

**SASS NonConfMins 081020 CA**

**STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL**

**Minutes of a Meeting of the Governing Board held via Zoom on Thursday 8<sup>th</sup>  
October at 5.30 p.m.**

**In attendance**

**Governors**

Mr Paul Wood (PW)	Headteacher
Mrs Angela Hancock (AH)	Foundation PCC, Chair of Governors
Ms Hendrika Santer Bream (HSB)	Foundation, Vice Chair of Governors
Mr Ali Abzal (AA)	Parent Governor
Ms Katie Carr (KC)	Co-opted Governor
Mr Nurur Chowdhury (NC)	Parent Governor
Ms Julia Clarke (JC)	Local Authority Governor
Rev Trevor Critchlow (TC)	Ex Officio
Mr Dermot O'Brien (DO)	Foundation Governor
Ms Nicki Regan (NR)	Staff Governor
Mr David Richards (DR)	Foundation LDBS
Ms Ann Slater (AS)	Foundation

**Present**

Ms C Strelitz (CS)	Clerk, Clerking and Appeals Associates Ltd
Ms Nichola Ahmed (NA)	Observer, School Business Manager
Mr Benjamin Siaw (BS)	Observer, Deputy Headteacher
Mr Nicolas O'Brien (NON)	Observer, Deputy Headteacher

The meeting opened with a prayer.

**1. APOLOGIES**

Nicki Regan had sent apologies due to a bereavement. Hendrika sent apologies for late arrival due to travel. AH invited introductions to the new Clerk and Governor.

RESOLVED: that the apologies of NR were received and absence consented to.

**2. ELECTIONS**

Chair of Governors. Multiple nominations for AH

Vice Chair of Governors. Multiple nominations for HSB

Unanimous in favour of AH and HSB for the term of one year. AH stated that she would not be standing as a Chair of Governors after six years in post and suggested that Governors seriously consider succession planning for the future

**3. ANNUAL GOVERNANCE BUSINESS**

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Governors noted policies for review and receipt which included:

- DfE Governance Handbook. CS noted updated version published 8<sup>th</sup> October 2020 which would be on the Clerking and Appeals Associates Limited website
- Governance Attendance Policy – noted was not a policy. CS to send model document
- Governance Allowance Policy – no changes received and approved
- Virtual Meeting Policy – no changes received and approved
- Scheme of Delegation – no changes received
- Governors Standing Order – AH noted that the document required some work to consider the options available relating to terms of office for Governors, Chairs, Vice Chairs etc. Governors agreed that the Standing Orders would be reviewed by each Committee for comment/review
- SASS Code of Conduct.

AH noted that CS would send the documents via DocuSign e-signing software for completion by all parties.

- SASS Code of Conduction read/adoption receipt
- Register of Business Interest
- Disqualification Declaration
- Keeping Children Safe in Education. PW noted that they had new software Safeguard which recorded all staff training and that they had read KCSIE.

Governors reviewed the SASS Code of Conduct which AH noted had been updated to include the Governing Board's focus on promoting equality and diversity. Governors noted that it was positive step in the right direction.

RESOLVED: that the polices were approved subject to noting that the Attendance Policy was actually an attendance report for 2019-2020 that CS would provide a model attendance policy and that the Governing Board's Standing Orders would be worked on and developed.

## **4. GOVERNING BOARD MEMBERSHIP**

### **4.1. Resignations**

Mr John Thurley 7<sup>th</sup> September 2020. Governors agreed to send a message and gift to demonstrate their appreciation of Mr Thurley's length of service and significant contribution to the school.

### **4.2. Appointments**

Governors noted that Mary Straw had been appointed as Foundation Deanery Governor.

### **4.3. Resignations**

Mr Dermot O'Brien Foundation end of office 13<sup>th</sup> October 2020, re-appointed by the foundation for a four-year term until 13<sup>th</sup> October 2024.

RECEIVED.

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### **5. COMMITTEE PLANNING**

Governors reviewed the Committee Membership and Terms of Reference which included:

#### Finance and Premises

Trevor Critchlow (Chair), Angela Hancock, Dermot O'Brien, David Richards (Vice Chair), Hendrika Santer Bream and Paul Woods. Staff attendees / Observers included Nichola Ahmed, Benjamin Siaw and Nicolas O'Brien.

#### Personnel and Curriculum

Ann Slater (Chair), Abzal Ali, Nurur Chowdhury, Julia Clarke, Nicki Regan and Paul Woods and Mary Straw. Staff attendees / Observer included Nichola Ahmed, Benjamin Siaw and Nicolas O'Brien. Angela Hancock would attend as an Observer.

#### Pay Committee

To be convened following consultation of the Pay Policy by NA.

#### Headteacher Performance Management

Angela Hancock, Dermot O'Brien and Hendrika Santer Bream

RESOLVED:

- 1) that the Committees were approved as presented
- 2) that CS would convene the Pay Committee following confirmation of the Pay Policy requirement and who was available when required.
- 3) that the Terms of Reference were approve

### **6. LINK GOVERNORS' STRUCTURE**

Governors received the Governors' Link Visits Policy and reviewed the current Link Governors' allocations and agreed that they would email AS with their preferences for Link Governor roles. Once changes had been made AS would re-circulate the list.

RESOLVED:

- 1) that AS would circulate the Link Governors' list for Governors to request any change to be sent to AS by 15<sup>th</sup> October 2020
- 2) that the Link Governors' Visits Policy was received and approved.

### **7. MINUTES OF THE PREVIOUS MEETINGS HELD ON 16<sup>TH</sup> JUNE 2020, 25<sup>TH</sup> JUNE 2020 AND 14<sup>TH</sup> JULY 2020**

The minutes of the meetings held in the Summer term were circulated to the meeting.

