

## COTHAM SCHOOL

### Meeting of the Academy Governing Body

Monday 4 October 2021, 6pm

#### MINUTES OF MEETING

<b>Governors Present:</b>		
Dora Alderson, MG	Jane Chamberlin, PG	Richard Puttick, PG
Fatima Ali, CG	Jo Feather PG (Chair to item 2)	Emma Sheppard, CG
Jack Barber, CG	Sandra Fryer, CG (Chair from item 2)	Emma Smith, CG
John Bass, CG	Peter Huckle, MG	Isabel Tobias, MG
Jo Butler, Headteacher	Lucy Hunt, MG	
<b>Apologies</b> Andrew Chadwick, PG	<b>In Attendance</b> (non-voting) Chris Reed, Deputy Head Domini Leong, Deputy Head Allison Crossland, Business Manager Ed Carpenter, Assistant Business Manager Leanne Sowersby, Clerk	Governors in Post: 16/20 Quorum = 6 (1/3 rounded up) MG = Member Appointed Governor CG = Co-opted Governor PG = Parent Governor SLT = Senior Leadership Team
<b>Absent:</b> Rebecca Reid, PG		

Item	Minutes of Meeting
1	<p><b>Welcome, Apologies for Absence, declarations of interest and notification of AOB</b> Apologies accepted.</p>
2	<p><b>Articles of Association</b> AC gave a summary of the process to date. The final version of the model Articles of Association was approved by Governors on 28 September.</p> <p>A written Members' resolution was proposed by JF to adopt the new Articles of Association, as a substitution for the existing Articles of Association. AC summarised the key points of the resolution. It was noted that the new Articles place no restriction on the number of terms of office that may be served by any Trustee.</p> <p>AC reminded the governing body that Sandra Fryer's term of office under the original Cooperative Articles had ended on the 19th July 2021 and as this was her third term of office her role as a governor ended. She also advised that Sandra Fryer was then co-opted to the Governing Body as part of the written resolution agreed by Members as per the new Articles of Association and this was reaffirmed at this meeting.</p> <p>The required number of Members returned the signed resolution (75% - eight of ten) on Thursday 30 September, and therefore the new Articles of Association were adopted from that date. All ten Members returned the signed resolution.</p> <p>The signed resolutions will be provided to Veale Wasbrough Vizards by LS, who will update Companies House.</p> <p>LS will also update all the usual governor places with the correct type of governors and to put SF back onto these, GIAS, Website, Companies House, SCR - note Governor &amp; Member</p> <p>The new Articles do not allow for Staff Governors, so the existing staff Governors will need to be co-opted. Proposed by JF, seconded IT. <b>Agreed to co-opt Jack Barber and Emma Sheppard</b> (as with other Governors, terms of office to run from original dates).</p>

3	<p><b>Elections</b></p> <p><b>Chair</b> – Sandra Fryer, proposed JF, seconded JBar - elected unopposed SF took over the Chair</p> <p><b>Vice Chair</b> –Jo Feather and Lucy Hunt proposed DA, Seconded SF - elected unopposed.</p> <p><b>Committee Chairs</b></p> <p><b>Learning and Wellbeing</b> – Jane Chamberlin and Jo Feather, proposed LH, Seconded SF- elected unopposed</p> <p><b>Finance, Premises and General Purposes</b> – Rebecca Reid, Proposed LH, seconded, DA - elected unopposed. <b>Vice Chair</b> – John Bass, proposed LH, seconded DA – elected unopposed.</p> <p><b>Personnel and Training</b> – Isabel Tobias, proposed JF, seconded LH - elected unopposed. <b>Vice Chair</b> – Richard Puttick, proposed DA, seconded SF – elected unopposed.</p> <p><b>Appointments and Standards</b> – no nominees, to be discussed.</p> <p>It will be important that there is a succession plan for the role of Chair as well as other roles.</p>
4	<p><b>Review &amp; sign Code of Practice / Review &amp; sign Declarations of Interest</b></p> <p>LS drew Governors’ attention to the need to complete these via GovernorHub, along with the Keeping Children Safe in Education declaration.</p>
5	<p><b>Child Protection and Safeguarding Policy</b> – Recommended for approval by LWB</p> <p><b>Q – How do the school ensure that staff understand KCSIE?</b> There is a quiz that staff have to complete to demonstrate that they have understood it, which made them look at the document very carefully.</p> <p><b>Policy approved</b></p>
6	<p><b>Safeguarding Briefing</b></p> <p>DL gave a presentation.</p> <p><b>Q – Is there anything Governors could do as self-education as a group around this topic?</b></p> <p>Discussion around some of the training that is available. Link Governor roles are also a useful way to learn about specific areas of the school.</p> <p>Highlighted the sexual violence workshops that have been taking place – these are mentioned in the HT report.</p> <p>Discussion around the numbers of students in some of the categories mentioned, as well as the responsibility for those who are home educated.</p> <p>Data around safeguarding was shared at the last LWB meeting and is available in the meeting folder.</p> <p>Could also do a case study of a student who has moved to alternative provision to help in understanding how this comes about. Discussion around the interventions that are implemented prior to that. Link governors could discuss this and report them back to governors. Case studies would help to make the processes more real and tangible.</p>
7	<p><b>Academies Trust Handbook (ATH) Update</b></p> <p>AC talked through the key points. This is the new name of the Academies Financial Handbook.</p> <p>Discussion around reviewing the Governing Body – this needs to be external every three years, but could be internal on an annual basis. The external review would need to be around effectiveness, a suggested next step would be to ensure that the GB are compliant with the requirements of the ATH. The last external review was in November 2017, Governors acknowledged the need to commission another external review in the next year.</p> <p>The audit committee, as part of FPGP, will also discuss the external audit possibilities. The three year plan will have suggestions and the suggestions for this year will be reviewed at FPGP in November. The plan is embedded in the report for this item, any comments on the proposals can be fed back to AC/SF before the FPGP meeting.</p>

8	<p><b>Headteacher's Report</b></p> <p>JBu talked through the key points.</p> <p>The return to school was discussed at LWB. JBu and the senior team are very pleased with the way that students have returned to school. Have responded very well to the return to more normal ways of working.</p> <p>Staff also seem to have been positive. Conversations have been positive, both about students and CPD etc. The school feels positive.</p> <p>JBu noted the work done by AC and EC before the return to school, especially around preparing for the Covid testing. As well as the work that was done to prepare classrooms, display boards etc. which all came together very well for the open evening. There has been some very positive feedback from parents.</p> <p><b>Q – Is everything back to normal?</b> We have kept the split lunch, people may wear a face covering if they wish and there is still hand sanitiser outside classrooms. Other than that everything is back to normal. There have been some Covid cases among students, but less disruption as contacts no longer have to isolate.</p> <p>Discussed the vaccinations. This will be organised by the schools vaccination service (NHS). It is likely that the flu vaccination will be given at the same time. There is a possibility of demonstrations outside of the school. JBu has received a number of threatening letters, as have a number of other heads – have been advised not to respond to them.</p> <p><b>Q – Do we see a list of university / apprenticeship destinations?</b> This is shared with the Post 16 link governor. This can be shared more widely. It would be a useful way for governors to be able to promote the school. <b>DL to share this information.</b></p> <p>Discussion around the new Post 16 study café. This has significantly increased uptake of the service.</p> <p><b>Q – Is there a plan for a summer school in 2022?</b> Would like to. It was fully funded this year, will need to consider whether we will be able to fund this or will have to charge for it. JBar gave an overview of the summer school.</p> <p><b>Q – Was there any priority for PP students etc.?</b> Could have taken more than we had, but would have prioritised.</p> <p><b>Q – Did we seek feedback from parents?</b> Not formally. There were a number of parents who had only applied for one week, who asked that their child come back for the second week. Governors acknowledged that this was a strong indicator of the success of the programme.</p> <p><b>Q – Have some students found it harder than others to settle back in? Have the new behaviour guidelines been more heavily used?</b> CR has not yet picked up a discernible change in Basic 8 referrals from last year. Too early to tell if there will be a spike in numbers. Are seeing some repetition of names. It is common that students who exhibit difficult behaviours in school have difficult issues at home.</p> <p>The message that has been given to staff and students is that structure liberates. The structure helps most students. Students have responded well to this and it is visible in the things they are asked to do. It seems that the experience of the last 18 months has made them value the structure. The new Year 7 had significant work on understanding the rules and what they look like in practice. Managing the small things, and being consistent is important.</p>
9	<p><b>Review Committee Structures, Membership &amp; Terms of Reference</b></p> <p>To look at Terms of Reference in December</p> <p><b>Review Scheme of Delegation</b></p> <p>To look at in December</p> <p><b>Review Link Governor Roles</b></p>

	<p>SF gave an overview of the link governor roles. There are role descriptions for each of the roles, that include questions that could be asked.</p> <p>It is useful to have a buddy / deputy for each role.</p> <p>Visits are usually around three per year. There is a report proforma to assist with producing reports.</p> <p><b>Check the role re Appraisal Policy – LS</b></p> <p>Roles were updated on GovernorHub during the meeting.</p> <p>Need a back-up Safeguarding link governor.</p> <p><b>Governors to look at the role descriptions and consider whether they want to take on any of these roles.</b></p> <p><b>Recirculate an updated list for governors to consider.</b></p>
10	<b>Minutes of last meetings</b> – 1 July 2021 - Agreed as correct.
11	<b>Matters Arising and Action List</b> – See Actions Report
	<p><b>Any Other Business</b></p> <p><b>Governor Conference</b> – Asked governors to consider when to hold this. There is a need to complete the agenda from the previous conference. Could look at this at the next FGB.</p> <p>SF reported that gifts were delivered to David Yorath</p>

**Meeting closed at 20:15**

**Next Meeting** – Thursday 9 December 2021