

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

Minutes of the Meeting held on Tuesday 15th September 2020 facilitated online

Present: Steve Ingram – Joint Chair of Governors, Jan Reed – Joint Chair of Governors, Guy Watkins, Tom Kelly – Headteacher, Lucy Legard, Linda Donaghy, Christine Inchley, Kate Loughlin, David Atkinson, Andy Childe

In Attendance: Matt Gill - Deputy Head (Curriculum), Denise McFarlane – Business Manager, Alison Knight Johanna Daniel - Clerk

Apologies: Katherine Davies

Governor Question (GQ)/Governor Comment (GC) (colour coding)

- a. Ensuring clarity of vision, ethos, and strategic direction
- b. Holding the headteacher to account for the educational performance of the school and its pupils.
- c. Overseeing the financial performance of the school and making sure its money is well spent.
- d. Agreed by the governors

No	Item	Actions
1	Welcome. Governors were welcomed to the meeting.	
2	Apologies for absence and to determine whether absences should be consented to. Apologies were received from Katherine Davies. Apologies accepted and consented to.	
3	Confidentiality and Declarations of interest Governors were reminded of the expectations around confidentiality. There were no declarations of interest in respect of items on today's agenda. JR reminded governors to also check on website for interests outside of school. Items deemed as confidential will be noted when they arise during the meeting.	
4	Notification of urgent other business. None	
5	To approve as a correct record the Minutes and Confidential Minutes of the Governing Board meeting held on 07.07.2020 The Chair advised that the minutes would be considered page by page for both accuracy and matters arising.	

(Chair).....

Date: 15th September 2020

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

	<p>Four amendments were noted; Page 6: Change the wording on paragraph 3 to 'The number of students that have chosen not to participate' Page 7: Planning for sept 2020 2nd paragraph – there will be no practical session in PE – delete this sentence – there are but carefully controlled Page 8: Section 11 spelling is James Durran rather than Durham Page 9: Should be Martin Surtees not Judith Kirk</p> <p><u>Approval of Minutes:</u> The minutes of the Full Governing Board meeting of the 07/07/20 were APPROVED as an accurate record, and signed by JR, Joint-Chair and will be filed once access to the school is possible</p>	
6	<p>To consider matters arising from the minutes for which there is no separate agenda item and to Review Action Points. There were no matters arising.</p>	
7	<p>Governor Terms of Office – deferred from July There will be 2 x parent governor vacancies arising within the governing body</p> <p>KD is due to end March 2021 but had asked to be relieved of duties over the summer. However, has agreed to continue in her role until a suitable replacement has been recruited.</p> <p>LD term of office is also due to end in November 2020</p> <p>This means that there will be 2 parent elections</p> <p>GW advised that he will be moving to Cyprus next year. His last meeting will be April 2021</p> <p>It was discussed that it would be possible to conduct the elections concurrently.</p>	
8	<p>Election of Chair / Vice Chair – deferred from July The Clerk invited governors to consider the terms of office and it was unanimously agreed that it would remain a one-year term for both Chair and Vice Chair.</p> <p><u>Election of Joint Chair –</u> The Clerk invited nominations for the office of Chair. Being duly nominated and seconded Jan Reed and Steve Ingram were UNANIMOUSLY ELECTED unopposed as joint chair for a term of one year</p> <p><u>Election of Vice Chair –</u> The Clerk invited nominations for the office of Vice Chair. Being duly nominated and seconded Guy Watkins were UNANIMOUSLY ELECTED unopposed as joint chair for a term of one year</p>	

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

PART 'B' – SCHOOL IMPROVEMENT

9 Ongoing Impact of Covid19: Update on start of term

• Risk Assessment

The document has been adopted from the LA and has been tailored to the school. It remains a live document which is being updated frequently.

It has also been checked against other schools in the area and is more detailed in comparison.

• School Day & Behaviour

The first week of school has been very positive. Last week saw years 7 and 12 in school on Wednesday. Subsequently, Thursday and Friday all year groups were in attendance.

The main changes are that there are now 2 break times, 2 lunch times and earlier staggered finish times.

