

CORBRIDGE MIDDLE SCHOOL

GOVERNING BOARD MINUTES - AUTUMN TERM 2020

A meeting of the Governing Board was held on Thursday 19 November 2020 at 5pm, remotely through Google Meet.

Invited:	Governor Type:	Start Date	End Date	Attendance:
Jayne Adey	Co-Opted	24/11/2016	23/11/2020	Present
Marie Browne	Staff Governor	21/09/2020	20/09/2024	Present
Chris Bruce	Co-Opted	05/12/2017	04/12/2021	Present
Ann Harvey	Co-Opted	20/01/2015	19/01/2023	Present
Jo Holmes	Authority Governor	08/01/2019	07/01/2023	Present
Marc Horn	Co-Opted	21/11/2019	20/11/2023	Present
Peter Jewitt	Co-Opted	15/02/2016	14/02/2024	Present
Dean Johnston	Observer	29/06/2017		Present
Jane Kennedy	Headteacher Governor	01/09/2014		Present
Philip Latham	Co-Opted	20/01/2015	31/01/2022	Present
Angie Leggett	Parent Governor	16/03/2020	15/03/2024	Present
Christine Merrell	Co-Opted	24/08/2020	23/08/2024	Present
Mark Warland	Co-Opted	20/01/2015	31/03/2022	Present
Tom Weston	Parent Governor	08/02/2018	07/02/2022	Present

PART 1 (Classified non-confidential)

Items discussed under Part 1 of this agenda will not be classified as confidential; consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

1. Election of Chair

Mrs Holmes was elected Chair of Governors until the end of Spring Term 2021 - the Board agreed that they would need to be aware of succession planning with a view to a new Chair taking up post. The Chair thanked the governors for their support during the last school year.

2. Election of Vice-Chair

Mr Weston was elected Vice Chair of Governors until 31/12/2021

3. Apologies for Absence

There were no absences.

4. Membership Update

The Board welcomed Christine Merrell and Marie Browne to their first meeting as a co-opted governor and staff governor respectively.

The Board welcomed the new clerk Mr Hampson - they asked that their appreciation for the previous clerk, Mrs Pye be recorded in the minutes and that the clerk convey their thanks to Mrs Pye for her sterling work. **Action Clerk**

The Chair informed the Board that she had received a reply to the school’s advert in ‘Inspiring Governance’. The Chair has met with the candidate. It was agreed that the Vice Chair and Headteacher meet with this candidate and if they were happy that they would be a ‘good fit’ for the Board to inform the clerk so that the candidate could be appointed initially as an associate member. **Action Chair/Clerk**

Vacancies and terms of office that were due to end were noted as follows:

Name	Category	End Date
Jayne Adey	Co-Opted	23/11/2020

Governors thanked JA for her work over the past four years and recognised the valuable work undertaken to ensure the strong financial management of the school. Governors agreed Mrs Adey be co opted for a further term of office. **Action Clerk to update records**

5. Declaration of Interest in Agenda Items

None

6. Annual Declaration of Personal or Pecuniary Interests

The Register of Governor Interests had been circulated to governors for any amendment or additions to be made - it was agreed that this should be returned to Mrs Harvey no later than 26/11/2020. The register would then be updated by the school and retained for audit purposes as well as being published on the school website.

Governors noted that details of their attendance at full and committee meetings were also required to be published. The Head agreed to manage this process. **Action: Head**

7. Consideration and Adoption of Minutes and Action Grid

Minutes of the following full governing board meetings, having been circulated to the Governors, were adopted and signed as a true record:

- 1/10/2020 [interim]
- 18/6/2020

Action Grid The following actions from the Action Grid that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- Head Item 6 - *To complete Equalities Impact Assessment.* Completed
- Chair *To write to staff expressing the appreciation of the GB for all of their hard work.* Completed
- H Stoker Item 9 - *To arrange Resources Committee Meeting.* Completed
- Chair *Summer holiday cover - to clarify position with staff via email.* Completed
- P Jewitt Item 7 - *To pursue transfer of funds for AGP.* It was agreed that the monies should remain at the solicitors at present
- T Weston *To review governing body decision planner* Agreed that this should be conducted by the new Chair when appointed
- RM Cttee Item 10 - *To consider DFC funding in terms of extra space.* £10500 available
- Head *To check rates for releasing staff with D Cookson.* No further action
- *End of Year reports - to collect data from staff in terms of time saved/impact on workload.* Agreed to remit to summer achievement committee [change due to Covid 19 arrangements]

All other such actions were reported on under the relevant agenda item.

8. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Resources committee, dated 15/10/2020
- Teaching and Achievement Committee, dated 23/9/2020

9. Annual Review of Committee Membership, Delegation to Headteacher and Terms of Reference for Committees

Governors considered committee membership, delegations arrangements in respect of the Head Teacher and terms of reference for committees.

Governors agreed changes as at Appendix 1.

