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| Expect More. Achieve More. | **Chamberlayne College for the Arts**  **Full Governing Board**  **28th April 2021**  **Minutes** |

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| **Name** | **Attending** | **Apologies** | **Absence** |
| Phil Hand “PHA” (Co-opted) Chair | ✔ |  |  |
| 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 | ✔ |  |  |
| Dawn Brown “DBR” (CO-Opted) SEN link. | ✔ |  |  |
| Nadia Martin “NMA” (LA) Data link; Careers link |  |  | ✔ |
| Rachael Adams “RAD” (Staff) Pupil Premium link |  | ✔ |  |
| Melanie Short “MSH” (Parent) | ✔ |  |  |
| Nick Giles “NGI” (Headteacher) | ✔ |  |  |
| **Also attending** | | | |
| Karen Harrison – Clerk | ✔ |  |  |

**Quoracy - 5**

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| **Action list:** | | |
| **27.02.20** | **20/20/01 Helen to present to governors about The Base in the summer term.** | **NGI/KH**  **17.06.21** |
| **04.03.21** | **21/26 Data Protection Policy review.** | **MSH** |
| **04.03.21** | **21/26 Safeguarding check to be arranged for the Summer term.** | **PHA**  **17.06.21** |
| **28.04.21** | **21/31 Evaluate the HT interview process.** | **PHA** |
| **28.04.21** | **21/33 Invite Emma Church to give a ten minute report on attendance at the start of every FGB meeting.** | **NGI** |
| **28.04.21** | **21/33/3 Invite Billy Toone to the next FGB to talk about the graduated approach being used to avoid exclusions.** | **NGI** |
| **28.04.21** | **21/37 Add review dates to the policy schedule.**  **AME to load revised policies onto the website.** | **JMA/KH**  **NGI** |

