1. **­ATTENDEES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | NAME | ROLE, INITIALS | CATEGORY OF GOVERNOR (18) | COMMITTEE\* | TERM END | ATTENDANCE |
| A | B | C | D **Foundation Governors (10)** | E | F | G **30/4/2020** |
|  | Angela Hancock | **Chair** AH | Parish of St. Dunstan & All Saints Stepney, Member of all Ctees | Chaired meeting | 04/10/22 | Present |
|  | Rev. Trevor Critchlow | RTC | Rector of St Dunstan & All Saints *Ex-Officio* | F&P\* Chair | Ex-Officio | Present |
|  | *David Richards* | *DR* | *London Diocesan Board for Schools (LDBS) Term ends soon* | F&P | *20/06/20* | Present |
|  | *Dermot O’Brien* | *DOB* | *Sir John Cass’s Foundation Term ends soon* | F&P | *13/10/20* | Present |
|  | Hendrika Santer Bream | **Vice Chair** HSB | Bishop of Stepney nominee | F&P | 09/05/21 | Present |
|  | Ann Slater | AS | Sir John Cass’s Foundation, Term ends 26/07/23 | P&C\*\* Chair | 26/07/23 | Present |
|  | John Thurley | JT | Area Dean of Tower Hamlets Representative | P&C Vice Chair | 24/09/22 | Present |
|  | *Vacancy* | *-* | *Sir John Cass’s Foundation* | *-* | *-* | *-* |
|  | *Vacancy* | *-* | *Sir John Cass’s Foundation* | *-* | *-* | *-* |
|  | *Vacancy* | *-* | *Sir John Cass’s Foundation* | *-* | *-* | *-* |
|  |  |  | **Non-Foundation Governors (8)** |  |  |  |
|  | Paul Woods | **Headteacher** HT | Headteacher *Ex-Officio.* Senior Leadership Team (SLT) | All | Ex-Officio | Present |
|  | Katie Carr | KC | Co-optedLocal Community Governor, 2 years from 05/12/19 | F&P | 05/12/21 | Present |
|  | *Vacancy* |  | *Co-opted Local Community Governor, for 2 years* | *-* | *-* | *-* |
|  | *Vacancy* |  | *Co-opted Local Community Governor, for 2 years* | *-* | *-* | *-* |
|  | Julia Clarke | JC | Co-opted Local Authority Governor, *two years from §?* | P&C | *29/10/22 §* | Present |
|  | Abzal Ali | AA | Parent Governor Elected, from 05/12/19 | P&C | 05/12/23 | Absent |
|  | Nurur Chowdhury | NC | Parent Governor Elected, from 05/12/19 | P&C | 05/12/23 | Present |
|  | Nicki Regan | NR | Staff Governor *Elected* | P&C | 01/02/23 | Present |
|  |  |  | **ADVISORS / OBSERVERS (non-voting)** |  |  |  |
|  | Chris AC Baker | **Clerk** CACB | LB Hackney / Hackney Learning Trust | All | - | Present |
|  | Nichola Ahmed # | NA | School Business Manager (SBM) | All | - | Present |
|  | Nick O Brien # | NB | Deputy Headteacher | - | - | Present |
|  | Shereka James # | SJ | Deputy Headteacher | - | - | Present |
|  | Ben Siaw # | BS | Associate Headteacher | - | - | Present |
|  | § Clerk proposes: The School to review previous minutes to confirm all Governor starts and ends of terms of office: a table showing which minutes and agenda items are the sources for terms starting, their lengths and end dates. Where the dates do not match, explain. Most terms are 4 years, except co-opted Governors whose terms are 2 years. | | | | | |
|  | KEY: # Not present for confidential Part 2. \* Finance and Personnel. \*\* Personnel and Curriculum | | | | | |

1. **ACTION TABLE** Key to background colours**:** Outstanding Complete Urgent None (white): Proposed

