

FULL GOVERNORS BOARD MEETING 2019-2020

Meeting Minutes			
Date	Wednesday 24 June 2020	Time and Location	3.30pm via Zoom
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Paul Brown	PB
Clare Brittain (Vice Chair)	CBr	Sue Hatton	SH
Judith Ward	JW	Jim McMahon	JM
Colin Brace	CB	Cecilia Harvey	CH
Mark Wignall	MWI	Anra Kennedy	AK
Clem Leneghan	CL	Tom Freestone	TF
Amanda Reid	AR	Kate Kenny	KK
Hannah Wilson	HW	Emma Bates (Clerk)	EB
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

Apologies	Initials
Sue Hatton for leaving early	SH

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Election of Chair/Vice Chair	Clerk
4	Minutes of Last Meeting – 29.04.2020	Chair
5	Matters Arising	Chair
6	Urgent Matters – Risk Assessment	Chair
7	Headteacher's Report	MWI
8	Chair's Update	Chair
9	Ratification of School Budget/Finance Update (paperwork attached)	MWI
10	Safeguarding	SH
11	Policy Review: i. Behaviour at Work Policy (Ratification only) ii. Standards and Conduct of Staff Policy (Ratification only) iii. Governor Monitoring/Visits Policy iv. Governor Allowances Policy	Chair
12	Committee Memberships: i. Membership of POW, FAB and SLL ii. Election of Chair and Vice Chair iii. Approval of Terms of Reference	Chair
13	Departmental Links Link Governors, SEND, Health and Safety, Pupil Premium/Inclusion, Safeguarding, County Link Governor and PTA Link Governor	Chair
14	Timeline & Committee Cycle of Business	Chair
15	Chairs of Committee Reports	Chair
16	Governor Monitoring Visits - Feedback	Chair
13	AOB	Chair
14	Dates and Times of Future Meetings	Chair

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Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence - Welcome KK to her first Full Governors meeting - SH gave apologies for leaving the meeting early		
2	Declaration of Interest There were none		
3	Election of Chair and Vice Chair The Clerk took the chair The meeting was reminded the agreed method of electing the Chair and Vice Chair was a Governor wishing to stand to nominate themselves before the meeting. No seconder is required - Chair - Di Hunt was the only nomination and was therefore elected unopposed to serve as Chair of Governors for one year in 2020/2021 - Vice Chair - Clare Brittain was the only nomination and was therefore elected unopposed to serve as Vice Chair of Governors for one year in 2020/2021		
4/5	Minutes of Last Meeting – 29.04.2020 and Matters Arising were taken together. Item 6 – Headteacher’s Report – Home Learning - Typo on first question, prospective to be amended to perspective Item 7 Chairs Update - DH has been in contact with Emma Lake to thank her for all her support on the Governing Board over the years. EL offered her assistance if needed in the future Item 10 Safeguarding – Bullet point 7 - Amend expectation to requirement The minutes of the Governing Board meeting held on 29 April 2020 were agreed to be a correct record. The Chair will sign the minutes electronically.		
6	Urgent Matters – Risk Assessment Governors do not normally have anything to do with the operational side of school. However, in the current situation, DfE and County guidance is that governors are responsible for overseeing the risk assessment prior to the wider opening of schools - All Governors received a copy of the risk assessment prior to this meeting - Once the Governors read the document they were asked to make any comments regarding the Risk Assessment to DH and she would discuss with the relevant member of staff - DH received comments from the Governing Board and these were answered		

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7	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Staff Wellbeing • Line Managers continue to keep in contact with their department colleagues on a regular basis • There have been two staff quizzes and a bingo evening arranged, which were all well attended • MWI held a couple of successful and positive induction meetings with staff coming back on-site • MWI also held separate Zoom meetings for teaching and support staff. • Both meetings were well attended • Staff feel supported and pleased with the arrangements in place for their return to school Student Wellbeing • Looking at making sure we prepare students for their potential return in September and their transition from home learning • Pastoral and safeguarding teams are working closely with those vulnerable students and those students struggling with home learning Communication • Very important when you don't see people day to day • Virtual meetings have been successful • Line Management feedback to their department any information • Academic Board and Pastoral meetings are still being held virtually on Zoom • Time has been invested in weekly staff briefings and student bulletins • Two newsletters have been sent to parents/carers so far SLT Meetings • SLT continue to meet daily via Zoom • One meeting a week is held in school for SLT members Keyworker and Vulnerable Groups • These students have been in school since the beginning of lockdown and their numbers are increasing • ICT rooms are used for remote learning with 8, 10, 12 students in each room • The last 2 lessons of the day are practical activities such as PE, Technology or Forest Schools Year 10 Provision • Year 10 students returned to school from Monday 15 June • There are 25% of students in school at any one time from Monday to Thursday • They have lessons in Maths, English and Science • From next week they will also have a lesson in Geography or History		
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	• Attendance has been good • On Friday a separate group of 12 students who have not been engaging with home learning are in school all day with the Inclusion Coordinator and his team Home learning • MWI sent a powerpoint, which everyone received a copy of before the meeting and is filed with the minutes • Fortunate school were between VLE's (Virtual Learning Environment) • School had already discontinued Moodle and were about to start using Teams • A basic Teams model was used to begin with • Teachers email lessons to students according to a student's timetable before 9am • Two parent/carers surveys have been sent regarding home learning • Parents/carers were positive, although in the most recent replies there was an increase in the number stating their child was not receiving enough work • Where appropriate teachers have now set extension tasks, so children are challenged • More recently a student survey was sent with over 700 responses received back • A lot of parents want live lessons • Teacher explanations are improving and they have been encouraged to set their lessons using Loom, Stream or audio embedded in a powerpoint • Great feedback is received when video lessons have been done • Students have liked to see their teacher and extra explanation for the lesson • Training has been supplied for these platforms and all staff can drop in to a session via Zoom today and Friday to ask any questions • School continue to evolve and improve the offer ICT • All lessons are set online • Most families now have access to ICT • 70 laptops are out on loan from school GCSE Centre Assessed Grades • These have been submitted to the exam boards • Exam boards will apply their own standardisation procedures • Staff have spent a long time making sure results the students receive in August will be the ones sent through to the exam boards • MWI hopes the results received will reflect the work the students have put in and be in line with the schools results in previous years Contracts • Freedom Leisure is closed and staff are furloughed • They are possibly not going to open until at least September		
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	- School are still paying for leases/loans of between £2k – £4k a month - Canteen is closed and staff have been furloughed by Caterlink - Hopefully the canteen will be open in September - Cleaning company have continued to keep the site clean and safe - Grounds maintenance team continue to look after the site outdoors School Site - Fortunate the new site team are proactive and positive and have continued to keep the school site safe September - Suspect Government are keen to get students back in school - If everyone does come back it will be impossible to social distance - Hoping Government will issue guidelines soon so school can plan for everyone's return - May still need Home Learning offer to support students Q Are school thinking of changing the curriculum offer in September in view of the hiatus? We don't know what is happening about exams next year and there may be an amended version of exams, but this is speculation at the moment - Guidelines have not changed and school are unable to have new Year 7 students onsite for a transition day - May need transition and induction day for Year 7 in September if it is not able to happen this term Q Has there been any opportunity for reflection and have you learnt lessons from this time? Too early to say but there will be positive changes. Teams is useful in reducing teacher workload. - Able to use Teams for feedback to students and allows teachers to mark work - Meetings can be conducted virtually, so reduces the need to travel Q Does the current GCSE results system disadvantage subjects on the way up? Yes, unfortunately the Art cohort will not receive the grades they deserve - ML trajectory was on target and they would have had a much better outcome this year had students sat an exam Q That seems unfair, is there any form of appeal? No, the appeal process is omitted this year unless there is an error in transmission Q How can school construct a timetable for September? Planning for the timetable has continued. It is ready with a number of contingency plans in place in case guidelines change Amphitheatre - MWI and CB have had several meetings on site with the contractor, surveyor and architect - A number of proposals have been received from the contractor - MWI and CB met with the Health & Safety adviser last week about the general safety of the site - Start date is 27 July subject to school agreeing proposals		
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	- MWI wanted his thanks to CB minuted because he has spent a lot of his time talking to people on site Performance Management/pay progression - Pay committee meeting is now in July so teaching staff receive their pay rise at the start of the academic year - Changed system to reflect this although it is now not possible for staff to have completed two appraisals during the present circumstances - As long as teaching staff have completed one appraisal meeting, Governors agree to move forward with pay progression - Pay Committee meeting is scheduled for Tuesday 7 July - MWI wanted it minuted his thanks to the Governors for their support MWI was thanked for his report		
8	Chairs Update - DH receives the DfE and County Guidance sent to school - DH meets regularly with MWI virtually - Sadly Dame Vera Lynn has passed away at 103 years old. DH has sent a card to her daughter on behalf of the school and Governors DH was thanked for her report		
9	Ratification of School Budget/Finance Update The Downlands School Budget, as discussed and agreed by the Finance and Buildings Committee, had been previously circulated. A copy is filed with the minutes The budget for 2020-2021 as recommended by the Finance and Buildings Committee was unanimously ratified		
10	Safeguarding - SH has not received an update from Graham Odlin, Designated Safeguarding Lead - GO will be reporting to the POW committee on 1 July 2020		
11	Policy Reviews: Behaviour at Work Policy (Ratification only) - It was unanimously agreed to ratify the adoption of the policy - DH to amend front cover Standards and Conduct of Staff Policy (Ratification only) - It was unanimously agreed to ratify the adoption of the policy - DH to amend front cover Governor Monitoring / Visits Policy Q At the course some Governors attended at Oathall there was a specific question that was to be asked during Governor visits around safeguarding. Do we need to reflect that in the	DH DH	

