

**MINUTES OF THE BOARD OF TRUSTEES - ONLINE ZOOM MEETING**23<sup>rd</sup> September 2021 – 4.00pm**PRESENT**

Collette Buck	Ian Burton (Vice-Chair)	Sue Donnelly	Clare Gaskell
Mike McGarry (Head)	Catherine Morris	Karen Owens	Richard Snowdon

**APOLOGIES**

Jackie Talbot	Jon Mumford	Jim Rimmer	Vicky Ashworth
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**NO APOLOGIES**

Kevin Grimes

**ALSO PRESENT**

Pauline Neilson (Clerk)	Tom Dolly (DHT)	Andy Pritchard	Caroline Ainsworth
Gayle Phillips	David Cregeen	Judith Gordon	

**21/1 WELCOME ACTION**

Trustees were welcomed to the meeting. The first five items on the agenda were led by the Clerk, with the remainder of the meeting then being led by the Vice-Chair in the Chair's absence.

**21/2 DECLARATION OF BUSINESS INTERESTS**

There were no declarations of interests in relation to the agenda.

**21/3 GOVERNING BOARD INFORMATION/CHANGES**

Richard Snowdon's term of office as Parent Trustee had been due to end on 17<sup>th</sup> September but Trustees had co-opted him onto the board at the previous meeting (see Minute 20/85), pending the outcome of the Parent Trustee elections.

Jane McNeice had resigned as Parent Trustee with effect from 31 August 2021. Notification had been received after the agenda had been prepared

There had been 3 nominations for Parent Trustee – the election process had commenced with a closing date of 27<sup>th</sup> September 2021.

It was noted that Kevin Grimes' term of office as a Community Trustee was due to expire on 25<sup>th</sup> September 2021. This vacancy will not be filled as agreed at a previous meeting.

**21/4 ELECTION OF CHAIR**

Jim Rimmer had been nominated and Trustees voted unanimously to accept him as Chair for a further year.

**21/5 ELECTION OF VICE CHAIR**

Ian Burton had been nominated for the role. He temporarily left the meeting and Trustees voted unanimously to accept him as Vice–Chair for a further year.

He returned to the meeting and led the remainder of the meeting in the absence of the Chair.

**21/6 COMMITTEE TERMS OF REFERENCE**

The previous year’s Terms of Reference remain unchanged for 2021-22 with the following exceptions:

- Head of House to be changed to say Head of Year
- Audit Committee – last page – “corporate Gov review – 2015” to add “Last review was in 2019” The date of the new review to be decided after JG had consulted with the Chair.

Date of review  
to be decided

Trustees accepted the Terms of Reference subject to these changes.

**21/7 COMPOSITION OF COMMITTEES**

The list had been previously circulated.

The following was noted:

**Staff Pay Appeals** – J McNeice was removed and Collette Buck was added.

Kevin Grimes and Jane McNeice were removed from the Personnel Committee.

All other group memberships would remain the same for the time being, pending further discussion after the Parent elections.

**Link Trustees**

Following the resignation of Jane McNeice (English & Literacy) and end of term of office of Kevin Grimes (PE & Expressive Arts), there are still vacancies for an English & Literacy link and a PE and Expressive Arts link and it was **AGREED** to review these roles once the Parent Trustee elections had been completed.

Appoint link  
Trustee after  
election result  
is known

Dr Snowdon to remain as link for both the SEND and IT & Business faculties.

**21/8 DELEGATION OF DUTIES & RESPONSIBILITIES FROM TRUSTEE BOARD TO THE HEADTEACHER**

The document had been previously circulated and reviewed. It was **AGREED** it would remain unchanged for 2021-22.

**21/9 REGISTER OF PECUNIARY INTERESTS**

Trustees were asked to complete their Annual Declarations and to return them to JG as soon as possible.

Trustees to complete + return to JG

**21/10 TRUSTEE CODE OF CONDUCT**

The document had been previously circulated and was accepted unchanged. Trustees were asked to email JG stating that they agreed to abide by the Code.

Trustees to email JG

**21/11 TRUSTEE ATTENDANCE 2020-21**

The list of Attendance at Trustee meetings during 2020-21 was agreed and details will be put onto the school website.