This has proven quite difficult to staff, therefore more MSA's are being recruited to help at lunch times. As there are now 4 periods of social times this means that more staff are needed to supervise these breaks.

However, there are also many positives to this. The school is significantly calmer in the corridors, which is also due to the one-way system. Likewise, the end of the day is functioning as intended and has reduced the flow of students leaving at once. Breaktimes are much easier to supervise and the dining room has been sectioned into zones and is much tidier.

AC was able to give his perspective as a teacher and confirmed that the school is now much calmer. With regards to teaching there were expectations of poor behaviour however this has not been the case and is very impressed with the year 7's. Overall the return has gone very smoothly. The structure of the day works very well and the transitions between lessons are also very organised and calm.

AC advised that there have been a couple of teething issues. Some staff have a run of 3 lessons in a row which is quite difficult for those members of staff but this is not every day. Also staggered departures after form time mean that some year 7's leave at 9am but if they are going to a teacher that has year 11 they are not due to leave until later so there can be a crossover of year groups.

TK confirmed that staff seem very happy to be back and students are also very positive. The return has not caused a flood of anxious students; however, student wellbeing will continue to be monitored.

Overall SLT are happy with a really positive start to the school year.

GQ: How has the return been for SEN students?

AK confirmed that this has gone very well. Year 7's would normally have a longer transition period which was not possible this year. However, this has not made any negative impact. It has been a really positive transition.

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

<p>GQ: How is attendance in comparison to the national average of 85?</p> <p>TK confirmed that the attendance is currently at 96, however there are lots of children with sore throats and colds at the moment so expecting this to change. The difficulty at the moment is that cold symptoms might be mistaken for COVID symptoms and children may need to be tested. As there is currently a shortage of testing this may affect attendance as students will need to self-isolate during this time.</p> <p>GQ: How will this be managed?</p> <p>TK advised that there are many different possibilities which may occur and the school have relevant plans in place. For example, if there are absences rather than a school closure, the school may need to use cover staff. If there is a confirmed case of COVID the school will need to implement a tiered response. A staff meeting is due to be held tomorrow in relation to this. A case study from Durham will be used to help the team plan and continue to deliver 5 lessons of education each day.</p> <p>A tier 2 response may mean that some groups are at home for 2 weeks and that some are in school for 2 weeks. For example, a teacher may need to be in school teaching year 7 for the first period and then next period may need to deliver online home teaching for year 8. This could be quite complex, however staff will need to follow a timetable as they would in school to deliver both online and face to face teaching.</p> <p>GQ: As cough and cold season develops parents will be following the quarantine rules and for example a minimum of 48 hours. How will the school deliver teaching to these individual students rather than groups?</p> <p>TK advised that the same applies. Tomorrows session will look at how to deliver this to individual students.</p> <p>GQ: would it be possible to deliver to both a classroom in person and to individuals online?</p> <p>TK advised that there are issues surrounding this, for example the teacher would need to stay in view of the camera whilst teaching to a classroom. Also, the IT equipment in school does not currently support this as the microphones on computers are not picking up any sound. Therefore, the school will need to buy more microphones.</p> <p>Also, the during lockdown the school were delivering approximately 70 paper packs of learning to students that do not have WIFI or access to computers. The school needs to be more organised in how pre-recorded lessons are delivered.</p> <p>GQ: Is there any focus on the engagement for online learning? How will the school address this?</p>	
--	--

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

TK explained that during the last lockdown this was an indefinite period whereas now the isolation periods will be much shorter. For example, 2-week blocks, therefore a shorter timetable.

• Impact of lockdown on teaching & learning

Quality of education update

MG gave an update on the quality of education report which was made available to governors before the meeting.

Before lockdown with the change in Ofsted framework rather than focusing on data the focus was placed on the whole package, for example;

- Curriculum intent
- What happens in classrooms
- Teaching and learning
- Impact and Outcomes

This document gives data from the summer it shares;

- Headline figures from year 11 results last year
- Areas for development from the data
- Work around the curriculum

It also answers;

- Impact lockdown has had
- Impact on learning
- Short term priorities

It is important to discuss the Government U-turn on grades over the summer. and the impact this has had on the school and students. The school had very robust and rigorous system to decide the grades and ranking. Although the school did not initially know what would happen with this data, it was thought that it would form part of the assessment and that the grades would be generated for the students using different information.

