

ST OLAVE'S AND ST SAVIOUR'S GRAMMAR SCHOOL

Minutes of the *Meeting of the Governing Body* held
by Video Conference, on
Wednesday 10th June 2020 at 4.30pm

Present	The Ven. Dr P Wright (<i>Chairman</i>)	Mrs A Fabian
	Mr A Rees (<i>Headteacher</i>)	Mr H McAleer
	Mr S Bandi	Mrs B Nunn
	Ms C Benham	Rev'd N Poole
	Mr A Boyd	Ms S Rose
	Mrs S Chaudhary (<i>from item 6</i>)	Dr D Ryall
	Cllr R Evans	Ms M Sullivan
In attendance	Mr D Budds (<i>Deputy Headteacher</i>)	
	Ms R Maxwell (<i>Assistant Headteacher</i>)	
	Mr R Walters (<i>Clerk</i>)	

ACTION

1. FOUNDATION PRAYER

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

2. 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 and Mr Boyd that his children attended the local Scout Group. No other interests were declared.

3. APOLOGIES FOR ABSENCE

No apologies for absence had been received although Mrs Chaudhary had indicated that she would be late. The Chair noted that Mr Ganatra had resigned for personal reasons. The meeting was quorate.

PART A

4. MINUTES (PART A) OF THE GOVERNING BODY MEETING OF 4TH MARCH 2020

The minutes of the meeting on Wednesday 4th March 2020 were agreed as a correct record.

Decision: Governors approved the minutes of the Governing Body meeting of 4th March 2020

All actions had been completed or were on the agenda. There were no further matters arising.

5. HEADTEACHER'S REPORT

The Headteacher introduced his previously circulated report. He reminded governors of his email of 3rd June discussing the reopening of the school. Five meetings with staff had been undertaken earlier in the day, some of whom had not been into school for 12 weeks and he recognised challenges and anxiety for some. Overall the meetings had gone well and the school was ready to reopen the following week. He confirmed that a full risk assessment had been undertaken along with additional cleaning.

He explained that since lockdown had commenced, teaching and learning had progressed well, following the normal timetable and curriculum as far as possible. Staff recognised that

students worked more slowly at home and that not all students had access to the same facilities or family commitment, hence there had been a mixture of core work and enrichment. Staff had interacted with students on a regular basis, providing feedback and assessments. With clear expectations, students had generally responded well. The way work was set and lessons presented, had evolved over the period. A governor asked how SLT were monitoring the quality of teaching and learning. The Headteacher explained that it was via the Faculty and Departmental Heads who were monitoring and checking for consistent quality in the setting of work and in its monitoring. Students had been surveyed to understand their perspective and views on the approaches used.

The Headteacher also explained that the school was involved with a number of external groups which allowed for benchmarking with other schools of the work being set and progress being made. He recognised that there would be further development of approaches by the time the new academic year started.

A governor asked how many students had been attending the school. The Headteacher confirmed that no students were in. Carers had been contacted to ensure that students were safe and content at home and they had regularly messaged to ensure that students and their families were aware of the option. Initially, one from Year 7 and one from Year 12 had attended but they had found the experience had been difficult and home arrangements had been set up to allow them to stay away.

The Headteacher reminded governors that there would be no external exams and that centre assessed grades would be developed. He said that SLT had discussed the methodology to be used with Mrs Chaudhary as Chair of the Curriculum Committee and would complete the process by the end of this week when predicted grades and rankings were required to be submitted. He noted that departments had been meticulous in their assessments, which had then been reviewed by Mr Budds and Dr Sidhu with his review as a last overview. He also highlighted that key pastoral staff, including Mrs Maxwell and Mr Birtchnell, and the exams office had been involved to help review any students with special considerations, ensuring that these had been taken into account.

A governor asked regarding preparations for the new academic year, recognising that there would be a wide variety of progress and big differences between years when students returned. They also asked regarding the new Year 7 which would be coming from many primary schools and therefore would demonstrate a significantly wider variation in development than a normal year. The Headteacher said that all schools were concerned and anticipated significant differences in where students were with their learning, when they returned. Within year group cohorts, staff recognised that gaps would be bigger than normal and they would be undertaking a health check on learning in September. This would help them identify areas of gaps which they would then be ready to address. Students moving from KS3 to KS4 would be in the best position as for most subjects, a new syllabus was then started. He also noted that they were anticipating some form of blended working whereby students were in school for part of the time and at home for the rest. So far little guidance had been published by the DfE and LA so the school was looking at how to manage the position as a whole. He said that staff were under significant pressure due to the current circumstances and the reopening of school in the next week, hence they were unable to find the time to think ahead at this stage, but planning to address this also in the next week, hopefully with further guidelines from government.

