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| Expect More. Achieve More. | **Chamberlayne College for the Arts**  **Full Governing Board**  **17th September 2020**  **Minutes** |

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| **Name** | **Attending** | **Apologies** | **Absence** |
| Phil Hand “PHA” (Co-opted) Chair | ✔ |  |  |
| Peter Nicol Harper “PNH” (Co-Opted). Pay Committee |  |  | ✔ |
| Wyn Jeffery “WJE” (Co-Opted) Resources Committee, Chair of Pay Committee | ✔ |  |  |
| Jane Marker “JMA” (Co-Opted) Vice Chair. Resources Committee, Health and Safety link, Covid link, Pay Committee | ✔ |  |  |
| Susie Johnson “SJO” (Co-Opted) Attendance link. | ✔ |  |  |
| Stuart Ramsay “SRA” (Co-Opted) Safeguarding Governor | ✔ |  |  |
| Dawn Brown “DBR” (CO-Opted) SEN link. | ✔ |  |  |
| Nadia Martin “NMA” (LA) Data link; Careers link |  | ✔ |  |
| Rachael Adams “RAD” (Staff) Pupil Premium link | ✔ |  |  |
| Nick Giles “NGI” (Headteacher) | ✔ |  |  |
| **Also attending** | | | |
| Karen Harrison – Clerk | ✔ |  |  |

**Quoracy - 5**

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| **Outstanding Action list:** | | |
| **27.02.20** | **20/20/01 Careers leader to present to governors in the Autumn term.** | **NGI/KH**  **Aut Term** |
| **27.02.20** | **20/20/01 Helen to present to governors about The Base in the summer term.** | **NGI/KH**  **Spring Term** |
| **16.07.20** | **20/37 Any additional training for governors of an Academy?** | **NGI** |
| **17.09.20** | **20/41 SRA to arrange a safeguarding visit.** | **SRA** |
| **17.09/20** | **20/42/4 Arrange date for the HT performance management.** | **NGI** |
| **17.09.20** | **20/44 Arrange a date to talk the governors through the process used to arrive at the centre assessed grades.** | **NGI** |

