

FULL GOVERNORS BOARD MEETING 2019-2020

Meeting Minutes			
Date	Wednesday 29 April 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	Emma Bates (Clerk)	EB
Hannah Wilson	HW		
ALL GOVERNORS ATTENDED THE MEETING REMOTELY			

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Interest	Chair
3	Minutes of Last Meeting – 05.02.2020	Chair
4	Matters Arising	Chair
5	Urgent Matters – Co-opted Governor Election	Chair
6	Headteacher's Report	MWI
7	Chair's Update	Chair
8	Financial Update	MWI
9	GB Meeting Dates	Chair
10	Safeguarding	SH
11	Items Arising from Committee Minutes	Chair
12	Governor Monitoring Feedback, Link Activities, PTA	Chair
13	AOB	Chair
14	Date of next meeting	Chair

Item no.	Discussion	Action	Due Date
1	Welcome and Apologies for Absence Welcome TF to his first Full Governors meeting		
2	Declaration of Interest There were none		
3 & 4	Minutes of Last Meeting – 05.02.2020 and Matters Arising were taken together. - DH has completed all her actions Item 9 Safeguarding Policy Q Please can bullet point 4 be amended to read 'all Governors are aware of the 53 page policy and will refer to it as and when necessary' All agreed unanimously to the amendment		

FULL GOVERNORS BOARD MEETING 2019-2020

	Item 12 Headteacher's Report – Pupil Numbers • Q Please can MWI update us on information about student numbers? MWI held a Zoom meeting with Graham Olway from County. They had thought Downlands had 270 students in catchment this year, but there are only 225. This includes 6 students with EHCP's (Educational Health Care Plan) and 5 or 6 LAC (Looked after Children). • Potential school expansions are on hold, because the effects of the Covid-19 pandemic may lead to a recession and therefore affect, among other things, the building of houses. • County to contact MWI with a better update of numbers in the schools catchment area in the coming year. • Q Are the student numbers for September settled? Downlands is full with a long waiting list. Item 13 Chairs Update • MWI has changed the Ethos and Value statement to be a standalone document on the schools website The minutes of the Governing Board meeting held on 5 February were agreed to be a correct record. The Chair will sign the minutes electronically.		
5	Urgent Matters – Co-opted Governor Election There were 3 candidates for the position of co-opted governor. Mr M Macve, Ms K Kenny and Mrs W Ashall. Following a vote Ms Kate Kenny was elected as a Co-opted Governor. DH to inform all candidates of the result.	DH	
6	Headteacher's Report A copy of the Headteacher's report was circulated prior to the meeting and is filed with the minutes. Staff Wellbeing • Each team has a strong leader and every member of staff has been contacted by their Line Manager to make sure they are okay. This will continue all the time the school is not fully open. Student Wellbeing • Pastoral teams are working with vulnerable students and those not engaging with the work. • They are actively contacting students they are concerned about and who are struggling with working from home Safeguarding • Designated Safeguarding Lead and his Deputy are in regular contact with parents and students • Pupil Premium Support Officer is in contact with those families regarding Free School Meal vouchers Communication • Difficult in the absence of day to day conversation • Regular Line Management Zoom meetings are being held, which have been successful		

