

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

<b>Date:</b>	<b>Thursday 10<sup>th</sup> September 2020</b>	
<b>Venue:</b>	<b>Zoom</b>	
<b>Present:</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>Freda Rashdi (FR)</b> <b>Tyrone Roberts (TR)</b> <b>Chris Furness (CF)</b> <b>Maggie Cole (MC)</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>Parent Governor</b> <b>Parent Governor</b> <b>LA Governor</b> <b>Co-opted Governor</b>
<b>Apologies:</b>	<b>Debbie McGloin (DMcG)</b> <b>Kate Axford (KA)</b>	<b>Head Teacher</b>
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Ed Salter (ES)</b> <b>Caroline Jesson (CJ)</b> <b>Alison Barker (AB)</b>	<b>Clerk</b> <b>Co-Head of School</b> <b>Co-Head of School</b>

The meeting met its quorum and started at 18.03pm

<b>AGENDA ITEM 1</b>	<b>WELCOME AND INTRODUCTIONS</b>
<b>Discussion:</b>	The Chair welcomed everyone to the meeting. Introduced new clerk Ed Salter and the board each gave a short introduction to ES.

<b>AGENDA ITEM 2</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	There were apologies from Debbie McGloin and Kate Axford
<b>Agreed:</b>	The apologies of the above were accepted.

<b>AGENDA ITEM 3</b>	<b>APPOINTMENT OF CHAIR AND VICE-CHAIR 2020-21</b>
<b>Discussion:</b>	FW and JP were unanimously voted to remain as chair and vice chair of the governing board.

<b>AGENDA ITEM 4</b>	<b>APPOINTMENT OF CLERK FOR 2020-21</b>
<b>Discussion:</b>	Ed Salter was confirmed as clerk for New Mills School for 2020-21 without any objections.
<b>Agreed:</b>	

<b>AGENDA ITEM 5</b>	<b>ANNUAL DECLARATIONS</b>
<b>Discussion:</b>	FW requested that the annual declarations be downloaded from OneDrive and emailed to ES, signed with an electronic signature. ES will store these on the OneDrive.
<b>Action:</b>	All governors to sign the declaration form and return to ES.

<b>AGENDA ITEM 6</b>	<b>SAFEGUARDING (KEEPING CHILDREN SAFE IN EDUCATION UPDATE)</b>
<b>Discussion:</b>	<p>Most Governors have completed the NSPCC training, please can the remaining Governors make sure they do theirs. The designated safeguarding lead next FGB, Governors should come ready with questions for him.</p> <p>FW will circulate a link to the KCiE update. Part 1 needs to be read and Governors must sign that they have read it.</p>
<b>Agreed:</b>	ES will circulate a document for Governors to sign and share this with Gary Cash.

<b>AGENDA ITEM 7</b>	<b>GOVERNOR ATTENDANCE IN 2019-20</b>
<b>Discussion:</b>	<p>Governor attendance document was circulated and will go on the school's website. FW reminded Governors to send apologies to ES if they cannot attend a meeting. There were no objections to the attendance data.</p> <ul style="list-style-type: none"> <li>Inclusion and Wellbeing (now known as Behaviour, Attitudes and Personal Development) governor attendance was not included in the list.</li> </ul>
<b>Action:</b>	ES will go populate the attendance from the Behaviour committee onto the document.

<b>AGENDA ITEM 8</b>	<b>GOVERNING BOARD MEMBERSHIP – INCLUDING CHECK OF GOVERNOR DETAILS ON GIAS</b>
<b>Discussion:</b>	GIAS details need to be checked by governors for the DfE register.
<b>Action:</b>	ES will liaise with Gary Cash (School Business Manager) to obtain the current GIAS details and will contact governors for any information that needs updating.

<b>AGENDA ITEM 9</b>	<b>GOVERNOR VACANCIES (VERBAL UPDATE FW)</b>
<b>Discussion:</b>	Following Kate Axford's appointment as a Co-Opted Governor, there is currently one Governor Vacancy. FW will continue to recruit as a full complement of Governors is desirable, but FW is happy with the dedicated governors they currently have.