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| **Item** | **Minutes** | **Actions** |
| **20/39** | **Welcome and apologies.** |  |
|  | Apologies and absences were noted. The meeting was quorate.  Governors wished to send congratulations to Nadia on the birth of her baby. |  |
| **20/40** | **Approve minutes of previous meeting, 16th July 2020.** |  |
|  | SRA and SJO apologised for not having sent apologies for the last meeting, both due to last minute unforeseen circumstances.  The minutes were approved as an accurate reflection of the meeting and signed by the Chair. |  |
| **20/41** | **Matters arising/Outstanding actions.** |  |
|  | **20/13 Parent Governor Vacancies** - there were two vacancies and the adverts were ready to go out.  **20/20/01 Governor visits into school.** NGI advised that visits could still take place following the RA, but he would want to limit them. WJE and JMA planned to walk around on September 30th following the Resources Committee meeting, to look at the culture and systems.  SRA agreed to liaise with BTO regarding a safeguarding meeting.  PHA reported that he had walked around towards the end of the Summer term.  **20/37 Governor Training.** NGI agreed to ask Hamwic whether there was any support for governors moving from an LA to Academy Governing Body. | **SRA** |
| **20/42** | **Governing Body Business.** |  |
|  | **20/42/1 Annual Register of Business Interests.** The Clerk had emailed forms to governors; these were passed to NGI for inclusion on the SCR.  **20/42/2 Election of Chair.** PHA was proposed by NGI and seconded by DBR. PHA confirmed that he was willing to continue as chair as we see how the academisation worked. NGI said the school would have the same staff and the same children and he hoped that political views could be put to one side.  **20/42/3 Election of Vice Chair.** JMA was nominated by WJE and seconded by NGI. Governors wished to thank Pete for his valuable input as Vice Chair.  **20/42/4 Committee Membership and Link Governors:**  **Resources** - WJE, JMA.  **Pay** - WJE, JMA, PNH, SJO. NGI added that the committee also considered the HT performance management so Hamwic would want a representative on that committee to agree goals and targets for the following year. A date would need to be arranged asap.  It was agreed to have a Covid link governor. JMA agreed to take it on under the H&S umbrella and would give up her PP link, which RAD covered.  **20/42/5 KCSIE.** It was agreed that governors would notify AME or EPE to confirm they had read the updated KCSIE and that would be added to the SCR. | **NGI** |
| **20/43** | **Feedback from the Resources Working Party and Budget update.** |  |
|  | The minutes of the 10th September had been circulated to governors. JMA, WJE, NGI and EPE had a challenging meeting with the LA during the holidays.  The school had not been allowed to add the £168k credit for the extra pupils, so that had taken them over the £1 million deficit. The bottom line was that the school needed to save money, the budget had been scrutinised several times in fine detail and it was not possible to make any further savings.  An action plan and narrative had been sent to the LA today. The main issues were that student numbers dropped by half in 2014; staff had been cut in all areas to meet that and it had been difficult to provide a broad and balanced curriculum for 400 students. When the school had been in special measures they had not received any money/support from the LA, it had all come from the school budget. The LAs lack of investment in the school buildings meant less income was achievable through lettings - CCFA only took around £80k whilst other secondary schools took between £160k and £800k. Now that student numbers were rising, that was an issue as the school was not funded for them for 7/12ths of the year. The cost of the bus to bring students in from the City Centre was also funded by the school. Approximately half was funded by contributions and half funded from the school budget.  NGI had attended a student places planning meeting at the LA and been asked to admit 270 students in September 2021, which was 90 over PAN. Physical space was not an issue but would require careful management and planning, but the recruitment of quality teachers was a concern. CCFA and Woodlands had requested financial support from the LA to advertise for staff nationally. The LA offered to lend the schools £10k; the two schools have replied to say they would attempt to recruit before May 31st, but if unsuccessful they would need to reduce the numbers the LA wanted them to take. NGI said he would discuss the issue with the Chief Education Officer at Hamwic.  NGI explained that currently a double decker carried 70 children into school and 12 were on the waiting list. He was awaiting a quote from Bluestar for two single deckers to increase capacity. The LA should cover the difference between the actual cost and what the parents paid. There was a loss of £15k last year and next year (Sep 21) the bus costs would be significant. Two members of staff were currently going above and beyond to provide supervision on the bus but that was not sustainable. Members of SLT met the bus every day and escorted the children into school. |  |
| **20/44** | **GCSE results analysis.** |  |
|  | The analysis had been circulated to governors.  NGI explained that schools had been told that centre assessed grades had to be in line with previous cohorts. He was confident that the process they used had been very robust.  The Progress A had increased compared to the 2019 data nationally.  **Q: Will the data be used as a measure of the school?**  A: No, there will be no performance measures based on the 2020 data.  The data showed unadjusted and adjusted figures to account for the 7 children who had been educated elsewhere (Compass, Hospital School etc) and to show it without the 15 who had attendance below 40%.  Governors said they would like to spend an hour with NGI to understand the process, to allow them to feel confident about how the figures had been arrived at. NGI agreed to arrange a date. | NGI |
| **20/45** | **Headteachers update on Covid Management Plan and Risk Assessment.** |  |
|  | NGI explained that the Management Plan was a summary of the actions being taken and the Risk Assessment contained the details. Main points:   * Sanitising hands and cleaning - everyone very proactive with this. Automatic sanitizers everywhere.   **Q: Have the government offered to reimburse schools for those costs?**  A: That offer had been withdrawn.   * Cleaner on site all day cleaning handrails, door handles etc. Deep clean every night. At the end of lessons all workstations and equipment are wiped down. * Concerns about staff to staff transmission, encouraging 2 metres social distancing where practicable. * Year group zones. All students move around classrooms for learning to enable staff to stay in their own room. * Normal curriculum and timetable. * One way system. All wear face coverings to move lessons. * Ensured children all Covid educated. Covid lessons were held on the first four days with a test at the end.   **Q: How is the Base working?**  A: Staff are wearing visors. Most of the students are accessing their normal lessons.   * Lunches and break times were hard work. Food was delivered to the zones. * The plan was sustainable for a year. * Tiny minority not on board. Most students were superb. Year 11 had a good attitude. * A few students had been excluded for half days where they had not been following the rules * Students generally communicating better between themselves.   **Q: What has attendance been like?**  A:96% last week. Dropping this week due to illness.   * All students entered through the front gate and were greeted by staff - this had a significant impact and the routine was becoming embedded. * Difficult to tell how much learning had been lost. Assessments would take place later in the term. * The focus was on Year 11. They were staying at school until 3.50 four days a week - staff had volunteered for this. Covid funds would be used for small group interventions in Year 11.   **Q: Do you have any information on GCSE’s next year.**  A: Not yet, but some content has been cut in some subject areas. Discussion held. |  |
| **20/46** | **AOB** |  |
|  | Next meeting - Thursday 12th November at 5pm. |  |