

Minutes of the Meeting held on Tuesday 11th May 2021 at 4pm
using Google meet.

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

Apologies: Eilis Cope, Rebecca Castledine,

In Attendance: Hannah Kelly (Clerk), Glen Balmer, Andy MacDonald (to 17.43), Emma Gray (to 18:04),
Student leadership Team: Scott Hiatt, Jess Lingard, Joanna Fajowska, Lily Doak,
Tasmiyah Mota, Alex Caxton-Bradley and Matt Page (to 16.26),

1. Apologies

Apologies were received from EC and RC. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

- *Item 19 was taken here out of turn.*
- *Student leadership team left the meeting at 16.26*

3. Governor Resignations / Appointments

MM's term of office expires on 15.06.2021. He will not be standing for re-election due to increasing work commitments.

AA had been approached prior to the meeting to see whether she would consider the move from vice-chair to chair. Other governors were asked whether they would like to nominate themselves for the role of chair. There were no other nominees.

- *MM proposed AA to replace him as chair of the SDB; this was seconded by JG; and unanimously approved.*

This change will leave a vacancy for the vice-chair role. SW proposed that, owing to a number of experienced governors leaving the board over the next few months, and new members joining, the SDB does not vote in a permanent new vice-chair until the end of the year. JG has agreed to return to the role in an interim capacity and remain on the SDB until the 31st December 2021.

- *This was proposed by SW; this was seconded by AA; and unanimously approved.*

These proposals will be taken to the CBAT Trustees meeting next week for approval.

SW, MM & AA are interviewing two potential new governors on 12.05.21

On behalf of the SDB, JG thanked MM for his work for the SDB over the years, in particular for his more recent leadership role and wished him well.

4. Minutes from the last meeting dated 29th March 2021

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

5. Action Point Checklist

SDB39: Completed

SDB41: Ongoing

SDB42: Completed

6. Governor ratification of decisions by email between SDB meetings

- There have been no decisions ratified by email since the last meeting.

7. Matters arising

There were no matters arising.

8. Skills Audit

Skills Audit forms had been circulated prior to the meeting. Responses have been received from AA, CB, JG, CR & EC. Remaining governors to respond by Friday 14th May.

9. Declarations of Interest Forms

Annual Declaration of Interest Forms had been sent to all governors for completion. Responses have been received from AA, CB, JG, CR, EC and SW. Remaining governors to respond by Friday 14th May.

- *Items 20,21 & 22 were taken here out of turn*
- *Andy MacDonald left the meeting at 5:43pm*

10. Health, Safety and Wellbeing

Confidential Item

11. GDPR

Nothing to report. There have been no GDPR breaches. EG has nearly completed her training.

12. Risk Register (Confidential paperwork)

EG updated the committee on changes to the plan since the previous SDB meeting.

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

13.1 Budget.

EG explained the detail for the March outturn.

Governors asked about how this budget fitted in with the Trust's budget, and those of the other schools.

- *This budget was proposed by CB; seconded by GA and unanimously approved for onward communication to Trustees.*

14. Educational Visits

There are no recent proposals.

- *Item 24 was taken here out of turn.*
- *EG left the meeting at 6.04pm*

15. Safeguarding

An update was given as part of Item 26: Headteacher's Report

16. School Improvement Plan

SIP update progress has been slower than hoped, as all training time has been devoted to the Teacher Assessed Grades. The SIP will be discussed with staff at the Inset on June 23rd; a more comprehensive update will be available at the next SDB meeting on 30th June.

17. Link Governor Update

GB would like to undertake some Term 6 link governor visits. These would be a review of student and staff views about how the last year has gone.

Governors were keen to re-start link governor visits, as soon as staff were happy to accommodate this activity.

GB & HK to liaise to book in some governor visits for T6

- **Action (SDB43):GB/HK**

18. Policies

18.1 Admissions Policy

The Admissions 2022 policy has been through the consultation process and was ratified by the Admissions committee in February 21. This was for information only.

18.2 Policies for Ratification

The following policies were ratified by the SDB committee:

- Lettings
- Relationships and Sex Education
- Communication with Parents & Students
- In-Year Admissions Protocol
- Casual Hiring Agreement
- Fire risk Management
- Subject to minor typographical amendments,

➤ *These were proposed by ACB; seconded by MM; and unanimously approved.*

18.3 CBAT policies

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

- Management of Sickness Absence (2021-23)
- H&S Statement of Intent (Part 1) (2021-23)
- Discretionary Leave of Absence (2021-23)

19. Student Leadership Team Update

This item was taken out of turn

Scott Hiatt, the Head Boy, introduced the Student Leadership Team. They each outlined their areas of focus; including mental health, charity work, coaching & mentoring.