FULL GOVERNORS BOARD MEETING 2019-2020

	• Weekly Academic Board and Pastoral Care Meetings are being held virtually • MWI has two virtual meetings a week with SLT • Staff briefing is sent by email once a week • Student Bulletin, put together by Y10 Achievement Leader, is sent via email weekly. This contains a lot of information • MWI recorded a video for students and he intends to repeat this again • Year 7 Achievement Leader and Pastoral Support Officer are working on Transition with Year 6 students coming to Downlands this September. They would normally visit Primary Schools but have recorded a video and sent a letter to introduce themselves SLT Structure • A copy of the updated responsibilities was circulated prior to the meeting and is filed with the minutes • SLT are meeting regularly virtually • Q The updated structure appears to have huge responsibilities for some of SLT, is it working okay and a fair workload for all 6 members? Yes, it is allocated fairly and is about prioritising those responsibilities. Everyone supports each other Keyworker and Vulnerable Groups • School open for these students • Mixture EHCP, key worker and vulnerable students with a Social Worker attending school • Below 10 students attending school at the moment and staffing is not a problem • School did not open over Easter, but arranged with The Windmills to take our students with a member of staff • MWI spoke to the parents concerned and they decided to keep their children at home • This enabled all staff to have a 2 week break Home learning • Q AR was asked as a teacher what her perspective is of how this is working? She is receiving 95% of work back from her students and chasing the other 5%. She replies to emails received and feels lessons are going well. She is receiving some lovely work back from her students • Q Does AR feel the teacher workload is okay? Yes, she sends the work to students before 9am. She acknowledges work received from her KS3 students and sends feedback to her KS4 students. • School have adopted a simple system where students are emailed the work for their 5 lessons before 9am each day • Q Are lessons set covering the schemes of work? Work set follows existing Schemes of Work so confident students are continuing to access the curriculum • 473 responses were received from a parent survey.		
--	---	--	--

FULL GOVERNORS BOARD MEETING 2019-2020

	- As a result of the survey school are looking to improve on differentiation and extension work - In response to the parent survey a FAQ document was put together and sent to parents. A copy of which was circulated before the meeting and is filed with the minutes - The FAQ document includes guidelines suggesting how long students should spend on each lesson Feedback - Teachers are not expected to give feedback to students on their work Q How does school know if students are engaging in the work? School are able to see if students log on to their email and how many times they log on. They are then able to see a list of those students not engaging with the work. - School are looking into ways to assess student's progress at the end of a module ICT - School have made sure every student has access to ICT so they can work online Q Why has school chosen to use Zoom over Microsoft Teams, because there are some security concerns over Zoom? When the Governors had a trial on Teams it was found to be not user friendly and there was too much background noise. From Governors point of view security is not an issue - It was mentioned Google has launched an alternative to Zoom. GCSE Grades - This is a very complicated process - A powerpoint detailing how school is approaching the task was circulated before the meeting and is filed with the minutes - Each subject is to rank students in order and award a grade - The grade is signed off by two teachers and the Headteacher before being sent to exam boards. - Staff have until 8 May to get the student ranking to SLT - Government deadline has been extended to 1 June Planning - SLT continue to plan for next year - No staff are leaving, but two will be on maternity leave - Assistant Headteacher is looking at the timetable for next year - SEF is to be put back - SDP is at the end of 3 year cycle so there will be a new one in place from September School Reopening - No idea how this is going to happen and there are a number of issues - At the moment the earliest date for school to begin to accept more students is 1 June but no information has been received from Government about this		
--	--	--	--

FULL GOVERNORS BOARD MEETING 2019-2020

• There are 45 staff members who are in vulnerable groups or living with people who are • Q Any idea how many basins school have per student for handwashing? There are nowhere near enough hand basins. • Contracts • Freedom Leisure have closed the sports centre and furloughed their staff • MWI continues to speak to Freedom Leisure Head Office • Canteen staff have been furloughed • Both will have financial implications for school and be factored in to the budget • Cleaning Team are deep cleaning every classroom three times and locking rooms once that has taken place • MWI has met with Ground Maintenance and they continue to look after the site • Q Are there other significant cost implications school are aware of regarding the contracts? Not really, but will have to see what happens • MWI is in regular contact with the Business Manager about the budget • Q What happened about the FSM children? Vouchers have been sent to their families and this has gone well • Amphitheatre • Meeting this Friday 1 May with the contractor and architect • Discuss work contracted and what work needs to be carried out to rectify the issues • Meet again on 1 June to carry out exploratory work • Spoke to County Legal Services and if after having contacted the British Association of Landscape Industries school are still not satisfied they can go down the legal route • Q Have the second contractors been kept in the loop? No, because we have to give the original contractors time to rectify the problem • Q Would it be worthwhile going back to the second contractor? We have to be careful about discussing any issues with the original contractor with anyone else, because of their reputation • Q Is MWI receiving support from anyone at this difficult time? Yes he has support from his peer network. He meets weekly with the Mid Sussex Federation Headteachers, which he finds is a useful forum and they are able to talk about similar issues • MWI also meets regularly with Locality Primary Headteachers • He meets with DH and CB fortnightly which is also helpful DH asked it to be minuted of her grateful thanks to MWI and all staff for everything being set out at the moment MWI wanted to thank all staff for their positive approach in difficult times and the Governors for their support MWI was thanked for his thorough report		
--	--	--

