

Minutes of the Meeting held on Tuesday 30th June 2021
at 6pm using Google meet.

Present: Amanda Arrowsmith (Chair), Stuart Wilson, Graham Ayre, Chris Baldwin, Caryn Roberts, Alison Campbell-Black, Eilis Cope, Rebecca Castledine, David Hayward & Glen Balmer

Apologies: John Gilbert & Andrew Wilson

In Attendance: Hannah Kelly (Clerk), Rob Reid (until 18:24) & Emma Gray (to 18:53),

1. Apologies

Apologies were received from JG and AW. These were accepted by all.

2. Declarations of Interest

There were no declarations of interest.

3. Governor Resignations / Appointments

AA welcomed David Hayward to the SDB. His term of office runs from 19.06.2021 to 18.06.2025.

GB was appointed by the Trustees at their meeting on 24.05.21 as an ex-officio Headteacher governor.

Andrew Wilson's term of office as staff governor ends in October. The election process for a teaching staff and a support staff governor will begin in September.

4. Minutes from the last meeting dated 11th May 2021

The minutes from the last meeting dated 11th May were proposed for approval by GA; seconded by ACB; agreed unanimously and signed by AA as Chair.

5. Action Point Checklist

SDB41: Ongoing. To be arranged for Term 2 21/22

SDB43: Completed

6. Governor ratification of decisions by email between SDB meetings

The following decisions were ratified by governors between 11.05.21 and 30.06.21

- Recommendation to Trustees to appoint David Hayward as Marling SDB governor - SDB
- Results from four in-year candidates (Y7, Y9 x2, & Y10/11) - Admissions
- Overage admissions request for 2022 entry (Y7) - Admissions
- Beer Festival Approval - SDB: *Due to Covid restrictions, this has since been cancelled*
- Overage admissions request for 2022 entry (Y7) - Admissions

These were approved by all governors.

7. Matters arising

There were no matters arising.

➤ *Item 16 was taken here out of term. (RR left at 18:24)*

➤ *Items 11-15 were taken here out of term (EG left at 18:53)*

8. Skills Audit

Skills Audit forms had been completed and returned. These had been collated into a matrix, and the results discussed.

- Q: There are some areas within the matrix in which we, as an SDB, could skill up on.
- A: Yes, for example we feel that governors need to become more familiar on curriculum implementation and impact in the classroom; we are hoping to start a working party to work on this.

EG will share the outcomes of a Trust benchmarking exercise at the next SDB on 23rd September 21.

- **Action (SDB44):** EG

Governors have access to a lot of training resources. HK to send links out to training resources.

- **Action (SDB45a):** HK

Governors to review the list and think about what training might be appropriate, either individually or as a group. It was emphasised that it is particularly important for link governors to be fully trained in their areas of expertise. All training to be reported to HK; this will be recorded on the governors training log.

- **Action (SDB45b):** HK

9. **CBAT Update**

Confidential item

10. **Joint Steering Group Update**

Confidential item

11. **Health, Safety and Wellbeing**

No reportable accidents or incidents since the last meeting.

Q: What has been the situation regarding Covid recently?

A: We were a trial school for contact testing. The trial was over a four-week period and has now ended. We didn't contribute any data to the trial as we didn't have any positive cases during that period. There was one 1 positive case on Monday, but due to the circumstances and timings, it only required 10 other students to isolate. There are number of cases in local schools, so we are expecting there to be more positive results in the coming weeks.

12. **GDPR**

There have been a few, very minor GDPR breaches since the last SDB meeting which have been appropriately recorded. There have been no breaches which are reportable to the ICO.

13. **Risk Register (Confidential paperwork)**

EG updated the committee on changes to the plan since the previous SDB meeting. The following areas were highlighted:

2.1 Purchasing - The finance team are looking at a Trust procurement policy which will include a formal list of trusted suppliers.

3.1 Information Security - An internal IT strategy team has been formed, supported by Lourdes IT, an external advisor.

3.2 Information Technology - 5 year renewal plan; looking at a Trust-wide IT strategy solution.

Q: Is the Chromebook initiative continuing?

A: Yes. Y6 parents will be informed in July, but we will delay the introduction until around October half term as we need to focus on the start of the new academic year first.

- Q: IT can be very expensive. If we are doing this work on an IT strategy, will we have the funds to do what is needed?
- A: We are working with Lourdes on prioritisation. It is a long term strategy; there will not be a massive spend in the first year.

3.3 *Key Person* – The finance manager starts Maternity leave in October. The current team will step up to fill her role, and a temporary finance clerk will be appointed.

