a result of Mrs Isham's resignation.

- RESOLVED: a) that the resignation of Mrs Isham as a co-opted governor and Vice Chair be noted;
- b) that the election of Vice Chair take place at the autumn term 2020;
- c) that Mr Walton's term of office as a staff governor would end on 7 December 2020;
- c) that a staff election be held in the autumn term 2020.

2456 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the following be raised under any other urgent business:

- Safeguarding Report;
- Thank You.

2457 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

2458 **MINUTES**

RESOLVED: that the minutes of the spring term meeting be confirmed and signed by the Chair at the next face to face meeting.

2459 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the minutes.

2460 **COMMITTEE MINUTES**

It was noted that no committee meetings had taken place during the summer term 2020 due to the coronavirus pandemic.

RESOLVED: that committee meetings would resume in the autumn term 2020.

2461 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following highlighted:

General

The context and challenges for the school were explained as part of the Headteacher report for the benefit of new governors.

There had been an increase of 11 new Educational Health Care Plans (EHCP) and one pending, which would make a total of 31 students with plans in place. This provided a number of challenges for the team and the appointment of additional learning tutors would be required which had been agreed at a previous governing

body meeting. New appointments had already been made to accommodate two students with specific needs. Mrs McCann was thanked for the work she had undertaken with the local authority (LA) to support the students, one of which was a wheelchair user and the school were required to make suitable adaptations. **A governor asked whether the students had come from mainstream primary schools where they had received one to one support.** It was confirmed that both students had attended mainstream primary schools and had a high level of intelligence. The quality of provision required to be evaluated, which the Special Educational Needs and Disabilities (SEND) governor would undertake to ensure full access to the curriculum was available for the students.

Attendance

It was reported that attendance tracking had taken place for students accessing the online provision during the lockdown period. The school had noticed increased engagement the nearer the student was to undertaking their GCSE qualifications. Laptops had been provided to some students to eliminate remote learning issues and governors noted that additional laptops would be provided for students from September 2020.

Safeguarding

The school had seen an increase in domestic violence incidents during the lockdown period with 12 operation encompass reports received during the week of the governors meeting. Governors also noted that the school had remained open for vulnerable students and had maintained contact with all students throughout the closure period. Live teaching would be put in place for September 2020 to minimise safeguarding concerns and increase contact with students.

Remote Learning

Mrs Rogers, Assistant Headteacher (Curriculum), provided governors with a presentation on the student council evaluation on remote learning utilising the virtual platform Google Jamboard, which enabled student contributions to be made. Governors noted that 35 students were part of the student council and that 71 percent of them contributed to the questionnaire and of the 71 percent 68 percent rated the remote learning as 4 plus on a scale of 1 – 5. All the students who contributed graded the learning provision over 3 plus. The rate of access was not as positive although governors were asked to be mindful that a very quick introduction to the Google Classroom platform had taken place and as students had become more familiar with the facility the problems reduced. The school would consider any issues of concern from the summer term 2020 and learn from them to ensure risks were minimised during the autumn term 2020.

Communication with students had been identified for development and a suitable mechanism for more regular contact would be explored.

Staff Training

The Headteacher advised governors that staff training would take place in preparation for the autumn term 2020 with an emphasis on increasing understanding and improving confidence with remote teaching. The school had purchased software that facilitated videoing live learning and it was acknowledged that staff had engaged positively with virtual teaching.

Google Classroom training for subject leaders had been delivered via a webinar and constructive feedback had been received. It had also improved staff confidence to try new ways of teaching. The autumn term 2020 training day would include remote learning training.

A governor enquired how the virtual teaching would be quality controlled. It was explained that ‘lesson planners’ would sit at the front of the classroom and also sample videos would be viewed by members of the Senior Leadership Team (SLT). Student feedback would also be requested and subject reviews would take place. **Another governor asked how a teacher who struggled with technology would be addressed.** It was reported that a lot of teacher training was scheduled to take place during the autumn term 2020 to ensure confidence in the use of virtual platforms. The majority of teaching staff had already posted PowerPoints to facilitate virtual learning and part of the staff survey incorporated how staff felt about remote teaching.

Governors commented on how much more demanding and unremitting the work had been for staff who had worked during the lockdown period and that governors were appreciative of all the work undertaken. It was also noted that there had been no resistance from staff, who had displayed a high level of resilience during the difficult times.

A governor enquired about staff wellbeing. It was acknowledged that for some staff technical issues had been a problem hence laptops had been provided for home use, which also enabled them to work around family responsibilities. A number of staff had found it difficult to adapt to working from home and had come into the school to record lessons. Staff had been consulted on everything new the school had introduced. It was also noted that additional staff had been recruited to support all year groups from September 2020 and to accommodate for the added breaks and lunchtimes during the school day, which would ensure the school complied with social distancing requirements.