A governor noted that the judging of grades was difficult and asked if there had been pressure from any of the parents and how the school had communicated the process. The Headteacher said that they had been as open as possible, including putting an FAQ on the website and writing to parents to explain the process. He said there had been only three or four parents who had been pressurising the school and that teachers had discussed the Ofqual guidance

with them. Some students had not worked hard enough during the year and might be seen as under performing, however the autumn exam season would provide an opportunity for them to improve if they wished. He said that it would improve students' commitment to working during the year in future, to ensure they maximised their ranking within school should anything like this happen again.

The Headteacher highlighted the additional support for SEND and Pupil Premium students, where the pastoral care team had overseen work by individual teaching staff. He also noted that the Year 7 entrance test process would be difficult as would the open day, which would be done online. The lower school prize giving would also be online. Visits to primary schools were not taking place although staff were keeping in contact with every pupil due to come to the school in September, via phone calls. Similarly, new Year 12 students were being contacted as far as possible, however their congratulations evening and induction day could not go ahead. It was recognised that some students may not move schools this year who would have in the past and the size of the sixth form at St Olave's might be reduced.

A governor asked what scope the school had to change its approach for September if guidance changed during the summer holidays. The Headteacher said that plans were in place but staff were sufficiently flexible to address what changes arose as changes were expected. Unions were sometimes providing 5-7 days notice of changes before they were announced.

The Headteacher noted a security breach on the Monday preceding the meeting when a group of travellers had forcibly entered the site. The company which monitored the security cameras had notified the school. Police had been called and in a little over an hour, they had been removed. He noted that a significant amount of rubbish and waste had been created in that time, which had to be cleared up. A governor noted that there were three groups within the borough and that every school needed to make sure their site was as secure as possible.

Staffing: the Headteacher noted that the school was fully staffed for September. A number of staff had asked to reduce their hours and some were increasing. Allowing this reduction meant that some staff approaching the end of their careers might stay longer. He confirmed that the Head of Finance role had been advertised in the TES. A governor asked if the increase in hours matched the reductions, which he confirmed. A governor asked if there were any excess hours available within the staffing body. The Headteacher noted that some flexibility was needed to allow the timetable to work but that any additional hours were utilised for other purposes, for example visiting primary schools, managing private study and EPQ/HPQ mentoring.

A governor asked regarding the position with Geography which had been a concern previously. The Headteacher said that the department had been stable for the last year with two full-time and one part-time member of staff. He reminded governors that a further member of staff was away on long-term sick leave.

Governors thanked the Headteacher for his report.

6. SCHOOL DEVELOPMENT PLAN

The Deputy Headteacher introduced the previously circulated papers, noting that this was a final review of the 2019/20 SDP and look forward to the 2020/21 SDP. He noted that not all aspects of the 2019/20 plan had been completed due to the lockdown and the loss of the School Business Manager who had been responsible for some areas. He also noted that for the Quality of Education, some required external exam results as verification of progress although much work had been done by departments identified. A governor noted that it appeared harsh to rely on output measures only for those departments and that it was important to recognise progress during the year. The Deputy Headteacher said that they had been on target to deliver

the goals identified in the SDP.

In relation to Behaviour and Attitude, targets had been addressed. For Personal Development, much had previously been shared with governors in relation to well-being, however two areas remained to be addressed fully, careers guidance and social mobility, both of which were being carried forward to the 2020/21 plan. He confirmed that much progress had been made on the Gatsby benchmarks for career planning. A governor asked what the context was for British Values. The Deputy Headteacher noted that it was broad and related to aspects such as tolerance and an understanding of the British rule of law, much wider than the anti-terrorism agenda that was also included. He said that it was addressed as part of Citizenship in Years 9-11.