**21/12 TRUSTEE TRAINING RECORD – 20/21**

Trustees to inform JG if there were any omissions/ had undertaken any other training (including reading of relevant articles etc.).

**21/13 MINUTES FROM THE MEETING OF 24th June 2021**

**Accuracy**

Trustees agreed the minutes as a true and accurate record subject to the following amendments:

- The information relating to pupil numbers should read “applications”
- PHSE should have said PSHE

**21/14 MATTERS ARISING**

Some face-to-face meetings are still on hold until the Covid situation improves.

MM to include relevant information in the newsletters.

**Trustee Strategic Planning group.**

The Headteacher will discuss this further with the Chair as it was felt that the Ofsted Focus Group and the Audit Committee currently fulfil this role (along with the ADP and SES statements). It will continue to be noted as an Agenda item for future full board meetings (Strategic Planning)

It may be possible to produce a summary of the strategic items currently being addressed by Trustees. This would be discussed again at the December Trustee meeting.

Put on 9  
December  
Agenda

**21/15 MINUTES OF THE OFSTED FOCUS MEETING.**

The minutes had been circulated for information and were agreed as an accurate record.

Trustees were actively working with the school to ensure all aspects of the framework were covered and necessary plans put in place.

**Next meeting – 7/10/21 – focus - Personal Development.**

David Cregeen and Vicky Ashworth were to be invited.

**21/16 KPI REPORTS - GP**

Two reports had been circulated. A few contextual items / targets had been changed.

GP outlined some of the priorities and provided a brief profile of Y7. The prior attainment for this group was above the National Average.

Questions were invited on the reports and a detailed discussion followed.

Dr Snowdon commended the report and highlighted the difference in demographics from the previous year. It was noted that these could impact on progress scores.

Trustees briefly reflected on setting more challenging targets for some groups, but it was noted that the DfE was more interested in adding value than specific target setting.

**21/17 HEADTEACHER'S REPORT (incorporating Behaviour Report)**

This had been circulated prior to the meeting and was taken as read with the following items highlighted:

**Re-opening**

Testing had been set up at the beginning of term and although most pupils were negative, there had been 3 asymptomatic positives identified. School was now fully open. Masks were not mandatory but may be reintroduced if necessary. Ventilation had improved with the installation of the new windows.

There was a generally a positive vibe in school and a number of clubs were looking at re-opening.

23 students were currently self-isolating and 4 staff (double jabbed) were absent.

**Q:** Would there be cost issues related to staff absences?

**A:** Yes, especially if this started to increase again. There has been no information from government about further funding to support cover staff.

School was trying to use part-time staff instead of bringing in supply. If the absent staff were isolating due to contact with a person who had tested positive (and were not unwell themselves), they have been delivering lessons online. School was keeping a close eye on the situation.

#### **Catch up plans**

All subject leads had submitted reports as well as plans for the new framework.

School is continuing with initiatives and is aiming to deliver Saturday morning sessions after Christmas, as well as Easter classes, especially for Years 11 and 13.

#### **Teacher Assessment Grades**

Pupils had achieved a great set of well-deserved results that showed steady improvements.

There had been one appeal for a PE grade.

85% of pupils were going on to their first-choice destinations following Y13.

#### **Student numbers**

Y7 in September 2021 - 179

Y12 in September 2021 - 113

There had also been a number of in year applications.

Numbers were slightly short of those budgeted for, but this did not affect budgets too much as any shortfall should be made up from the in-year transfers.

MM stated that expecting 120 pupils into Y12 had been slightly aspirational, with 110 considered to be very good. Two years ago, the figure in sixth form had been 68. Further consideration, should the numbers have reached 120, would have had to be given to actual facility space, especially in relation to dedicated study areas.

More areas would be able to be freed up if there was a reduction in the PAN or there were developments with any MAT.

Trustees commended the school for its good results.

**Q:** Did school have any information about its own students who did not stay on for sixth form?

**A:** There was no real common theme.

**Behaviour**

School was focusing on basics and was still working as part of the Behaviour Hub. The HT and AHT (Behaviour) are due to visit a school in Darlington to view their processes as part of the DfE Programme.

**Staffing**

As report

**OFSTED**

Inspections had restarted, so school could get a phone call at any point; OFSTED preparedness was a focus for whole school CPD.

