



NEW MILLS SCHOOL MINUTES OF THE FULL GOVERNING BOARD MEETING (in person)

Date:	Tuesday 14 th September 2021	
Venue:	New Mills School, Conference Room	
Present:	Jeremy Poulter (JP) Felicity Wicks (FW) Heather Watts (HW) Sarah Cohen (SC) Sue Fisher (SF) Sam Monteath (SM) Tyrone Roberts (TR) Maggie Cole (MC)	Parent Governor Co-opted Governor Headteacher Staff Governor Parent Governor Parent Governor Parent Governor Co-Opted Governor
Apologies:	Chris Furness (CF) David Hault (DH) Michael Shew (MS) Tim O'Brien (TO)	LA Governor Co-opted Governor Co-opted Governor Parent Governor
Absence:	None	
In attendance:	Ed Salter (ES)	Clerk

The meeting met its quorum and started at 5.58pm

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	The chair welcomed everyone to the meeting. New Headteacher Heather Watts was welcomed to the Full Governing board.

AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	None declared.

AGENDA ITEM 3	APPOINTMENT OF CLERK FOR 2021-22
Agreed:	ES appointed clerk for 2021-22.

AGENDA ITEM 4	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2021-22
Discussion:	FWi was nominated as for Chair for 2021-22. JPo was nominated as Vice-Chair. FWi stated her case and left the room for the FGB to discuss and vote. FWi was appointed as Chair for 2021-22



JPo stated his case to be Vice Chair and left the room for the FGB to discuss and vote. JPo was appointed as Vice-Chair for 2021-22.

Agreed:

- FWi appointed as Chair for 2021-22.
- JPo appointed as Vice Chair for 2021-22.

AGENDA ITEM 5

ANNUAL DECLARATIONS

Discussion:

The Clerk circulated annual declarations for governors to complete at the meeting. Any Governors not present at the meeting will receive the forms electronically.

GCa confirmed that all Governors have had an enhanced DBS check.

Action:

ES to circulate annual declarations to governors not present.

AGENDA ITEM 6

MINUTES OF THE LAST FGB MEETING 8th JUNE 2021

Agreed:

The minutes were approved as an accurate record.

AGENDA ITEM 7

MATTERS ARISING

Discussion:

- Item 4: SFi will attend the next BAPD committee meeting to discuss physical health **ONGOING SFi will attend the next BAPD meeting.**
 - Item 7: ES to distribute the minutes from the extraordinary RM meeting. **RESOLVED**
 - Item 8: Term 2 data to be discussed at the 2nd FGB and the impact summer school has had on the transition. EAd to be invited to the meeting to present the data. **ACTION FOR THE NEXT MEETING**
 - Item 10 Governor Recruitment: ES to save PowerPoint and re-upload as a PDF to assist with viewing access difficulties. **RESOLVED**
 - Item 11: Approved minutes will be uploaded onto the school's website. **ONGOING ES is in discussion with KLa over this, the minutes will be uploaded imminently. Governors discussed streaming the non-confidential parts of FGB meetings for transparency and to show parents what the governing board does. ES will follow up on this to check the guidance before the FGB make a decision.**
 - Item 11: Further governor information will be included on the website: Pen portrait, role, and email address. **ONGOING Pen portraits have been collected, but some governors still need to send them to FWi.**
- Item 13: Approving staffing structure at the next RM and first FGB meeting. **RESOLVED**



	<ul style="list-style-type: none"> AB will send curriculum review dates to ES to amend so that the QE committee takes place after the curriculum review, then the FGB after that. <p>RESOLVED</p>
Action:	<ul style="list-style-type: none"> Term 2 data to be discussed at the 2nd FGB and the impact summer school has had on the transition. EAd to be invited to the meeting to present the data. FWi to contact Governors to complete pen portraits for the school website. ES to research the possibility of streaming the meetings or if parents expressing an interest to attend a meeting in a non-governor capacity is permitted.

AGENDA ITEM 8	GOVERNING BODY MEMBERSHIP 2021-22
Discussion:	<p>Following the skills audited coordinated by JPo, the main gaps in knowledge and expertise are law and technology and that this expertise could be brought in as needed in a consultancy capacity.</p> <p>There is a collective gap in confidence in data analysis, which will be a focus of the away day. Additionally, a gap in governor ability to articulate the strategic aims will be addressed at an away day.</p> <p>Governors with lived experience will be sought out for the 1 vacancy on the board, ideally reflecting the diversity the board would like to have in its membership. 2 people have expressed an interest in the role. FWi will continue to discuss with MCo and JPo to submit an advert.</p> <p>Q: If no suitable candidate (i.e. lived experience) was identified, would we recruit an alternative candidate or leave the position vacant? A: The candidate application would be presented to the board and a decision made from there. There is no need to recruit outside of the specifications discussed, so it is probable the board would choose to wait for a suitable candidate.</p>
Action:	FWi, MCo & JPo to create an advert for the vacant governor role.

