

ST OLAVE'S AND ST SAVIOUR'S GRAMMAR SCHOOL

Minutes of the *Meeting of the Governing Body* held
by Video Conference, on
Wednesday 4th November 2020 at 4.30pm

Present	The Ven. Dr P Wright (<i>Chairman</i>)	Mrs B Nunn
	Mr A Rees (<i>Headteacher</i>)	Rev'd N Poole
	Mr S Bandi	Rev'd G Rogers
	Ms C Benham	Ms S Rose
	Mr A Boyd	Dr D Ryall
	Mrs S Chaudhary	Mrs S Sharma
	Cllr R Evans	Ms M Sullivan
	Mr H McAleer	

In attendance Mr M Birtchnell (*Head of Sixth Form*)
Mr D Budds (*Deputy Headteacher*)
Ms R Maxwell (*Assistant Headteacher*)
Mr R Walters (*Clerk*)

ACTION

1. FOUNDATION PRAYER

The Foundation Prayer was read by The Ven. Dr P Wright.

2. NEW GOVERNOR APPOINTMENT

The Chair welcomed the Rev'd George Rogers to his first meeting.

3. DECLARATIONS OF INTERESTS

The Chair invited those present to declare any interests in the items on the agenda. Ms Benham and Ms Sullivan noted that they were teachers at the school. No other interests were declared.

4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr Adeloje and Mrs Fabian. The meeting was quorate.

5. TERMS OF REFERENCE FOR COMMITTEES

Terms of Reference for all Committees were approved, recognising that they can be amended at any time, if appropriate.

Decision: Governors approved the Committee Terms of Reference

PART A

6. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 23RD SEPTEMBER 2020

The minutes of the meeting on Wednesday 23rd September 2020 were agreed as a correct record.

Decision: Governors approved the minutes of the Governing Body meeting of 23rd September 2020

All actions had been completed. There were no further matters arising.

7. HEADTEACHER'S REPORT

The Headteacher introduced his previously circulated report. He said that the new school website had gone live and he noted his particular thanks to Ms Slyfield for managing the project and Ms Rogers for taking photos around the school. He confirmed that attendance was good and in line with previous years, with the increase in persistent absence being due to a small number of students self-isolating. Otherwise, students were keen to be in school. With staff, two positive cases had arisen. One teacher had led to a second being required to isolate and one member of support staff, who had led to two others being required to isolate. A governor asked if any parents had asked to take their children out of school. The Headteacher confirmed there had been no requests although a number of concerns had been raised, for example regarding the cleaning regime and whether students should be wearing masks in classrooms. All matters had been addressed with those concerned and the overall parent body had been very supportive. A governor suggested that a note thanking parents for their support, be included in the Headteacher's newsletter.

Action: Headteacher to include an acknowledgement of parental support during the pandemic period, in the newsletter

AR

A governor noted that at the previous meeting, it had been indicated that an increase in staff absences might make it more difficult for the school to provide teaching and cover. The Headteacher explained that so far, the school had not had absences at a level that had proved difficult, however it could still occur. A governor noted the position of national teaching unions and asked if there had been any difficulties at the school. The Headteacher said that staff had been very supportive and had not responded to the national union concerns. He said that they were working very hard and under high levels of pressure and stress, however the quality of teaching remained high and student engagement good.

The Headteacher reviewed the process of developing the CAGs for the summer exams, noting that he and the Deputy Headteacher had met with Mrs Chaudhary to review the process and that she had confirmed her satisfaction with it to the Curriculum Committee. He noted that one student had raised concerns with OCR, the exam board, regarding Maths. The school had responded with full details of their process and OCR had confirmed that it had been sound and had not upheld the concerns. He explained that the parent believed that the process still needed to be reviewed by the GB. The Chair said that the full GB would not normally consider a complaint in a meeting, but recognised that the timing of this meeting worked in this case. He noted that the external view, from OCR, was that the school followed best practice and had not questioned the veracity of the CAGs. The Curriculum Committee had considered the entire process.

Mrs Chaudhary, as Chair of the Curriculum Committee, confirmed that she had been invited in to look at the process and that the school had followed the DfE guidelines, for which the SLT had provided evidence. The DfE had not provided a model for developing grades, however the school had followed the ASCL recommendations, including looking at multiple sets of data and not just mock exams. She said that with her own discussions, a review at the Curriculum Committee and the external evidence from OCR, she believed the CAGs process had been applied and checked thoroughly. A governor noted that students had the option to resit if they felt strongly regarding their grades and asked whether the student in question had done so. The Deputy Headteacher said that they had not and were now at University.

A governor noted that they were still hearing some queries from former Year 13 parents and was referring them onto the school. A governor asked when the deadline for appeals was, which the Headteacher confirmed as 17th September. Any concerns would now have to be raised as formal complaints to the exam boards and in this case, OCR had confirmed the

process. Governors noted that they agreed that there were no grounds to uphold the complaint regarding the Maths and Chemistry A level CAGs. They agreed that if there were further concerns/complaints raised, they should be addressed with a standard response as derived from this case.

Decision: Governors agreed that the complaint regarding the Maths and Chemistry A level CAGs should not be upheld

Decision: Governors agreed that a standard response should be prepared for any future concerns/complaints

Governors noted that overall results in English had held up and improved this year and were pleased to see the progress.

The Headteacher referred to the School Development Plan priorities and noted that the school was focussing on short term priorities, whilst not letting standards drop. The focus was therefore on mitigating the impact of the pandemic and maintaining Teaching & Learning, safeguarding and wellbeing. He reminded governors that the situation was evolving on a daily basis. A governor asked if there was a focus on IT provision. The Deputy Headteacher said that the priority was a good WiFi signal, hence a WiFi audit had been undertaken over half-term and the data derived was being assessed. He said he was due to speak to the IT providers the next day on their findings and would then establish what work needed to be undertaken, potential timescales and costs.

The Headteacher referred to the position with the Fives Courts project (see confidential section).

Governors thanked the Headteacher for his report, giving particular thanks to the SLT and staff as a whole, for the considerable additional work they have been required to deliver over the last few months.

8. SAFEGUARDING

See confidential section.

9. POLICIES

- i) Academic Curriculum: it was noted that the Academic Curriculum had been discussed in detail by the Curriculum Committee and approved. Governors noted the Academic Curriculum 2020/21.
- ii) Curriculum Diagram: it was noted that the Curriculum Diagram had been discussed in detail by the Curriculum Committee and approved. Governors noted the Curriculum Diagram 2020/21.
- iii) Child Protection Policy: governors approved the Child Protection Policy.

Decision: Governors approved the Child Protection Policy

- iv) SEND Information Report: governors approved the SEND Information Report.

Decision: Governors approved the SEND Information Report

- v) Teachers' Pay Policy: the Headteacher noted that the governors Pay & Performance Committee (PW, DR, SC) had met on the Monday of the week of the meeting and had reviewed pay progression proposals. Governors confirmed that those approved could

be awarded. Governors noted that Mrs Nunn, as Chair of the HR Committee, should be involved in future and the Chair apologised for not including her this year.

Decision: Governors approved the Teachers' Pay Policy

- vi) Admissions Policy for 2022-23: governors noted the complaint currently being addressed by the Ombudsman and that if there were any changes required arising from that, a consultation would need to take place. In the meantime, they approved the Admissions Policy for 2022-23.

Decision: subject to any changes required from the Ombudsman's decision, governors approved the Admissions Policy 2022-23

- vii) Relationships, Sex and Health Education Policy: governors noted that parents have a right to remove their children from the sex education element, but not from any other elements of the teaching. Subject to this change, governors approved the RSHE Policy.

Decision: subject to noting that parents only have the right to remove their children from the sex education element, governors approved the RSHE Policy

Action: Mrs Maxwell to amend the RSHE Policy for the parental right to remove children

RM

- viii) Governor Allowances: governors approved the Governor Allowances Policy.

Decision: Governors approved the Governor Allowances Policy

- ix) Pupil Premium Information Report: governors approved the Pupil Premium Information Report.

Decision: governors approved the Pupil Premium Information Report

- x) Behaviour Policy: governors approved the Behaviour Policy.

Decision: governors approved the Behaviour Policy

10. STRATEGY INITIATIVE UPDATE

Mr McAleer introduced the previously circulated paper. He noted the highlighted changes from the previous version, with the sub-group meeting on 24th November to take a detailed look at each area for actions and the next level of detail. He noted that communication to parents and staff had been delayed and with the latest lockdown, he considered it would not be appropriate to do so until January at the earliest. A governor asked if the SLT had been asked for feedback. The Headteacher confirmed they had and had started putting together a RAG rating system on the objectives identified, noting which could be delivered sooner and which required more time or resources.

A governor said that they felt it represented a good and comprehensive strategy. Objectives would need to be monitored by different committees and the SDP should be developed to link the objectives back to working on the ground. They suggested the working group might need to continue for a couple more years to oversee implementation. A governor asked whether the reference to the local community meant the community within the school or in the local area. The Headteacher confirmed both. A new governor noted that they had not been involved in the earlier stages and therefore found it difficult to contribute. Mr McAleer agreed to invite all governors to the next working group meeting so that any governor could learn more about the

contents and process and contribute to the way forward.

HMCA

Action: Mr McAleer to invite all governors to the next working group meeting on 24th November at 18.00

Governors agreed that the strategy should make up the content of the next away day on 9th January, to provide a final view of the overall document and to look at the detailed text and implementation.

11. HEADTEACHER PERFORMANCE REVIEW

The Chair noted that the Headteacher Performance Review was taking place the week after this meeting.

12. LINK GOVERNOR UPDATE

The Chair noted that physical visits were not taking place currently, but virtual visits could be done with the Heads of Faculty. It was confirmed that the Heads of Faculty should be contacting governors.

Action: Deputy Headteacher to ask Heads of Faculties to contact governors regarding virtual link governor visits

DB

Action: Clerk to recirculate link governor visit documentation

RW

13. DATE OF NEXT MEETING

It was noted that the date of the next meeting of the Governing Body would be on **Wednesday 3rd March 2021 at 16.30**. It was also noted that the Governing Body Away Day would be on Saturday 9th January 2021 at 10.00.

14. ANY OTHER BUSINESS

There was no further business.

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

PART C: For information

20. CURRICULUM COMMITTEE

Minutes of the meeting held on 14th October 2020 were noted.

21. FINANCE COMMITTEE

Minutes of the meeting held on 21st October 2020 were noted.

22. PREMISES COMMITTEE

Minutes of the meeting held on 21st October 2020 were noted.

The meeting closed at 18.40.

Signed Date

St Olave’s & St Saviour’s Grammar School

Governing Body meeting

Wednesday 4th November 2020