School Uniform

The Headteacher asked governors to consider an adaptation to the school uniform and suggested that the wearing of jumpers or cardigans no longer be a part of the Uniform Policy.

A governor enquired whether the school had the facility for storing coats in the winter months. It was reported that coats could be worn and kept with students as they moved around the school. The Headteacher acknowledged that staff did not want to continue having conversations with students regarding where their blazer was. **Another governor asked why it mattered.** Governors had agreed the School Uniform Policy which stated what was to be worn by students therefore any amendments to the policy required governor approval.

A governor commented that some families may have already purchased new jumpers for their child. The Headteacher had ensured that parents had been advised not to make uniform purchases through the Headland Headlines publication and assured governors that parents were already aware there could be amendments to the Uniform Policy. Individual discussions would take place with families who had issues of concern or difficulties.

Governors suggested that a trial of not wearing of a jumper as standard could take place and be reported on during the autumn term 2020 meeting.

September 2020

The Headteacher had provided governors in advance of the meeting with an action plan, risk assessment and a letter which had been circulated to parents regarding the school re-opening in September 2020 for the start of the 2020/2021 academic year. A two week phased return was proposed as the school had concerns about ventilation and also the fact there would be a large number of students and staff within close proxy to each other. The school building windows had limited opening therefore, it would be difficult to provide adequate ventilation. Governors were happy with the proposals and felt that it was a sensible approach to phase the full re-opening of the school and also accepted the caution that had been applied. It was noted there would be a one way system in place and hand sanitisers would be strategically placed at various location throughout the school buildings.

Governors were thanked by the Headteacher for their support throughout the difficult situation.

- RESOLVED:
- a) that the report of the Headteacher be received;
 - b) that the school trial an adaptation of the school uniform from September 2020 and report to governors during the autumn term 2020 meeting;
 - c) that governors approved a phased re-opening of the school in September 2020.

2462 **SCHOOL DEVELOPMENT PLAN**

The School Development Plan would focus on gaps identified in learning. Consideration would be given to the school's financial situation and a plan of action to reduce the deficit budget would be a priority. The school would also be required to consider their actions should there be a second lockdown period.

RESOLVED: that the School Development Plan update be received.

2463 **SCHOOL FUND ACCOUNT**

It was reported that Mr Hudson had access to the School Fund Account records and would present the account to governors during the autumn term 2020 meeting.

RESOLVED: that the School Fund Account be deferred to the autumn term 2020.

2464 **BUDGET APPROVAL**

Mr Hudson, School Accountant, had circulated a report to governors in advance of the meeting and presented a summary on screen during the meeting. Mr Hudson was thanked for the amount of work undertaken and governors were reassured that a meeting of the Leadership Committee would be scheduled to be held in September 2020 to discuss the budget in further detail and access to all relevant documents would be arranged for members of the committee.

It was reported that extra costs had been incurred due to the lockdown situation, social distancing necessities, additional hygiene and cleaning requirements, which were now included in the budget forecast. Some of the Covid related expenditure could be reclaimed from central government. Governors noted that 70 percent of the school's budget cost was for staffing and that the school would identify fixed costs and ascertain where savings could be made.

An explanation of the opening figures and the devolved capital was provided for governors, which included details on specific categories of funding and expenses as well as the funding template itself. Governors acknowledged that the level of detail Mr Hudson had now provided had not been available during previous meetings. The Chair explained that governors could only agree the school budget in principal as a deficit budget could not be approved.

A governor asked how the deficit would be reduced over the next five years.

It was acknowledged there would be an in year deficit and the following years the school would look to generate a surplus which would gradually reduce the overall deficit. Governors noted that a Covid premium had been promised by the government which had not been included within the budget figures.

Student numbers were increasing and the projection figures made with the assistance of the local authority (LA) Admissions Team were shared with governors along with previous academic years' student numbers as a comparison. The reduction in student numbers was possibly attributed to the demographic dip.

A governor asked for clarification of the demographic trend and how the information would be useful. It was acknowledged that the Data Intelligence team needed to be approached for demographic information. It was also agreed that it would be useful to receive information regarding which primary schools Headlands students came from to establish the market share within the locality.

A governor commented on the fact that although the student numbers had dropped the school could not cater for more students. It was explained that the school site had been built to accommodate 1400 students although the canteen facilities did not match the original build capacity. Governors noted that 1100 students would be the maximum number that could be accommodated although that number would require an additional year group or extra teaching staff. The school was currently exploring all options available to them.