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ref | **Item** | | **Description** | **By whom** | **Due** | **30/04/2020** |
|  | Date | Ref |  |  | **date** | **update** |
|  | 5/12/19 | 9.1 | IT Connectivity Upgrade | HT |  | In Progress |
|  | 5/12/19 | 9.2 | Food Tech Room Refurbishment (Health and Safety) | HT |  | in progress |
|  | 30/4/20 | 13 | Governance Action Plan: Review and action by Governors | All | 21/5/20 |  |
|  | 30/4/20 | 8, 18 | Chair to sign non / confidential minutes at the next available opportunity | Chair |  |  |
| **Clerk proposed after 30/04/2020 meeting** | | | | | | |
|  | 17/5/20 | A 3 | Next agenda: DR term of office ended 20/06/20. FGB re-appoint? [LDBS request for reappointment made, extended a year?] | Chair |  | LDBS |
|  | 17/5/20 |  | Publish future non-confidential minutes on School web site | HT |  |  |
|  | 17/5/20 |  | Review the 3 actions from the 5 December 2019 minutes, and the 11 from the 7 March 2019 minutes | FGB |  |  |
|  | 09/06/20 | 21 | The Headteacher to consult Governors on a meeting schedule for next year, for agreement at the summer FGB | HT | Next FGB |  |
|  | 09/06/20 | A 14 | § School to review previous minutes to confirm all Governor starts and ends of terms of office: a table showing which minutes and agenda items are the sources for terms starting, their lengths and end dates. Where the dates do not match, explain. Most terms are 4 years, except co-opted Governors whose terms are 2 years. | School | Next FGB |  |
|  | 30/4/20 | 4 | Communication Policy for virtual meetings compliant with alternative arrangements for governors to participate or vote at meetings, School Governance Regulations 2013 PART 4, 14 (8): Circulate with next FGB papers and confirm understanding, since the decision-making process has changed radically under COVID-19. | NA | Next FGB |  |

1. **PART 1 – NON-CONFIDENTIAL**

| No | | Minute | | |
| --- | --- | --- | --- | --- |
| A | | B | | |
|  | | **Join meeting:** All had followed the instructions on accessing the meeting. | | |
|  | | **Welcome** and introductions: The Chair welcomed everyone and ensured they were able to participate. | | |
|  | | **Agreement to Virtual Meeting:** Due to Coronavirus guidance, the meeting was held virtually (electronically, by Zoom video). Governors had all agreed via email to the Clerk. They were asked if they wanted access support; none was requested. They had all been able to access the documents in The Box at All Files > Meetings > Full Governing Board Meetings > 2020\_04\_30\_Postponed from 2020\_03\_12, <https://hackneylearningtrust.box.com/s/3jm7kroxcqy5w0hlny5ok02cnbwj1yxw>*.* For navigation, most document file names started with the agenda No, eg “(8) 2019\_12\_05\_SJCS\_FGB\_Minutes\_public\_ChairAgreed” was for agenda item 8. | | |
|  | | **Communication Policy for virtual meetings:** A Communications policy was in place (compliant with alternative arrangements for governors to participate or vote at meetings, School Governance Regulations 2013 PART 4, 14 (8)). The Chair suggested ground rules for meeting, such as GDPR, un/muting, and using hand signals. She thanked DR for hosting. | | |
|  | | **The opening** **prayer** was led by Rev. Trevor Critchlow. | | |
|  | | **Apologies** and the Governing Body’s acceptance or rejection of absences: None. All except AA were present. | | |
|  | | Declarations of **interests**, pecuniary or otherwise, in any item on this agenda, not already in the Register of Business Interests: None. | | |
|  | | **Minutes** of the previous Full Governing Body (FGB) meeting of 5 December 2019, and matters arising not on the agenda  File “(8) 2019\_12\_05\_SJCS\_FGB\_Minutes\_public\_ChairAgreed”  <https://hackneylearningtrust.box.com/s/32no2iy6kxy3mkb44gy6fobiqhw1oxvn>   * 1. **APPROVED**, Chair to sign at the next available opportunity.   2. Action Points: No update.   8.3 Matters arising: None. | | |
|  | | **Chair’s updated report**  File: “(9) Chair of Governor Report April 2020 - Additional Information.docx”  <https://hackneylearningtrust.box.com/s/pj2s5rt50fzmp1pg8rn1vgcnsjpupos4>  **Chair’s actions for discussion / ratification by Governors:**  9.1 IT Connectivity Upgrade: **ACTION** **AGREED.**  File: “(9.1) IT Connectivity Upgrade SJC March 2020.docx”  <https://hackneylearningtrust.box.com/s/87k5teuuxgtrzzhp2zncso7pzajly8ax>  9.2 Food Tech Room Refurbishment (Health and Safety): **ACTION** **AGREED.** This was a health and safety matter. The required 3 quotations for the work were £13,000 - £21,000. The School opted for the £13,000 offered by M D Contractors.  File: “(9.2) Chair's Action Refurbishment of the Food Tech Room April 2020.docx”  <https://hackneylearningtrust.box.com/s/q2uk2d4m1yva1hkjbvyactvyos3oz51c> | | |
|  | | **Leadership & Headteacher’s (HT’s) Report**  File “(10) Short Leadership report to Governors for Full Governing Body meeting.docx”  <https://hackneylearningtrust.box.com/s/mz2eqo1i6az48v1ghynnhaqjkvc4lm65>  Governors had been invited to submit questions in advance to HT. Ben Siaw spoke initially while HT fixed a connection problem.  Q: How was the attendance of vulnerable pupils?  A: Very few vulnerable pupils were attending, although the School was open to them. On average this varied between 1 and 8. There had been more interest since Easter from parents about the possibility of their children returning, but this coincided with the start of Ramadan which had an impact. On one day, HT phoned 5 families; 3 pupils did not seem available.  SJRC was one of only two LBTH schools open, including over Easter. SJRC was open to other pupils (though none attended).  Q: How did staff follow up the vulnerable students?  A: When lockdown was announced, SLT identified approximately 150 pupils who may be vulnerable (or potentially vulnerable). SLT aimed to contact these pupils and their families on a weekly basis using the pastoral team. SLT issued each member of this team with School-purchased mobile phones. A central log of contact was being kept.  For all pupils who had a social worker, SJCR staff had been in contact with the named social worker and provided them with an update on the offer of School educational provision and subsequent attendance.  SEND staff came into School to make calls. Staff were issued guidance (a script) to follow to highlight potential safeguarding concerns. Again, a central log of contact was being kept.  During the school closure the School continued to attend all of the arranged CIN, CP and complex strategy meetings via conference video links.  Each Head Of Year (HOY) set up a Google classroom for their year group. This enabled them to post pastoral support information and tasks, and to see who was engaged. SLT also identified potential online safety support requirements and circulated to the HOYs information containing links the pupils could use if they were concerned. SLT sent parents information about online support and monitoring of online use by their children. This complemented the information uploaded to the School website to do with Free School Meals (FSM), emotional well-being and domestic abuse.  The School was thinking of the best ways to support pupils returning to School after the closure, and how their emotional well-being could be addressed.  It appeared that all parents entitled to daily FSM vouchers who provided an e-mail address received the vouchers. For those who did not have email addresses, SJRC posted out vouchers. |
