

## COTHAM SCHOOL

### Meeting of the Academy Governing Body

Thursday 10 December 2020, 6pm

#### MINUTES OF MEETING

<b>Governors Present:</b>		
Dora Alderson, CG	Jane Chamberlin, PG	Richard Puttick, PG
Jack Barber, SG	Jo Feather PG	Rebecca Reid, PG
Jim Bowyer, LA	Sandra Fryer, CG (Chair)	Emma Smith, Co-opt
Jo Butler, Headteacher	Lucy Hunt, PG	Isabel Tobias, Co-opt
Ed Carpenter, SG	Morag Pirie, SG	David Yorath CG
Andrew Chadwick, PG		
<b>In Attendance</b> (non-voting) Leanne Sowersby, Clerk	<b>Apologies</b> John Bass, Co-opt Allison Crossland, Business Manager  <b>Absent:</b>	Governors in Post: 15/19 Quorum = 5 (1/3 rounded up) CG = Community Governor PG = Parent Governor SG = Staff Governor SMT = Senior Management Team

Item	Minutes of Meeting
1	<p><b>Welcome, Apologies for Absence, declarations of interest and notification of AOB</b></p> <p>SF welcomed everyone, especially IT ad ES. Everyone introduced themselves. Apologies accepted.</p>
2	<p><b>Annual Report &amp; Accounts Sign-off</b></p> <p>This was considered at FPGP and is recommended for approval by the FGB. <b>Governors approved the Annual Report &amp; Accounts</b></p>
3	<p><b>Agree Admissions Arrangements</b></p> <p>The Gatehouse Green MAT are working on admissions arrangements for all of their schools which has flagged an issue with admissions arrangements for Post-16. When the centre was set up, it envisaged having a number of partner schools who would send Governor and SLT representatives to the Post-16 Steering Group. This has flagged that we are not truly in a consortium with those schools, and that they should not be named in the Post-16 admissions arrangements. VVV are working on this.</p> <p>Discussion around the requirements for managing the changes required.</p> <p><b>Governors approved the changes relating to the children of staff.</b> <b>Post-16 criteria to be added and the criteria to be circulated remotely.</b></p>
4	<p><b>SEND Information Report</b></p> <p>This has not changed from last year. JF fed back that the report is very thorough and reflects the school's SEND offer and practice.</p> <p><b>SEND Information Report Approved</b></p>

5	<p><b>Appointment of Members</b></p> <p>SF provided a report and talked through the key points.</p> <p><b>Governors approved the appointment of Svetlana Bajic-Raymond and Paula Bradshaw as Members.</b></p>
6	<p><b>Governance Update</b></p> <p>SF provided a report and talked through the key points.</p> <p><b>Query re the appointment of Governors and Members under Model One Articles</b> Under the Model Articles, it would be the role of the Members to appoint both new Members and Governors. The Articles do not specify exactly how this will happen and this would need to be worked out.</p> <p>If a vacancy occurs, the clerk would produce a recommendation to the Members for the appointment of new Governors. Parent Governors are by election.</p> <p><b>Q – What is the Learner Rep?</b> The Articles have provision for a Learner Rep to come to Governors meetings, although this has not happened recently.</p> <p><b>Q – Is there a skills audit for Governors?</b> Yes, we try to do this every couple of years, it will be shared with the new Governors. In due course we will add some work on succession planning to the skills audit work.</p> <p>Have tried to have one to one conversations with Governors around their skills and aspirations etc. This is something to pick up / remain focussed on.</p> <p>Feeling that it is important that some community representation is built in.</p> <p>The student body should be included in the consultation.</p> <p>Governors happy to include Staff Governors if this is possible, and in the co-opted Governors if this is not possible. Feeling that it is important to keep staff as a separate, specified group – we would seek to add this in, if permitted to do this. If not, we would use out Terms of Reference to specify Staff as a portion of the Co-opted Governors.</p> <p>SF talked through the proposed consultation programme. A team of Governors will need to be involved in meetings.</p> <p>SF has also set out a broad programme of approval.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>- To agree that the school seek to revert to the standard DfE Academy Articles of Association Model which should be drafted based on the Heads of Terms set out below</li> <li>- To agree the process of consultation with staff, parents and other stakeholders in January, February 2021</li> <li>- To report back to a special meeting of FGB in the spring 2021 with the ambition of agreement and subsequent submission of the new Articles to the EFSA for approval.</li> </ul> <p><b>Governors approved the recommendations</b></p>
7	<p><b>Headteacher’s Report</b></p> <p><b>Covid-19 Update</b></p> <p>JBu gave a verbal update.</p> <p>There have been announcements from the DfE. JBu has posted key information on GovernorHub. Discussion around the most recent announcement that schools can use Friday 18 December as an Inset day. JBu is using this (half day), but will take the half-day back later in the year.</p> <p>Senior staff must be available to undertake track and trace work until 23 December. JBu outlined how she plans to manage this.</p> <p>Ofsted are not planning to resume routine inspections until after Easter, which is when we would be, in theory, due for an inspection, although this is unlikely to happen this year.</p>

