



## NEW MILLS SCHOOL PART ONE MINUTES OF THE FULL GOVERNING BOARD MEETING (online)

<b>Date:</b>	Tuesday 13 <sup>th</sup> July 2021	
<b>Venue:</b>	Zoom	
<b>Present:</b>	Jeremy Poulter (JP) Felicity Wicks (FW) Sarah Cohen (SC) David Houlton (DH) Chris Furness (CF) Sue Fisher (SF) Sam Monteath (SM) Caroline Jesson (CJ) Alison Barker (AB) Michael Shew (MS) Tim O'Brien (TO) Tyrone Roberts (TR)	Parent Governor Co-opted Governor Staff Governor Co-opted Governor LA Governor Parent Governor Parent Governor Co-Headteacher Co-Headteacher Co-opted Governor Parent Governor Parent Governor
<b>Apologies:</b>	Maggie Cole (MC)	Co-Opted Governor
<b>Absence:</b>	None	
<b>In attendance:</b>	Ed Salter (ES)	Clerk

The meeting met its quorum and started at 6.03pm

<b>AGENDA ITEM 1</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The chair welcomed everyone to the meeting. Apologies were accepted from MC. TR has notified the FGB that he will be attending late.  FW opened by requesting that governors consider their roles for next year. If there is a subject they would like to be a link for or have an interest in chairing a committee, being chair or vice chair of governors, joining a committee, or undertake a training course, please contact FW over the summer break.

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST</b>
<b>Discussion:</b>	No declarations of interest.

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	A complaint is going to be taken to stage 3, some governors will be contacted to form a panel.



Agenda items for next year to be discussed.

Training opportunities to be discussed.

## AGENDA ITEM 4

### MINUTES OF THE LAST FGB MEETING 8<sup>th</sup> JUNE 2021 & MATTERS ARISING

#### Discussion:

- Item 5: SFi will attend the next BAPD committee meeting to discuss physical health **ONGOING This will be rolled over as an agenda item at the next BAPD meeting**
- FWi to send safeguarding training link to SFi **COMPLETED**
- SMO to assist MCo with capturing DEI information **ONGOING**
- 2021-22 meeting dates to be an agenda item for the next FGB and committee meetings. **COMPLETED**

#### Action:

SFi will attend the next BAPD committee meeting to discuss physical health.

## AGENDA ITEM 5

### UPDATE FROM QUALITY OF EDUCATION COMMITTEE

#### Discussion:

- JP shared an update from the most recent QE Committee, held on 29<sup>th</sup> June 2021:
- 2 presentations, from Dave Harbord (OPEN) and Stella Ku (MATHS).
  - Practical challenges of delivering OPEN lessons during covid were highlighted.
  - Music provision was discussed, including ideas for encouraging uptake.
  - Plans to engage more with colleges and courses and careers pathways for OPEN subjects
  - Move to Hegarty Maths has been positive.
  - every Maths class is using M6 computer room every 2 weeks.
  - A discussion was held around PP/SEN underachieving, and it was agreed that these would be in curriculum reviews for next year.
  - There have been higher Maths's attainment levels across GCSEs and KS3. The curriculum has been structured to allow students access to the higher papers and to feel more confident in taking them.
  - TAGs and catch-up discussed.
  - Assessment policy changes were discussed and were recommended for approval by the FGB.

## AGENDA ITEM 6

### UPDATE FROM BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT COMMITTEE

#### Discussion:

- TR shared an updated from the most recent BAPD committee, held on 6<sup>th</sup> July 2021:
- The committee spent some time reflecting on the year.
  - The committee agreed that safeguarding had come a long way. The safeguarding action plan has moved on quicker than in recent years and was improved on evidencing the work the school was doing.
  - Producing data that generates in a similar way to the IDSR was suggested.
  - TR praised IW's excellent work before he left the school.



