

Clarendon School

***Minutes of the meeting of the Governing Body held as a Virtual Meeting using
Teamshare on
Tuesday 16th March 2021 at 6.30pm.***

Constitution, Membership and Attendance

LEA (1)	Prem Kalia (PK) – Chair
PARENTS (2)	Greg Ross-Sampson (GRS), Nandita Sinha (NS)
CO-OPTED (6)	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)
STAFF (2)	John Kipps (JK), John Collins (JC)

Bold = Absent

Apologies

Nick Travers, Keith Tysoe, Nandita Sinha, Jayne Gray

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), 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.

The chair thanked the head and staff for all of their hard work and commitment during this difficult period.

1. Apologies

- 1.1. Keith Tysoe, Nick Travers, Jayne Gray 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. There were no changes to the membership of the governing body.

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). It was noted that there has been some progress however governors were reminded to carry out their visits to school (taking into account staff workload in the current climate) and to sign up for training which is imperative in order to support the school.
- 4.2. It was noted that 2 governors have yet to agree to the Clarendon GB Code on Governorhub. The clerk had emailed them asking them to do so.
- 4.3. The Introduction to Governors paragraph for the website and the Governor Role document had been circulated in advance of the meeting for review (Attached at C). There were no amendments from governors
- 4.4. Governors were asked to send any amendments to their website pen portraits to the clerk/vice chair.

Action: ALL

5. Minutes of the Last Meeting

- 5.1. There were no changes to the minutes of the GB meeting held on the 1st December 2020 - they were agreed as a true and accurate record of the meeting and were signed by the chair.

6. Matters Arising

- 6.1. 2.2/4.2/4.3 – Actioned.
- 6.2. 6.2 – Miranda Van Manem to be invited to the next PAW meeting if work commitments allow – carried forward
- 6.3. 6.4 – See pt. 4.2
- 6.4. 6.7 – Actioned – website updates to be reviewed after Easter.
- 6.5. 6.8 - Premises committee to update annual programme at their next meeting – carried forward.
- 6.6. 6.10/6.13/6.15/7.1/7.4/7.6/7.12/7.14/7.16 – Actioned

Action: KT

Action: PK/GRS

- 6.7. 8.3 - PAW committee to discuss at their next meeting opportunities for staff to present on key areas of development – carried forward.
Action: KT
- 6.8. 13.2 – Equality compliance to be picked up by PAW committee – carried forward
Action: KT
- 6.9. 13.3/16.3 – Actioned.
- 6.10. 16.2 – On agenda.

7. Committees

Finance

7.1. The minutes of the finance committee meeting held on the 20th January 2021 were circulated in advance of the meeting (Attached at D).

7.2. Meeting highlights were noted –

The trust finance director has completed a review on budget processes.

Lettings income has been lost due to the pandemic.

Covid catch up monies have been received from the government.

It has been decided to delay payment to Clarendon by Capella House for monies owed for utilities until the next financial year.

Therapy costs are overbudget and are being closely looked at.

The new budget system has been used to create a detailed forecast on the salaries element of the budget. The forecast has increased by £67k from the original budget but this is not of concern as savings can be made and this initial forecast will reduce.

£17k has been invested at the primary centre on the play surface at the front of the school. This is a capital expense.

7.3. ***Q: How are pupil premium monies being spent?***

The head noted that this is being spent on a range of interventions that are being put in place as well as on free school meals and uniform for some pupils. There is also an additional £240 per pupil of covid catch up funding for the same pupils which is being primarily being spent on helping pupils who are returning to school to overcome anxiety and mental health issues that they have as a result of covid.

Pay and Personnel

7.4. The minutes of the pay and personnel committee meeting held on the 11th January 2021 were circulated in advance of the meeting (Attached at D).

7.5. It was noted that there was positive feedback on the performance management system of support staff. A review of the website was completed with some updates outstanding to be completed after Easter.

7.6. There were no questions from governors.

Premises

- 7.7. The minutes of the premises committee meeting held on the 11th March 2021 were circulated in advance of the meeting (Attached at E).
- 7.8. It was noted that a trust wide Smartlog review report on compliance was presented at the meeting.
- 7.9. **Q: Was the annual programme discussed at the meeting?**
This didn't happen but should be reviewed at the next meeting.

Action: GRS/PK

Pupil, Achievement and Wellbeing

- 7.10. It was noted that this terms PAW committee meeting was postponed due to the head being unwell with covid. A new date is to be arranged.
- 7.11. The minutes of the meeting held last summer term are still missing due to an issue with change of server. JD/KT undertook to try and retrieve them.

Action: JD/KT

Working Parties/Project Groups

- 7.12. The minutes of the Gateway Working party meeting held on the 1st December 2020 were circulated in advance of the meeting (Attached at F). It was noted that the Gateway Working Party meeting had been postponed this term due to staff workload. The main focus of the working party continues to be compliance. The trust estates Gateway working report has been updated and uploaded to Governorhub.
- 7.13. The It was noted that the KPI working party had met on 12th March – the summary document had been circulated in advance of the meeting (Attached at G). Headline priorities for the year have been taken from the SIP report with the addition of Gateway compliance. These will be renewed every year after discussion between the head and the SIP. The remaining performance indicators have been taken from the annual programme as well as including items that are already being monitored.. Committee chairs are to review the KPI's detailed and consider if the measures are the right ones and how they will be used to measure performance going forward. Committees also need to consider how these will be presented and monitored at FGB level.

Action:COMMITTEES

- 7.14. **Q: What is the deadline for this?**

KPI's should be reviewed at the next meetings of all committees.