From the issues this caused with A-Level grades this algorithm caused problems for students causing the U-turn.

GCSE students would receive centre assessed grade (the grade from the school) or if system had generated a higher grade they would get this. This meant that a few grades went up but the majority were same grades that the school had assigned.

The document highlights that there has been improvements within most of the key measures. These improvements can be seen year on year.

Areas of development from Ofsted are still key and remain the same

- Disadvantaged students
- Boys

Notably the boys progress 8 was positive and this may be above national average.

(Chair).....

Date: 15th September 2020

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

There are 4 subject areas where there are some concerns due to negative progress 8 scores. However, if these are looked at on an individual basis there are clear actions that are being put into place which will have a positive impact.

Design and technology

The progress 8 score 3 years ago was inadequate, however there is a new teacher in this subject which has stabilised the teaching and they are close to breaking even.

Computer science

The action plan still remains and the results have improved but not enough.

Citizenship

Is a new GCSE and has been running for only 2 years. Every student has to take this GCSE and results have improved this year.

Media

Is a new subject, which needs to be reviewed with the English and Media faculty.

MG is due to speak to heads of faculty this week in relation to their faculty development plans and asking them to review last years before completing this year as they are still applicable. Lockdown meant that they were not able to be as strategic.

GQ: How did results day go and how did the students react to their results?

MG confirmed that a socially distanced results day was planned and those that were unhappy was much fewer than expected. There were only 12 individual cases whereby the appeals process was discussed with the parents and students.

TK was worried that the school would not be able to have standard celebratory event, however due to the planning that took place and the weather this helped to bring a really positive morning. It was socially distanced and the students were able to sit on the field.

GC: Well done to the team for the very accurate grade assessments.

TK added that it is important to highlight that the overall grades for this year are higher than if the students had sat their exams. The school needs to be aware of that this year will be the outlier in terms of data when making comparisons the school would need to use the data from 2019.

GQ: How have the new members of staff settled in?

They have all settled in really well. The drama teacher has brought her personality into teaching and is also teaching English.

The other 2 are NQT's and are teaching Art and History they have made a very good start. As their teaching stopped in March due to COVID they will require further training however they are doing really well. They will be exposed to good teaching and will receive weekly training.

(Chair).....

Date: 15th September 2020

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

	<p>AK confirmed that the 3 new non-teaching staff 1 x Pastoral and 2 x GTA's have also settled in well. The new pastoral staff member has had a good handover period with the exiting team member.</p> <p>• Event Plan for Autumn Term This is still being decided upon as the current situation is very fluid.</p> <p>There are usually lots of open evenings planned during this term so these are currently being organised to fit the situation and the guidelines.</p> <p>An email has also been drafted to staff members to ensure that they are being consulted. It is important to ensure that the school is taking care of their physical and mental health.</p> <p>Rather than parents coming in for parents evening the school have thought about completing written reports for students. They would need to be non-generalised and specific to the student and subject. However also offering parents the opportunity to consult with teachers if needed.</p> <p>Open evenings are usually a presentation evening which will be difficult to do in the current climate. However, the school are reluctant to do only virtual tours in terms of project 600 the school need to increase their numbers. So are looking into the possibility of conducting staggered socially distanced group presentations and tours. This may be presented by SLT to reduce staff contact.</p> <p>GC: This is a good idea and may be crucial for the school to increase numbers. Although virtual tours are good they are not as effective.</p> <p>TK confirmed that if the school could not deliver this safely it would not go ahead. Likewise, if parents are uncomfortable coming in, the school could offer a team's meeting with them at a later date.</p>	
10	<p>Outcomes Summary</p> <p>MAIN DISCUSSION ITEM</p> <p>• Impact on School Development Plan</p> <p>TK advised that School Development Plan is still under development. Discussions have taken place and it has been agreed that the 4 areas will remain the same;</p> <ul style="list-style-type: none">- Quality of education- Behave and attitudes- Personal development- Management <p>The broad statements which underline these areas will remain the same however the strategy column, accountability column and how it will be monitored will need to be updated. This will be brought back to SLT in 2 weeks.</p>	