	JP Governor term is ending in October and FR is in November. Both would like to stay on in their role. They must submit their interest and be elected by parents.
<b>Action:</b>	FW will look into the process behind JP and FR term renewal.

<b>AGENDA ITEM 10</b>	<b>COMMITTEE STRUCTURE AND MEMBERSHIP 2020-21</b>
<b>Discussion:</b>	<p>No change to Terms of Reference document, but they need to record who will be on the Performance Management, Student Discipline and Personnel groups:</p> <ul style="list-style-type: none"> <li>• Performance Management Group: FR, JP, FW</li> <li>• Student Discipline Group: Requires 3-5 governors and no chair or member or staff should be on it. MS, FR, TR will be on this group.</li> <li>• Personnel Group: 6-7 governors should be members, suggested that the chair should not be on this group. With the exception of FW and staff, all remaining Governors are on this group. CF, TR, MS, TO, FR, JP, DH, MC are all on this group.</li> </ul> <p>If anyone would like to move from the committees they are on, please speak to FW.</p> <p>Governor committee remit document needs to be reviewed. FW requested governors access this document, which can be found under 'Admin' on the OneDrive.</p> <p>FW would like more 'task and finish' groups for this year in FGBs as some items come up repeatedly throughout the year and cut across the remit of all the committees. These groups would mean the Governors can complete more tasks without stepping on the toes of existing committees. The 3 groups are:</p> <ul style="list-style-type: none"> <li>• Equality and Diversity</li> <li>• Parent and Community engagement</li> <li>• Staff Wellbeing.</li> </ul>
<b>Action:</b>	Committee chairs to agree the Terms of Reference and Committee Remits in their individual committee meetings.

<b>AGENDA ITEM 11</b>	<b>SCHOOL CALENDAR AND GOVERNOR MEETING DATES</b>
<b>Discussion:</b>	FW emphasised that meetings should be kept to within 2.5hours for FGB meetings and 2 hours for committee meetings, to avoid incurring extra costs. A timed agenda would help keep the meetings on track and on time.

<b>Action:</b>	ES request school Calendar from Diane Barber and circulate to Governors.  ES will add all committee meeting dates onto the OneDrive calendar.
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<b>AGENDA ITEM 12</b>	<b>GOVERNOR TRAINING REQUIRED</b>
<b>Discussion:</b>	This has not yet been published by GCC and will be circulated once it is published. FW requested that Governors consider the training they want and need for this year in advance of the publication.

<b>AGENDA ITEM 13</b>	<b>MINUTES OF THE LAST FGB MEETING 14<sup>TH</sup> JULY 2020 AND MATTERS ARISING</b>
<b>Discussion:</b>	Agenda item 8 – break times have been removed, not moved.  AK & CJ should be listed as Co-Heads of school, not Assistant Heads.
<b>Agreed:</b>	The minutes were accepted as an accurate record

<b>AGENDA ITEM 14</b>	<b>EXAM RESULTS - HEADLINES</b>
<b>Discussion:</b>	<p>The school submitted centre assessed grades for this year. Governors need to consider how to monitor progress this year and next with the current set of exam results as they were so different to others. Results overall were very positive.</p> <p>CJ gave an overview of the exam results. The process for calculating results was rigorous and CJ spoke to every teacher or every individual subject, except for English and Maths, which was the responsibility of the team leader. Results were not moderate downwards to match the school's historical patterns. The evidence of each individual child informed their assessment, not previous year's grades. The data submitted has resulted in high statistics: <b>Check statistics with CJ</b></p> <ul style="list-style-type: none"> <li>• 0.4 grade higher for every child across the board than they were expected to get.</li> <li>• 62% of students achieved positive progress, up 13% on last year.</li> <li>• 74% grades 4 and above in English and Maths; 44% 5 and above for English and Maths. Both are big increases on last year.</li> </ul> <p>Despite the excellent results, there is a gap between disadvantaged and non-disadvantaged student by a grade in every subject. There is also a grade gap between SEN students and non-SEN students.</p> <p>The school is treating exam results like any other and will be performing a results analysis to look into how to close the above-mentioned gaps. A first step will be having an assessment week in week 3 so that teachers don't make assumptions over gaps in student's skills. The guidance states that schools must be back on curriculum by summer of 20/21.</p> <p>Government 'catch up' funding programme was discussed. AK explained that it is £80 per student across 3 terms and they will look at how best to utilise that after monitoring what needs to be done in school. The standardisation meetings and</p>

curriculum redesign meetings they are holding in weeks 4 and 5 will allow faculties to put together a strategic overview of what catch up is required and then the school will decide how to spend the money. As well as teaching and one to one tutoring, there is an opportunity to use that money to look at aspiration, attendance and other student development programmes that they have wanted to do. This will be discussed further between Co-Heads.

