

COTHAM SCHOOL

Meeting of the Academy Governing Body

Thursday 25 February 2021

Virtually via Google Meet

MINUTES OF MEETING

Governors Present:		
Dora Alderson, CG	Andrew Chadwick, PG	Richard Puttick, PG
Jack Barber, SG	Jane Chamberlin, PG	Rebecca Reid, PG
John Bass, Co-opt	Jo Feather PG	Emma Smith, Co-opt
Jim Bowyer, LA	Sandra Fryer, CG (Chair)	Isabel Tobias, Co-opt
Jo Butler, Headteacher	Lucy Hunt, PG	
Ed Carpenter, SG	Morag Pirie, SG	
In Attendance (non-voting) Allison Crossland, Business Manager Leanne Sowersby, Clerk Aimi Chris Reed	Apologies David Yorath CG Absent:	Governors in Post: 17/19 Quorum = 7 (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 SF welcomed everyone. Apologies accepted. No Interests declared
2	HT Report – Partial Closure / Re-opening Update JBU talked through the key points. The Ofqual consultation outcome has been posted on GovernorHub for information. JBU and SLT will be looking at this in detail in the next few days. There will be a need to work hard to ensure that individual teachers do not come under undue pressure. JBU talked about the plan for re-opening from 8 March. There is a plan for the lateral flow testing that is required and thanked those who have been able to volunteer to assist with this. The outline of this was presented to staff on Tuesday. JBU has uploaded a decision-making log with a link to the programme for lateral flow testing. This log is a combination of the ones that were signed off in November and last July with some additions. There is very little change to the risk assessment, primarily around the guidance to mask wearing, which is now expected in classrooms. All students will be invited for a test during that first week. JBU talked through the plan, as detailed in the plan. Subsequent tests need to be done after 2-3 days and will start on Thurs 11 March and will continue into the following week. Need 18 adults to oversee the self-administering and undertake the processing of the tests, assuming we have consent for all the students. Response rates are quite high to the new consent form so far. 320 parents have completed so far and 11 have refused consent.

	<p>We also know that there are some parents who will not consent to mask wearing as well, although these numbers are very small.</p> <p><i>AC joined the meeting</i></p> <p>After the first three tests, students are expected to test at home and log their results with NHS Track and Trace, but are likely to be relying on parents to inform us of positive results.</p> <p>Have [placed an order for tests for staff, who will need to collect these before the 8 March.</p> <p>Other procedures around Covid-19 have not changed.</p> <p>Q – Is the lateral flow testing an instant test? Yes, we have been doing these in school for those on-site, with a testing centre in the dance studio. It is now in the sports hall, which will be out of use for the first two weeks of term.</p> <p>There is now a system to pre-register more students, as this process can take time, which we will use to speed up the process. JBu talked through the process. Will send a video to families to show how the test is done. The process takes 30min. AC is working on a protocol for what will happen if there is a positive test. The usual tracing of contacts in school will need to happen.</p> <p>The requirement for a confirmatory PCR test is no longer in place.</p> <p>Q – If they test positive on 8 March, will the whole year group be sent home? There will be appointment times for the testing, but we cannot prevent students meeting up either before or after this. Talked through the process for tracing contacts and the definitions of close contact. For the first test, it is unlikely that the whole year group would need to self-isolate. Would ask the student who they were with.</p> <p>Q – How are managing staff doing tests, students being in school and students being at home? Students not in school will still be doing on-line learning. We may not be doing live elements of the on-line learning, but this is doable. All students will be back in live lessons from Thursday. Need to consider how we re-integrate students into school.</p> <p>Governors asked to sign off the Decision-making log.</p> <p>Q – What do we say to people who do not consent to testing or wearing masks? Testing is voluntary, so there will be students in school, untested, with those who have been tested. There are some parents very against mask wearing, but we cannot penalise a child for the beliefs of the parents. The numbers are very small. JBu has not heard any feedback that some students are unhappy that they have been wearing masks when others were not. Discussion around this.</p> <p>It might be helpful for staff to be aware of which students whose parents are opposed to mask wearing. JBu will address this. There are ten that we are currently aware of.</p>
3	<p>Governance Update</p> <p>SF has been invited to join a Digital Exclusion group in the City, and has joined a Chairs' network.</p> <p>A table was circulated on Governor roles, responsibilities and succession planning. SF talked through the paper.</p> <p>Some additions to the table were suggested and agreed.</p> <p>Concern expressed about the lower number of governors in the Learning and Wellbeing Committee, it is hoped that a new Governor may join LWB.</p> <p>Query around whether support Governors are needed for the roles with two Governors? That was the plan – the idea was to have people shadowing the role with a view to taking over, rather than having the same two people doing it consistently.</p> <p>Governors to let SF know if they are happy to sign up to any of the roles, within the next week.</p> <p>Q – Would it be helpful to know more about the commitment involved in the Link Governor roles? There are job descriptions for each role, which have just been updated and will be shared on GovernorHub. Current Link Governors can also give advice. JBu is also happy to talk through Link Governor roles. The SLT will work hard to support Link Governors.</p>