A discussion was had about the impact of the lockdowns on pupil wellbeing and the support provided by the school.

Governors questioned the students on various aspects of their work and school life. They were thanked for their hard work during a challenging year.

20. Curriculum Update

This item was taken out of turn

This was included within the Headteacher's report.

Governors questioned AMD about Languages, Religious Education and Music and Drama options:

Q: Is this a new idea to have RE and Latin as after-school options?

A: We are trying to maintain the breadth of the curriculum throughout Covid. Numbers were low in these particular subjects to the point where we might not be able to run them. We decided we wanted to maintain all four subjects, so we are continuing with Drama and Music as part of the curriculum, and running Latin and RE after school.

21. Examinations 2021 Update

This item was taken out of turn

AMD gave a comprehensive presentation regarding the rationale about teacher assessed grades for GCSEs and A Levels, along with what has been done to make it as robust and as fair as possible to students whilst meeting all external quality assurance guidelines.

Governors questioned the leadership about expectations for next year, and impact on league tables.

Q: Do you think GCSE's and A Levels will be the same next year?

A: I expect it will return to exams next year, but we have not received any details about proposals for next year.

Q: What will the impact on league tables be?

A: Last year's results were not included in the league tables, and we understand they will not be published this summer either.

22. Digital Learning Gains

This item was taken out of turn

AMD presented some research he has undertaken about the possibility becoming a 'Chromebook School'. This would build on the skills learnt over the last 12 months in digital learning, to incorporate them into ongoing school life. AMD is liaising with Tring School, which has already become a 'Chrombook School', for information and advice about the process.

Governors challenged AMD on various aspects of the proposal including: parent consultation, financing, social inclusion, roll-out timings and issues of a more practical nature:

Q: What about the costs of buying the Chromebook? Not everyone will be able to afford it.

A: Once we have confirmed which tablet we will use, and the purchase price, we can then look to offer financing for families. Tring did not find that financing was a particular issue. We will have spare tablets school which will be available for day loan.

Q: Will there be a parent consultation? What happens if parents don't want to participate?

A: We are meeting with a group of parent to discuss and get feedback and have a staff working party who will be looking at how to work with parents and students to maximise engagement. The vast majority of students at Tring do have their own Chromebooks; but they do have school owned tablets that students can use during the school day.

Q: What about the battery charge?

A: One of the advantages of the Chromebook is that it has a long battery life, which should last all day.

Q: When do you plan to start the roll out?

A: In September, with Y7 and then it will be a gradual roll out, as we need to ensure that the infrastructure can cope with the additional devices

23. Updating the COVID Risk Assessment for Term 6

This was circulated to governors prior to the meeting, with changes to the existing RA highlighted. GB gave some additional detail about the changes which will allow greater access to specialist spaces for Year 7 and 8.

➤ *The Risk Assessment was proposed by ACB; seconded by CR and unanimously approved*

24. Support Staff Appraisal

This item was taken out of turn

Support Staff Appraisals were undertaken in January 2021 and pay increments awarded as appropriate.

25. Headteacher's Report

Including Safeguarding Update (Item 15)

The report had been circulated prior to the meeting; governors confirmed that they had read it.

Q: Exclusions seem to be on an upward trend. Is this indicative of worsening behaviour or tougher policing?

A: GB gave some narrative to the figures. Our handling of incidents is certainly more rigorous than it used to be; I don't think it is indicative of worsening behaviour.

Q: One particular year group has a much higher persistent absentee rate than other years. Why is this?

A: There are a couple of students in this year group who are particularly anxious about the Covid situation. Work is being done to try to help reassure them, and to try to improve their attendance.

26. Complaints and Compliments

26.1 Complaints

There have been no level 1 or Level 2 complaints since the last meeting.

26.2 Compliments

There have been no formal compliments.

27. Any other Business

27.1 Governance Review

SW has requested a mentor Trust (The Lionheart Academies Trust) to conduct a review of CBAT governance. The review is supportive and developmental. Governors have been sent a link to a survey and will be meeting virtually with Chris Swan at 4pm on Wednesday 9th June.

27.2 Canal Field

SW asked governors to approve a spend up to £2000 for investigatory work around the canal field. This would include solicitor's fees, an ecology survey etc... It is felt that this is the right time to explore our future options with this land.

- *A spend of up to £2,000 for this purpose was proposed by MM; seconded by JG; and unanimously approved.*

The meeting ended 6.35pm

The next meeting will be held on Wednesday 30th June at 6pm



30.06.2021