

Minutes of the Meeting held on Monday 21st January 2021 at 6pm
using Google meet.

Present: Muir Mathieson (Chair), Stuart Wilson, Alison Campbell-Black, Chris Baldwin, John Gilbert, Eilis Cope, Caryn Roberts, Amanda Arrowsmith, Graham Ayre & Andrew Wilson

Apologies: Rebecca Castledine

In Attendance: Hannah Kelly (Clerk)

1. Apologies

Apologies were received from Becky Castledine. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

3. Governor Resignations / Appointments

There have been no resignations or appointments since the last meeting.

4. Minutes from the last meeting dated 7th December 2020

The minute from the last meeting were proposed for approval by MM; Seconded by CB; Agreed unanimously and signed by MM as Chair.

5. Action Point Checklist

SDB38: Ongoing

SDB39: Ongoing

SDB41: Ongoing

SDB42: Completed

SDB43: Ongoing

SDB44: Completed

6. Governor Ratification of decisions by email between SDB meetings

The following resolutions were ratified by email since the last SDB meeting:

16.12.20 In Year Admissions 1 x Y7 student Admissions Committee

17.12.20 In Year Admissions 2 x Y8 students Admissions Committee

7. Matters arising

There were no matters arising.

8. CBAT Update

SW gave a brief verbal update on the other CBAT schools and the Trust.

9. Health, Safety and Wellbeing

- No recent incidents to report.
- **Confidential Item**

10. GDPR

No issues have been reported.

EG is continuing with her higher level GDPR training.

11. Risk Register (confidential paperwork)

The risk register was shared with governors.

Q: Has remote learning and the strain on IT impacted the risk register?

A: No. We had increased broadband by a significant amount and subsequently have not had any problems. We have a band width measurement tool which we use to check the status, and we have had no problems to date. The point which would put most strain on the system would be when some year groups are able to come back in school and others are remote learning. However, the most serious IT issue would be if Google went down and that is not something in our control.

Q: Are new safeguarding concerns more difficult to pick up because of lockdown? How do we manage and evaluate this?

A: Outside agencies are still available to provide support for families. We do have significant daily contact with students through remote learning and we are looking for changes in behaviour. We can still identify concerns and issues and provide support.

AW explained the measures in place to try to identify and support students. These were discussed in detail. It was agreed that the safeguarding risk has increased due to remote learning, though not by enough to move it into the next risk category as the residual risk is being adequately managed.

12. Finance & Facilities inc. Budget Update (Confidential paperwork)

The site team has been working hard on site maintenance.

We have resolved the issue with the capital finding of the music terrapin, so this will go ahead. Should be up and running for September

A lot of work has taken place setting up a Covid-19 testing station in the main hall.

13.1 Budget. (Confidential paperwork)

The budget was shared with governors. SW explained the detail.

Q: Who is paying for the lateral tests?

A: The government. There is also an additional budget to cover incidental costs.

14. Educational Visits

There are no new visits planned. The February Orlando trip has now been cancelled. We expect that the ski trip at Easter will be cancelled, but this can only be done one month prior to departure.

Q: What is the situation for work experience for students? Are there any plans for managing this in the current situation?

A: KS3&4 have in-school careers advice and guidance, which is continuing in a slightly different format. 'Shadowing' takes place in Y12, in the last week in summer term. This is currently in the planning phase. We hope that this will still be able to go ahead.

15. Safeguarding

There is a safeguarding lead presence at all times when the school is occupied with students.

Much of this was covered in Item 11, but GB gave an overview of the support in place.

16. Link Governor Update

Plans were put on hold due to recent lockdown. GB hopes to re-start the process as soon as possible in a remote capacity.

17. Policies

The following CBAT policies were approved at their last meeting in December. These policies were shared with the committee for information:

- Anti-Bribery
- Charging and Remissions
- Debt Recovery
- Financial Reserves
- Fixed Assets
- Fraud
- Investment
- Travel & Subsistence

17.1 Behaviour Policy

GB circulated minor revisions to the Behaviour policy, following a policy review resulting from a recent Governors' Disciplinary Meeting.

Action: GB to change the word 'offence' with 'incident'

- **SDB44:** GB

SW has found some bespoke PEX training for governors with a focus on SEND.

Action: SW to arrange the training, ideally before half term.

- **SDB45a:** SW

Action: HK to find out what GCC Pex training includes to compare content & price.

- **SDB45b:** HK

➤ *MM proposed the updated Behaviour policy; AA seconded the policy. This was unanimously approved.*

18. Report from the Student Leadership Team

The governors reflected on the content of the report.

Action: SW to thank the outgoing leadership team on behalf of the SDB for their professional update report and their hard work over the last year; they have achieved a lot, despite the Covid restrictions.

- **SDB46:** SW

Item 21 was taken here, out of turn

19. Parent / Staff Survey

GB explained the findings from recent surveys, and adjustments to provision which will be made as a result of the feedback to continue to improve the quality. Results will be communicated back to parents.

20. Physical operations within school limited by Covid

Details had been shared in previous items.

21. Teaching & learning including feedback on remote learning

GB updated the governors on the T&L situation in school. Contingency plans were in place prior to lockdown, so the school was ready to implement remote learning from the start of term.

22. Vulnerable Pupils

This was covered in previous agenda items.

23. SEND

GB explained how SEN work is being continued in a remote environment.

Q: How many AEN students are there in school?

A: Approx. 40 out of the 1150 students. About 10 of these have an ECHP and the rest have a MyPlan or MyPlan+ .

24. Staff Voice feedback

The most recent Staff Voice was postponed due to the Covid changes.

25. Mass Lateral Flow Testing

LFT started in week 2. Six volunteers and nine staff members have been trained to carry out the testing. SW explained the process in detail.

Q: What about the students when they return?

A: Consent forms have been returned from the majority of the student body. We are chasing the final few.

26. CIF Update

Two bids have been submitted for repairs to the East Block; one for the windows in the 6th form block and the other to replace the roof.

27. Headteacher's update

The update was covered by all previous agenda items

28. Complaints and Compliments

The school has received lots of compliments from parents regarding the remote learning provision. These have been forwarded to governors for information.

There has been one complaint which was discussed in item 9.

29. Any other Business

Governors were reminded that we have bought into the NGA learning link for 1 year. All governors can access on-line learning on a range of subjects. Governors were encouraged to make use of this training.

The meeting ended at 8:30pm

The next meeting will be held on Monday 29th March at 6pm



29th March 2021