	<p>Performance tables are suspended this year and they will not publish the usual performance data they would usually publish. Until more data is published, 2019 data will be used. For 2021, school level data based on exams and assessments will be made available, but will not be used to make judgements. Information will be published for parents/carers on the subjects taken at KS4, destinations and how well these are supported, and attendance.</p> <p>For exams, there will be decisions in the new year on any further concessions. Grading will be more lenient, although we do not know what that means. Are currently looking at plans for mock exams, which will be moved slightly to accommodate the additional 3 weeks teaching time. Do not want to make concrete plans until there is more detailed advice from the DfE as this may affect topics for exams and therefore the curriculum etc.</p> <p><b>Q – What is happening with the catch-up funding the Government promised?</b> We did receive some funding. Some will be used on the national tutoring programme who will provide on-line tutoring in small groups of three students, across the school in years 7 to 11, who have been identified as needing additional support. This will not be targeted at SEND students as they already have support. Are also appointing an additional HLTA. Are also purchasing a licence to stream live performances. JBu will give a more detailed report to LWB</p> <p><b>Q – How are staff feeling about the exams uncertainty?</b> It is another unnecessary burden for staff. There is a sense that there is no recognition of, of respect for, the teaching profession and the work they are doing.</p> <p><b>Q – Could funding be used for extra hours for part-time staff?</b> This can be explored. Many of the part-time staff already work flexibly.</p> <p><i>IT left the meeting</i></p> <p>In reality, when looking at the exam timetable, there are not, in fact, three extra weeks of teaching. Discussion around the differences in requirements in the devolved government areas.</p> <p>Discussion around how Governors can input to the conversation around this – possibly through the NGA.</p> <p><b>Q – Will there be more mocks to ensure an evidence base if exams are cancelled?</b> We are doing everything we can to ensure there is a good evidence base for this scenario.</p>
8	<p><b>Governor Strategy Day and Conference</b></p> <p>SF asked for Governor views around this, the timing, whether virtual or face to face and topics. Preparing for Ofsted would be useful. The School Improvement Officer who helped with JBu's appraisal could help with this. There is some training relating to Ofsted on GovernorHub that might be useful.</p> <p>Agreed to aim for Term 4 (March) on a Saturday.</p> <p>Any suggestions for topics to be sent to SF.</p>
9	<p><b>Complaints Report</b></p> <p>Discussion around the numbers and how they relate to each-other.</p> <p>The total number of formal complaints received has gone down. This reflects the work that JBu and her team do to resolve concerns at an early stage. The number of complaints resolved at stage 1 is also positive.</p> <p><b>Q – Does a complaint that is not responded to within timescales automatically move to the next stage?</b> No, this happens at the request of the complainant when they are unhappy with the response at the previous stage.</p> <p>Discussion around the reasons for delays in responses. It is often due to difficulties in arranging meetings and complainants not attending meetings.</p> <p>Discussion around how to report the complaints not from parents/carers.</p> <p><b>SF / LS to discuss the format of the report.</b></p>

	<p><b>Committee and other Reports</b></p> <p>Minutes from all committees have been circulated.</p> <p>SF asked new Governors to continue attending committees to decide which committees to join.</p> <ul style="list-style-type: none"> <li>• <i>Learning &amp; Well-being – JF/JC</i></li> <li>• <i>Personnel and Training – DA</i></li> <li>• <i>Finance Premises &amp; General Purposes – JBas</i> ICT Resourcing Report. EC advised that the amount from reserves is £98,000, not the full amount – <b>Spend of £129,750 approved for ICT plan</b></li> <li>• <i>Appointments &amp; Standards – JF</i></li> <li>• <i>Remunerations – SF gave some feedback. Governors saw how the school manage performance and pay progression in a very robust process.</i></li> <li>• <i>Joint Staff &amp; Governors – No meeting</i></li> <li>• <i>Post 16 - LH</i></li> </ul>
10	<b>Minutes of last meetings</b> – 10 September 2020, 19 November 2020 - Agreed as correct.
11	<b>Matters Arising and Action List</b> – See Actions Report
12	<b>Any Other Business</b> - None

**Meeting closed at 19:45**

**Next Meeting – Thursday 25 February**

**Signed**

**Date**

Initials: