

FULL GOVERNORS BOARD MEETING 2020/2021

Meeting Minutes			
Date	Wednesday 10 February 2021	Time and Location	15.15 via Zoom
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Kate Kenny	KK
Clare Brittain (Vice Chair)	CBr	Jim McMahon	JMc
Judith Ward	JW	Cecilia Harvey	CH
Anra Kennedy	AK	Tom Freestone	TF
Colin Brace	CB	Clem Leneghan	CL
Mark Wignall	MWI	Sue Hatton	SH
Amanda Reid	AR	Emma Bates (Clerk)	EB
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

Apologies	Initials
Hannah Wilson	HW

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Minutes of Last Meeting – 9.12.2020	Chair
4	Matters Arising	Chair
5	Urgent Matters	MWI
6	Headteacher's Report	MWI
7	Chair's Update	Chair
8	Safeguarding Update – to include new Covid-19 Safeguarding Addendum	Chair
9	Financial Update	MWI
10	Risk Assessment	Chair
11	Policy Ratification i. Staff Disciplinary ii. Protection of Children's Biometric Information iii. Digital Acceptable Use	Chair
12	AOB	Chair
13	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence Apologies were received from HW		
2	Declaration of Interest There were none		
3 & 4	Minutes of Last Meetings & Matters Arising – 09.12.2020 There were none The minutes of the last meeting held on 9 December was agreed to be a correct record and will be signed electronically by the Chair		

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5	Urgent Matters - Governors confirm they wish to proceed with procurement of the cleaning contract - Two stage tender has been advertised and school working with County to have a provider in place for this September - Two stage tender allows school to fine tune after the first stage to get the best deal Q Is the current cleaning company, Gemini, putting in a bid? Yes Q Who draws up the criteria whereby the bids are judged? West Sussex do but they are guided by school. Q Who makes the final decision? County use a procurement score out of 5. Q Could County choose the lowest tender? School have an input and MWI, DH and the Business Manager meet with someone from the West Sussex procurement team Q Last time a large number of cleaning companies visited school, is that not being done this time? School are offering companies a day in April, when there are no pupils on site, to visit and if they are unable to come on that day, they do not put in a tender - The day is a chance for them to see the school and the type of service we want delivered - Governors offer their unanimous support		
6	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Online Lessons - Providing more synchronous (live) lessons, which enables interaction between teaching staff and students - All lessons continue to be of high quality - Receiving positive feedback from parents/carers Online Behaviour - A system has been developed that teaching staff and parents/carers are aware of Engagement - Parents/Carers are informed on EduLink if their child does not attend a live lesson - The student does not receive a sanction for non-attendance - Sometimes there is a good reason why a student does not attend a lesson - Able to track students engagement in lessons, so we can help and support if they are not engaging - Can also track when a student does not hand in work		

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	Single Platform • Working with two systems at the moment and students are sent an email and a link to access the work • Moving to Teams after half term, which should be easier for teaching staff and students to access • Staff have had training and as much support as possible is being provided Morning Assembly • A live assembly will begin at 9am every day after half term for all students • A Governor commented they thought this was a great idea to get the students focussed for the day Consolidation Days • There have been two this half term • Students do a range of varied activities • Chance for staff to ring students working at home, plan lessons and attend training sessions Critical Worker/Vulnerable Children Scheme • 60-70 students attending school under this scheme across the five year groups • Each year group is kept in their bubble • The classes are mainly staffed by cover supervisors allowing teaching staff to deliver quality remote learning Contacting Students • All students should have been contacted at least once to make sure they are okay • Some will be called again before half term GCSE Examinations • Government consultation ended on Friday so waiting for details • Grades will be awarded in July and an appeals process will be built in and handled by the school • Working with our Federation on a joint approach Return to School • Government are making an announcement around 22 February • A phased return would be a sensible option • Lateral Flow testing centre has been set up in school and is well organised • All students in school with parental consent have been tested twice, which is the Government recommendation • Staff whether onsite or not are able to be tested at least twice a week • At the moment when all students return to school they will be tested twice and then no more providing parental consent has been given Covid-19 Risk Assessment • Site Officer has updated to include change to close contact definition and the lateral flow testing • This can be found on the school website		
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	Staff wellbeing - Continue to offer Mindfulness session on Wednesday evenings, Cook Off, live staff briefing, staff bulletin and virtual air photo competition Confirmed Covid cases - One member of staff tested positive at the beginning of term, but since then there has been no new cases ██████████ - Head of PE is leaving Downlands after 17 years to pursue a new career outside of teaching - MWI is meeting with him on Friday to wish him well for the future Thank you - To all Governors for their continued support, which is much appreciated MWI was thanked for his report		
7	Chair's Update - DH and CBr continue to meet with MWI every two weeks via Zoom - On the working timeline the Freedom of Information Policy was due to be looked at but there are no changes, which is why it is not on today's agenda - Governing Board are one parent Governor down, but under the current situation DH feels we should wait until the summer term to elect - Guidelines state elections should not be held virtually - DH will contact the four parents who showed an interest previously to let them know DH was thanked for her update		
8	Safeguarding - SH has not received a reply from the Designated Safeguarding Lead (DSL), so assumes there is nothing to report - Addendum added last April 2020, but the wording has not changed. DH to update the front cover - Item 17 Links with other Policies refers to IT Acceptable Use Policy. Q Should it be the Digital Use Policy? DH to amend - In January County sent out a Covid-19 school closure arrangements for Safeguarding and Child Protection policy annex - This is in place while school is closed and is to be kept as a County policy as it will not be required once school has re-opened - Thank you to the DSL for completing Appendix A which is very useful Q Are there any vulnerable students who are not coming into school at the moment? There will be some but we do our best to reach out to those families - One family we were unable to contact and the DSL went to their house, but we can't make their child come into school	DH DH	

