

COTHAM SCHOOL

Meeting of the Academy Governing Body

Thursday 9 July 2020, 6pm

MINUTES OF MEETING

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

Item	Minutes of Meeting
1	Welcome, Apologies for Absence, declarations of interest and notification of AOB
2	<p>Update on Government plans for further wider reopening of schools</p> <p>JBu thanked SLT and staff for their support and huge amount of work throughout this time. JBu talked through the process of drafting the plan etc.</p> <p>Alongside the planning for a full return in September, also need to plan for the possibilities of local partial or full lockdown situations.</p> <p>Staff have responded positively to the plan and JBu senses that they understand the complexity and constraints.</p> <p>JBu talked through the key elements of the plan. Have had to plan to model to ensure that there is no loss of learning time. Extending the day would have been problematic for a number of reasons. The year group bubbles are new, and the zoning of the school. Not all lessons will take place within the zones, as students need a wider variety of lessons. Students are able to go to Stoke Lodge and take part in sports activities etc.</p> <p>The zoning is a key change and this will be hard on students but also staff who, having previously had a base to operate from, will now have to move around the school site.</p> <p>We are moving to a split lunch. Staff have been positive and understanding about this.</p> <p>There are some operational details to finalise, but the overall plan is there.</p> <p>Went through the plans and the risk assessment with the Joint Staff and Governors committee yesterday</p> <p>Q – What is the condition of the Stoke Lodge fence? Repairs have been made and there are three electronic gates working. A sports user group has been using this which is positive.</p>

	<p>Q – Does this mean every student will get the usual curriculum? Will they move to Science blocks for experiments etc.? There may be fewer experiments in Science – Ofqual are consulting on exam requirements for Science and not requiring students to do experiments. There will be other restrictions – as an example students cannot sing. As far as possible the curriculum will run as normal, students will go to all of their normal classes, but the classes may look different. Teachers will need to remain 2m away from students, students must sit facing forward. Students who have one to one support will still be able to have this. Students will still travel to the food tech and other specialist rooms etc. but we need to minimise travel.</p> <p>Q – Are we confident that we have sufficient staff resource? As far as we can be , yes</p> <p>Q – Are things likely to change if regulations change? The Government has said we can make adjustments to the curriculum if we need to, but should be back to normal by the Summer term. The aim is to provide a broad and balanced curriculum. Will also be providing support to help students to catch up. It will not be possible to re-teach everything that has been missed so carefully consideration has gone into prioritisation of the curriculum content.</p> <p>Q – Does that mean the arrangements being set up now will last for two terms? They will last until we are told that we no longer need to operate in year group bubbles etc.</p> <p>Q – Are the staff body ok about coming back into school? JBU has committed to surveying staff. Has been clear in communications to staff that, if they are feeling concerned or nervous, they can discuss this with JBU, MC or AC. For staff who are extremely clinically vulnerable, we will do as much as we can – robust risk assessments, they can wear PPE if they wish, provide as much listening and support as we can. The Government guidance is that even these staff can return to work from 1 August, so we need to try to support staff to do this as much as possible.</p> <p>The survey will be anonymous, but will make clear who they can talk to. There is also a counselling service available to staff if they wish to access it.</p> <p>Q – Is there a point at which the plan is set regardless of changes to Government guidance? Believe there is due to be another announcement on 11 August. The key thing is to adhere to the HSE framework in terms of making the school safer. We will plan for a range of scenarios. Removing the year group bubbles, for example, would be relatively easy.</p> <p>Q – Can we afford to recruit extra staff from September? If needed, we can use supply staff and volunteers from September. At the moment we do not need to recruit more staff – we have an excellent staffing group. We may consider more staff when we know more about the national tutoring scheme and the funding that comes with this.</p> <p>Chair and Vice Chair to sign-off the decision log on behalf of the Governing Body.</p>
3	<p>2020-21 Budget Approval and Three Year Budget Approval</p> <p>The outturn for 2019-20 and the three year budget projection was considered at FPGP and we are in a positive position going forward.</p> <p>AC gave some key information.</p> <p>There is some additional funding this year. This includes growth funding, the teachers’ pension and pay grants etc.</p> <p>At the end of this year, we are predicting a surplus of £128,745 (although we are spending quite a lot on cleaning materials and coronavirus supplies, so this may reduce a bit)</p> <p>For 2020-21 the forecast surplus is £275,341. Have added a £100,000 contingency in payroll to cover maternity leave and unforeseeable payroll costs, extra sickness cover, Teachers pay award is still pending. This should be more than sufficient. Are hopeful that this will not all be needed.</p> <p>For 2021-22, forecasting a surplus of £125,617</p> <p>For 2022-23, it drops to £20,189, some grants are not guaranteed beyond 20/21 so have not been included but they may be extended or following funding reviews be included in the GAG payments.</p> <p>For 2023-24 - £45,508</p>