	<p>There is an opportunity to attend the Bristol Schools' Forum, which is very financially based, as well as strategy for the City. It will discuss the LA SEND review over the next year. Governors to consider this and let SF know.</p>
4	<p>Articles Review Update</p> <p>Draft proposed Articles have been circulated.</p> <p>Advised to begin the consultation process in parallel with submission to the DfE.</p> <p>Consultation will be carefully planned, but include communication with parents, staff and information on the website and a stakeholder meeting. The aim is to have this completed by Easter.</p> <p>Consultation will include a brief overview of why this needs to happen. Consultation comments will be collated and reported back in due course, including any feedback from the DfE.</p> <p>Q – Is there a risk of having to repeat consultation if there are changes that are required by the DfE? The alternative is to consult with the parents first, then the DfE, which would take a longer time. Discussion around this – will need to be clear during the consultation that this could be subject to change by the DfE. Legal advice is that doing the two in parallel will be acceptable and advisable.</p> <p>The ethos of the school is clearly reflected in the amended Articles.</p> <p>Governors agreed to move forward with the consultation as proposed.</p> <p>Governors thanked SF for her work on this.</p>
5	<p>Admission – Approve Post-16 Criteria</p> <p>LS talked through the key points.</p> <p>Query re designated second area – LS to clarify whether this can be defined or to remove it from the document.</p> <p>Both Admissions Criteria approved subject to the above.</p>
6	<p>Governor Conference</p> <p>LS to do a new doodle poll dates in May (8 & 15) - Also check availability for Jill Carter who will be invited to come and talk about Ofsted preparation.</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</i> ● <i>Personnel and Training</i> ● <i>Finance Premises & General Purposes</i> -- EC gave an updated on the works to the pavilion ● <i>Appointments & Standards</i> – Still need to arrange buddies for new Governors, ES and IT. DA and JF volunteered. ● <i>Joint Staff & Governors</i> – Would be useful to have another Governor to attend this. ● <i>Post 16</i> – Post 16 will be over-subscribed this year due to excellent recruitment.
8	<p>Minutes of last meetings – 10 December 2020 - Agreed as correct.</p>
9	<p>Matters Arising and Action List – See Actions Report</p> <p>Discussion around Governor Objectives – Need to update the governor action plan to address the work that has been done – LS to circulate the plan to SF and JF to be updated.</p> <p>AC will also include some of the work that has been done on Governance on the internal scrutiny report that will come back to FPGP. Had the main priority for 2019-20 a review of Governance, but have to been able to progress this. Company law now means that we cannot use our external</p>

	auditors to perform internal scrutiny, so we have needed to look for someone else to do this work. AC will report further at the next FPGP.
10	Any Other Business - None
	Date of next meeting – Thursday 1 April – to be confirmed

Meeting closed at 19:15

Signed

Date