

# Clarendon School

***Minutes of the meeting of the Governing Body held as a Virtual Meeting using  
Teamshare on  
Tuesday 1<sup>st</sup> December 2020 at 6.30pm.***

## **Constitution, Membership and Attendance**

---

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

Bold = Absent

### **Apologies**

Greg Ross-Sampson, Nandita Sinha

### **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. Greg Ross-Sampson and Nandita Sinha sent their apologies

### **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. It was noted that the term of office of Jo Dixon is due to end on 26<sup>th</sup> January 2021. JD noted that she would like to continue as a member of the governing body for another term (4 years) and governors were in agreement with this.

### **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).

4.2. Governors noted suggested responsibilities and key dates and undertook to report back at the next FGB meeting on 16<sup>th</sup> March 2021 on development plan actions/outcomes

**Action: ALL**

4.3. Governors noted that a KPI review working party should be created. JD, JK, KT and PK agreed to be members of the working party and JD undertook to arrange a date to meet.

**Action: JD**

### **5. Minutes of the Last Meeting**

5.1. There were no changes to the minutes of the GB meeting held on the 6<sup>th</sup> October 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 – Actioned.

6.2. 3.3 – Miranda Van Manem to be invited to the next PAW meeting if work commitments allow.

**Action: KT**

6.3. 4.1 – Actioned

6.4. 4.2 – Clarendon GB Code set up as declaration on Governorhub – Governors reminded to read and indicate agreement to the code if they haven't already done so.

**Action: ALL**

6.5. 4.3 - Actioned.

6.6. 6.2 – see pt. 4.3 above

6.7. 6.3 – JD to discuss with the clerk about displaying an updated governance organogram on the website alongside updating governance documents.

**Action: JD**

6.8. 6.4 – Premises committee to update annual programme at their next meeting – carried forward.

Action: PK/GRS

6.9. 6.7/7.1/7.2/7.3/7.5 - Actioned

6.10. 7.7 –

OT – an additional funding of £40k has been agreed across the trust. The loss on the current therapy provision is to be worked out and communicated across the schools.

Band Values – The LA have agreed to do a review that is to be implemented the year after next. They have stated that no school within the trust will go into deficit and have agreed interim funding for the year after next. SC indicated that she would prompt for this agreement to be given in writing.

Action: SC

6.11. 7.8 – Actioned

6.12. 7.10/7.12/7.15 - Actioned

6.13. 7.18 – New governor induction working party – date to be agreed – carried forward.

Action: JK

6.14. 7.21/7.25/8.5/9.1/9.3/10.1/12.6/13.2 – Actioned

6.15. 13.4 – Inset Day Virtual training – the head undertook to inform governors if there was anything relevant to them.

Action: JK

6.16. **Q: How should governors contact subject co-ordinators for link visits?**

It was noted that governors should contact the head for contact details.

## 7. Committees

### Finance

7.1. The minutes of the finance committee meeting held on the 16<sup>th</sup> September 2020 were circulated in advance of the meeting (Attached at C). It was noted that JD should be added as an attendee to the minutes.

Action: HB

7.2. Governors noted that SC is undertaking a review of how finance systems are working and how costs are spread throughout the year in order to ensure efficiency.

7.3. **Q: The Gateway Working Party asked for authorisation of overtime payments for Gateway staff in order to complete urgent health and safety training**

The Gateway head noted that training could be undertaken during the inset day on Friday 4<sup>th</sup> December and staff access to Smartlog could be arranged. Governors agreed with this.

### Pay and Personnel

7.4. The pay and personnel committee has not met since the last FGB meeting. The minutes of the pay and personnel committee meeting held on the 30<sup>th</sup> September 2020 are to be circulated via the clerk (Attached at D).

Action: JD/HB

### **Premises**

- 7.5. The premises committee has not met since the last FGB meeting.

### **Pupil, Achievement and Curriculum**

- 7.6. The minutes of the pupil, achievement and curriculum meeting held on the 16<sup>th</sup> September 2020 are to be circulated with the minutes of this FGB meeting (Attached at E).

**Action: HB**

- 7.7. It was noted that an in-depth scrutiny of results and governor targets was carried out at this meeting.

- 7.8. The committee terms of reference were circulated in advance of the meeting (Attached at F) - these were agreed and uploaded to Governorhub.

### **Working Parties/Project Groups**

- 7.9. The minutes of the Gateway working party meeting held on the 21<sup>st</sup> October 2020 were circulated in advance of the meeting (Attached at G).

- 7.10. An admin assistant from Strathmore has been involved in a review of compliance, health and safety and site issues at the Gateway centre and has created a report with a clear prioritised list of actions. The report has been uploaded to Governorhub in the Working Parties folder.

- 7.11. Gateway boiler service – quotes have been received and is in hand.

- 7.12. Gateway staff ordering from Amazon – to be raised at the next finance committee meeting.

**Action: LP**

- 7.13. Governors thanked the Gateway head and all her staff for all their hard work in challenging conditions. Governors also thanked SC for organising and driving forward the Gateway review.

- 7.14. It was noted that another meeting had been held on the 1<sup>st</sup> December 2020 – minutes to be circulated once completed.

**Action: LP**

### **Risk Register**

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

- 7.16. Governors noted that the risk register should be reviewed (including yellow highlighted comments) and updated at each committee meeting - any amendments to be forwarded to the trust committee clerk

**Action: COMMS**

## **8. Site Reports**

- 8.1. The SIP report to Governors Autumn 2020 was circulated in advance of the meeting (Attached at I).

- 8.2. The head noted that the SIP is leaving in 2 weeks' time and an interim SIP has been appointed.

- 8.3. Governors noted that staff should be given the opportunity to present to governors – historically this happened regularly in the 2 pupil committees. The PAW committee undertook to discuss at their next committee meeting in the spring term opportunities for staff to present on key areas of development

**Action:**                    **KT**

- 8.4. The Gateway centre report to Governors November 2020 was circulated in advance of the meeting (Attached at J).

- 8.5. The Gateway head noted that pupils work on individual timetables which influences data on teaching, learning and curriculum.

- 8.6. The Gateway head noted that staff training has been difficult due to covid-19 restrictions - catch up literacy and numeracy training is to be completed online.

- 8.7. ***Q: Governors asked where the balance of interventions is between the Gateway centre and Twickenham School for pupils not meeting targets?***

The Gateway head noted that both are working collaboratively on this and it is being looked at on a pupil-by-pupil basis. She noted that she has a good working relationship with a lot of staff at Twickenham school – the relationship has improved of late.

- 8.8. The Clarendon secondary centre report to Governors November 2020 was circulated in advance of the meeting (Attached at K).

- 8.9. The secondary head led governors through the key aspects of the report.

- 8.10. ***Q: Governors asked about what the school responsibilities are for the pupil that is currently abroad?***

The secondary head noted that this pupil is still accessing learning whilst abroad through google drive.

- 8.11. The Clarendon primary centre report to Governors November 2020 was circulated in advance of the meeting (Attached at L).

- 8.12. The primary head led governors through the key aspects of the report – there were no questions from governors.

- 8.13. ***Q: Governors asked about the comparison of total pupil attendance figures with the national average?***

The head noted that the national average figure for attendance this week was 78% - the figure for Clarendon inc. the Gateway centre was 86%. Governors congratulated the school on their high attendance levels.

## **9. Safeguarding and Single Central List Update**

- 9.1. Nothing to report at this meeting

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

- 10.1. A report on a virtual visit to the Gateway centre by Lindsay Patience was circulated in advance of the meeting (Attached at M).

## **11. Current Key Developments**

- 11.1. The head noted that there are currently 4 main areas of focus:

- Gateway – buildings and maintenance

- Closing the gap – restoring pupils to the trajectory they were on pre covid
- Curriculum
- Making therapies integral to our teaching

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

- 12.1. The head noted he reported on the SDP in detail at the last FGB and he will provide an update termly.
- 12.2. The head noted that the SEF is still to be updated – governors noted that this is difficult to progress due to covid-19.
- 12.3. Results and target setting – Governor targets 2019/20 Results, Cohort Specific Results 2019/20 and Proposed Governor Targets 2020/21 were circulated in advance of the meeting (Attached at N). These were delegated to the PAW committee for scrutiny and approval at their recent meeting.
- 12.4. Headteacher Performance Management – this was undertaken recently with KT, JD and Harry James with the SIP attending as an advisor.

**13. Governor Development**

- 13.1. Reports on equality training attended by Jo Dixon, a virtual Ofsted talk attended by Angela Mason and a training audit compiled by LP were circulated in advance of the meeting (Attached at O).
- 13.2. Governors noted that equality compliance would be picked up by the PAW committee.  
**Action:** **KT**
- 13.3. Governors noted that JD and KT are trained on Headteacher Performance Management but it is recommended to have at least 3 governors trained. LP undertook to undergo training on this.  
**Action:** **LP**
- 13.4. Governors were encouraged to attend safer recruitment training and this should be refreshed every 3 years.

**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 16<sup>th</sup> March 2021

**16. Any Other Business**

- 16.1. ***Q: Governors asked about a contingency plan if there was a positive covid case in the SLT and the entire team had to isolate?***

The head noted that the SLT maintain distance when they meet and many meetings are virtual. The team have no direct contact for longer than 15 minutes. Governors encouraged virtual meetings.

16.2. Governors noted that the AAT strategy day is to be held on the 9<sup>th</sup> July 2021. The FGB is to consider whether they would like a separate strategy day following the trust strategy day – this is to be included on the agenda for the spring FGB meeting.

**Action: PK/HB**

16.3. Governors thanked the head and his staff for all their hard work in these difficult times. The chair noted that he will draft a letter of appreciation for the head to send to staff.

**Action: PK/JK**

The meeting ended at 8.05pm.

### **Summary of Actions.**

Any amendments to the registered of interests to be reflected.	HB
Governors to report back at the next FGB meeting on 16 <sup>th</sup> March 2021 on GB development plan actions/outcomes.	ALL
JD undertook to arrange a date for KPI review working party.	JD
Miranda Van Manem to be invited to the next PAW meeting if work commitments allow.	KT
Governors reminded to read and indicate agreement to the GB code if they haven't already done so.	ALL
JD to discuss with the clerk about displaying an updated governance organogram on the website alongside updating governance documents.	JD
Premises committee to update annual programme at their next meeting	GRS/PK
Prompt AfC to give agreement in writing re: ensuring trust school will not go into deficit.	SC
New governor induction working party – date to be agreed	JK
Inset Day Virtual training – the head undertook to inform governors if there was anything relevant to them.	JK
JD should be added as an attendee to the minutes of the finance committee meeting 16 <sup>th</sup> September 2020	HB
The minutes of the pay and personnel committee meeting held on the 30 <sup>th</sup> September 2020 are to be circulated via the clerk	JD/HB
The minutes of the pupil, achievement and curriculum meeting held on the 16 <sup>th</sup> September 2020 are to be circulated with the minutes of this FGB meeting	HB
Gateway working party meeting 1 <sup>st</sup> December 2020 – minutes to be circulated.	LP
Gateway staff ordering from Amazon – to be raised at the next finance committee meeting.	LP
Any amendments to risk register to be forwarded to the trust committee clerk	COMMS
The PAW committee undertook to discuss at their next committee meeting in the spring term opportunities for staff to present on key areas of development	KT
Equality compliance would be picked up by the PAW committee.	KT
LP undertook to undergo training on Headteacher Performance Management	LP
Strategy day plans to be included on the agenda for the spring FGB meeting.	PK/HB
The chair noted that he will draft a letter of appreciation for the head to send to staff.	PK/JK

Signed by the Chair \_\_\_\_\_

Date \_\_\_\_\_