	<p>One of the reasons for the drop is that we believe we will not receive the teachers' pay grant after 2021, so no assumption included in these years.</p> <p>The other area that we will need to consider is the Government proposal for a higher starting salary for teachers. This will impact teachers' pay scales across the board. The review is due week of 20th July 2020..</p> <p>Q – How can the Government increase teacher starting salaries without a proportional increase in funding? Currently the Government give a pay grant, outside of our core funding to cover pay rises. We do not yet have any knowledge about whether there will be any funding to cover increasing teacher salaries as proposed except for the Teacher Pay grant due to end March 2021, rates for not yet released so an assumption has been made on existing rates for 20/21.</p> <p>The budget is always set with very cautious assumptions.</p> <p>Q – Has the budget considered Brexit / Covid-19 risks? We have been given no guidance or information around this lately. The most likely area to be affected is the catering and cleaning / maintenance operations. Suppliers were not expecting a huge difference in costs for catering when they communicated with us in March. There is a premises contingency which could be diverted to some of these higher costs if necessary.</p> <p>Our biggest costs, over 80%, is labour costs, leaving 20% of our budget to cover all other school expenditure.</p> <p>Governors approved the outturn for 2019-20, the budget for 2020-21 and the three year budget projections.</p> <p>Q – Will any of the students who are not able to return in September need extra IT support?</p> <p>At the moment we think we have reached all of the students who did not have a device in the home. Have given out a total of 94 devices and believe that every student has a device for on-line learning.</p>
4	<p>Draft Strategic Plan and School Improvement Plan</p> <p>JBu gave a virtual update.</p> <p>To be circulated to Governors to read over the summer and to discuss in more detail next term.</p> <p>Discussion around a Governor Conference date for October / November. JBo/SF/LS to work together to plan a date.</p>
5	<p>Complaints Report</p> <p>LS has been unable to produce this for this meeting due to time spent dealing with complaints and FOI requests. The majority of the complaints are from third parties. To bring to the September meeting</p>
6	<p>Skills Audit / Training Needs Review</p> <p>LS and JF have been working on this. There are some courses available through a GovernorSpace training course that LS, JC and JF have booked onto. The recordings from this can be shared with everyone and are in a folder on GovernorHub.</p> <p>LS plans to move forward with updating the skills audit in the new year to try to identify gaps and training needs etc.</p> <p>JBo emphasised that Governors should discuss any training they feel they need.</p>
7	<p>Committee and other Reports</p> <p>Minutes from all committees have been circulated</p> <ul style="list-style-type: none"> ● <i>Learning & Well-being – JF/JC</i> ● <i>Personnel and Training – JBas</i> ● <i>Finance Premises & General Purposes – SF</i> <p>SF gave a verbal update on the plans for Stoke Lodge pavilion</p>

	<p>Discussion around the plans for the pavilion and the site. Have spent significant time looking at alternative for PE provision over the last 11 years and have not found suitable alternatives.</p> <p>Governors Approved spend of up to £600,000 to refurbish the Stoke Lodge Pavilion</p> <ul style="list-style-type: none"> • <i>Appointments & Standards – JF</i> New members would be welcome if anyone would like to join. Chairs will need to come back to the Governance action plan in September. • <i>Joint Staff & Governors – SF</i> There have been several meetings recently around re-opening the school. Engagement from the staff has been very positive and focussed on problem solving. • <i>Post 16 – LH</i> – No meeting since the last FGB.
8	Minutes of last meetings – 8 June 2020 - Agreed as correct.
9	Matters Arising and Action List – See Actions Report Q – What is the situation with Link Governors & Monitoring visits? Link Governors should contact relevant members of staff and arrange a date for some sort of discussion.
10	Any Other Business Year 10 catch up sessions have been useful. Query whether any Governors need IT support for working at home – EC is able to provide support if required. Governors can contact EC direct. JBo thanked everyone for their work this year. JBo also thanked all of the school staff and will send something thanking them. JBU will contact Governors if anything changes that requires Governor input during the holidays. Discussion around future meetings and the way of doing this. May need to consider a robust way of voting in the case of a contentious issue.
	Dates of next meeting: Thursday 10 September 2020

Meeting closed at 19:45

Next Meeting –

Signed

Date

Initials: