

SASS NonConfMins FGB 240621 CA

STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL

Non-Confidential Minutes of a meeting of the Governing Body of Stepney All Saints Church of England Secondary School held on Thursday 24th June 2021 at 5.30 p.m. via Zoom

In attendance

Governors

Mr Abzal Ali (AA)	Parent Governor
Ms Katie Carr (KC)	Co-opted Governor
Mr Nurur Chowdhury (NC)	Parent Governor
Ms Julia Clarke (JC)	Local Authority Governor
Mr Simon Cook (SC)	Foundation Governor – Church
Mr Tim Duncan (TD)	Co-opted Governor
Ms Angela Hancock (AH)	Foundation Governor - Church, Chair of Governors
Mr Dermot O'Brien (DO)	Foundation Governor - Portal Trust
Ms Nicki Regan (NR)	Staff Governor
Mr David Richards (DR)	Foundation Governor -Church
Ms Ann Slater (AS)	Foundation Governor- Portal Trust
Ms Mary Straw (MS)	Foundation Governor- Church
Mr Paul Woods (PW)	Headteacher

Present

Ms Miriam Baguley (MB)	Clerk, Clerking and Appeals Associates Ltd
Ms Nichola Ahmed (NA)	School Business Manager, Observer
Mr Nick O'Brien (NO)	Deputy Headteacher, Observer
Mr Ben Siaw (BS)	Senior Deputy Headteacher, Observer

The meeting opened with a prayer.

1. APOLOGIES

Apologies were received from Rev'd Critchlow (TC) from the meeting as he was representing the Portal Trust at an event at Westminster Abbey.

RESOLVED: that the Governing Board accepted the apologies of TC, and the absence was consented to.

2. DECLARATIONS OF INTEREST

None.

3. GOVERNING BODY MEMBERSHIP

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Governors noted that SC was recommended for appointment as the Representative for the Bishop of Stepney by the Chair of Governors and Headteacher. SC provided a summary of his experience, which had been circulated. SC noted his personal and professional background and skills which he hoped would enable him to contribute effectively to the Governing Body.

AH proposed that SC became a member of the Finance and Premises Committee.

AH advised Governors that, following the end of his previous term of office, the London Diocesan Board for Schools (LDBS) had agreed to re-appoint DR as a Foundation Governor. AH noted DR's valuable contribution to the school during a difficult period and offered her support to the re-appointment.

RESOLVED:

- 1) that following a unanimous vote in favour, SC was appointed as a Foundation Governor for the term of four years, from the 24th June 2021, and a member of the Finance and Premises Committee
- 2) that Governors unanimously endorsed the re-appointment of DR as a Foundation Governor.

4. NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 25TH MARCH 2021 AND MATTERS ARISING NOT COVERED IN THE AGENDA

The non-confidential minutes of the meeting held on the 25th March 2021 were circulated to the meeting.

RESOLVED: that Governors approved the non-confidential minutes of the meeting held on the 25th March 2021 to be signed as an accurate record of the meeting.

5. CHAIR'S ACTION

Budget 2021-2022

NA confirmed that email responses confirming approval of the 2021-2022 Budget had been received, as requested, from all Governors who had not been present at the Finance and Premises Committee meeting.

RESOLVED: that the Governing Body ratified the Chair's Action to sign and submit the Budget 2021-2022 to the Local Authority following Governors' approval by email, and full scrutiny by the Finance and Premises Committee.

6. HEADTEACHER'S REPORT SUMMER 2021

PW noted his Headteacher's Report Summer 2021 and invited questions to the report circulated.

6.1. School Improvement Plan (SIP)

PW advised that following queries from Governors on Impact Monitoring, a summary of the SIP was included in the Headteacher's Report with examples that demonstrated

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monitoring through sub-Committees. Impact Statements would contain summative checks for Governors in each Committee to allow progress to be measured and RAG rated against targets.

PW noted that the strategic objectives in the SIP had changed very little since March 2021, but that targets were ambitious and as quantifiable as possible. As a result, targets may not be met, but progress towards them could be demonstrated.

6.2. Staffing

The school was fully staffed for September 2021, except for one vacancy in the Food Department which may need to be filled temporarily by agency staff.

In general, turnover of staff was very low. Three staff had relocated closer to home and family, one had left the profession, and two had been promoted.

Governors asked if any exit interviews or feedback had been sought. PW reiterated that the numbers leaving were very low and reasons for all leavers were known.

Governors asked if two leavers in Modern Foreign Languages indicated any issues in that department. PW explained their reasons for leaving.

6.3. Student Learning Centre (SLC) and Direct Transfers

Following questions submitted by Governors concerning supervision within the Internal Exclusion (IE) unit, repeat referrals to the SLC, and the success of Direct Transfers, BS gave an overview of the process to Governors.

- Managed Moves were an alternative to Permanent Exclusion (PEX). A managed move, where all parties agreed, could be used to address problem behaviours in an interim setting before the pupil was re-integrated into a new school for a fresh start.
- The school took in as many pupils as managed moves, as were transferred out.
- Direct Transfers differed from managed moves in that a transition period was not required. Pupils who were subject to Direct Transfer had fewer behavioural issues which needed to be addressed, and a better behaviour record. They may have been involved in a one-off incident.
- Direct Transfers were negotiated between schools and did not involve the LA.
- Where Direct Transfers failed, it usually involved pupils who had been sent to the school but were not suitable for the Direct Transfer process. Pupils may have repeated problem behaviours.
- Failed Direct Transfers were returned to their home school with a recommendation that they were subject to the managed move process to support improvements in behaviour.
- Direct Transfers initiated in-school were subject to rigorous checks to maximise the chances of success.

Governors asked if Direct Transfers had to be accepted and was there any assessment to ensure the transferring school was following agreed protocols. BS said that Direct Transfers were preferable to managed moves in that it reduced the amount of time pupils were out of mainstream education, and that schools worked in partnership to give pupils a second chance. BS explained that schools worked together on success criteria and shared all information. A 12-week review period, which could be extended, enabled effective monitoring.

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- The SLC focused on improving behaviours for learning. Pupils were referred if they were struggling in school for any reason including anxiety, or for re-integration after a fixed term exclusion (FTE).
- Pupils were referred for between two and six weeks.
- Pupils followed the curriculum and teachers came into the centre to teach.
- Trained mentors worked with pupils.

Governors asked if there were repeated referrals to the SLC and the implications of this. BS said that in many cases, pupils self-referred and the SLC was a safety net. For those pupils who had received FTEs, the SLC was crucial to addressing issues and re-integration.

AH extended her thanks to all the SLT for the comprehensive report, and asked Governors to feed back any areas that they would like covered in future reports.

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7. SIP AND IMPACT MONITORING

See item 6.1.

AH invited PW to present to Governors how best to be involved in impact monitoring through the SIP.

- Curriculum Reviews across all departments enabled triangulation of evidence.
- Reviews were a collaborative exercise with Heads of Department.
- Reviews highlighted areas of development which informed the Departmental Improvement Plan.
- Reviews in Maths and English had been completed this year. All departments were covered during an academic year.
- Link Governors were invited to attend Reviews in order to learn more about their link department and understand the structured process.
- If Governors were unable to attend in person, a virtual meeting could be arranged which provided feedback and an action plan.
- Governor involvement in the Review process would demonstrate active governance and document involvement in SIP monitoring.
- Dates of Reviews from September 2021 would be circulated by the end of term.
- PW noted NO's extensive and detailed work on the SIP behind the scenes.

AS advised that a list of Link Governors would be circulated to ensure all subject areas were covered.

Governors welcomed the proposal to contribute to Curriculum Reviews and thanked NO and his team for their work on the SIP.

RESOLVED: AS would circulate to all Governors a list of Link Governor positions.

8. FINANCE UPDATE

NA noted that the Budget 2021-2022 had been approved at the Finance and Premises Committee on the 25th May 2021, and by all other Governors by email. No changes of any significance had been made subsequently.

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Across three years, the budget presented was balanced and did not rely on any brought forward balances. There was an in-year underspend of £399,000 in year one.

LA deadlines for submission of the budget had been met.

AH thanked NA for her work and close management of the budget.

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9. SWIMMING POOL UPDATE

AH referred to the report circulated to the meeting and reminded Governors that work on the swimming pool had already been agreed. AH advised that approval for a contingency fund of £80,000 was now sought due to increased costs.

NA noted that the request for additional funds did not impact on the budget or carried forward balances. The contingency amount had been calculated based on the surveyor's best estimate who anticipated raw materials would rise between 12% and 20%. A contingency fund would enable work to be carried out smoothly without repeated requests to the Governing Body or need for Chair's Action. Regular reports would be provided.