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<b>AGENDA ITEM 7</b>	<b>UPDATE FROM RESOURCES MANAGEMENT COMMITTEE</b>
<b>Discussion:</b>	<p>TO gave an update from the most recent RM committee, held 8<sup>th</sup> July 2021:</p> <ul style="list-style-type: none"><li>• 2 RM meetings since the last FGB.</li><li>• An extraordinary meeting convened, with the aim to discuss the improved budget position at the school and to take a strategic approach for the future.</li><li>• The 3 primary discussion points were: Overall strategy of balancing debt repayment with increased investment to improve outcomes for the children; How to create an investment plan that measures value for money; How can the committee openly and collaboratively review the budget position throughout the year and make decisions on increasing investment or debt repayment.</li><li>• The investment plan is to be linked to the school improvement plan, the current one ends this summer and is due to be written by SLT.</li><li>• FW has written to DCC to notify them of the balance the school are trying to strike between debt repayment and modest investment, with a proposal for a further TATS meeting to discuss further detail to be arranged in the new school year.</li></ul> <p>8<sup>th</sup> July meeting:</p> <ul style="list-style-type: none"><li>• Positive meeting, the budget position shows a £20k positive shift from the last one.</li><li>• Discussion around the pavilion and how this impacts sports provision. DCC are looking at options around this which will be a slow process. SF will raise alternative provisions with the incoming headteacher.</li></ul>
<b>Action:</b>	ES to distribute the minutes from the extraordinary meeting.

<b>AGENDA ITEM 8</b>	<b>CO-HEADTEACHERS' REPORT</b>
<b>Discussion:</b>	<ul style="list-style-type: none"><li>• Curriculum Review visit undertaken by Peter Monk over 3 days. The visit was a positive one and the school were repeatedly praised for their work. The visit was rigorous and challenging. In all areas he had the opportunity to speak to students, staff, and faculty team leaders. Strength of literacy across the curriculum was repeatedly praised, as well as the behaviour and attitudes of the children and consistency of approach.</li></ul> <p>Headteachers report:</p> <ul style="list-style-type: none"><li>• The data is looking positive for y9 &amp; Y10. The way the analysis has been presented is reflected to show the numbers of pupils, not the percentages (for example, 20% change appears large, but in small cohorts this could be 4 pupils).</li></ul>



- Y9 into Y10 have nearly finished their springboard catch up plan.
- Another class across the core has been added to Y10. NMS students prefer smaller groups and teachers are already seeing learning benefits.
- Y10 into 11 forecasts have generally risen.
- National tutoring programme to be used for next year but following changes, NMS teachers will be used as the tutors. The Y10 individuals need bespoke support.
- Government will provide schools all the information they need in spring regarding assessments, which will give more time to support the cohort in the best way they can.

**Q: There are common themes in the curriculum review report of re-establishing routines in QA after Covid, are there any other themes to develop?**

**A:** No, the QA references came from faculty leaders and not the officer. They were expressing how much they are looking forward to re-establishing routines.

**Q: This year's Y7 have shown a significant increase in FSM and SEN, but the income received for high needs has dropped?**

**A:** The date on the census point has been changed in terms of calculations this lag will be made up in the next financial year.

**Q: Were you surprised by the number of staff that felt the school had covered the curriculum well?**

**A:** It was more optimistic than expected. Upon every return from lockdown, a review has been installed. The ongoing discussion around curriculum design has helped staff to feel there is a pathway.

NMS have tried to encourage a culture of not catastrophising the situation and remaining confident that if the children are in school, they will catch up.

**Q: Is Y6/7 summer school funded from catch up funding?**

**A:** This is from a separate pot of funding. Summer school will have literacy and numeracy in it. It is a mixture of internal staff and external bodies.

**Q: Do you feel that the children who need to be at Summer School are attending?**

**A:** Not all of them, it is difficult to get the pupils into summer school without parental encouragement and you cannot make attendance compulsory.

SF requested data showing the number of children attending summer school against the children they would like to attend.

**TR joined the meeting at 7pm.**

**Q: Current school attendance 92%. How does this compare to pre-covid data?**



	<p><b>A:</b> Previous it was 94-95%, which the school are working towards.</p> <p>AB and CJ were thanked for the detailed report and congratulated on the school improvement visit.</p> <p>AB and CJ were congratulated on staff feedback for their leadership. Staff agreeing that they felt included in decisions is a huge positive.</p>
<b>Action:</b>	Term 2 data to be discussed at the 2 <sup>nd</sup> FGB and the impact summer school has had on the transition. Emma Adrio to be invited to the meeting to present the data.

