

Clarendon School

***Minutes of the meeting of the Governing Body held as a Virtual Meeting using
Teamshare on
Tuesday 6th October 2020 at 6.30pm.***

Constitution, Membership and Attendance

LEA (1)	Prem Kalia (PK) – Co Chair
PARENTS (2)	Greg Ross-Sampson (GRS), Nandita Sinha (NS)
CO-OPTED (6)	Jo Dixon (JD) – Vice Chair, Keith Tysoe (KT) – Co Chair, Lindsay Patience (LP), Nick Travers (NT), James Straker-Nesbit (JSN), Roberta Borsotti (RB)
STAFF (2)	John Kipps (JK), John Collins (JC)

Bold = Absent

Apologies

None

Absent w/o apologies

None

Also, attended

Helen Bridge (HB - Clerk), Rosemary Clarke (RC – Head of Secondary Centre and Associate Governor), Angela Mason (AM – Head of Primary Centre and Associate Governor), Jayne Gray (JG - Head of Gateway Centre and Associate Governor), Susie Connor (SC - Strathmore School Business Manager and Finance Director, AAT) - Observer, Ivan Pryce (IP - Head of Strathmore School, AAT CEO) - Observer

Early Departures/Late Arrivals

None

Meeting Minutes

All meeting attendees agreed to conduct the meeting as a virtual meeting.

1. Apologies

1.1. There were no apologies. Governors introduced themselves.

2. Declaration of Interests

2.1. Governors were asked to declare any interests relating to any item of the agenda for this meeting and none were declared.

2.2. The AAT Register of Interests had been circulated in advance of the meeting (Attached at A). The clerk noted that this would need to be circulated and updated at every FGB going forward. Governor acceptance and any amendments to this were noted and will be reflected on the register.

Action: HB

3. Membership of Governing Body

3.1. Prem Kalia were elected as chair for a period of office until the first full governing body meeting of the academic year 2021-22. Jo Dixon and Keith Tysoe were elected as co-vice chairs for a period of office until the first full governing body meeting of the academic year 2021-22.

3.2. Governors approved the appointment of Roberta Borsotti as co-opted governor and welcomed her to the governing body.

3.3. Miranda Van Manem (new secondary centre assistant head) to be invited to join the pupil achievement and wellbeing committee

Action: KT

4. Review of Governing Body Protocols

4.1. The Clarendon School GB Development Plan 2020/21 was circulated in advance of the meeting (Attached at B). Governors agreed that focus and implementation is key and the plan is to be circulated and reviewed at every FGB meeting going forward.

Action: HB

4.2. The draft Clarendon School GB Code was circulated in advance of the meeting (Attached at C). It was noted that the Clarendon vision had been updated in line with SDP proposals. The clerk noted that the code has been added to Governorhub as a Clarendon School Declaration. The clerk undertook to email governors to confirm the process for reading and agreeing to the code. The code is also to be added to the key documents folder on Governorhub.

Action: HB

4.3. The Clarendon School Link Governor Roles and Responsibilities, Protocol for Governor Visits and Document Review schedule were circulated in advance of the meeting (Attached at D). These are to be added to the key documents folder on Governorhub.

Action: HB

5. Minutes of the Last Meeting

5.1. There were no changes to the minutes of the GB meeting held on the 7th July 2020 - they were agreed as a true and accurate record of the meeting and were signed by the chair.

6. Matters Arising

6.1. 2.2/3.3 – Actioned.

6.2. 6.1 – JD, PK, KT and JK undertook to meet to review KPI's for the GB and bring them for discussion at the next FGB – carried forward.

Action: JK/JD/KT/PK

- 6.3. 6.2 - JK to include a governance organogram in the next trust/governance newsletter – carried forward.
Action: JK
- 6.4. 6.4 –The premises committee to update the annual programme at the next meeting – carried forward.
Action: PK
- 6.5. 12.1/12.4/12.5/12.6/12.7 – Actioned.
- 6.6. 15.1/16.1 - Actioned.
- 6.7. 16.3/16.5 – JD noted that she had organised thank you cards for Yvonne Coney and Bob Harvey on behalf of governors and a ships decanter for Bob Harvey to mark his long service to the Clarendon GB. JD undertook to send the receipt to SC for payment.
Action: JD

7. Committees

- 7.1. The Clarendon committee membership list 2020/21 was circulated in advance of the meeting (Attached at E). Changes were noted and the clerk undertook to circulate a revised list with the minutes and update Governorhub.
Action: HB
- 7.2. The Link Governor Roles list 2020/21 was circulated in advance of the meeting (Attached at F). Changes were noted and the clerk undertook to circulate a revised list with the minutes and update Governorhub.
Action: HB
- 7.3. The head undertook to send the school council virtual meeting link to GRS.
Action: JK

Finance

- 7.4. The Clarendon Year End Management Accounts Report 2019/20 and the finance committee terms of reference were circulated in advance of the meeting (Attached at G).
- 7.5. It was noted that the committee clerk is unwell so the minutes of the committee meeting held on the 16th September 2020 would be circulated via the clerk.
Action: HB
- 7.6. Governors agreed the terms of reference.
- 7.7. Governors approved the 2020/21 budget noting uncertainties with regard to therapy funding and the negotiations over an increase in banding values. The budget is to be reworked once decisions over the uncertainties have been made.
Action: SC

Pay and Personnel

- 7.8. The minutes of the Pay and Personnel committee meeting held on the 30th September 2020 are to be circulated via the clerk.
Action: JD/HB

- 7.9. The pay and personnel committee terms of reference were circulated in advance of the meeting (Attached at H).