AH invited questions and comments.

Governors noted that the project was not without risk, discussed monitoring methods, and the need for early warnings as there was potential for costs to escalate.

RESOLVED: that the £80,000 contingency fund was unanimously approved subject to close monitoring by the Finance and Premises Committee, and regular updates to the FGB.

10. STANDING ITEMS (REPORTABLE INCIDENTS)

- GDPR. No reportable incidents. The LDBS Data Protection Officer had completed an audit and discussed minor improvements with NA.
- Premises and Health and Safety. No reportable incidents. Some remedial work was planned over the Summer.

11. POLICIES

Governors noted policies circulated to the meeting following review by various Committees.

- Governing Body Standing Orders

Recommended by the Finance and Premises Committee on the 25th May 2021:

- Financial Code of Practice
- Business Continuity Plan

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- Governors' Allowance

Recommended by the Personnel and Curriculum Committee on the 4th May 2021:

- Public Sector Equality Duty Statement
- SEND
- Sixth Form Admissions and Addendum
- Medical Needs and First Aid
- Behaviour and Addendum
- Anti-bullying

Governors requested that in future tracked changes to policies could be included to facilitate improved monitoring.

Governors checked that the SENDCo had been involved in drawing up the ambitious SEND policy.

PW noted that the Addendum to the Admissions Policy was requested by the LA and was a statutory amendment.

RESOLVED:

- 1) that the Governing Body Standing orders were approved
- 2) that the policies circulated were ratified:
 - Financial Code of Practice
 - Business Continuity Plan
 - Governors' Allowance
 - Public Sector Equality Duty Statement
 - SEND
 - Sixth Form Admissions and Addendum
 - Medical Needs and First Aid
 - Behaviour and Addendum
 - Anti-Bullying.

12. COMMITTEE REPORTS

Governors noted minutes of the Committee meetings which had been circulated which included:

- Personnel and Curriculum Committee 4th May 2021. AS. It was requested that the Committee name be amended from Curriculum and Standards to Personnel and Curriculum.
- Finance and Premises 25th May 2021. DR.
- Pay Committee January 2021. AH. The minutes had been amended and would be circulated to the next meeting.

AH noted that PW's performance review had been held at the Royal Foundation of St Katherine's. The opportunity to hold the review externally was of great benefit and

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allowed meaningful review of previous targets. Thanks were extended to all participants, and new targets would be set in the next academic year.

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13. GOVERNORS' REPORTS

- Chair's Report. AH noted her attendance at a CPD and Leadership Development course which highlighted that investment in CPD for all middle and senior leaders was vital and should be budgeted for. AH would be attending a Risk Assessment course in July run by the NGA.
- Instrument of Government (IOG). Two changes were noted.
 - The Trust name.
 - A clause on diversity required by the Trust had been inserted.

Governors commented that the clause on diversity was not sufficiently strongly worded. Governors discussed alternative wording and whether the clause should be included in section 9 of the document dealing with ethos.

AH advised that the wording was set by the Trust and that culture and ethos of diversity was embedded within multiple documents, not just the IOG.

RESOLVED:

- 1) that CPD for Senior Leaders be added to the next agenda for further discussion
- 2) that the IOG was agreed in principle; AH would consider revised wording options and Governors would express their preference by email.

14. GOVERNORS' TRAINING AND DEVELOPMENT

Training

AH acknowledged that the training programme had been affected by Covid-19, and that there would be a renewed focus in September. Individual and group training courses would be supported.

Governing Body Effectiveness

AH would circulate a questionnaire inviting Governors to evaluate individual and Body effectiveness over the year. AH would collate the responses which would feed into the Governing Body plan for the next academic year.

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15. DATES OF FUTURE MEETINGS

AH referred to the Governing Body meeting schedule circulated to the meeting, noting that all dates had been carefully considered.

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16. ITEMS FOR NEXT MEETING

None.

17. ANY URGENT OTHER BUSINESS, AGREED WITH THE CHAIR IN ADVANCE

None.

AH extended her thanks to the SLT for attending the meeting, and for all their hard work over a difficult year. AH also thanked Governors for their commitment, support, and challenge.

Meeting closed 7.03 p.m.

DocuSigned by:
Angela Hancock
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CHAIR'S SIGNATURE:.....

12-10-2021

DATE SIGNED:...../...../.....