

FULL GOVERNORS BOARD MEETING 2020/2021

Meeting Minutes			
Date	Wednesday 9 December 2020	Time and Location	15.30 via Zoom
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Matt Ashdown for Item 3	MA
Clare Brittain (Vice Chair)	CBr	Jamie Chandler for Item 4	JC
Judith Ward	JW	Claire Davies for Item 5	CD
Anra Kennedy	AK	Kate Kenny	KK
Colin Brace	CB	Jim McMahon	JM
Mark Wignall	MWI	Cecilia Harvey	CH
Amanda Reid	AR	Tom Freestone	TF
Hannah Wilson	HW	Emma Bates (Clerk)	EB
Sue Hatton	SH		
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

Apologies	Initials
Clem Leneghan	CL

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Pupil Premium Strategic Plan	MA
4	GDPR Update	JC
5	SLP Presentation	CD
6	Minutes of Last Meeting – 7.10.2020	Chair
7	Matters Arising	Chair
8	Urgent Matters	MWI
9	Risk Assessment Update	Chair
10	Safeguarding and Child Protection Update To include ratification of Safeguarding & Child Protection Policy	SH DH
11	Budget Monitoring	MWI
12	Headteacher's Report	MWI
13	Chair's Update To include ratification of: i. Supporting Pupils with Medical Conditions Policy ii. Pay Policy	Chair
14	Items Arising from Committee Minutes	Chair
15	Governor Monitoring/Visits - Feedback	Chair
16	AOB	Chair
17	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence - Welcome to CD for item 5 - Apologies were received from CL - Apologies from AR, SH and HW for leaving the meeting early		

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2	Declaration of Interest There were none		
5	SLP Presentation Item 5 was taken at this point and is minuted below		
3	Pupil Premium Strategic Plan A copy of the plan had been circulated prior to the meeting and is filed with the minutes. - These are challenging times and the review needs to be seen alongside the catch up strategy - Pupil Premium Support Officer (PPSO) has done an amazing job keeping in contact with PP families during lockdown and on the students return to school - PPSO has also been taking food parcels to the families who are self-isolating and this continued during half term week - Due to the school closure there is no access to Year 7 data - School are implementing their own tests and have invested in Cognitive Ability Tests (CATs) for Year 7 - Accelerated Reader (AR) is a literacy programme used by Year 7 students last year and has continued into Year 8 - School to introduce the programme to this year's Year 7 cohort - As a result of catch up funding school have been able to offer 86 Year 11 students 111 additional catch up sessions - These are held in small groups after school and Teaching Assistants have been trained to deliver these sessions - Behaviour problems amongst PP students is higher than other students - PP students are 9% of the school population but account for 20% of behaviour incidents - School closure has had an impact on students progress - Wellbeing survey was conducted in July and out of the 50% of PP students who responded they said the main issue was the return to routine and the lack of confidence in home learning - Build up programme started in September for those vulnerable and low ability students - The project is run by two members of staff and is beginning to have an impact on the students confidence - National figures on attendance do not include those self-isolating - There has been a drop in attendance, but the usual protocols are still in place of sending attendance letters home and issuing of Fixed Penalty Notice's (FPNs) - School are unable to visit homes currently to bring students into school - DH to meet with MA and PPSO on Friday - School will send students another wellbeing survey before Christmas - MA is looking at the feasibility of the National Tutors Programme MA was thanked for the update and left the meeting		

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4	GDPR Update • Last academic year school received seven Subject Access Requests (SARs) • This is a long and time consuming process with teachers having to search their emails for anything they have sent or received specific to the particular student • JC is looking at a more efficient process to reduce admin time of GDPR requests • There have been a couple of breaches • JC spoke to Information Commissioners Office (ICO) and they were satisfied the breaches were dealt with in the correct way • TF offered to help find a more efficient way to deal with SARs as the company he works for deals with multiple SARs every day • Q Were the breaches mentioned technical? Yes information was sent out that should not have been. It was a case of tracking where they had gone to and speaking to those involved • JC speaks to ICO and they give him advice on what he needs to do JC was thanked and left the meeting		
5	SLP Presentation The powerpoint had been circulated to the committee before the meeting and a copy is filed with the minutes. CD went through the powerpoint. • SLP is the Science Learning Partnership and provides quality, subject specific continuous professional development (CPD) for primary and secondary schools in our area • There are 42 areas across England of which Sussex is one within the South East region • The contract is renewed annually and we are coming up to our second successful year • CD meets once a fortnight with MWI, MA and JC to update them on SLP • CD has had to adapt quickly to the Covid-19 situation and has learnt new skills in covering CPD • CD spoke about the vision of the SLP • There are lots of resources on the STEM website to do in class and at home • CD is governed by Key Performance Indicators (KPI) • During lockdown courses were adapted and offered for free • The Network started Women in Stem which hopes to encourage more girls into STEM subjects • At a recent technicians network 79 people took part • The Amex was booked for a conference but this has been put on hold during the current situation until next year • Through the DfE funded Triple Science Support Programme school work with Secondary schools over a two year period to develop their Triple Science offer		