Q. How does the gap between non-disadvantaged and disadvantaged students compare to the trend over the last few years?  
 A. The gap has maintained and hasn't been closed, which is disappointing but is informative and shows that the problem not necessarily about exam preparedness and can be traced instead to the classroom.

Q. Follow up query on the disadvantage gap: Given that the results were based on teacher assessments for this year due to COVID, is there anything to draw from this?  
 A. It is very cohort specific and there are differences each year. Each child and case are specific and individual, and the school does not want to treat as the same case. They are waiting for the individual subjects to analyse their gaps and then alter the curriculum.

The Governors acknowledged that there will be a lot to keep a close eye on this year in this and their other committees.

AGENDA ITEM 15	SCHOOL REOPENING
<b>Discussion:</b>	<p>FW explained to the Governors that the Covid19 appendix to the Behaviour Routines and Assessment policy had to be approved by Chair's action. This took place over a bank holiday weekend and it was impossible to coordinate an emergency vote for the FGB to approve.</p> <ul style="list-style-type: none"> <li>No questions or concerns were raised over the 2 policies.</li> </ul> <p>AB gave an overview on the recent letter that was sent to parents on August 28<sup>th</sup>:</p> <ul style="list-style-type: none"> <li>The biggest change since the last FGB has been the Government guidance on face masks, which was welcomed by the Co-Heads. A growing body of research showed that wearing face masks can form a valuable element in measures to avoid exposure and this new guidance has been adopted by New Mills School.</li> <li>Only 4 students are exempt from the wearing masks, all other children are wearing masks.</li> </ul> <p>FW noted that this is advice, not a compulsory ruling on wearing masks. AB agreed but confirmed that the school has had good conformity to the new guidance and the staff were happy with the new process.</p>

	<p>Q. Following concern about children wearing masks in the classroom, is there a national discussion on this happening to avoid whole classes being excluded for weeks at a time?</p> <p>A. Not at the moment. Only in lockdown areas are students compelled to wear masks in communal areas. AB and CJ feel that masks in communal areas are good, but in the classroom it leads to problems such as learning 30 new names with only seeing students' eyes.</p> <ul style="list-style-type: none"> <li>Schools haven't received any additional funding for signage, hand gel etc. it has all had to come out of the regular budget.</li> <li>As well as children being compliant in face masks rule, the school 2 letters from parents raising concerns over the new rules and following the school's response those concerns were assuaged.</li> </ul>
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<b>AGENDA ITEM 16</b>	<b>ARRANGEMENTS FOR HEADTEACHER'S APPRAISAL</b>
<b>Discussion:</b>	DmcG was not present so this will be arranged at a later date.

<b>AGENDA ITEM 17</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p>FW requested that governors continue to be curious, to ask questions keep up to date with education stories in this critical time. The aim is to provide support and to be a 'critical friend' of the school.</p> <p>Q. What is the process for monitoring and reviewing school COVID processes in health and safety terms?</p> <p>A. This is constantly being reviewed and making sure that the school is 'COVID aware'. It would be useful to discuss at some point what aspects of COVID aware teaching practices may want to be kept in place beyond restrictions. The protocols are running smoother every day but are under constant review.</p> <p>Q Tyrone asked if the agenda and notes for 'inclusion' can be moved from the master folder so that is all ready for the next meeting</p>
<b>Action:</b>	ES will copy the agenda and any relevant notes from the master folder into the inclusion and wellbeing folder.

<b>AGENDA ITEM 18</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Quality of Education 22 <sup>nd</sup> September, FGB Tuesday 13 <sup>th</sup> October

There being no further business, the meeting finished at 19.06