|  | | SJRC’s internal laptop loan scheme was running, particularly for those with less technology. The first 22 laptops had been loaned, and SJRC were due to be provide 15 more, then 100.  The LA coordinated the Government laptop scheme, and SJRC was waiting to hear from them. The Government said this should be operational by the beginning of June.  The Headteacher expressed his sincere gratitude to all teachers and staff for adapting so quickly, and for working so hard. The Governors very much appreciated this too.  Q: How was staffing, and what breaks were staff able to have?  A: There was a rota which enable staff to attend the building in 1 out of 14 days.  The School had appointed a new SENCO (from Camden). Also a new Head of Year. The Head of Geography was yet to be appointed.  Governors again thanked the SLT and all staff and students for their hard work in keeping up with the rapid changes. They had enabled students to still learn and stay safe. | | |
|  | | **Safeguarding:** This was covered at 10 above. See [*NGA Guidance on Safeguarding for Governing Boards*](https://www.nga.org.uk/getmedia/661645b5-80ff-44a0-8fed-13bd2cf3afdc/NGA-Coronavirus-Guidance-Issue-4-19-March-2020.pdf) | | |
|  | | **Finance and Resources**  12.2 **Budget 2020/21**: There was a statutory obligation for FGB to approve it, in LBTH’s case by the end of June. The next F&P meeting will consider it, and recommend to the next FGB.  12.3 There was a **premises** team of four staff, of whom two were isolating, which meant a lot of work for the remaining two. They were working on the IT upgrade.  Q: What was the impact of Coronavirus on the budget? Had some costs reduced?  A: Yes but some income was also reduced, for example from meals.  Q: The government had committed to pay for Free School Meals. When would this be honoured?  A: The costs were £7500 per week, *paid by the Government directly*.  Q: Was there any news on reopening in School?  A: Reopening was likely to be phased, with classes spread out. The Clerk advised that Schools should consider having plans ready by mid-May, for opening later.  Coronavirus (COVID-19): financial support for schools,  07/04/2020, see link: [https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools](file:///C:\Users\ChrisBaker\Documents\Employment\HLT\SJCFRCCoESS\FGB\2020_04_30\12.7%09https:\www.gov.uk\government\publications\coronavirus-covid-19-financial-support-for-schools) | | |
|  | | **Governance**  **Governance Action Plan: ACTION: This was for review and action by Governors by Thursday 21 May 2020** - comments should be made to relevant Governors. See file: “(9) Chair of Governor Report April 2020 - Additional Information.docx”, and “(13) Sir John Cass and Redcoat Governance Action Plan 2020 - March Draft 2.docx”, <https://hackneylearningtrust.box.com/s/90npic7vrzh0s50sro2g5lul94ckajy0>  The Governor’s Action Plan suggested three priorities: Priority 1: Recruitment, Induction and Training Programme for Governors (email to HSB); Priority 2: Governors: Getting to know your School (email to AS); Priority 3: Linking the School Development Plan to the FGB/Committee Agendas (email to Chair). HSB - Priority 1; AS - Priority 2; AH - Priority 3. | | |
|  | | **Committee Minutes:** The following minutes were accepted:   * 1. *Finance & Personnel (****F&P****):* Non-confidential Draft Minutes of 04.02.2020 meeting and policies for ratification   File: “(14.1) SJC Sec FP Minutes 2020-02-04 Final (2)”  <https://hackneylearningtrust.box.com/s/3861q7r8z1i9e1oah6r7aba1na117l8f>   * 1. *Personnel & Curriculum (****P&C****):* Non-confidential Draft Minutes of 28.01.2020 meeting & policies for ratification   File: “(14.2) 2020\_01\_28\_SJCS\_P&C\_Minutes\_public”  <https://hackneylearningtrust.box.com/s/izpy4idfkjqxvoozijlkmszwhri4hnpz> | | |
|  | | **Any other business:** None. | | |
|  | | **Next FGB meeting:** 25 June, 17:30. Expected to be virtual again; please connect from 17:15.  Personnel & Curriculum Committee 5 May, Finance & Premises Committee 12 May: Both to be re-scheduled. | | |
|  | | **Policies:** The following were **AGREED**:Admissions; Charging and Remissions; Drugs and Alcohol Misuse; Performance Management and Safeguarding Addendum (recently circulated to all Governors). Governors confirmed that policies were reviewed for effectiveness at Committees. | | |

**This version agreed at the 25/06/2020 meeting, with one amendment, on page 7, item 12.3 Finance and Resources, Budget 2020/21, eighth line down, included here in *italics*.**

END

SJCR FGB Non-Confidential Minutes, 30 April 2020. Please reply by Fri 22 May. This version: issued to Chair & HT 17/5/20. ~~all Govs~~