

Corbridge Middle School
Governing Board Minutes – Summer Term 2021
Thursday, 17 June 2021 at 17:00.
(Virtual meeting via video conference)

Invited	Governor Category	End Date	Attendance
Jayne Adey	Co-Opted	23/11/2024	Apologies
Roy Bearpark	Co-Opted	16/12/2024	Attended
Marie Browne	Staff Governor	20/09/2024	Attended
Christopher Bruce	Co-Opted	04/12/2021	Attended
Ann Harvey	Co-Opted	31/08/2021	Attended
Marc Horn	Co-Opted	20/11/2023	Did not attend
Peter Jewitt	Co-Opted	14/02/2024	Attended
Dean Johnston	Observer		Attended
Jane Kennedy	Headteacher Governor		Attended
Angie Leggett	Parent Governor	15/03/2024	Attended
Mark Warland	Co-Opted	31/03/2022	Attended
Thomas Weston	Parent Governor	07/02/2022	Attended

PART 1 (Classified non-confidential)

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

1. Apologies for Absence

Apologies were received and consent given for the absence of Jayne Adey

2. Membership Update

It was agreed to ask the LA to appoint Mr Weston as Local Authority Governor.

Action Clerk

The Board noted that there was currently one co-opted governor vacancy and that Ann Harvey would be leaving the Board in the summer.

The Board thanked Mrs Harvey for all her work on behalf of the school both as Office Manager and as a governor.

The Head agreed to advertise for new co-opted governors. The advert would cite those areas identified by the skills audit as being useful to the Board.

Action Head

3. Declaration of Personal and Pecuniary Interests in this Agenda

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

4. Annual Declaration of Personal and Pecuniary Interests

The Registers of Governor and Staff Interests would be circulated to governors for any amendment or additions to be made. 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

5. Minutes and Action Grid

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

- 04/03/21

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:

- *Mr Weston agreed to discuss with Mr Johnson the possibility of replacing the Chair as careers link governor. Agreed*
- *Evaluate skill audit and self-evaluation reports to inform future appointments to the board Ongoing*
- *Remove historical actions from action grid Completed*
- *To continue dialogue with LA in relation to Porch extension, requesting the LA to make up the shortfall Completed*
- *Remit any decision on mobile classroom to Board Completed*
- *Include RB in SIP visit Completed*
- *Implement loan of IT equipment to disadvantaged pupils for use at home Completed*
- *Communicate SLT re-structure decision to staff and carry out recruitment Completed*
- *The Head was to meet the Academy's language consultant and it was agreed governors put questions for this meeting to the Head in emails Completed*

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

6. Receive Minutes of Committee Meetings

Governors received the agreed minutes from the following committee meetings:

- Finance/Resources Committee, dated 22/04/21- noting recruitment update given in Head's report
- T & A Committee, dated 14/04/21

7. Headteacher's Report

Governors considered the report from the Head Teacher circulated prior to the meeting.

Items under discussion:

- Despite COVID the school had continued to offer a broad and balanced curriculum although the teaching of Music, DT and Science had been affected by the safety measures/bubble system. The school had kept the current system where teachers not pupils moved classes. The school hoped that in September it could return to normal operation. **Governors questioned was the performance of SEND and Pupil Premium children on track?** The Head replied that it was however even more data would be obtained soon as the school was making use

of the 2019 SATS to assess the Year 6 pupils. All pupil data would be analysed at the next T&A committee.

- A number of SEND pupils were joining the school in September and there were 5 pupils with EHCP's. This was evidence that parents trusted the school's inclusivity but was an unusually high number of high level SEND pupils in one-year group. There were challenges and the school had carefully considered the deployment of teaching assistants and pupil grouping.
- The school continued to work with other schools providing school to school support.
- Next year's curriculum would include a session for Year 7 & 8 pupils 'doing the curriculum differently'. Pupils would choose projects and there would be a range of visitors e.g. STEM specialists. **Governors questioned what was the situation in respect of the proposals by QE High School on language teaching?** The Head replied that QE High would facilitate the teaching of Spanish for Year 7 this year, from next year the responsibility of teaching Spanish would fall to Corbridge Middle School. This would have implications for the staffing at school to facilitate the teaching of Spanish from the school years 2022/2023 onwards. This position had been agreed with the other Middle Schools in the partnership so that there was common practice across them.
- There were 90 pupils to join the school in Year 5 in September however there were appeals pending for 3 pupils which could increase the number.
- Behaviour: This was good however the school was being firm in its application of the behaviour policy as there was a tendency for Year 8 pupils to go off track at this time off the school year. One pupil at risk of permanent exclusion had been successfully placed at the PRU, there had been good support from the parents and from QE High in respect of transition.
- Attendance: there had been an effect on this from Covid. The school was monitoring attendance very closely. A number of pupils had been very anxious about return post lockdown and outside agencies had been involved to work with the school to support them. The Head outlined the actions the school was taking in respect of one pupil whose attendance was a cause for concern including the involvement of the LA EWO service. **Governors questioned was there a pattern to attendance difficulties in pupils?** The Head replied that the difficulties tended to be confined to the older pupil group, this was the same across other middle schools. The Head explained that due to one child testing positive it had been necessary for some pupils to be sent home & some staff to isolate.
- Staff absence: There had been a greater disruption than at any previous time in the pandemic. The school had liaised with the LA and had ascertained that there was a particularly strong Covid effect in the area at this time affecting most schools. The Head outlined the details of the staff absences, the school had coped however, unusually, it had been necessary to use supply teachers.
- Staffing: a new Office Manager had been appointed for September 2021, The Head had interviewed for a member of the kitchen staff and it was likely that a very strong candidate would take up post. An HLTA

who was a qualified teacher had been appointed. A teaching assistant and Cover Supervisor had been appointed; the Board noted that there had been a strong field of candidates for all posts.