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	policy? Safeguarding is on the Agenda for every meeting of the Governing Board • Under the heading 'Suggested questions for students' will be added an extra bullet point asking 'Do you know who to go to in school if you or a friend had any worries or concerns?' • Safeguarding is not to be the focus of the visit • Q Can a prompt go on the pro-forma? Yes, a prompt will be a good reminder for Governors • The policy was unanimously re-adopted iv. Governor Allowances Policy • The policy required no changes and was unanimously re-adopted	DH	
12	Committee Membership: Governors had previously been consulted as to whether they were happy to serve on the committee(s) they are currently members of or wished to transfer. i. Membership of POW, FAB and SLL a. POW • JW has joined the committee • Following EL departure there was a Vice Chair vacancy • Two candidates put themselves forward for the post and following a vote of the committee CH was elected Vice Chair b. FAB • PB has been elected Vice Chair after HW stepped down from the role • TF has joined the committee and has attended his first meeting c. SLL • KK has joined the committee and has attended her first meeting ii. Election of Chair and Vice Chair The following positions were agreed for 2020/2021 a. Challenge and Development Group Chair – D Hunt b. Finance and Buildings Committee Chair – C Brace Vice Chair – P Brown c. Pupil Outcomes and Wellbeing Committee Chair – A Kennedy Vice Chair – C Harvey d. Staff, Learning and Leadership Committee Chair – J Ward Vice Chair – J McMahon iii. Approval of Terms and Reference • It was agreed the terms of reference for the Challenge and Development Group, the Finance and Buildings Committee, the Pupil Outcomes and Wellbeing Committee and the Staff, Learning and Leadership Committee all be readopted for 2020/2021		

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13	Department Links Governors had previously been consulted as to whether they are content to continue in their current link roles or wished to transfer. The following links were agreed for 2020/2021 <table><tr><td><u>Department</u></td><td><u>Governor</u></td></tr><tr><td>Creative Arts</td><td>Paul Brown</td></tr><tr><td>Culture & Community</td><td>Anra Kennedy</td></tr><tr><td>Humanities</td><td>Clare Brittain</td></tr><tr><td>Science</td><td>Tom Freestone</td></tr><tr><td>ML</td><td>Cecilia Harvey</td></tr><tr><td>PE & Dance</td><td>Jim McMahon</td></tr><tr><td>Computing</td><td>Kate Kenny</td></tr><tr><td>Technology</td><td>Judith Ward</td></tr><tr><td>English</td><td>Clem Leneghan</td></tr><tr><td>Mathematics</td><td>Hannah Wilson</td></tr><tr><td>SEND</td><td>Clare Brittain</td></tr><tr><td>H&S</td><td>Colin Brace</td></tr><tr><td>Safeguarding</td><td>Sue Hatton</td></tr><tr><td>Pupil Premium/ Inclusion Unit</td><td>Di Hunt</td></tr><tr><td>County Link Governor</td><td>Jim McMahon</td></tr></table> The position of Pupil Premium Link Governor will be reviewed in the Spring Term. Please let DH know if you would like to take on this role	<u>Department</u>	<u>Governor</u>	Creative Arts	Paul Brown	Culture & Community	Anra Kennedy	Humanities	Clare Brittain	Science	Tom Freestone	ML	Cecilia Harvey	PE & Dance	Jim McMahon	Computing	Kate Kenny	Technology	Judith Ward	English	Clem Leneghan	Mathematics	Hannah Wilson	SEND	Clare Brittain	H&S	Colin Brace	Safeguarding	Sue Hatton	Pupil Premium/ Inclusion Unit	Di Hunt	County Link Governor	Jim McMahon		
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14	Timeline & Committee Cycle of Business A draft copy of the Timeline and Committees' Cycle of Business had been previously circulated. A copy is filed with the minutes • JW to be added to the POW Committee • DH to update and send to all Governors DH was thanked for the hours of work she has spent putting the timeline together • H&S Policy needs the names at the back of the document updating. This will be discussed at the H&S meeting SH left the meeting																																		
15	Chairs of Committee Reports • AK wanted her thanks noted to the POW Committee for their continued commitment and to the two candidates who put themselves forward for the recent vice chair vacancy • CB wanted to thank PB for stepping up to be vice chair of the FAB Committee																																		
16	Governors Monitoring/Visits – Feedback • CBr has been in contact with Vicky Cornish, SENDCO, via email • VC has been in regular contact with all SEN students and their parents/carers • VC is concerned about transition for the Year 6 SEN students who would normally have had additional visits																																		

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	- VC has attended the Annual Review meetings via Zoom of those Year 6 students with EHCP's coming to Downlands in September - VC has sent a transition booklet and a powerpoint with a voice over to the Year 6 SEN students with useful information about what to expect and photos of the SEN team		
17	Any Other Business There was none		
18	Dates and Times of Future Meetings: All meetings until the end of term will be held via Zoom apart from the Pay Committee - POW – 1 July 15.30 - Pay Committee – 7 July at 10hrs in the PPA room - H&S – 8 July 15.15 - FAB – 8 July 15.30 - C&D – meeting on 15 July is cancelled - Governor Get Together – 16 September 19.30 – The Bull, Ditchling - FGB - 7 October 16.00. This follows the Governor/Staff Social held in the Schering Suite at 15.15 Meeting closed at 16.50		