

**NEW MILLS SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD MEETING**

<b>Date:</b>	<b>Thursday 23<sup>rd</sup> April 2020 at 5.00pm</b>	
<b>Venue:</b>	<b>New Mills School</b>	
<b>Present:</b>	<b>Debbie McGloin (DMcG)</b> <b>Jeremy Poulter (JP)</b> <b>Felicity Wicks (FW)</b> <b>Sarah Cohen (SC)</b> <b>David Houlton (DH)</b> <b>Tim O'Brien (TO)</b> <b>Michael Shew (MS)</b> <b>Maggie Cole (MC)</b> <b>Freda Rashdi (FR)</b> <b>Tyrone Roberts (TR)</b> <b>Chris Furness (joined 6pm)</b>	<b>Head Teacher</b> <b>Parent Governor</b> <b>Co-opted Governor</b> <b>Staff Governor</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Parent Governor</b> <b>LA Governor</b>
<b>Apologies:</b>	<b>Maggie Cole</b> <b>Keith Taylor</b>	<b>Co-opted Governor</b> <b>Co-opted Governor</b>
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Diana Malkin (DM)</b> <b>Alison Barker (AB)</b> <b>Caroline Jesson (CJ)</b>	<b>Clerk</b> <b>Co-Head of School</b> <b>Co-Head of School</b>

The meeting met its quorum and started at 5.00pm

<b>AGENDA ITEM 1</b>	<b>WELCOME AND INTRODUCTIONS</b>
<b>Discussion:</b>	<p>The Chair welcomed everyone to the meeting and explained the protocols of using Zoom for governors' meetings.</p> <p>In addition, the Chair thanked all the staff for doing an amazing job, on behalf of the governors and SLT.</p> <p>Governors' meetings during the current Covid 19 lockdown should take place every month and should be between 30 and 60 minutes long. They should be limited to essential business, and to Full Governing Board meetings only – i.e. no committee meetings. The main aim of governance in the present situation is to ensure the health, safety and wellbeing of all staff and pupils, and the best education possible for pupils, by giving SLT the support they need to do this. SLT should not be asked to prepare written reports, but rather give verbal updates.</p>

<b>AGENDA ITEM 2</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Apologies were received from Keith Taylor and Maggie Cole.
<b>Agreed:</b>	The apologies of the above-named governors were accepted.

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF INTEREST IN AGENDA ITEMS</b>
<b>Discussion:</b>	There were no declarations of interest in any agenda items.

<b>AGENDA ITEM 4</b>	<b>MINUTES OF THE LAST MEETING 11<sup>th</sup> FEBRUARY 2020</b>
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<b>Discussion:</b>	The minutes were considered by the governors.
<b>Agreed:</b>	The minutes were accepted as a true and accurate record of the meeting, with the following notes: ABa and CJE should be listed each as Co-Head of School. IWi should be listed as Lead DSL (Designated Safeguarding DSL). ABa and CJe should be listed as DSLs.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM THE LAST MINUTES</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The consultation on whether to convert to academy status within TTLP has been paused for the time being, due to the coronavirus situation. We await further guidance from the DfE via David Waugh on when any consultation can take place.</li> <li>Glossopdale School is scheduled to convert in February 2021 to TTLP. This has been postponed due to the coronavirus situation.</li> <li>Staffing at NMS will stay as it is for the moment, with DMc seconded to Glossopdale, and ABa / CJe Co-Heads of School of NMS.</li> </ul>

<b>AGENDA ITEM 6</b>	<b>CORONA VIRUS UPDATE (RE SCHOOL OPERATIONS ) Alison Barker and Caroline Jesson</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The questions circulated by governors in advance of the meeting were responded to.</li> </ul> <p>How is education being delivered?</p> <ul style="list-style-type: none"> <li>ABa advised that Class Charts is being used, in an effort to keep delivery as normal as possible.</li> <li>A weekly schedule is run. By midnight on Thursday, each teacher must have the week's lessons on Class Charts. This is quality assured (QA) by Faculty Team Leaders (FTL) by Friday, and AB emails parents on a Sunday.</li> <li>If staff want to offer other activities, they have that freedom, as long as they advise their FTL in advance. Eg. the drama teacher held a Zoom meeting with students, but an FTL sat in.</li> <li>It is preferable for staff to prioritise lesson planning and curriculum planning.</li> </ul> <p>How do you facilitate online learning for those without a PC?</p> <ul style="list-style-type: none"> <li>It is assumed every child can access Class Charts, but not that they can sit in front of the computer. Teachers are asked not to include more than 10 minutes that requires a child to be in front of the computer.</li> <li>Free laptops and dongles will be provided to some children by the government. It is known which children at NMS will be eligible for this ie. those with no access at all.</li> <li>CJ and AB are looking into enhancing some data packages on some children's phones. CJ advised that there is a plan of action to carry this out, with Ian Withers.</li> <li>The feedback from teachers and FTLs has not included difficulties in students accessing the technology, so on the whole, this approach is working.</li> </ul> <p>Is there a QA process for the teaching?</p> <ul style="list-style-type: none"> <li>Yes, it has been in place for 2 weeks.</li> </ul>