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	- CD is working with local schools including Burgess Hill Academy and Sackville - The DfE also allow CD to work with Primary Schools to give fully funded CPD support to develop Science Teaching and Learning - One of CD targets is to get more Primary Schools involved - A new SLP marketing person has been appointed - One of their roles is to contact companies to get free resources so packages can be made up to entice people along to conferences - CD has met in school with the Work Related Coordinator regarding careers - CD showed a typical SLP weekly timetable - During lockdown SLP delivered courses online. These proved successful - This time was also used for networking and the need for marketing was realised - Nine lessons were given on the STEM website which generated £300 per session - There were lots of successes last year including £30k raised which helped to pay for the covered shelter in the playground - Every member of the Downlands Science department has done something towards SLP and staff in other departments have contributed too - Several lessons have been learnt, including using Zoom saves time because no one needs to travel to meetings - Also CD has found it is worth investing the time in emailing others working in Science and using the expertise of key players AR left the meeting Q Are the catchment Primary Schools involved with the SLP? Yes, CD did a lot of transition work with local Primary Schools prior to SLP and continues to work with them - A Governor mentioned this further advances the reputation of Downlands as a strong place to work. CD agreed MA and JC joined the meeting - CH, KK and JW offered to help in any way they can HW and SH left the meeting - CD will definitely contact the Governors who have offered help CD was thanked for her excellent presentation and left the meeting		
6 & 7	Minutes of Last Meetings & Matters Arising – 07.10.2020 <u>Item 10 Headteachers Report – Covid Action Plan bullet point 4</u> - Remove the word silently <u>Item 11 Chairs Update bullet point 11</u> Q What was the outcome of the complaint? Panel sat and the complaint resolved <u>Item 12 GDP</u> - DH sent a copy to KK and TF Q Has everyone received the updated GDP? Yes all Governors should have the updated version		

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	The minutes of the last meeting held on 7 October was agreed to be a correct record and will be signed by the Chair		
8	Urgent Matters There were none		
9	Risk Assessment Update - This is reviewed regularly and was last updated on Monday - New guidelines were received on staff wearing masks under visors and the wearing of masks by students in communal areas Q Date of review on the document shows 23 November, but it was updated on Monday. Could the third column be updated post changes? Yes in future the date the assessment was updated will be displayed - The Governors unanimously agreed to the updates		
10	Safeguarding & Child Protection - No issues reported from Designated Safeguarding Lead (DSL) - Governors attended the Safeguarding Training with DSL, via Zoom, on Wednesday 2 December - Safeguard Policy was ratified in October - County updated the Staff Disciplinary Policy in March - Telephone numbers and contacts had been updated, but the main wording was identical - Governors unanimously agreed for the policy to be reviewed next February 2021 at SLL		
11	Budget Monitoring A summary financial report had been previously circulated. A copy is filed with the minutes. MWI reported by exception: - Teaching staff salary is 65.23% spent - Fortunate that Casual supply is in good shape, because although 10 staff had to self-isolate, colleagues collapsed classes so there was no need to get supply staff in - SEN and Ancillary is slightly under - Premises costs are low which reflect school being partly shut for a term - Gas will increase with the heating on for longer and having to maintain ventilation in all areas - Received £20k refund from the exams, which did not take place in the summer. This money is being used to pay for extra covid costs - Marketing spend is very little. In March school will get a company in to re-shoot photos and a video plus a new prospectus - Supervision costs have increased due to more teachers required for duties in year group bubbles - Planning projects in summer will be to create more social spaces		