A governor asked what was planned in relation to social mobility. The Deputy Headteacher said that it continued to involve aspects such as the planned visits to primary schools to encourage applicants from different backgrounds, together with the open days, however these had to be put on hold. Some teachers were given flexibility in their timetables to put towards these aims.

A governor asked to check whether the careers element was addressed by a dedicated member of staff or in conjunction with the pastoral team. The Deputy Headteacher noted that the previous careers person had moved to the pastoral team with a new person being brought in. They had been full time in the current year but would be reducing to 0.4 part-time in the coming academic year.

17.25: Mrs Chaudhary joined the meeting.

Leadership and Management: the Deputy Headteacher said that this was the area which had seen the greatest impact from the loss of the School Business Manager and lockdown with much being carried forward. He highlighted CPD being a high priority, particularly in relation to support staff where there had been little in the past. A governor asked if the new IT contract was working successfully and whether the school IT system had been robust enough to cope with the requirements of the lockdown. The Deputy Headteacher said that the new contract had been in place since January and whilst there were some teething issues, it seemed to be working well. System capacity was also coping and some additional licences had been purchased to allow more than one device for users.

A governor asked why the loss of the School Business Manager impacted on CPD delivery. The Deputy Headteacher explained that the biggest area for development of CPD was in the support staff, line managed by the School Business Manager. Teaching staff already had their programmes in place.

Governors noted the carry forward of a number of items into the 2020/21 SDP and approved the plan as drafted.

Decision: governors approved the 2020/21 SDP

Governors thanked the Deputy Headteacher for his presentation.

7. POLICIES

- (i) Child Protection: changes were highlighted which reflected needs around the partial reopening of the school. The Child Protection Policy was approved.

Decision: governors approved the Child Protection Policy

- (ii) Behaviour Policy: changes were highlighted which reflected needs around the partial

reopening of the school. A governor asked regarding the lack of a reference to travel. The Headteacher explained that this was being made clear in letters to parents. Governors approved the Behaviour Policy.

Decision: governors approved the Behaviour Policy

- (iii) Careers Policy: a governor noted that the policy implied that the onus was on students to approach staff and asked that it be included as a two way process. Another governor noted that there was little regarding work experience and asked that a greater emphasis was put on this aspect together with its recording. A governor noted that work experience often related to parental support and therefore there could be a social mobility issue. A governor noted that the policy had been discussed at the curriculum committee and was concerned that not all recommendations had been included. They highlighted that it was an OfSTED area for improvement and that there were better drafts from other schools which could be taken as a basis for the policy. They noted that it was thin in relation to careers advice at KS3 and that there was nothing regarding providing additional help to SEND or Pupil Premium students. Governors agreed that this policy required more work and asked that it be brought back to the next meeting.

Action: Deputy Headteacher to revisit the Careers Policy and bring back to the next Curriculum Committee meeting

DB

8. FINANCE ISSUES

Mr Boyd, as Chair of the Finance Committee, introduced the finance issues noting that they had been discussed in detail at the joint Finance and Premises Committee.

- i) Year End 2019/20: the final position had been a £440k deficit against a budget of £233k, which had been financed by drawdown from the Foundation. A number of small differences had arisen. Governors noted the position and recognised that circumstances were very different from the historical position.
- ii) Budget 2020/21: a significantly lower deficit was anticipated in 2020/21 of £170k as significant additional public funding was being provided, which would be more than covered by the Foundation. The Budget 2020/21 was approved.

Decision: the Budget 2020/21 was approved

- iii) Projects: the work to roofs was identified, with the first phase being around £277k. The Rev'd Poole explained that this would be the first of a number of phases and that it was important that work started, recognising the need to maintain the fabric of the school and that costs were likely to increase the longer the work was put off. It was also better to do the works over the summer months. A governor noted their support for the work confirming again that it was likely to be the first of a number of phases. By the time the red works were completed, there was a risk that some of the amber would have become red and therefore further works would be required. As a consequence, they highlighted the need to ensure close attention was paid to the prioritisation of works.

Decision: governors approved the first phase of roof repairs at an estimated cost of £277k

The Chair noted the all-weather sports facility project which had been previously signed off. He noted a moral obligation to proceed having promised to parents that the excess money raised through the Voluntary Fund would be used for it and that it would also be a source of future income. The Headteacher said that Mr Kenwood, the Head of PE, had been looking into

other funding sources but none would be available before the August deadline for current tenders.