- Processes are in place for those with additional needs. The SEN team are working hard and each TA is supporting pupils who need it. A form has been sent out to obtain information on technology at home and the barriers for each family and how to overcome these.
- The SEN support is up to speed.
- Year managers are in contact by phone with PP students or those who have a social worker.
- If they cannot be contacted, the social workers are notified. There is only one child who has been a concern and they have not been in school this week.

**Q:** For the one who has not attended, do you follow it up? **A:** The social worker liaises with the family on that, but we liaise with them too.

What is happening with assessment for Years 7 to 10?

- CJ and AB will talk this through with the FTLs and look at what the approach is to the curriculum and how to look at assessment.
- The aim is to have an assessment, when pupils return, of the work they have done over the years they have been at the school.

What about the external assessments?

- The GCSE grading will be based on what teachers say about assessed grades. The teachers will think about what each child would get on the day if they took the exam, taking a reasonable judgement.
- A protocol is in place and staff will have to evidence how they will come up with the target grade. No pupil will be penalised if they have not completed a controlled assessment. Teachers can take into account all that is known about each student's work to make a reasonable decision.
- The children will be ranked by the teachers, and each subject will be ranked and the teachers will decide the grade boundaries.
- The deadline will be agreed with teachers and then there will be a confidential process, including an internal moderation process. CJ will compare the proposed grades with the national data from last year and the last few years' NMS data. If CJ wants to, she can ask for an explanation. It will then be signed by DMcG and sent to Ofqual.
- For Year 10s, the head of ASCL is in currently in discussion with the government about grade boundaries.
- For Year 10s who would have taken the exams this year, it is not certain yet whether they can join the Year 11s in the GCSE assessment process.

**Q:** What happens down the line with appeals on grading? **A:** That has not been finalised at the moment. If the pupil wishes to and are not happy with their grade, they may be able to take the exam, however this has not been finalised as yet.

- Ofqual and the DFE are keen that appeals on grading go through the usual process and not to the school. Some unions are not happy with this process because it favours more supportive families.

**Q:** Is there a concern that, based on work so far, the white working class boys who may perform better on the day would be at a disadvantage? **A:** It is about what the teacher knows about that child and also how that cohort has performed in the past.

How will reintegration take place?

- A group of headteachers in Derbyshire have discussed operational issues and NMS are considering this and will be in line with other schools' thinking.

- It depends on when reintegration takes place and any other external factors or instructions.
- A possible phased return after May half term has been discussed. There may be 65 – 75% of staff who can come in and distancing will still have to be adhered to. There may be certain year groups who come in first. It will depend on the science and the situation at the time.
- The knowledge gap between advantaged and disadvantaged children will have widened during the school closure, and processes need to be put in place once schools are back on accelerated work for those who are behind.
- It would be better if the school had input into which pupils come back in first, based on how they have engaged while school has been closed.
- A transition plan for year 6s is being put together for when this can happen, and the SLT are liaising with local primary schools. The new pupils can be put on Class Charts, as parents' emails are known.
- All year groups will need a transition meeting.

**Q:** Is there a plan for reintegration for a move for further closures in the future?

**A:** There is not currently a plan for a second wave.

- There will be a limit to how many children can come back in, given the number of sinks and the layout of the school buildings.

**Vulnerable children:**

- School make weekly contact with vulnerable children and also have contact with social workers.
- There have been difficulties with social workers in some cases, who were already overstretched.
- School are carrying out as many checks as possible and all vulnerable children are currently safe.
- The one who there was concerns about, these have been followed up.
- The Safeguarding policy has been updated and is on the website. Staff have been advised of it.
- There is a Designated Safeguarding Lead (DSL) 3 days a week, that is AB, CJ or IW. IW is always on call and staff have his number.
- Safeguarding concerns are still raised on My Concern and are immediately dealt with.

**Free School Meals provision:**

- Initially, Garry Cash was delivering food which was being made in school. There is now a voucher system in place and they last for a month each.
- Thanks are noted to Garry for delivering food to pupils on FSM.

**Q:** Governors now have a statutory duty to make sure staff wellbeing is looked after – how is this being managed? **A:** The feedback from staff has been very positive and they say they feel cared for. There has been no feedback saying staff's wellbeing has not been looked after.

