

**NEW MILLS SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD MEETING (online)**

<b>Date:</b>	<b>Tuesday 19<sup>th</sup> May 2020</b>	
<b>Venue:</b>	<b>Zoom</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 (CF)</b> <b>Maggie Cole (MC)</b> <b>Keith Taylor (KT)</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>Parent Governor</b> <b>LA Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b>
<b>Apologies:</b>	<b>None</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>	The Chair welcomed everyone to the meeting.

<b>AGENDA ITEM 2</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	There were no apologies received.

<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 23<sup>rd</sup> APRIL 2020</b>
<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.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM THE LAST MINUTES</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Free School Meals were discussed. The voucher scheme is now in operation, so GC is not delivering meals.</li> <li>• TTLP consultation: no update on TTLP at the moment, it is on hold due to the Covid 19 situation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Away Day: this was discussed, specifically, how it would work online. It could be done with careful planning. An Away Day meeting in August may place. This will be discussed at the July meeting.</li> <li>• Governors discussed whether there is the need for more FGB meetings before September. It was decided that they will be needed to discuss risk assessments and checklists for possible school reopening, but there will be no major strategic matters in the next few weeks.</li> <li>• Safeguarding Training: FW, CJ, AB and TR have discussed this and training records need to be kept. There is an NSPCC training course at £21.25 per person of 3 x 45-minute sessions to be completed online, before September, with a test at the end and a downloadable certificate.</li> <li>• IW will present on Safeguarding at the first full FGB in September (after the business meeting).</li> </ul>
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• The Away Day to be discussed at the July FGB meeting.</li> <li>• Governors to complete NSPCC online safeguarding training, at least every 2 or 3 years, as specified in the Safeguarding policy. FW will follow this up with an email. <b>All governors.</b></li> </ul>

<b>AGENDA ITEM 6</b>	<b>SCHOOL OPERATIONS</b>
<b>Discussion:</b>	<p>CJ and AB advised on the following points:</p> <ul style="list-style-type: none"> <li>• The challenge is now to reopen and a model has been discussed, at whatever point the government decides schools can reopen.</li> <li>• The first week after half term would be for staff only, for training and risk awareness.</li> <li>• The following week, the children from Year 10 who are in most need of a one-to-one with a teacher will be invited in, to assess learning gaps, with a view to engage with the remote learning and input at school.</li> <li>• The week after that, Year 10 would come in, taking into account getting students engaged with their subject. Year 10s would be in school one day a week.</li> <li>• Bubble School: students will return with options groups being kept together, with separate teachers, in a bubble of a maximum of 8 children. An introduction to the day would be led by SLT, then Maths, English, Science and Options would follow, alternated by week.</li> <li>• Key worker children from all year groups would carry on attending separately. Uniform and the canteen have been considered. There would be training on social distancing for the students.</li> <li>• Along with these measures, Year 7 – 9 will need online resources, which teachers will continue to work on.</li> </ul> <p><b>Q:</b> Will there still be staff who cannot return? <b>A:</b> School will have to decide on staff who are shielding family members. <b>Q:</b> What percentage of staff are not expected to return in the short term? <b>A:</b> That is not known but Diane could be asked. <b>Q:</b> Will there be an impact of the Year 10s coming in? <b>A:</b> Remote learning for Years 7 – 9 will continue. <b>Q:</b> What there be a change to Class Charts? <b>A:</b> The aim is to build on what is being provided, and to look at the provision for the future.</p> <ul style="list-style-type: none"> <li>• Materials for online learning are checked for quality once a week by team leaders.</li> <li>• There have been 5 parental requests from for virtual teaching. 2 have commented the work is too hard, which is being looked into. One stated there is not enough feedback and one requested printed materials.</li> </ul>

	<ul style="list-style-type: none"> <li>• Governors discussed that the plan looks very well considered and understood that staffing levels will continue to be monitored.</li> <li>• There are 9 students (children of key workers) in school this week and there will be 5 or 6 next week.</li> <li>• The Year 10 school has been discussed with the SLT and a risk assessment carried out. There is a lot of information coming out and so school will focus on the DCC risk assessment. Garry is confident this can be complied with.</li> <li>• Safety aspects have been discussed and there will be an appendix to the Behaviour Policy.</li> <li>• The remote offer will be developed further and will be reported on in future.</li> <li>• Positive feedback has been received from the community.</li> <li>• The risk assessment will be shared with governors in due course, by CJ and AB.</li> <li>• There will be as much time as possible in Science, and slightly more in English and Maths.</li> </ul> <p><b>Q:</b> The idea of bubbles sounds very well thought out and trialling this with Year 10 should provide a lot of useful lessons as to how this might best work. Is there the capacity of staff and space to roll this out to further years, as they are required to come back into school in the next academic year? <b>A:</b> This depends on how many students return and how things progress over the summer.</p> <ul style="list-style-type: none"> <li>• KT advised that the term “social distancing” may be replaced by “personal distancing” as the former can be seen as alienating. New Mills could have its own personalisation. This is being considered by the school.</li> </ul>
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<b>AGENDA ITEM 7</b>	<b>STAFFING</b>
	<ul style="list-style-type: none"> <li>• AB advised that interviews for a Science teacher will take place tomorrow. 5 out of 6 applicants are NQTs / RQTs.</li> <li>• 1.4 full-time equivalent English teachers will be interviewed for the day after, from a shortlist of 4. The ideal candidate would also offer Drama.</li> <li>• On Friday, an FTL in Maths will be interviewed, from a shortlist of 2. If the right person is not found, an appointment will not be made and a contingency plan is in place.</li> <li>• No applications were received for the Assistant Student Development role.</li> <li>• An appointment has been made for an Assistant FTL in EBacc.</li> <li>• Year managers. One has left, having accepted a teaching post elsewhere.</li> <li>• There is a possibility of extending 2 other year managers’ contracts.</li> </ul>