Decision: governors approved the installation of the all-weather sports facility at the tender price presented

9. ADMISSIONS REVIEW

Mrs Nunn, Chair of the HR & Admissions Committee noted that there had been a sub-committee formed to review the Admissions Policy. She explained that they had reviewed available data, benchmarked with other schools and looked at using a possible catchment area. They had concluded that at this stage, there was insufficient information to justify a catchment area and recommended that no changes were made for the time being but that a further review was undertaken in two years' time. She said that it would be beneficial in the meantime to follow up on students who did not accept an offer of a place to find out why and to review how students were engaged post-offer. She noted that a good number of students were from LBB but that this should continue to be monitored. The group had also supported the focus on Pupil Premium students, noting that it was not yet up to 10.

A governor noted that reference to residence orders should now be to child arrangement orders. A governor asked why only 5 of the 7 Pupil Premium students successful in the first test had been offered a place. The Headteacher explained that all seven had been offered places and that two would be joining the school. Two were outside of the local area and would be going to more local schools and one was going into the independent sector. No information had yet been obtained from the other two, but the school was trying to follow up. A governor asked whether there was a feeling that such students were worried about joining a school such as St Olave's. The Headteacher explained that the school was trying to break through any concerns with their visits to primary schools and the open mornings, which had been lost this year. More was being included on the website and the school was doing its best to encourage more students to take the test.

A governor asked on the cost of administering the tests. The Headteacher said he believed they were less than about £15k, benchmarked against QE Barnet who estimated their costs as around £100k. The most significant saving was from setting the test internally. It was asked if the admissions staff time was included in this, which the Headteacher said it was not. The Admissions Manager would be required regardless, so the additional cost was likely to be that of the part-time assistant.

10. PREMISES ISSUES

The Rev'd Nigel Poole, as Chair of the Premises Committee, introduced the premises issues minutes noting that he had nothing further to add from the agreement to go ahead with the roof works and the all-weather sports facility. Ms Sullivan noted that planning permission for the works to Thursden Hall had not been approved with further information requested on parking facilities.

The Rev'd Poole noted that due to lockdown, he had been unable to undertake his H&S walk around the school.

11. STRATEGY INITIATIVE

Mr McAleer said that he had taken what was agreed at the last meeting and had developed the strategy document in line with it. He had now incorporated the SLT Vision 2025 and put it into the structure requested. He noted a strong focus on curriculum, the school environment and professional development, with some on developing applications to the school. He noted that more immediate issues were incorporated into the SDP. He said that the next step had

been to consult with staff, parents and students but that this had been delayed by lockdown. He said he would send the document around governors and invite their feedback.

Action: Mr McAleer to circulate the current draft of the strategy initiative document for feedback from governors

Governors

12. SCHOOL TERM DATES 2020/21

Governors approved the school term dates.

Decision: governors approved the school term dates for 2020/21.

13. LINK GOVERNOR TO THE WOODARD FOUNDATION

The Chair noted that he would be taking on the role of link governor to the Woodard Foundation.

14. GOVERNOR MEETING DATES 2020/21

Governors agreed the meeting dates subject to reviewing if the HR & Admissions Committee meetings could be put on the same day as the Curriculum Committee.

Action: Clerk to investigate linking HR & Admissions Committee dates with the Curriculum Committee

RW

PART C

24. CURRICULUM COMMITTEE

Minutes of the Curriculum Committee held on 6th May 2020 were noted.

25. FINANCE COMMITTEE

Minutes of the joint Finance & Premises Committee held on 20th May 2020 were noted.

26. HR & ADMISSIONS COMMITTEE

Minutes of the HR & Admissions Committee held on 6th May 2020 were noted.

27. DATE OF NEXT MEETING

It was noted that the date of the next meeting of the Governing Body would be on **Wednesday 23rd September 2020 at 16.30.**

28. ANY OTHER BUSINESS

There was no further business. The Chair offered his thanks to staff and governors for their support, input and contributions during the current times. He noted that he was looking to fill governor vacancies by the start of the new academic year.

PART B (CONFIDENTIAL – SEE CONFIDENTIAL MINUTES)

The meeting closed at 18.30.

Signed **Date**