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

	<p>GC: At the moment the focus should be on school continuity plan to establish the running of the school in the current climate.</p> <p>GC: Carrying on with last year's SDP is really sensible. In terms of accountability for the GB, various meetings are arranged for assessments rounds. Which the GB could monitor the efficacy of the progress within the school and the SDP could be used as a working document. Ensuring that staff are focusing on teaching to the best of their ability in these difficult times.</p> <p>TK thanked the GB for their comments</p>	
11	<p>Planned Curriculum Review</p> <p>TK explained that he has had a long conversation with James Durran last week. He has a very different approach to the previous advisor.</p> <p>His initial visit to the school is planned for the 12th October which will be used to speak to him about the curriculum and the approach currently being undertaken. Would like JD to lead on this as TK feels biased in regards to this.</p> <p>GC: This is a very large piece of work undertake this term in the current climate.</p> <p>TK thoughts were that it is still important to do this as Ofsted will be coming within the next few years and it is healthy to ensure that the school is following best practice</p>	
12	<p>Arrangements for FGB Strategy Day – October 2020</p> <p>JR explained that this was due to take place in July however was deferred to October. Whether governors are ready to set and date for this or choose to defer again?</p> <p>GC: Thoughts are that this should be deferred again on the basis of the current situation</p> <p>GC: In agreement, the focus should be on teaching this term and once the school has a better handle on this it will give school leaders the opportunity to concentrate more on this.</p> <p>The GB were all in agreement to defer this to January 2021</p>	
PART 'C' – POLICIES		
13	<p>There are 2 updated policies which need to be agreed upon to be adopted by the school;</p> <p>Child Protection Policy</p> <p>This is updated annually. This is an NYCC template which has been tailored to fit the school. It is in line with the annual update keeping children safe and is really similar to keeping children safe in education. The policy itself is much more user friendly and interactive now with more glossaries and links to websites etc.</p>	

Bedale High School Full Governing Board Meeting

15th September 2020 - Minutes

	<p>The changes focus upon</p> <ul style="list-style-type: none"> - Exploitation - Metal health much stringer focus <p style="color: green;">The GB voted to adopt the policy.</p> <p>Home Learning Policy</p> <p>The only notable change for this policy was in relation to feedback received from year 7 parents last year. This was surrounding the amount of homework received within their first year and how overwhelming this was for them. This will now change from 12 pieces per week to 3 in English, Maths and Science during half term 1.</p> <p style="color: green;">The GB voted to adopt the policy.</p>	
PART 'D' – FINANCE		
14	<p>Update from Finance Committee</p> <p>SR advised that he and JR have been meeting weekly over the last few weeks. It is difficult to produce the 5-year plan right now and that it would be more beneficial to make a draft for 2021. The principle being during the current financial climate caused by the pandemic it would be better to have shortened priorities plan;</p> <p>Objective 1 Reinforce financial stewardship, with minimum fortnightly reviews budget and status reviews.</p> <p>Objective 2 Ensure best possible outcomes for current year 11 students for GCSE's following the significant disruptive term. Whilst also preparing year 7-10 to be the best they can possibly be.</p> <p>Pulling together as a document and will regularly meet as a finance group. Whilst still focusing on 3 items;</p> <ul style="list-style-type: none"> - Growing income - Managing expenditure - Understand the income of additional spend <p>This will be circulated once feedback has been received from JR and TK</p> <p>GC: Very sensible, as this will show the LA that the school are organised within the current climate.</p>	
PART 'F' – OTHER BUSINESS		
15	<p>FGB Dates 2020/21</p> <p>GB confirmed that they had received the dates for the year and that there were no issues with these. The meetings will continue to take place virtually.</p>	
16	<p>Any Matters arising from item 4n</p> <p>None</p>	
16	<p>Date of next FGB meeting:</p> <p>20th October 2020 at 6.00pm</p>	

(Chair).....
Date: 15th September 2020