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	• Q Would it be the fault of the school if something happened to that child? We have a duty of care and if there was a concern we would pass it on to the relevant agency. The DSL is very diligent • Governors unanimously agreed to adopt the WSCC Covid-19 addendum to policies		
9	Financial Update A summary financial report had been previously circulated. A copy is filed with the minutes. MWI reported by exception: • Q What is the Covid-19 costs made up of? Extra cleaning supplies, signs, floor signs • Salary Costs • Teaching staff is projected to be on track • Some ancillary staff have left and we have not reappointed their positions • Premises Costs • Savings on structural maintenance • Hoping County may replace boilers and heating system to improve efficiency • Transport • Vehicles are not being used • Admin Costs • Equipment is low because there are very few students in school • Recruitment is low, but we have a few adverts out, which are on the new, free Government website as well as the schools website • MWI would like to use the marketing budget to replace the existing photos around the school, because some students in them have left • Midday Meals • Supervision and duty meals are low because there are not many students to supervise in school • Other Costs • CPD (training) is done in house • Projects money is earmarked to provide a food pod under the canopy in the playground • Would also like a canopy and food pod in the Year 7 area by the Sports hall and Amphitheatre • The food pods will alleviate pressure on the canteen • Any money left over will be carried forward • Q Are Freedom Leisure alright as a company? MWI has not heard they are struggling. School bear the risk if Freedom Leisure make a loss • Two of their staff are furloughed • There are ongoing costs with leases and insurance of £3k/month • We may have a shortfall and have to support but last year's carry over has not been touched		

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	Q Have the exam boards refunded any money for the lack of exams last year? Yes, a partial refund has been received and MWI to check with [REDACTED] (SJ), Business Manager Thank you to MWI and SJ		
10	Risk Assessment Update Updated and mentioned above		
11	Policy Ratification Staff Disciplinary - Policy updated December 2020 - Page 4 Guiding Principles – For Teachers: amend come to came - Page 4 Right to be Accompanied says to inform the Clerk of Governors with the name, but later on page 5 in the Informal Stage of Procedure states inform the Chair of Governors. Q Why is that? If the complaint is about a member of staff it goes to MWI and the Clerk. If the complaint is about MWI it goes to the Chair - Governors unanimously agreed to readopt Protection of Children's Biometric Information - No changes - DH to amend the front cover - Governors unanimously agreed to readopt Digital Acceptable Use - Last two pages were updated in January Q Policy states students must have their cameras off when remote learning, but assuming that is not always? Cameras are off all the time, because of safeguarding issues - Students audio is muted, but they can use the chat function to allow the lesson to proceed effectively Q What is the advantage of a live lesson if students audio is muted and they cannot see each other? Teaching staff can ask one student to unmute to answer a question. They can also type a question in the live chat box, so they are still interacting Q Last page stated staff must record lessons. How is the data held and for how long? Recorded lessons are automatically put on Teams and disappear after 28 days Q Any there circumstances where you would hold onto a recording? No, lessons are recorded for students to access if they are unable to attend a live lesson - Sanctions are given if a students conduct is unacceptable online. - Students receive a C2 detention for non-submission of work - Behaviour code of warn, remove is still used in remote learning and if a student is consistently disruptive the Pastoral Support Officer will contact home - Governors agreed unanimously to readopt	DH	

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12	Any Other Business i. Police • At weekends there are a lot of trespasses who climb over the high fences and get onto the ATP • Police were called and have since asked if they could use the school field to train police dogs in sniffing out drugs and explosives under controlled conditions. Signs would be put up • MWI feels this is a good way to build up a relationship with the police and act as a deterrent to those trespassing • Q Will you make the neighbours aware? That is a good idea • Q Presumably this will happen when students are not on site? Yes this will take place at weekends • Q Will this affect Freedom Leisure? Unlikely because they don't use the field, but MWI will speak to the Manager of the centre • Q Will school receive any pay from the police? No purely goodwill ii. Link Governor Department Visits • Governor departmental visits have been suspended for a while apart from SEND and Safeguarding. • Q Can we try and reinstate them in virtual form, because don't feel fulfilling duty as a Governor? Governors decided this term to continue to contact their link departments by email • Next term, when things are hopefully more settled, include in the email about maybe having a virtual meeting or a phone call • Staff will be able to share experiences and the challenges they are facing as well as the successes iii. Other Business • No Challenge & Development meeting this term, because there are no KPI's to monitor at present • The summer term C&D meeting will take place • It is hoped that the June FGB meeting may take place face to face, but will monitor		
13	Date of next meeting • Wednesday 21 April 2021 at 15.15 • Meeting closed at 16.29		