Governing Board Self Effectiveness Review - It was agreed to use an external company recommended by the Chair for this and a skills audit [cost £ 110 for each] The Chair would pay for this using monies she was afforded as a National Leader of Governance. This resource was online.

Action Chair

The Board thanked the Chair for this

10. Head Teacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. Other information circulated included

- Covid-19 update
- Contingency Plan (plans in the event of school/local lockdown)
- Recovery Plan (assessment of student learning and how students will 'catch up')
- Interventions overview
- November 2020 Achievement Attainment Data

Items under discussion:

- **Governors questioned what was the engagement of Pupil Premium and SEND Children now?** The Head replied that this was good, all were in school and were engaging well
- **Governors questioned what lessons had been learned from the parental feedback on distance learning ?** The Head replied that this had been analysed by the Senior Leadership Team; CPD for staff on further developing online learning had been arranged and Mr Johnson would coordinate. Measures proposed included recorded lessons for use when large numbers of pupils [eg a bubble] was sent home.
- **Governors questioned if a 'bubble' was sent home did the teaching staff also need to self isolate?** The Head replied that they did not as it was deemed there was not close contact due to Covid protocols followed by staff.
- **Governors questioned was there concern over the, relatively, low percentage of parents who had engaged with the survey?** The Head replied that this was strongly mitigated by the high level of communication between school and parents during lockdown which had covered many of the areas of the survey plus none of the previous Year 8 parent cohort had been included as they were now at other schools. **Governors questioned had there been any difference in response by year group surveyed?** The Head replied that there had not
- The Head noted that pupils were overwhelmingly 'on target' showing that the distance learning resources, efforts of staff, engagement of pupils and parents and the school's 'Catch Up ' interventions had been effective in overcoming the potential detrimental educational effects of lockdown.
- **Governors questioned would the data from the school be available for analysis by external bodies so that lessons could be learned more widely?** The Clerk as DPO responded that all data would have to be anonymised and any data that could potentially identify a pupil could not be released. There was no difficulty in the release of data to bodies serving the public interest. The Head noted that the data would be further analysed by the Teaching and Attainment Committee **Action T and A Committee**
- The CPOMS system allowed concerns over pupil attainment to be recorded and acted on, SEND staff were closely involved in drawing up interventions and analysing their efficacy.
- **Noting the excess of boys over girls in the current admissions Governors questioned had any reason been identified for this ?** The Head replied that there was no underlying reason or trend.
- Behaviour -there were no concerns - behaviour plans were positive, short term and covered areas such as pupils' concentration/behaviour for learning.
- Staff absence, this had risen somewhat in the second half of term, in some cases this was due to childcare responsibilities where pupils had been sent home. HR advice had been considered and the 'Leave of Absence policy' updated. There would be no detriment to staff who had been unable to attend for more than one absence period. The Head had been able to ensure all subject areas continued to be effectively covered.
- Risk assessments, these had been discussed at a meeting with the new interim director of children's services, it had been stated that schools should not just adopt these 'off the peg' but should ensure they were adapted to reflect the situation of each individual school, the Head confirmed that this was the case for Corbridge Middle School. **Governors questioned had staff been involved in the risk assessment development?** The Head replied that they had. It was agreed that the risk assessments would be sent to the Health and Safety/Staff wellbeing governors as updates were produced. Staff could also log Health and Safety concerns through the Smart Log system school.
- **Governors questioned were there any staff who had needed feedback or an action plan as a result of monitoring the quality of teaching?** The Head replied that there were not

- **Governors questioned would there be pupil reports this term?** The Head replied that there would, there would be subject coordinator reports but no class teacher's letter would be sent. Instead of a parent's evening, discussion would be by staff phone call to parents .
- The Board thanked the Head for her very comprehensive report

11. Budget Update

Governors received and considered a written summary of the school's current budget position from the Resources Committee (details as agreed at the Resources Committee Meeting of 15/10/2020)

Governors noted that a revised operational budget for 2020/2021, along with an indicative budget for 2021/2022 and 2022/2023 would need to be drawn up and submitted to the County by 1 December 2020.

Items discussed

- There was a forecast carry forward of £122K at the end of the financial year.
- It had not been possible to claim for any Covid related expenses due the healthy position of the budget.

Governors noted that the school must now publish the following information on the school website:

- How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 in the format of a table. If there are none a blank table should be published.
- a link to the webpage which is dedicated to the school on the schools financial benchmarking service.

The Head informed the Board that these actions had been taken.

12. Schools Financial Value Statement [SFVS] 2019/2020

Guidance from Internal Audit had been shared directly with the school. This guidance explained the process for completing the SFVS this year and that the school's financial value statement 2020/21 would need to be completed and submitted to the County by 31 December 2020.