Premises

- 7.10. JK/PK/GRS and SC undertook to have a discussion about the premises health and safety committee offline.

Action:JK/PK/GRS/SC

- 7.11. Governors noted that Strictly Education had been commissioned to act as a caretaking service for the Gateway centre (this is not being provided by Twickenham school). A meeting has been held with the LA facilities team as works scheduled at the Gateway centre have not been completed – a programme is being developed to rectify this issue.

- 7.12. It was noted that the issue of premises management at the Gateway centre is urgent – there is currently no premises team. This is to be picked up by the Gateway working party. A date to be set for a working party meeting.

Action: LP

- 7.13. ***Q: Can the alarm for the Gateway centre be operated separately from Twickenham School?***

The Gateway head noted that she has recently been informed that the alarm can be activated independently and she is awaiting the code.

- 7.14. The premises committee to update the annual programme at their next meeting.

Action: GRS/PK

Pupil, Achievement and Curriculum

- 7.15. Governors agreed that pupil targets would be scrutinised in detail by the pupil achievement and curriculum committee and would be summarised for governors for agreement at the December FGB meeting.

Action: JK/KT

Working Parties/Project Groups

- 7.16. Covid working party – not currently meeting but meetings to resume if required.

- 7.17. Gateway working party – see point 7.12

- 7.18. New governor induction working party – a date to be arranged for a meeting.

Action: JK/NS/GRS

Risk Register

- 7.19. The Clarendon School risk register was circulated in advance of the meeting (Attached at I).

- 7.20. Governors noted the statement re: covid-19 risk assessments at the beginning of the risk register.

- 7.21. It was noted that Gateway risks would be picked up by the Gateway working party.

Action: LP

- 7.22. Pg. 5 – Failure to meet data protection requirements/breach of data protection – governors noted that a trust wide GDPR set up is being worked on.

7.23. Pg. 6 – Failure of ‘customers’ to pay invoices on time – governors noted that this relates to companies that the school deals with who are struggling due to the pandemic. There is also an issue with lunch debtors – the school office administrator is actively chasing outstanding amounts.

7.24. **Q: Should the issue of banding values be included on the risk register?**

The trust finance director noted that it will be included on the risk register if deemed necessary after the meeting with the LA on 7th October.

7.25. Governors noted that the risk register should be reviewed and updated at each committee meeting (any amendments to be forwarded to the trust committee clerk)

Action: ALL

8. Site Reports

8.1. The Head’s Report to Governors Autumn 2020, the Clarendon Staffing Structure 2020/21 and the Clarendon School Covid-19 Risk Assessment had been circulated in advance of the meeting (Attached at J). The head led governors through the head’s report.

8.2. Pupil numbers – the head noted that if Gateway pupil numbers stay at 18, then 2/20 of the funding will be returned to AfC as it is a 20-place centre

Q: What connections have been made to build out of borough awareness for the centre?

The head noted that transitions into schools are currently challenging – prospective pupils and parents can’t be invited into school during the school day.

8.3. Attendance – secondary 4.9% unauthorised absence – 2 pupils are not attending due to parental anxiety over covid-19. 1 pupil is a serial non-attender.

Q: How are checks being made on pupils that are not attending?

The head of the secondary centre speaks to parents regularly and the Education Welfare Officer is also involved. The Director of Education Services at AfC is aware of the situation – AfC are putting in place a plan of action on this issue across the borough.

Governors congratulated the head and his staff on the commendable attendance figures.

8.4. Staffing – it was noted that another round of staff recruitment is being carried out. The trust finance director is stepping in as Clarendon school business manager whilst different administrative/finance models are being investigated.

8.5. The head undertook to circulate a revised head’s report to include the number of pupils with behavioural support plans.

Action: JK

9. Safeguarding and Single Central List Update

9.1. The link to the September 2020 update to Keeping Children Safe in Education legislation was sent to governors prior to the meeting. The clerk reminded governors to confirm that they had read it so that Governorhub could be updated.

Action: ALL

9.2. It was noted that the new assistant head and DSL at the secondary centre is working through the safeguarding audit and is to start a forum for DSL’s across the trust.

- 9.3. LP undertook to circulate an article from the Key regarding questions for governors to ask on visits re: safeguarding.

Action: LP

10. Reports on Governor Visits to School and Sites Inc. Link Governor Visits

- 10.1. It was noted that virtual link governor visits are really important for monitoring and challenge. The head noted that governors should email him with details of when they would like to make a virtual visit and he will put them in touch with the appropriate person so that a virtual meeting can be arranged and visuals can be shared. This process to be added under virtual visits on the protocol for governor visits document.

Action: JK

- 10.2. Governors were reminded that visit reports should be written and circulated (via the head) after a visit and the report template is held in the templates folder on Governorhub.

11. Current Key Developments

- 11.1. See point 8.

12. SEF/SDP/Chair's Appraisal/Strategy Day/Headteacher Performance Management/Results and Target Setting/Report on Leaver Destinations

- 12.1. The SDP 2019/2020 – July 2020 review and the proposed SDP 2020/21 were circulated in advance of the meeting (Attached at K).

- 12.2. The head noted that the focus has been to identify gaps that have opened up due to the pandemic and to identify interventions required to close those gaps.

- 12.3. Target setting – see point 7.15

- 12.4. The Report on Pupil Destinations 2020 was circulated in advance of the meeting (Attached at L). A placement is still being sought for the Gateway pupil that is currently NEET – OT have been in contact with the parents to carry on with his physical requirements. The Clarendon Pupil that is NEET is undergoing a trial placement at Merton College.

Q: What is the comparison of the number of NEET pupils with the local/national picture?

The head noted it may be the case that many pupils have not found a placement after lockdown however a comparison to the national picture is not appropriate as the school is small and percentages will be inflated.

- 12.5. The Governing Body Annual Report 2019/20 was circulated in advance of the meeting (Attached at M).

Governors agreed that going forward, committee chairs would contribute to the report. Governors thanked JD for her hard work on compiling the detailed report.

- 12.6. A summary of the review of the chair of governor's performance 2020 was circulated in advance of the meeting (Attached at N).

It was noted that there were a range of issues, some of which overlap with the GB Self Evaluation exercise, which have been addressed in the Governing Body Development Plan.

The chair and vice chairs undertook to meet and discuss the feedback.

Action: KT/PK/JD

- 12.7. The draft notes from the Strategy Meeting 23rd September 2020 were circulated in advance of the meeting (Attached at O).

13. Governor Development

- 13.1. The AfC CPD schedule was circulated in advance of the meeting (Attached at P). Governors noted the developmental recommendation on pg. 4 of the schedule.

- 13.2. Governors agreed that they should be more deliberate and focussed on their training – LP undertook to send out a brief survey to ascertain training undertaken/required in order to identify any gaps.

Action: LP

- 13.3. A report on the WLSSG meeting 5th September attended by JD and KT was circulated in advance of the meeting (Attached at Q). It was noted that all governors can attend this meeting.

- 13.4. The head noted that governors are welcome to attend school training and undertook to circulate details.

Action: JK

14. Stakeholder Engagement

- 14.1. Nothing to report at this meeting.

15. Date of the next Meeting

- 15.1. The date of the next meeting is Tuesday 1st December 2020

16. Any Other Business

- 16.1. JD noted that the headteacher's performance management is scheduled for later in October and KT,JD, the SIP and a trust representative will be attending.

The meeting ended at 8.40pm.

Summary of Actions.

Governor acceptance and any amendments to be noted and reflected on the register of interests	HB
Miranda Van Manem (new secondary centre assistant head) to be invited to join the pupil achievement and wellbeing committee	KT
The GB Development plan is to be circulated and reviewed at every FGB meeting going forward	ALL/HB
The clerk undertook to email governors to confirm the process for reading and agreeing to the GB code. The code is also to be added to the key documents folder on Governorhub.	HB
Key documents to be added to Governorhub	HB
Review KPI's for the GB and bring them for discussion at the next FGB	JD/PK/KT/JK

Include a governance organogram in the next trust/governance newsletter	JK
The premises committee to update the annual programme at the next meeting	PK/GRS
Receipt for ships decanter gift to be sent to SC for payment.	JD
Circulate a revised committee membership/link governor role list with the minutes and update Governorhub.	HB
Send the school council virtual meeting link to GRS	JK
Finance committee meeting minutes from 16 th September 2020 to be circulated via the clerk	HB
The budget is to be reworked once decisions over the uncertainties have been made.	SC
A discussion about the premises health and safety committee to be held offline.	JK/PK/GRS/SC
Set date for Gateway working party meeting/Discuss Gateway premises management	LP
Pupil Achievement and Wellbeing committee to scrutinise pupil targets and summarise for approval at the December FGB	KT/JK
New governor induction working party – arrange date	JK/NS/GRS
Gateway risks on risk register to be picked up by the Gateway working party	LP
Risk register to be reviewed and updated at each committee meeting	ALL
Circulate a revised head's report to include the number of pupils with behavioural support	JK
Governors to confirm that they had read KCSIE Sep 20 so that Governorhub can be updated	ALL/HB
Circulate an article from the Key regarding questions for governors to ask on visits re: safeguarding	LP
Process for virtual governor visits to be added to visits protocol.	JK
The chair and vice chairs to meet and discuss chair appraisal feedback	PK/KT/JD
Circulate details of staff training to governors	JK

Signed by the Chair _____

Date _____