<b>AGENDA ITEM 8</b>	<b>BUDGET</b>
	<p>KT advised of the following items discussed at the Resource Management committee:</p> <ul style="list-style-type: none"> <li>• The challenge on producing a final budget is the staffing requirements of the school. Assumptions have been made and the budget is subject to change.</li> <li>• GC, FW and KT have therefore made some assumptions on middle ground costs, and assume the best teachers possible will be recruited.</li> <li>• Academisation is also on hold, so this is a budget based on being a DCC school for the moment.</li> </ul>

	<ul style="list-style-type: none"> <li>• If NMS joined TTLP, there would be a requirement to pay back £75k per year for the next 10 years.</li> <li>• KT and GC have discussed building in a contingency, depending on staffing changes, which are all uncertain in the current climate. The budget is tight and efficient, so it is not easy where any additional savings could be made.</li> <li>• The budget could still change slightly once the final figures are added.</li> </ul> <p><b>Q:</b> The budget was £735k and there is a variance of £6.5k – what has the impact of Covid 19 been on this? <b>A:</b> The impact is mostly on staffing. Costs may come down, depending on appointments. <b>Q:</b> On sheet 2, there are some underspends of £58k on teachers’ basic pay. Teachers’ pension and sick pay are overspent – which were not budgeted for? <b>A:</b> The underspend is due to non full time staff being deployed or DCC changing the budget. <b>Q:</b> What are the teachers allowances of £24k? <b>A:</b> KT and CF will discuss this further with GC, after the meeting. <b>Action:</b> budget to be approved, subject to GC answering CF’s questions outside the meeting.</p> <ul style="list-style-type: none"> <li>• The Budget is recommended for approval at the FGB by FW and KT, who met with GC to discuss this in the absence of the full Resource Management Committee meeting.</li> <li>• All the governors approved the Budget to be taken forward to the FGB (subject to responses from GC) and thanked Garry for his work on this.</li> </ul>
<b>Agreed:</b>	It was unanimously agreed to take the Budget to the next FGB meeting.

<b>AGENDA ITEM 8</b>	<b>CENTRE ASSESSED GRADES</b>
<b>Discussion:</b>	<p>CJ advised of the following points:</p> <ul style="list-style-type: none"> <li>• School are nearly at the end of the process of allocating GCSE grades. All the teachers have ranked their students and CJ has analysed this against the historical data, and has scrutinised and followed up if it is thought students have been over or under graded.</li> <li>• The teachers have been very professional about this and the data will be ready for submission to Ofqual by 1<sup>st</sup> June.</li> <li>• A benefit of the process was the start of an improvement of assessment design, which was an aim under the school improvement plan. The GCSE grading has provided an unexpected tool for staff to move this forward and staff have been open to discussion on moderation.</li> </ul>

<b>AGENDA ITEM 9</b>	<b>BEHAVIOUR SEF</b>
<b>Discussion:</b>	<p>CJ advised on the following points:</p> <ul style="list-style-type: none"> <li>• Behaviour on the SEF has been graded by the SLT and it has been decided that school scores a low 2, which is Good overall.</li> <li>• All the individual areas are a 2, except for behaviour and attitude of those with SEN.</li> <li>• The number of exclusions is to be further considered by the SLT.</li> </ul>

<b>AGENDA ITEM 10</b>	<b>AOB</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Governors for schools webinar – FW forwarded the notes from the webinar on 14<sup>th</sup> May. Any questions should be emailed to FW.</li> </ul>

	<ul style="list-style-type: none"> <li>• Headteacher and Head of School contracts: the leadership structure will stay in place for the moment. DMcG's secondment to Glossopdale, and CJ and AB's secondments as co heads of school will be extended to August 2021.</li> <li>• The governors discussed which platform to hold the next meeting on, noting that Zoom version 5 is fully encrypted and more secure.</li> <li>• Site inspection: this is usually carried out annually. FW will ask GC and formally decide on this.</li> </ul>
<b>Action:</b>	<ul style="list-style-type: none"> <li>• FW to consult with GC about the site inspection. <b>FW</b></li> </ul>

<b>AGENDA ITEM 12</b>	<b>Dates of the next meetings</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <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