3.7 *Dependency on third parties* – The contractor has started work on the music block. Practical completion is expected by 30th July and ready to go in September

CB explained that he had recently undertaken a review on behalf of the Trust, regarding the financial systems and controls in place. He reassured the governors that there is a strong, capable team in place. He will continue to hold periodic reviews, again on behalf of the Trust.

14. Finance & Facilities inc. Budget Update (**Confidential paperwork**)

14.1 Budget

Year to Date actual figures up to the end of May were discussed. There was nothing extra-ordinary to report; we are on course against forecast. Site costs are higher than forecast, but these were due to Covid and the introduction of the testing centre. Further funding for this is expected.

- Q: Is the increase in catering costs as a result of Covid?
- A: Not really, it's the way it is spread over the forecast. There had been a bit of extra spend. It has been a tough year for the Caterers but we have been working with them. It is a profit share arrangement, so we will review the figures together at the end of the year.

14.2 Facilities

We are working with local contractors regarding heating and air cooling strategies.

14.3 CIF bids

Confidential Item

15. Educational Visits

The Finance team have done an amazing job and refunded parents for all Covid-cancelled trips. The books have now been closed on that period of trips.

Staff have been asked to submit their requests for academic visits they would like to undertake next year. A number have been received.

Moving forward, EG would like to have a tighter control on the number and types of trips; to have a clearer strategic direction.

The SLT have discussed the proposals, and one residential trip needs governor approval as a matter of urgency, so that the booking can be made:

15.1 Trip Details:

Date: 11-14 April 2022 (Easter Holidays)

Where: Hadrian's Wall to do some archeology.

Cost: £260.

Who: 30- 45, Y9/10/11 Latin students

➤ *This trip was proposed by BC; seconded by CR and unanimously approved.*

EG to compile a spreadsheet of SLT approved trips and circulate to governors. An overview of trips will be posted on the website for parents.

Q: Are there any plans to hold the Y7 camp in September as usual for the current Y6, and will there be an opportunity for the current Y7 cohort to have the camp as they missed this opportunity last September?

A: We are planning to have the Y7 camp in September, as long as restrictions allow it. We don't have any plans for Y8 for the missed one, but there will be other trip opportunities for the younger year groups.

➤ *EG left the meeting at 18:53*

16. **Safeguarding (confidential paperwork)**

A safeguarding review was undertaken on Monday 21st June 21 and an action plan has been drawn up as a result. RR outlined the content of the review and the outcomes.

Q: I see that AW has taken on the role of wellbeing and mental health for the student community, what measures are you putting in place for staff?

A: Staff wellbeing events part of the annual calendar; there have been a range of different types of events, including some fitness and some activity based. We have also held wellbeing weeks in school for staff. The staff have been under a lot of work-load pressure due to Covid and staggered break and lunches, and due to Covid restrictions they haven't had the opportunity to spend much time together. In September, they will be able to meet at lunchtimes again, which should help. We are asking staff if they want to continue with wellbeing weeks, as we need to try to balance the different needs of different staff members and allow opportunities for all.

Q: Have you done any benchmarking using the Anna Freud Foundation to get a measurement of the level of mental health and wellbeing in school and get any trend data?

A: We have done Google Forms surveys for staff to rate how they are feeling, and have developed programmes for them based on the output.

EG & GB have been looking at different surveys as Marling would like to apply for the GCC Mental Health Champions Award. From September, more work will be done on surveys which will need survey results so we will need to be doing benchmarking from September.

Q: Can you extend some of this training (e.g. ACE) to Governors?

A: Yes, they will be in our twilight inset meetings; governors will be welcome to attend.

Q: Are there any other Safeguarding issues that we should be aware of?

A: No. There was a slight increase in issues post-Covid, which are being dealt with, but we haven't experienced the huge number of cases that is being reported.

• *RR left the meeting at 18:24*

17. **School Improvement Plan (confidential paperwork)**

Ordinarily this would be a finalised plan would be brought to this meeting, but this year, staff needed to complete the Y11&13 grading; so the SIP review had been delayed until this had been completed. Governors were provided with the draft plan.

The aim of the plan is to articulate how a post-Covid school will look. There are three main themes:

- *To character through study*: Instill commonly understood Marling character values in all.

- *Embrace the future with confidence.* Closing learning gaps, address any damage to student and staff wellbeing. And moving forward, making the most of everything we've learnt. (E.g. Chromebooks)
- *Marling Teaching Framework* – This was a large piece of work done with staff in 2018 regarding what great teaching and learning looks like? This needs to be re-established this as lockdown was different.