<b>AGENDA ITEM 9</b>	<b>DEI UPDATE</b>
<b>Discussion:</b>	<p>FW, MC, and JP met to discuss Diversity, Equity, and inclusion. The balance between existing skills and lived experience was discussed.</p> <p>There is a vacancy on the governing board. Associate members can also join.</p> <p>MC offered to circulate the advert to some of the DEI networks she is involved with.</p> <p>A recent report by NGA has shown that a wider net should be casted rather than using people known by the school and governors.</p> <p>There was a suggestion to link up with schools in an area with a different demographic, as a form of secondment.</p> <p>FW will share the vacancy around the University of Manchester School Governors' Network.</p> <p>Governors discussed that the way the role is created and presented is as an 'establishment' role. Framing in terms of skills and experience is important to encourage a diversity in the governing body.</p>

<b>AGENDA ITEM 10</b>	<b>GOVERNOR RECRUITMENT/SKILLS AUDIT</b>
<b>Discussion:</b>	<p>JP presented the results of the governor skills audit questionnaire:</p> <ul style="list-style-type: none"><li>• Culture values and ethos 80% answered yes.</li><li>• Decision making and collaboration responded 96% answered yes.</li><li>• Risk management 78% answered yes.</li><li>• Education improvement 89% answered yes.</li><li>• Rigorous analysis of data 73% of questions answered yes.</li><li>• Understanding of DFE performance details 36% answered yes.</li><li>• Financial frameworks and accountability 83% answered yes.</li><li>• Staff performance management 71% answered yes.</li></ul>



- External accountability 93% answered yes.
- Building an effective team 100% answered yes.
- Roles and responsibilities 96% answered yes.
- Statutory and contractual requirements 96% answered yes.
- Managing and developing boards effectiveness 72% answered yes.

Knowledge and expertise graph highlighted a weakness in legal and technology.

Weaknesses:

- Risk management
- Data Analysis
- Legal expertise
- IT
- Staffing and performance management
- Managing and developing the boards effectiveness.

A legal person may not be required directly on the board, just the opportunity to have access to legal assistance to seek advice when needed.

Data analysis showed across the board improvements are needed; more than one specialist governor is required here.

CJ is willing to give a session on data analysis. The following points were highlighted as potential information sessions:

- Understanding how to read national data.
- Understanding the data presented to governors.
- Level of trust in the data that is reported.

Governors understanding and ability to articulate the strategic aims of the school were also identified as a weakness, related to the school improvement plan.

The aim is to recruit someone with a different perspective to bring additional insight to the FGB. The expression of interest will go out by the end of August.

**Action:**

ES to save PowerPoint and re-upload as a PDF to assist with viewing access difficulties.

**AGENDA  
ITEM 11**

**UPDATING GOVERNORS' SECTION ON WEBSITE**

**Discussion:**

This item was prompted by a parent asking to see copies of the minutes. The previous clerk printed out the minutes, but as the documents are available to the public it may be better and more transparent to upload the minutes onto the school website.



	The FGB agree that approved minutes, governor roles, and email addresses will be added onto the website.
<b>Action:</b>	<ul style="list-style-type: none"><li>• Approved minutes will be uploaded onto the school's website.</li><li>• Further governor information will be included on the website: Pen portrait, role, and email address.</li></ul>

<b>AGENDA ITEM 12</b>	<b>POLICIES/PROCEDURES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<ul style="list-style-type: none"><li>• Assessment Policy</li><li>• IT security and Acceptable Use Policy</li></ul>
<b>Agreed:</b>	<ul style="list-style-type: none"><li>• Assessment Policy approved by the FGB.</li><li>• IT security and Acceptable Use Policy approved by the FGB.</li></ul>

<b>AGENDA ITEM 13</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p>A complaint from a parent has advanced to stage 3, a complaints panel is likely to be convened and some governors will be contacted to form a panel.</p> <p>Governors expressed an interest in the following training opportunities: Roles and responsibilities – TR, JP Headteacher performance management TR, DH Finance TOB Preparing for Ofsted – FW, MS, JP, TOB, SF, DH SEND - SC, TR, SF Equality – SC</p> <p>FW will send a prompt to committee chairs to prepare the master agenda for next year.</p> <p>Providing the guidance allows. committee meetings will be held virtually and FGB meetings in person. Keeping the meeting day to a Tuesday is preferred for most governors.</p> <p>The FGB thanked AB and CJ for their work as Co-Heads, sending a card and flowers. This year has been one of challenges and they have led the school admirably. The school and governors owe them a debt of gratitude and governors are looking forward to continuing to work with them as members of SLT.</p>
<b>Action:</b>	Items for the next agenda: Approving staffing structure at the next RM and first FGB meeting.

<b>AGENDA ITEM 14</b>	<b>DATE OF NEXT MEETING</b>
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**Action:**

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.

**There being no further business to discuss, the meeting finished at 8.04pm**