AGENDA ITEM 9	COMMITTEE STRUCTURE & MEMBERSHIP 2021-22
Discussion:	<ul style="list-style-type: none"> No changes are required for the terms of reference for FGB or Committees. Resources Management ToR to be approved at the RM meeting Behaviour, Attitudes & Student Development: Wider knowledge or expertise to scrutinise the data in BASD is needed to objectively review the data. <p>‘Back to basics’ data and guidance suggested to be discussed at the next BAPD meeting to establish how to present and understand the data.</p> <p>HWa will be attending all FGB and Committee meetings for the foreseeable future. EAd will be attending the BASD Committee meetings.</p>



Q: Does the school have sufficient tools for the data analysis that governors would like to see?

A: Yes, we do. The school uses 2 different data systems, HWA is in the process of unpicking why 2 systems are being used.

BASD Terms of Reference will be discussed at the BAPD meeting

- Quality of Education: QE Terms of Reference will be reviewed at the 1st committee meeting to see if changes need to be made following the inclusion of curriculum reviews.
- HT Performance Management Group:
Peter Monk (DCC)
Tyrone Roberts
Sue Fisher
Maggie Cole
AGREED

Governors noted that they have not yet had input on the new School Improvement Plan yet, which will affect the targets and strategy related to the duties of the governing body.

Agreed:

- FGB Terms of Reference approved for 2021-22.
- Strategy Group Terms of Reference approved for 2021-22.
- HT performance management group members agreed: PMo, TRo, SFi, MCo
- Peter Monk approved as School Improvement Partner (External Advisor)

Action:

- RM ToR to be reviewed for approval at the next committee meeting.
- ES to attach BASD ToR to the full Terms of Reference document.
- BASD ToR to be reviewed for approval at the next committee meeting.
- QE ToR to be reviewed for approval at the next committee meeting.

**AGENDA
ITEM 10**

AGREE GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2021-22

Discussion:

The following governor subject links and lead governor roles for 2021-22 were agreed:

SEN: Maggie Cole
PP: Tyrone Roberts
Safeguarding: Tyrone Roberts
Open: Michael Shew
EBacc: Sam Monteath
English: Felicity Wicks
Maths: Jeremy Poulter
Student Development: Felicity Wicks



	<p>ES to update the link governor document and committee structure document for 2021-22.</p> <p>Governors discussed adding a wellbeing link governor and if so, which group/committee it should sit with. Wellbeing and belonging are such key issues that it may need to sit under its own group or committee. Governors noted that wellbeing has relevance in every committee and is the foundation of every subject, so limiting it to one committee may not be the best fit.</p> <p>MCo to bring an update on DEI to the next meeting, with a proposal regarding wellbeing for next steps to develop a strategy.</p> <p>Governors discussed the importance of wellbeing and that it covers every aspect of schooling. Ofsted have specified that they will not measure wellbeing at schools and will instead judge wellbeing based on what provisions are in place.</p> <p>Governors discussed how to observe impact in the school without using data. They all agreed that an <u>overarching strategy</u> is required to be able to observe impact.</p>
Agreed:	All subject links & lead governor roles as above approved.
Action:	<ul style="list-style-type: none"> • ES to update link governor document and committee structure document. • MCo to present an update on DEI at the next FGB meeting, with a proposal to develop a strategy.

AGENDA ITEM 11	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	<ul style="list-style-type: none"> • FWi has followed up with governors on the individual training requests. • Data training will be provided at the away day for training. This will likely be held in January. • Governors were asked to pass on any training they have undertaken via saving slides and updating the FGB at the next meeting with brief 'key takeaways'. Training update from Governors will be a standing item for FGB meetings. <p>Training Update JPo recently attended a "Governor Roles and Responsibilities" training session, including:</p> <ul style="list-style-type: none"> • Holding a Headteacher to account. • Ethos, vision and strategic direction of the school. • 'Dos and don'ts of governing' exercise undertaken to establish governor responsibilities. <p>The training session suggested that AOB is removed or established before the meeting.</p>



Action:	<ul style="list-style-type: none">• Governor training update to be a standing item in FGB meetings.• JPo to save the training document onto the OneDrive.
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AGENDA ITEM 12	GOVERNOR MONITORING REPORTS SINCE LAST VISIT
Discussion:	This will be agreed at BASD ad QE committee meetings Q: Are governors to continue writing up visit reports? A: FWi will update the process and protocol and respond to this with a proposal at the next FGB meeting.
Action:	<ul style="list-style-type: none">• Monitoring and visits to be agreed at the BASD and QE committee meetings.• Process and protocol to monitoring visits to be discussed between FWi and Hwa and an update will be presented at the next FGB meeting.

AGENDA ITEM 13	REVIEW & APPROVE STAFFING STRUCTURE FOR 2021-22
Discussion:	Hwa talked governors through the staffing structure for 2021-22, including each staff member's roles and responsibilities. This staffing structure is the existing one, with no changes recommended currently. <ul style="list-style-type: none">• There is a vacancy for a seclusion manager. Hwa is reviewing this 3-day role and whether it can be absorbed by another role.• Computer science sits with Open and not EBacc, but the experience and skills of the FTL mean that it is more beneficial to be in Open. <p>Governors appreciated the comprehensive review and discussed publishing it on the website as part of a wider and more communicative approach with parents. Hwa stated that the website will be discussed regularly as part of a wider discussion about the communication process between parents and teachers/SLT and sent a letter to parents expressing this.</p> Q: Do our staffing requirements meet our needs? A: The staffing structure document cannot answer this question, but Hwa is reviewing every role currently.
Agreed:	Staffing Structure for 2021-22 was approved by the FGB. It will be reviewed at the end of the year.

AGENDA ITEM 14	SCHOOL IMPROVEMENT PLAN 2021-22 FOR APPROVAL
Discussion:	The 5-year School Improvement Plan ended in 2021. Hwa is working on a new version with all stakeholders. Hwa will be requesting a very brief SWOT analysis from staff members Hwa has met with SLT to discuss the SIP.



	<p>The school open evenings are coming up, which are a hugely important day for the school. Once this is finished the focus can resume on the School Improvement Plan. By the December FGB meeting HWa will look to have a draft ready. Governors will be included in the process.</p> <p>Not much quality assurance has been done due to covid. In order to produce a good SIP some self-evaluation needs to be done in the first instance.</p> <p>The School Improvement Plan will be discussed further at the January away day with governors.</p>
Action:	School Improvement Plan update to be a standing agenda item at future FGB meetings.

AGENDA ITEM 15	CHAIR'S ACTION
Discussion:	<p>The Curriculum policy was not approved for 2020-21. It was due for approval in March 2020, but this was the day after the national lockdown was announced and the discussions altered drastically.</p> <p>FWi was required to approve the policy by Chair's action. The FGB formally approved the policy.</p>
Agreed:	The Curriculum Policy was approved by the FGB.

AGENDA ITEM 16	POLICIES/PROCEDURES FOR REVIEW/APPROVAL
Discussion:	There are no policies to approve.

AGENDA ITEM 17	ANY OTHER BUSINESS & ITEMS FOR THE NEXT MEETING
Discussion:	<p>Q: A parent has a daughter who wanted to join the football team. If there are not enough numbers for creating a girls' team, can a girl join the boys team? A: Yes, she would not be excluded from this, and trials are available for all genders, then teams are picked based on ability.</p> <p>Governors queried if there was a stated policy on equality and access. HWa will review this.</p> <p>The split of sports disciplines between genders was discussed and will be discussed in further detail through the year.</p> <p>Governors are welcome to attend the Thursday 21st Open evening. FWi will be speaking, it is an opportunity for governors to walk around the school and introduce themselves to parents. It will be an interactive parents evening and students will also be involved.</p> <p>JPo is Chair of Torr Vale Mill Preservation Trust. The top floors have been renovated and community uses are being explored. JPo requested that boards can be put up around the school to notify staff and students, which HWa approved. A</p>



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questionnaire or Q&A will be developed to reach students. HWa and JPo will discuss strategies to best reach the children.

Action:

- HWa to update governors on equality and access and if there is a policy covering this issue.
- MSh to be notified of the sports access discussion in his capacity as Open link governor.
- Hwa and JPo to discuss putting notices up on Torr Vale Mill and other strategies that will best reach the children.

**AGENDA
ITEM 18**

DATE OF NEXT MEETING

Discussion: 19th October 2021 6pm

There being no further business to discuss, the meeting finished at 8.01pm