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	School are in a good position due to the Business Manager's great work. The Governors expressed their thanks to her MWI was thanked for the report		
12	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Students - Students have been amazing and a pleasure to work with - They have been working hard and behaviour is good Staff - Teaching staff have been brilliant in a difficult term - It is different for them moving between lessons with their resources GCSE Examinations - These are going ahead next summer - Students are sitting mocks in early January - Exam grades will be adjusted for next summer so students are not disadvantaged - When MWI receives more details he will let the Governors know Accountability - Exam results are not included in next years performance tables - Instead the Government are going to publish attendance figures Ofsted - Ungraded inspections will start in January with full inspections starting in the summer term Catch up Funding - Teaching Assistants are delivering sessions in small groups - Students are engaged in these sessions - Thoughts are moving to how to start catch up with Y10 students by using the same model School Organisation - Students have coped well in the year group bubbles - MWI concern is for colleagues as they have to move around the school Covid-19 Risk Assessment - Discussed above Staff wellbeing - SLT are not carrying out Learning Walks - Performance Management has changed - Every member of staff has been given a wellbeing day - Following a recent staff survey the issue of mental health featured highly - A member of staff trained to do mindfulness will deliver a session to all staff at the start of term Covid Action Plan - This covers schools priorities for the academic year and links to the school vision - The document continues to be updated		

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	Confirmed Covid cases • Maths department had a meeting on a Monday after school. A teacher started having symptoms that evening. He received a positive result the following Saturday. This resulted in 7 members of the maths department and the SENDCO receiving a text from the Track & Trace app to self-isolate • Maths classes were collapsed that week to save on supply staff • Following this departments no longer have meetings in large groups for any length of time • A Year 11 student showed symptoms on a Saturday and consequently had a positive result. We used the Covid flowchart and any close contacts were removed from school • Approximately 50 Year 11 students were sent home to self-isolate for 9 days Blended Learning • Delivered live lessons to students at home via Teams • Teachers were also delivering lessons from home while self-isolating. A cover supervisor was in the classroom with the students Practical Lessons • The number of lessons available has increased • Year 10 & 11 students now have the opportunity to do practicals in the Science labs Feedback • All students, staff and parents/carers have been consulted on how the school is operating at the moment with positive results • Unable to hold a Parents Forum, but an email will be sent to them to ask any questions and MWI will record the answers via Zoom • Feedback from the community has been positive Mock exams • The first set begin in January Safeguarding Audit • MWI and DSL are working with Sackville on this and will feedback to Governors once completed Thank you • To all Governors for their continued support • Q Earlier today the DfE announced an inset day for the last day of term, is this an extra day or not? No, the day is in place of one next year. MWI was thanked for his report		
13	Chair's Update • DH sent a letter to all parents/carers. Governors have received a copy • DH to send a letter to all staff on behalf of the Governors thanking them for all their hard work this term • DH and CBr continue to meet with MWI in school every two weeks • Policy ratification:		

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	i. Supporting Pupils with Medical Conditions Policy - Minor alterations approved by POW in November 2020 and ratified by FGB ii. Pay Policy - County have now released their new policy with up to date figures - These have been changed on schools policy - Agreed to keep on the SLL agenda and unanimously ratified by FGB - Following the letter DH sent to parents/carers about the Parent Governor election in February, she has received four enquiries asking for more information about the role of Parent Governor		
14	Items Arising from Committee Minutes None		
15	Link Governor Reports - SH and CBr continue to be in contact with the Designated Safeguarding Lead and the SENDCO - CBr recently met with the SENDCO and reported back to POW committee - Year 7 SEN students (including 7 with EHCP) bubble is near the Learning Suite, which has been helpful for the SENDCO in getting to know these students - SENDCO had to self-isolate after a colleague tested positive - CBr sent a thank you email to the TA's and PSO's for their hard work in the SENDCO's absence - There are a lot of Year 11 students with exam concessions, which is challenging - CH attended a virtual PTA meeting. Main item discussed was ideas for fundraising under the current circumstances - PTA raised £463 following a family quiz night and they may look at holding similar events - The Summer and Christmas Fayres were unable to go ahead, but the raffle has made an extraordinary £5k. The draw takes place tomorrow - Christmas Jumper Day is on Friday 18 December. Money raised will be split between the PTA and St Peter and St James Hospice - Easyfundraising is an area that needs more support. It is easy to set up and can raise funds for school on everyday items that are purchased online - A percentage of the total spent at that particular shop will be donated to Downlands and doesn't cost anyone any more money - School lottery to be set up soon - School have asked for uniform donations in order to pass on to those families who are in financial difficulty or struggling - School to invest in more picnic benches with the money raised by the PTA		

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	• Q Do you have enough PTA members? There are new parents/carers on the PTA and as a group are coming up with lots of creative ideas		
16	Any Other Business • DH thanked everyone for their support and hope they have a lovely break • CB thanked DH on behalf of the Governors for all her hard work and wished everyone a good rest over the Christmas break		
17	Date of next meeting • Wednesday 10 February 2021 at 15.15 • Meeting closed at 17.05		