Action: It was agreed that the Head and Resources Committee would take this forward on behalf of Governors. **Action Head and Resources Committee**

13. Governor's Monitoring Reports

Governors received and considered the following reports:

Report Subject

- Safeguarding - Mr Jewitt

Report Subject

- Health and Safety- Mr Jewitt

Governors noted:

- Tree pruning had been postponed due to works to the road outside the school entrance but there was no danger as this had been a precautionary matter. Hoped to complete this

work in Spring half term **Action Head**

- There was a site grounds inspection for safety every morning undertaken by Mr Wootten, caretaker and PE staff.
- **Governors questioned had the issue in respect of fencing at the new pupil entrance been addressed ?** The Head replied that some had been, there was still one fence post to be repaired but the County H&S Manager did not deem this to be urgent

Governors agreed to carry out monitoring and evaluation visits with the following focus:-

- Maths and English - respective Link Governors **Action J Adey and A Leggett**

These visits were noted as being instrumental in moving forward on the school's key priorities within the school's development plan.

14. School Voluntary Accounts

Governors received a certified copy of the school's voluntary account and noted that the accounts had been appropriately checked and validated.

The Board thanked Mrs Harvey for her work on this. The Resources Committee had recommended approval and this was endorsed by the full board meeting

15. Safeguarding Update

Governors considered the safeguarding self review report which had been circulated prior to the meeting. The Board thanked Mr Jewitt and the Head for their work on this.

Items discussed

- The Head had Safer Recruitment Training however it would be useful for another governor to have this.

Governors were asked to note the changes made to Keeping Children Safe in Education. All governors had read the document and had emailed the school to confirm they have both read and understood it.

The Policy Supporting pupils with medical conditions had been amended [to show school use of CPOMS] and had been uploaded to the school website

16. LA Reports

LA reports and briefing papers had been shared with governors.

Governors noted:

- The protocol for reducing criminalisation of LAC and Care Leavers **had been signed up to in spirit and the implications of the protocol on the school discussed with senior leaders.**
- Governors noted the new draft Governor Code of Conduct that had been prepared for consideration by the Governing Board. Governors were reminded that the document associated with the Governor Code of Conduct was the Governor Behaviour Protocol and that both documents should be presented to any new governors joining the board before appointment. **Governors agreed to adopt the Governor Code of Conduct 2020 and to adhere to it at all times. For this academic year, due to the ongoing pandemic this agreement will replace a signed hard copy.**
- The HR briefing on Wellbeing, the NEOST Wellbeing Guide and a Employee Wellbeing Fact Sheet had been shared with them by HR colleagues and if any further information or advice was needed governors were advised to contact their HR adviser.

Items discussed

- The Head explained how staff wellbeing was monitored and supported; she noted how mutually supportive the Senior Leadership Team was and thanked the Chair for the support she had provided to her as Head Teacher.

17. GDPR Update

Governors noted that the School Website Compliance Check with GDPR oversight had been completed and the checklist was attached for their information. Christine Merrell was taking this forward and the SIP would also undertake a quality audit. Governors further noted that key findings and action points would be discussed between the Headteacher and DPO and completed at the earliest convenience to them.

Revisions continue to maintain the systems audit tool and schools' privacy notices. Further advice to follow in the Spring 2021 term.

18. Urgent Business

There was no urgent business.

19. Future Meetings

Governors agreed dates of future meetings as follows:

- Spring Term 2021 - Thursday 4 March at 5pm
- Summer Term 2021 - Thursday 17 June 5pm

There being no further business, the meeting closed at 20:30.

FOR INFORMATION – Presentations and supporting information shared with Chairs/Vice Chairs at the termly briefing sessions are available in the governance pages at:

northumberlandeducation.co.uk/governors

Chair _____

Date _____

Appendix 1

Resource Management Committee - Increase to 6 members

Head, J Adey, A Harvey, M Horn, P Jewitt, T Weston

Teaching and Assessment Committee - Increase to 6 members

A Legett, C Bruce, Head, P Latham, M Browne, M Warland

HT Performance Management Committee

P Jewitt, M Warland, SIP

Link Governor Responsibilities

Safeguarding	P Jewitt
Health and Safety	P Jewitt
SEN	C Bruce
Pupil Premium	C Bruce
Maths	J Adey
English	A Leggett
Finance	J Adey
Staff Wellbeing	T Weston
Careers	J Holmes

Financial delegation regime

To follow the measures set out in the 'School Financial Practices' Document

PART 2 (Classified Confidential)

Matters discussed in this part of the agenda were classified as confidential and minuted as such. Any reports circulated with the agenda papers were enclosed for Governors only, coloured pink and marked “not for publication”.

20. Approval for staffing restructure consultation

The Head outlined the rationale including the departure of staff to other schools. This exercise would allow the school to consider how effective its systems were. It was agreed that a subcommittee of T Weston, the Head J Adey and M Horn would take this forward on behalf of the Board. C Merrell would also contribute advice. **Action T Weston, Head J Adey and M Horn**