- FTLs check in regularly with teachers and this is monitored by AB and CJ.
- Some staff have raised concerns with teachers and TAs eg. those with health concerns. The SLT are working with staff to support them in their work to the best of their ability.
- CJ and AB were thanked by the governors for their continuing hard work in a very challenging time.

AGENDA ITEM 7	GOVERNANCE ORGANISATION
	<ul style="list-style-type: none"> <li>• The governors discussed the level of quorum needed for a meeting. It was decided quorum would remain at 6 for the moment.</li> <li>• The next meetings were agreed as follows: <ul style="list-style-type: none"> <li>○ Tuesday 19<sup>th</sup> May at 5pm.</li> <li>○ Tuesday 16<sup>th</sup> June at 5pm.</li> <li>○ Tuesday 14<sup>th</sup> July at 5pm.</li> </ul> </li> <li>• The Away Day was going to be in June, but a new date will be considered at the May FGB meeting.</li> <li>• Governors agreed that reports will be verbal at future meetings.</li> <li>• Governors should still use the Key to keep up to date with training and skills</li> <li>• Chair's action would only ever be used in extreme cases.</li> <li>• If the Chair became ill, JP is Vice Chair and would take over.</li> <li>• School will stay open as it is for the time being.</li> </ul>

AGENDA ITEM 8	BUSINESS CONTINUITY
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Budget – the deadline was 7<sup>th</sup> May 2020, but for various reasons, an extension has been requested by GC until 5<sup>th</sup> June.</li> <li>• The Budget cannot be agreed at the moment because there are unknown staffing costs and some uncertainty over one of the FTL positions.</li> <li>• The Student Development Lead post may not be filled, it is not known</li> <li>• The external advertisement for an Assistant Head' post closes tomorrow and the salary is not yet known.</li> <li>• DCC have not given the final figures per pupil yet.</li> <li>• FW, KT and GC will meet to discuss the budget, in the absence of SR committees. This will be reported on at the 19th May meeting.</li> </ul> <p><b>Q:</b> Do we know what next year's intake is? <b>A:</b> Around 130, so it should be 5 forms.</p>

AGENDA ITEM 9	STAFFING
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• AB and CJ explained the SLT structure.</li> <li>• FW advised that she, Freda and Maggie had met with AB and CJ to discuss the leadership structure.</li> <li>• It was agreed that an additional Assistant Head would be appointed, so that would be AB, CJ and IW and another.</li> <li>• There have been 29 applications for the Assistant Head position so far, with possibly 2 more to come in.</li> <li>• AB and CJ will draw up a shortlist of 6 on Monday and recruitment day will be held. Interviews will be next Thursday with a final 3 in the afternoon of that day.</li> <li>• The candidates will deliver an assembly to CJ, AB and FW, amongst other assessments.</li> </ul> <p><b>Q:</b> Who will do the shortlisting? <b>A:</b> CJ and AB. <b>Q:</b> How would governor involvement be done? <b>A:</b> Governor involvement would not normally be used for an Assistant Head appointment at the shortlisting stage, but FWi as Chair will be present with SLT on the day to take part in the interview process.</p>

<b>AGENDA ITEM 10</b>	<b>SAFEGUARDING</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• There is no governor training record for Safeguarding at the moment, which would be good practice.</li> <li>• The Key has Safeguarding training, which is used by many schools. Governors discussed that an update on this from IW would be beneficial.</li> <li>• DMcG is looking into training, it is around £2k for the whole school.</li> <li>• There are also webinars which can be downloaded.</li> </ul>
<b>Action:</b>	<ul style="list-style-type: none"> <li>• To share Safeguarding training possibilities with FW and TR, to see which is the best option. <b>DMcG</b></li> <li>• To consider the costs of the above at a future Staffing &amp; Resources committee.</li> </ul>

<b>AGENDA ITEM 11</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• AB advised that feedback suggests there is a reasonably high take up of students engaging with the technology and online work.</li> </ul> <p><b>Q:</b> Could there be a focus on disadvantaged students returning first and perhaps the more able having students having less contact, as it is known that the more able/supportive families can continue to focus on working at home, allowing the others to catch up? <b>A:</b> The initial thoughts would be, if the flexibility was allowed, school would like to bring in the vulnerable children who need a more sustained and supported reintegration first.</p>

<b>AGENDA ITEM 12</b>	<b>Date of the next meetings</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Tuesday 19<sup>th</sup> May at 5pm.</li> <li>• Tuesday 16<sup>th</sup> June at 5pm.</li> <li>• Tuesday 14<sup>th</sup> July at 5pm.</li> </ul>

There being no further business, the meeting finished at 6.10pm