The photocopier contract was due for renewal and governors were happy for the school to proceed with a decision regarding which contractor would be successful through the contract tender process. **A governor asked whether the paper cut option had been considered.** It was acknowledged that was one of the options for the school to consider and was also General Data Protection Regulation (GDPR) compliant. Over a five year contract the school could make a saving of up to £90,000.00. **Another governor enquired if a reduction in use would make the same amount of savings.** It was confirmed that the school would ensure there were no minimum charges therefore, a reduction in printing would generate a reduction in costs.

A governor enquired what the school would do as the Yorkshire Bank was due to close. It was acknowledged that the school had included within the report that the bank where their account was held was due to close and that difficulties had been

encountered contacting the bank. The school was exploring other banking facilities to establish the options available to them.

Mr Hudson was thanked for the comprehensive information provided to the Senior Leadership Team and governors. It was acknowledged that an excellent job had been completed within a very short timeline.

- RESOLVED:
- a) that the deficit budget be noted in principal;
 - b) that that a meeting of the Leadership Committee be convened in September 2020 to review the budget in further detail and create an action plan to reduce the deficit amount;
 - c) that relevant financial documentation be made available to governors;
 - d) that demographic information be obtained from the Data Intelligence team;
 - e) that approval for awarding the photocopier contract be noted.

2465 **SCHOOL POLICIES**

Governors had been forwarded school policies for approval in advance of the meeting although it was noted that not all governors had received the information. Mrs Keyworth, School Business Manager, would re send the email for the policies not discussed during the meeting comments. The policies could be approved via email and would be included within the autumn term 2020 agenda for formal adoption to be noted. The Chair requested that all school policies presented to governors for approval in future meetings were to include a summary of the changes made.

It was also acknowledged that the Headlands School Risk Assessment Coronavirus dated March 2020 be noted by governors.

- RESOLVED:
- a) that the following school policies be approved and adopted:

- Headlands School Behaviour for Learning Policy (with amendments as discussed);
- Appraisal for Associate Staff;
- Bereavement Policy
- e-Safety Policy;
- Extra-Curricular Policy;
- Headlands School Remote Learning Policy and Procedure;
- Virtual School Safeguarding Protocols;
- Timetabling Policy.

- b) that staff be notified of the adoption of these policies;
- c) that the Headlands School Risk Assessment Coronavirus be noted;

- d) that future school policies for approval include a summary of change.

2466 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors noted that the careers enterprise event had taken place successfully via a virtual webinar platform with over 100 attendees and that positive feedback had been received.

- RESOLVED: a) that the governor training and development update be received;
- b) that all training details are available on the CPD website www.hereforschools.co.uk

2467 **GOVERNOR VISITS**

A number of governor visit reports from the spring term 2020 had been circulated as part of the agenda pack in advance of the meeting.

- Mrs Isham – 5 November 2019;
- Mrs Isham – 8 November 2019;
- Mrs Isham – 14 November 2019;
- Mrs Isham – 9 March 2020;
- Mrs Philpot – 4 March 2020.

RESOLVED: that the governor visit reports be received.

2468 **GOVERNING BODY WORK AND DELEGATION PLANNER**

Governors noted that the Governing Body Work and Delegation Planner corresponded with the agenda items for each term's full governing body meetings.

RESOLVED: that the Governing Body Work and Delegation Planner be noted.

2469 **SAFEGUARDING REPORT**

It was confirmed that the Safeguarding Report had been approved by the Leading Behaviour Committee and had been submitted to the local authority.

RESOLVED: that the Safeguarding Report be approved and submitted to the local authority.

2470 **THANK YOU**

The Headteacher thanked governors for their support during the difficult pandemic situation. Governor backing had been very encouraging and supportive and had enabled the school to make some difficult but necessary decisions.

The Headteacher also thanked the senior leadership team and all school staff and also acknowledged that although it had been difficult times there had also been some positive outcomes.

A thank you was extended to Mrs Keyworth for facilitating and presenting during the virtual meeting and also to the Clerk for assisting with the co-ordination of the virtual governing body meeting. It was agreed that all governing body meetings to be held during the 2020/2021 academic year would be undertaken utilising a virtual platform.

Governors thanked the Headteacher and her team for their dedication and commitment to the school during such unprecedented times.

RESOLVED: that governing body meetings be held virtually during the 2020/2021 academic year.

2471 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed.

2472 **FUTURE MEETINGS**

RESOLVED: that future meetings be held virtually on:

Thursday 10 December 2020 at 6.00pm;
Thursday 18 March 2021 at 6.00pm;
Thursday 8 July 2021 at 6.00pm.

Chair's Signature – 10 December 2020