FULL GOVERNORS BOARD MEETING 2019-2020

7	Chairs Update • Governors have all agreed if DH or CB were to fall ill JW and AK would take over the Chair and Vice Chair responsibilities. Thanks to both for agreeing to do that • Please keep emails to a minimum • Caterlink contract due to end in the summer term. County have agreed a 12 month extension to the contract without any issues • Downlands 60th this year. DH has put a piece on the school website and both the Hassocks and Hurst Life websites • DH has been in touch with ex Headteacher and her PA who coordinated the celebrations for Downlands 50th celebrations • Emma Lake left and was unable to attend her last meeting. DH to get in touch and thank her for her support over the 8 years she was a Governor • EL was the Pupil Premium Link which DH will take over until June • Vulnerable groups are being looked after by the Pupil Premium Support Officer • Thank you for your donations to the Premises Officer and Senior Science Technicians retirement gift • MWI said their leaving party at the Hassocks Hotel was cancelled, but we hope to rearrange at a later date • POW and FAB Committee meetings scheduled for May will be held via Zoom • Decision on meetings after half term will be made in line with Government guidelines • Parents Evening timetable is no longer needed • Governor Development Plan is coming to an end in the summer term. Will keep on hold until the School Development Plan is received • Q Will there be an opportunity for the electronic forum to continue if a Governor is unable to get to school for a meeting? This is a thought for the future and we can get the IT Systems Manager to look into this going forward. DH was thanked for her report	DH	
8	Financial Update A summary financial report had been previously circulated. A copy is filed with the minutes. MWi reported by exception Salary Costs • Salary costs are 80% of the school budget • Teaching staff is in budget at 99.28%, which is a good outcome • Ancillary staff is slightly over due to the increase in invigilator costs because there were two sets of mock exams held • Capitation – some departments want to roll over money to be used for projects next year. This is allowed in exceptional circumstances and any underspend will be carried forward to the whole school		

FULL GOVERNORS BOARD MEETING 2019-2020

• Q What is the variation in Forest Schools for? This subject did not have its own cost centre and now has groups in all years apart from Year 8 so now warranted its own budget Premises • Refuse collection is low • Gas is high and something to be investigated • Electricity is on budget • Q Does Switch off Fortnight have an effect on electricity usage? Not sure, but impact comes from the solar panels. Costs increase year on year and we get the best fixed prices every year. Transport • Waiting insurance money for a claim Admin Costs • Communications is low because school are trying to send fewer texts • A decision has been made that there will be no journal next year. • Homework will be recorded electronically • Recruitment is low, because school have stopped using the TES. Instead we are using West Sussex grid, schools website, Indeed website which picks up school vacancies for free and the Government website, which is also free • Marketing is over because school have invested in a new prospectus • Q If there are no journals how will that effect the policy around electronic devices? This has been considered and there are ways round it. • Schools held consultations with parents and students. It was found students do not use their journals • Students can carry a paper timetable • School are aware they may need to support some students. Mid-Day Meals • Teaching staff must do one statutory duty per week. • All staff are offered extra paid duties • Duty meals include sandwiches for staff on parents evening • If teaching staff have lunch in the canteen they are expected to supervise students in return for a free meal Other costs • SLA covers a wide range of expenses including payroll and legal services • ICT is on budget • CPD is slightly over • Projects is all spent • Governors mentioned the Business Manager has done very well to get close to budget, which shows planning and close monitoring. • Everyone agreed the Business Manager along with the Finance Team do a great job • Q Do we vote to accept the budget? No, only the full budget		
---	--	--