- **Governors questioned would the continuation of Covid restrictions have an effect on transition to & from the school?** The Head replied that it would, transition days had been cancelled and the LA had advised against there being a large number of parents on site at a time. The school was therefore adopting similar measures to those used in the previous year which had been adopted as common practice across all 3 partnership middle schools. There would be a live virtual parents' evening and the Head was prepared to conduct as many 1:1 requests for visits as she could accommodate. In September the new Year 5's would have a bespoke day at the school with other year groups not in school [this had been checked with the LA and they had assented]. A 'change detectives' program had been implemented so that vulnerable pupils from feeder schools could visit the school before the end of the term and Fiona Armstrong, KS2 Pastoral Leader had visited all feeder schools to support & give out information. A bespoke transition program for Year 8 SEND pupils had been agreed with the High School. All 3 middle schools were writing out to parents on Monday 21 June to inform them of the arrangements.
- COVID recovery: the school had received funds for tutoring from Covid Catch up.
- The Head had conducted a staff wellbeing survey. It was agreed that the Head arrange a governor monitoring visit on staff wellbeing. **Action Head**

8. Safeguarding

Governors took the opportunity to discuss Safeguarding in the school.

Matters discussed:

- The 3-yearly face to face safeguarding training renewal for staff had been arranged.
- The police had visited the school and had run a workshop for Year 8 pupils on the dangers of sexting.

9. Sex and Relationships Policy

Governors received and considered the policy which had been circulated prior to the meeting. The policy was agreed and the Board agreed that the policy should be uploaded to the school's website for parental response. **Action**

Head to upload policy

10. School SIP visit

As the report had not yet been published by the LA the Head gave a verbal report.

Governors noted

- The Chair had been involved
- The SIP had visited however the report had not yet been written up & sent by the LA; the verbal feedback had been good and had validated

the school's judgments. It had been a rigorous day and some changes of plan had needed to be made due to staff absence.

- Next term the SIP would be conducting in class lesson observations for 2 days
- The SIP had spoken to the new curriculum leader and would look at PHSE on her next visit with reference also to the comments made on sexual harassment in schools by the Chief Inspector
- The Chair undertook to speak to all governors who had a link role to ensure they were able to provide challenge and be strong advocates for the school. **Action Chair**

11. Capital Projects

The Head reported:

- Planning permission had been granted for the pods
- The school would be receiving the mobile classroom and all preparation should have been completed by the end of the summer holiday. The organization moving the classroom, Elliot's, were fully booked until the beginning of term although it was hoped that delivery would take place quickly after that. Installation would take around a week. The 'Daily Mile' track which had been funded through Sports Premium had been ordered but would not be installed until the mobile classroom was in place.
- AGP – The money move to NCC in progress, currently with NCC legal team. AGP specification had not yet been completed once it was the school would put provision of the new pitch out to tender

12. Governors' Monitoring Reports

The Board agreed the calendar which had been circulated by the Chair for visits and meetings.

It was agreed that the Head and Chair would liaise with governors to set up the following visits for the Autumn Term: Maths, English, SEND [with SIP], Safeguarding, Staff Wellbeing. **Action Head/Chair**

13. Budget Update

Governors received and considered a verbal update of the school's current budget position from the Head Teacher

Matters discussed:

- The School had just received the end of year statement from the LA. The Head would pass this to Jayne Adey and a Finance Committee meeting would be convened to discuss.

14. GDPR

Governors received an update from their Data Protection Officer in relation to their GDPR arrangements.

The Board noted that again there had been no breaches – the DPO noted that this demonstrated robust systems were in place.

An annual GDPR report would be circulated to them by email this summer term. Governors noted the majority of breaches that occurred in Northumberland schools were accidental however they acknowledged that any lessons learned would be contained in the report.

Revisions continue to maintain the systems audit tool and schools' privacy notices. These had been updated in respect of remote learning apps.

15. Urgent Business – with approval of the Chair

The Board thanked Ann Harvey for all her hard work on behalf of the school in both her role as a governor and as school office manager.

There being no further business the meeting closed at 18:10

16. Dates of Future Meetings

- Autumn Term 2021- Thursday 18/11/21 5pm
- Spring Term 2022 - Thursday 03/03/22 5pm
- Summer Term 2022– Thursday 16/06/22 5pm

Further Information

Presentations and supporting information shared with Chairs/Vice Chairs at the termly briefing sessions are available at: www.northumberlandeducation.co.uk/governors

Chair _____

Date _____

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”.

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