Deep dives are due to resume week commencing 4/10/21 with the aim that all departments will have been visited by Christmas.

**MAT**

The proposal documents had been submitted and school was waiting to hear back. Trustees would be notified if there were any developments (more details in confidential minutes).

Trustees thanked MM for his comprehensive report.

**21/18 PAN REDUCTION -SEPTEMBER 2023**

This had been discussed in previous meetings at some length. School had narrowly missed the window for reducing the PAN for September 2022. MM had since been in touch since with the LA and they had confirmed they would deal with the consultation under the SLA agreement; school will need to start the process and state its intentions. The Head would brief parents accordingly.

Trustees ratified the process and it was **AGREED** that school would go ahead and apply to reduce the PAN to 168 as previously agreed.

**21/19 ADMISSIONS CRITERIA 2023-24**

This was discussed and Trustees agreed the criteria – this document is subject to the PAN reducing to 168.

**21/20 FINANCE UPDATE**

School was in the process of closing down the annual accounts for 2020-21, and a 5-day Audit had been booked for week commencing 4 October 2021. A small surplus was expected. Information will be forwarded to Trustees in due course.

The EFSA is still monitoring the school's finances and they had requested a progress report.

It was noted that the NI increases from April would have a significant impact on the school's budget. It is expected to increase costs by £20k from April to August, and £50k for the whole year next year.

It was not yet known if there would be any extra cash forthcoming to cover additional NI costs, but there may be some extra funding for the Pupil Premium grant (£16k). This grant is earmarked for specific usage.

Trustees congratulated the school on the successful turnaround of the Finances; more details will be supplied to the Audit Committee meeting.

## 21/21 LINK GOVERNOR REPORTS

Maths and Science reports had been circulated.

The Head thanked Trustees for the reports, saying they would be discussed again in more detail at the OFSTED focus group. Link Trustees should contact their school Link partner to arrange a meeting.

**Q:** Were there any focus points for visits before Christmas?

**A:** Catchup/ general OFSTED preparedness

**Link Trustees to contact school link partners – meeting before end of autumn term**

## 21/22 POLICIES

### **Safeguarding**

This had been updated in line with the new legislation and had been discussed at a staff meeting and during the whole staff INSET. The Pastoral Teams had changed and the majority of safeguarding incidents are now dealt with by the Heads of Years. This policy was **ACCEPTED** by the Board.

**Safeguarding Training** – completed. All the team had now been trained apart from one (Covid issues.)

### **Curriculum (new Policy)**

This Policy would be reviewed again in September 2023.

The responsibility for this policy usually fell to the Headteacher, but as it was new it had been felt it was best to be agreed by the Trustees in the first instance.

Trustees ratified the Curriculum Policy and **AGREED** that, in future; responsibility for this policy would be delegated to the Headteacher.

**Teaching & Learning and the Assessment Policies** - delegated to the Headteacher and provided for information only. Both had been reviewed and updated.

Trustees accepted the Policies.

**21/21 TRUSTEE AWARDS**

Responsibility for collating details about the nominees for this award was originally delegated to a Staff Trustee. It was suggested that a new simpler system should be adopted. The Head briefly outlined the proposals and suggested that Trustees could/should attend the Y11 and Y13 Presentation Evening (December 2021) to present the awards.

Trustees discussed the new system and **AGREED** to trial it this year.

**21/22 CALENDAR OF EVENTS - AUTUMN 2021**

Year 13 Parents' evening – this will be held on-line again with the caveat of individual meetings if requested by parents/carers. School would report back to Trustees if required.

Arts Star Showcase – event to go ahead.

**21/23 OPEN EVENING - 27 SEPTEMBER 2021**

The Open Evening, for Y5 and Y6 pupils was held on 27 September 2021. It had been a lovely occasion and was very well attended. MM thanked staff for all their hard work and Dr Snowdon for attending on behalf of the trustees.

**21/24 DATES OF FUTURE MEETINGS**

Pay & Performance November 2021 – date to be decided  
 Full Trustee – 9 December 2021  
 AGM - 9 December 2021  
 Audit Committee - 16 November 2021



Signed Chair \_\_\_\_\_ Date 9 December 2021 .