FULL GOVERNORS BOARD MEETING 2019-2020

	Governors now have to legally look at budget figures 6 times a year MWI was thanked for the report		
9	Governing Board Meeting Dates Proposed dates for Governors meetings during 2020/21 had been previously circulated. A copy is filed with the minutes. - Reminder Pay Committee is on 7 July, although this may change - Decision to made this term, because pay increase is based on completing Performance Management in June - May have to have the meeting in the Autumn term as a one off. MWI to advise at a later date - Pay Committee 2021 is 6 July, which was missing from original dates - Governor Get Together should read Wednesday 2 December. DH to amend and resend Q Will the Governor Get Togethers be at 3.30pm or in the evening? - This is to be confirmed. DH asked everyone to email her their preferred time and she will go with the majority. These meetings are informal and not minuted so need not be held in school. Once amendments are made the proposed dates were <u>agreed</u>.	DH	
10	Safeguarding Graham Odlin, Designated Safeguarding Lead, emailed SH prior to the Governing Board Meeting and reported: - Eighteen students currently have a Social Worker, all of whom speak to either GO or his Deputy Safeguarding Lead every week. - Three of those students are coming in to school with one more scheduled to come in on Friday. - Child in Need meetings are continuing via telephone conferences. GO and his Deputy are sharing these. - There have been two meetings held in school. Social workers, unless it is absolutely necessary, are not going in to homes. If the student is in school the Social Worker has come to school otherwise they have phoned the student and carer at home. Vicky Cornish (VC), SENDCO, emailed CBr prior to the meeting and reported: - VC is ringing parents and students with EHCP (Educational Health Care Plan) on a weekly basis - Teaching Assistants (TA) email those vulnerable students on a weekly basis cc'ing VC into the emails 6 students with EHCP's are due to start in Year 7 this September. Two of those students have a high level of requirement of TA support		

FULL GOVERNORS BOARD MEETING 2019-2020

	- VC is working out transition arrangements, because she would normally visit SEN students in their Primary School and they would have several visits to Downlands prior to starting in September - There is TA support in school every day for the 2 students with EHCP's who attend It was agreed SH and CBr would contact GO and Vicky Cornish for an update before the POW meeting on 13 May 2020 Thank you to SH and CBr for their updates Covid-19 Addendum to the Safeguarding and Child Protection Policy A copy of the policy had been previously circulated and is filed with the minutes - It was agreed Vicky Cornish, SENDCO, should be included in the Important Contacts. DH to amend and VC to be informed - Item 10 Contact Plans By phone. Received good guidance from the Safeguard Team at County. Suggest attach County letter as an appendix to this addendum, which can then be referred to. - Item 12.2 Online Safety Outside School. Q Do children know to contact school if they have any concerns? Yes they are asked to go through Pastoral team in the first instance Q In the current situation is phone contact via the school landline? Staff are using their own phones but prefixing the number dialled with 141, which withholds their number. Staff do not share their mobile numbers with parents or students - There is someone in reception every day from 8.30am to 3.30pm - Item 17 Links with other Policies. Online safety police should read Online safety policy - It was unanimously agreed, provided the necessary changes are made, the policy should be adopted JM and AR left the online meeting		
11	Items Arising from Committee Minutes There was none		
12	Governor Monitoring Feedback, Link Activities, PTA - Governors are requested not to contact their Link Department, because staff are receiving a lot of emails Q Governors do not want to encroach on staff time management but please can MWI let departments know their Link Governor is available for support if required? Yes - Previous PTA meeting was cancelled - Summer Fayre is cancelled		
13	Any Other Business There was none		
14	Date of next meeting - Wednesday 24 June 2020 at 3.30pm (Venue tbc) - Meeting closed at 5.15pm		