Risk Register

- 7.15. The Clarendon School risk register was circulated in advance of the meeting (Attached at H).
- 7.16. The trust FD noted that the risk register should be used to manage risks. There will now be one risk register for the trust and schools that is held and maintained on Office 365. A risk management policy will be presented to the trust board on 24th March. All school headteachers have reviewed their risks and the resulting document will support the operation of schools and inform the agendas of FGB meetings.

8. Site Reports

8.1. The Head's report to Governors March 2021 was circulated in advance of the meeting (Attached at I).

8.2. The head noted that data on the report reflects the situation prior to pupils' full return. Since full return, there has been 93-95% attendance every day. 4 pupils are currently shielding and are receiving a virtual distance learning offer. In addition, 3 pupils are not attending on a regular basis – one is abroad and not able to return currently, one is cared for by clinically vulnerable grandparents but will return on 22nd March and the Educational Welfare Service is involved with the third pupil.

8.3. Governors congratulated the head and staff on their commitment and hard work on the in-school and online offer.

8.4. Q: Did pupil engagement change with the online offer during lockdown?

The head noted that pupil engagement has been better during the second lockdown than the first.

8.5. Governors noted the valuable work of the Family Partnership Worker as detailed in the report in supporting families and the school.

8.6. The head noted that he has had to carry out a 1 day exclusion today (the first in 2 years).

8.7. The secondary centre head noted that they are yet to receive full pupil numbers from AfC which makes it hard to plan. The centre is also being pushed to take 99 pupils even though it is a 90 place setting so she is in discussion with the Executive Head and AfC about this issue.

8.8. The primary centre head noted that the new play surface for the Stars playground will be installed at Easter. She also noted that the school is still waiting for sign off of the original planning permission for the school which is delaying the installation of the new school playground. Pupil numbers and ages are still unclear for September 2021 entry.

8.9. Q: How is staff morale currently?

Morale is good at the primary centre despite there being more stress on a daily basis. At the secondary centre, staff morale has improved since the pupils' return. There are however more issues with behaviours and interactions as the children settle back into school.

8.10. The head noted that pupils at the Gateway centre had coped well with life during lockdown and behaviour has improved. The relationship with Twickenham School has improved and they have been supportive to Gateway pupils and staff during the second lockdown. Some pupils that have had intensive adult support at school during lockdown have struggled with sharing that support with their peers upon return to school.

9. Safeguarding and Single Central List Update

9.1. It was noted that a safeguarding audit had been completed by the assistant head and had been sent to the trust safeguarding lead for input. Regular meetings are also being held with the designated safeguarding leads at the other trust schools.

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

- 10.1. A report by Jo Dixon on several visits to the school to provide governor representation on shortlisting and interview panels for a class teacher position was circulated in advance of the meeting (Attached at J).

11. Current Key Developments

- 11.1. The head noted that there is continued focus on 'closing the gap' – restoring pupils to the trajectory they were on pre covid - this will continue into the next academic year.

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

- 12.1. The SDP update March 2021 was circulated in advance of the meeting (Attached at K).
- 12.2. The head noted that the exceptional year has affected progress on the SDP however the school is working hard to improve RAG ratings by the end of the summer term.
- 12.3. The chair noted that the trust strategy day is to be held on the 9th July 2021. The Clarendon strategy afternoon is to be provisionally held on Friday 16th July 2021 from 1-4pm. The clerk undertook to email governors with the date.

Action: HB

13. Governor Development

- 13.1. A report on inset day training attended by Jo Dixon was circulated in advance of the meeting (Attached at L).
- 13.2. The head noted that all governors had been sent an invitation to join the National College to access a broad range of virtual training.
- 13.3. The clerk requested that governors inform her of any training that they do in addition to AfC CPD training so that an accurate governor training log can be kept.

Action: ALL

14. Stakeholder Engagement

- 14.1. The trust CEO noted that he has been working on developing a trust staff survey. This will be online and anonymous. Heads will liaise with their SLT's to determine any school specific questions that should be asked. Feedback from trustees and LGBs will also be sought. The survey is to be completed before the end of May half term.

15. Date of the next Meeting

- 15.1. The date of the next meeting is Tuesday 6th July 2021

16. Any Other Business

- 16.1. See confidential note.
- 16.2. The head noted that Jan Adams who taught at the school from 1978-2019 passed away a couple of weeks ago. She was an inspirational teacher and was loved by many pupils and her passing has deeply affected members of staff. He noted that staff would like something in school to be a memorial of Jan. Details are to be confirmed.

The meeting ended at 8pm.

Summary of Actions.

2.2 Any amendments to the registered of interests to be reflected.	HB
4.4 Governors to send any amendments to their pen portraits to clerk/vice chair	ALL
6.2 Miranda Van Manem to be invited to the next PAW meeting if work commitments allow – carried forward	KT
6.5/7.9 Premises committee to update annual programme at their next meeting – carried forward.	PK/GRS
6.7 PAW committee to discuss at their next meeting opportunities for staff to present on key areas of development – carried forward.	KT
6.8 Equality compliance to be picked up by PAW committee – carried forward	KT
7.11 JD/KT undertook to try and retrieve the minutes of the summer term PAW meeting (missing sue to change in server).	JD/KT
7.13 Committee chairs are to review the KPI's detailed and consider if the measures are the right ones and how they will be used to measure performance going forward. Committees also need to consider how these will be presented and monitored at FGB level.	Committees
12.3 The clerk undertook to email governors with the strategy meeting date.	HB
13.3 Governors to inform the clerk of any training that they do in addition to the AfC CPD training so that an accurate governor training log can be kept.	ALL

Signed by the Chair _____

Date _____