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| **Item** | **Minutes** | **Action** |
| **21/28** | **Welcome and apologies.** |  |
|  | There were apologies from Rachael Adams.  PHA informed governors that Stuart Ramsey had resigned with immediate effect. Governors thanked him for his contribution to the governing body. |  |
| **21/29** | **Declaration of Interests.** |  |
|  | There were no declarations of interest. |  |
| **21/30** | **Approve minutes of the Extraordinary meeting on 25th February and FGB on 4th March.** |  |
|  | Both sets of minutes were approved as accurate records of the meetings and signed by the Chair. |  |
| **21/31** | **Matters arising/Outstanding actions.** |  |
|  | There was some discussion about the HT interviews and why an appointment had not been made. The candidate who had been unable to attend had been invited for interview on the 11th May. NGI confirmed that staff had been advised of the situation and he would put something out to the children. It was agreed that following the conclusion of the interviews, governors would have a debrief and evaluation session of the process.  **21/26 Data protection Policy**. MSH had reviewed this and passed to NGI.  **21/26 Safeguarding check**. PHA agreed to carry it out this term as SRA had been the safeguarding governor.  All other actions had been dealt with or were on this agenda. |  |
| **21/32** | **Ratify re-appointment of Jane Marker as Co-opted Governor.** |  |
|  | This had been agreed between meetings via email. Governors unanimously ratified the decision. |  |
| **21/33** | **Head Teacher’s update.** |  |
|  | This had been circulated to governors prior to the meeting.  NGI outlined the priority risks:  **21/33/1 Attendance** remained the biggest challenge to the school. There was a significant issue in Year 10 where the rate was 83.6%. As not all students had returned to school immediately, the overarching number was unhelpful but the year groups and groups within school could be compared.  The Heads of Character and Culture had been given performance management objectives based on attendance with success criteria bespoke to their year group. Emma Church (ECH) met with them weekly. It was agreed to invite ECH to every FGB meeting to provide a ten minute update on attendance.  **Q: In Year 10, is it one or two non attenders that are impacting the data?**  A: There are six girls with attendance below 50%. NGI had asked ECH to look into girls' attendance and resilience.  JMA advised that the school had applied for a grant to supply free sanitary items in school. NGI added that the separate toilets for each year group had been positive and they hoped to retain this post covid.  Governors noted that the highest attenders were the EAL students (93.6%) and they had to travel the furthest to get to school.  **Q: Are there any issues with grooming, friendship conflicts etc.?**  A: NGI replied that social media was an issue as children were so much more connected and girls in particular were always attached to their phones.  **21/33/2 Lost Learning.** NGI reported that a new strategy would be rolled out next wednesday of reviewing every lesson as it comes to a close.  **Q: Are you on top of the online learning issues, incase of another lockdown/bubble closure?**  A: Yes. What takes the time is getting the lessons done and loaded.  NGI said he would implore the new HT to prioritise reading. There was currently a structured programme of reading six novels a year. The children were enjoying it.  **21/33/3 Student culture and behaviour.** HSA would be presenting at the next FGB. NGI suggested that Billy Toone also be invited to talk about the graduated approach being used to avoid exclusion.  **21/33/4 Staffing.** NGI said that staffing was a real strength of the school. The NLE had commented on the “excellent staff”. Three teachers had resigned, a second in English and two Teach First students in English and Science. These had been advertised and a good number of applications received.  **21/33/5 FTE Data.** A very detailed analysis had been included in the report. BTO would report on this at the next FGB.  **Q: Are there likely to be any further PEX?**  A: No. The Base has been successful in identifying significant educational needs which has helped reduce issues escalating.  NGI reported that EHCP’s were increasing significantly. There were currently 13, 3 applications in process and probably another 3 or 4.  **Q: Do EHCP’s make a significant difference?**  A: A student usually goes to the Base due to poor behaviour. The placement is for 18 weeks but that can be extended. If they get an EHCP they can return to mainstream with support but if they are unable to maintain their behaviour, a special school place is sought.  Governors mentioned the recent media reports of a rape culture. NGI said that the Heads of C&C had discussed the issue and felt it was important to raise awareness of boys' treatment of girls.  **Q: Is this reflected in the appropriate places?**  A: It appears in the Sex Education Policy, Safeguarding and Child Protection Policies. The Behaviour Policy is being rewritten and it will be included within that. As part of the PSHE agenda, a drop down day is planned all about respect and significant work is being done around consent. | **NGI**  **NGI** |
| **21/34** | **SIO Report.** |  |
|  | NGI said he had been disappointed by the report. The SIO had reported that the curriculum plans were not dovetailing with pedagogy; VKE was leading on what/when and SWE on how. All agreed actions would be completed by the next visit in two weeks time. |  |
| **21/35** | **Finance.** |  |
|  | **21/35/1 Resources Working Party**. They had met on 18th March and minutes had been circulated to all governors. In future it was agreed to organise the meetings two weeks before an FGB to allow them to present more up to date information.  **21/35/2 Budget Outturn 2020/21:**   |  |  | | --- | --- | | Income | £2,517,314 | | Total Expenditure | £3,497,477 | | Carry Forward | £991,258.69 |   JMA said that the school had done extremely well to balance the budget, particularly having been underfunded by 85 students.  **Q: Will finances be easier going forwards?**  A: NGI said that the staffing structure was well within the income, being 85% of the budget. 82% may have been achievable without the challenges of covid.  **Q: Is the cost of SLT comparable to other schools?**  A: We have a HT, Associate HT, 2 x Assistant HTs and 5 Directors - 9 leaders. The Directors were paid less than equivalent leaders in other schools. NGI said that Hamwic felt that SLT was too expensive but he disagreed, particularly as they all had regular teaching commitments.  **21/35/3 Budget 2021/22:**   |  |  | | --- | --- | | Income | £4,118.731 | | Expenditure | £3,962.067 | | Surplus | £156,664 |   JMA advised that the Resources WP had scrutinised the budget line by line. NGI added that the new Finance Manager was doing a really strong job.  **The budget was ratified by governors.**  **21/35/4 SLAs.** These had been agreed by governors via email and were formally ratified. The school would pay for the whole year but once they converted to Academy status on 1st September, 7/12ths would be refunded. NGI explained that the Ed Psych SLA was not being renewed as the school would be receiving 15 free days after he had complained about the service.  **21/35/4 SFVS.** JMA and NGI had reviewed it line by line. The Chair signed the return. |  |
| **21/36** | **Plans for Headteacher induction.** |  |
|  | NGI was currently spending a day a week in his new school. He advised governors that VKE led the school on those days and was also leading the SLT meeting every Thursday. Governors agreed that was good CPD for her. If governors did not appoint they would recommend to Hamwic that VKE be appointed as Acting HT. There was some discussion about the problems of backfilling in this scenario. |  |
| **21/37** | **Policy Schedule.** |  |
|  | Most of the policies had now been reviewed and a batch would be brought to the next FGB. Review dates would be added to the schedule and a form produced to tie the policies in with the FGB meetings. NGI would ask AME to load the ratified policies onto the website. | **JMA/KH**  **NGI** |
| **21/38** | **AOB** |  |
|  | **21/38/1 Business Manager.** 15 applications had been received. JMA would be involved with the interviews.  **21/38/2 School Bus.** Two buses had been bringing 77 children to school but one had stopped during covid. NGI proposed to just book one double decker from September and to give priority to Year 7 and vulnerable students. Students in Year 8 and 9 were able to catch the No. 17 and it was cheaper for them.  **Q: Is there an adult on the bus?**  A: Usually in the mornings. We have a strong relationship with the bus company and staff meet students from the bus in the mornings and see them onto the bus in the afternoons.  **21/38/3 Year 11.** This year they were due to finish at the end of half term rather than the last Friday in June. Staff would need two weeks to quality assure and moderate their assessments. There would be some blended learning available for vulnerable and SEN students and the National Citizenship Scheme would be available for some. |  |
|  | Next meeting - Thursday 17th June 2021 at 5pm. |  |