The SIP will be finalised by the end of term.

C: The plan looks solid. It feels positive and aspirational, which is good. I can see how the development has gone over the last couple of years which is a credit to you all.

Q: Is there anything we, as governors, can do to help?

A: Next year, we are going to make sure that we keep things as normal as possible, including link governor visits, for which the themes will link to the SIP. We will be losing JGs and GA's experience in the Autumn, so we need to ensure that all governors are confident about all aspects of school life.

18. Link Governor Update

CR will make a link governor update on 5th July focusing on Safeguarding and SEN.

EC will make a visit on 13th July focusing on Equality and staff & student welfare.

ACB has made a visit as the 6th form link governor. A link report to governors will follow.

Action (SDB47): ACB/ CR / EC

19. Policies

19.1 Policies for Ratification

The following policies were ratified by the SDB committee:

- Non-Examined Content Policy 21-23
- Safeguarding (including Prevent) 21-22
- Initial Teacher Training
- Homework
- Teaching & Learning

Governors questioned several details within the policies and requested additional information.

Q: NEC policy - it refers to hard copy format. Is this secure enough?

A: We are led by Exam board requirements.

19.1.1 Safeguarding (including Prevent) 21-22

Q: Are Marling staff trained in physical intervention techniques? Are they confident to use it?

A: There hasn't been all staff training, as we are fortunate this has not been an issue in our school. There has been recent refresher training for key members of staff who may be exposed to this.

GB talk to RR about whether physical intervention training should be included into the staff training programme next year.

- **Action(SDB48):** GB

➤ *Subject to minor amendments, this policy was proposed by CB; seconded by BC; and unanimously approved.*

The stand-alone Prevent policy is now no longer a requirement as the information is contained within this updated policy.

19.1.2. Initial Teacher Training

- *Subject to minor amendments, this policy was proposed by ACB; seconded by EC; and unanimously approved.*

19.1.3 Homework

A discussion was had about the wording for item 3. Duration of Homework with reference to Y12&13. GB to discuss this with JA and amend the wording to make it clearer. Then, this policy will be recirculated to governors by email for final approval

- **Action(SDB49):** GB

19.1.4 Teaching and Learning

- *Subject to minor amendments, this policy was proposed by CB; seconded by ACB; and unanimously approved.*

19.2 CBAT policies

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

- Supporting Pupils with Medical Conditions 21-23 – April 21
- Estate Vision 21-26 – May 21
- Strategy for Covid-19 Recovery and Pupil Premium 20-23 – May 21

20. Teaching School

JD's Teaching school report will be circulated to governors after the meeting.

- **Action (SDB50):** GB

21. Teaching and Learning

JD's Teaching and Learning report will be circulated to governors after the meeting.

- **Action (SDB50):** GB

22. Personnel

22.1 Staff Changes **(Confidential paperwork)**

This item was included in Item 23 – Headteacher's summary update

Q: Generically, there has been a lot of disruption and change. Has there been much movement in the teaching profession; there seems to be good staff retention at Marling?

A: We have had incredible stability this year which may be due to a reluctance to move given the uncertainty over the pandemic. Where we have had vacancies, we have made some great appointments for September.

22.2 Staff Absences

Confidential Item

23. Headteacher's Summary Update **(Confidential paperwork)**

The summary update had been circulated to governors prior to the meeting. There were no further questions as most of the detail had been discussed as part of previous items.

24. Complaints and Compliments

24.1 Complaints

Since the last meeting, there has been one stage 1 complaint (completed) and one stage 2 complaint (ongoing).

24.2 Compliments

A complimentary email had been received from a Y11 parent. This had been circulated to all staff and governors.

25. Any other Business

25.1 Governor Meeting Dates 21-22

Proposed dates for governors' meetings had been circulated prior to this meeting. It was agreed to alternate between in-person and remote meeting, with start times set at 6pm and 5:15pm respectively.

25.2 Governor Committees

Membership of the committees for September 21 was discussed and agreed.

P&C – SW, GB, JG, CB, AA & BC

Admissions – SW, GB, ACB, JG, EC, CR

25.3 Canal Field

SW updated the SDB on how their approved spend for this project is being used.

25.4. Website

A typo was spotted on the word 'Executive' Headteacher on the website.

The meeting ended 7.57pm

The next meeting will be held on Thursday 23rd September in the LCR at 6pm



23.09.2021