RESOLVED: that the minutes of the meetings circulated to the meeting were approved which included:

- 16<sup>th</sup> June 2020
- 25<sup>th</sup> June 2020
- 14<sup>th</sup> July 2020.

### **8. MATTERS ARISING**

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- 16<sup>th</sup> June 2020 (Extraordinary meeting - statue and bust removal and new name process proposed).
- 25<sup>th</sup> June 2020 Governor terms of office now correct, looking at length of service and recruitment of Co-opted Governors. AH stated that they had identified potential Governors and she suggested that they continued with the process ready for recommendations for appointment in December 2020. AH noted that they were focused on recruiting from the BAME community.

### **9. CHAIR'S ACTION**

Governors were advised that the Admissions Addendum, to take into account the impact of Covid-19, had been approved and signed under Chair's Action.

RESOLVED: that the Admissions Addendum was ratified following Chair's Action.

### **10. HEADTEACHER'S REPORT – AUTUMN 2020**

PW noted his reports circulated to the meeting which included:

School Return and Risk Assessment, and that they had also developed a written catch-up plan for the catch-up funding which had been received by the school which was approximately £80k.

PW said that the strategies they were putting in were tried and tested with success at Key Stage 4 and that they had introduced a new Teaching and Learning strategy based on the experience during lockdown. The teachers were now delivering pre-learning so that lessons were focused on higher skills.

PW advised that the reports had been scrutinised by the P&C Sub-Committee. Governors noted that they had to scrutinise the use and impact of the catch-up funding and that it had to be transparent for parents and how would that be provided for. PW said that they would be able to publish an accessible summary on the website for parents.

Governors asked how they would be able to monitor the impact of interventions. PW said that initial impact interventions might be available in December. PW said that the National Tutoring Funding was published as available and they were waiting for clarity regarding the terms of that funding.

Governors asked how staff wellbeing was since the Covid-19 crisis. PW said that the response had been very strong, they had been positive and resilient and that they had completed a survey which resulted in approximately 60 responses and that had some amendments to be made. PW said that staff well being is a top priority for the school and the results of the survey will be published alongside responses to issues raised.

NA noted that the Risk assessment for the school had been completed. She had met with every member of staff who had identified as clinically vulnerable which had all been very positive. NA said she was going to meet with each of them again before half term to ensure they felt safe and adjustments were working.

NON noted that he echoed the appreciation of staff. NON referred to the videos which the school had provided for students and parents, on the school website, through the

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Summer. Their production had been a collective effort and he felt they had contributed to a good start back.

DR noted that he had watched the admissions video which he thought was very good.

RESOLVED:

- 1) that the leadership team had performed incredibly well in planning for the restart, particularly with regard to the new Teaching and Learning strategy on top of the Covid-19 crisis
- 2) Governors thanked the senior leadership team for the strong leadership, which had created an environment to allow staff to be resilient, safe, well led and managed.

### **11. ADMISSIONS ARRANGEMENTS**

No changes.

### **12. FINANCIAL REPORTING**

PW noted the documents circulated which included VLE Proposal and Strategic Plan.

The team had worked hard to bring the project in on or under £750k. PW stated that following discussions in the Summer term, the Foundation had asked the school to confirm if it wished to desist in the works.

PW stated that the two documents circulated, if approved, would be sent to the Cass Foundation as a rationale to re-direct the funds to develop and maintain the school's premises priorities. PW was hoping that they could present to the Cass Board, which he hoped would precipitate an offer from it.

PW invited questions.

Governors suggested that in the additional bid to support re-branding, the parents' perspective regarding additional cost to them should be included.

DR declared an interest as he was on the Finance Committee at the LDBS.

Governors recognised that the maintenance funds paid to the LDBS were not enough to maintain the building, taking into account the cost of maintaining the swimming pool. Governors discussed if the documents should also be sent to the LDBS.

BW suggested that they also sent it to the Local Authority taking into account the fact that they currently could not meet their obligations to children due to the condition of the school's facilities. This included no heating in the ADT block and they were very concerned that the heating system was likely to expire very soon. There were two water tanks on the roofs, which if they breached would come through the school. BS stated that the retention of the swimming pool was an essential facility and that the maintenance of the building was essential and should not be impacted by the fact that they had a swimming pool.

KC stated that her concern when she had reviewed the paper was that the swimming pool point undermined the importance of works and that the paper conflated the two

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views. KC said that they had to discuss the swimming pool in terms which were not just a moral perspective but as a strong business case even if it was a loss leader. This would demonstrate that they had taken the consideration and loss into account.

Governors agreed that the documents should be a challenge to all parties who had shared responsibilities with regard to the premises and that they might have to take professional advice to consider the long-term sustainability.

Governors asked NA to confirm that the papers were underpinned by the annual condition survey which she confirmed was correct.

Governors suggested that they had to rate the works to demonstrate that the building was not safe for students.

Governors asked if the Cass Foundation was expecting the bids. PW said that it was expecting the annual bid and the bid for re-branding but that the strategic plan was a response to the letter from Richard Foley who was aware of the fact it was being sent.

BS reminded Governors that the £750k grant was a gift, and it should not distract from the fact that the buildings had to be maintained. BS suggested there was an emergency meeting of the Finance and Premises Committee to respond to the serious issue relating specifically to the school's central heating.

The Governing Board received a summary of the complexity relating to building ownership and who was responsible for material upkeep as well as maintenance.

In response to questions NA stated that the boiler had been serviced and the heating would not work in the ICT building.

RESOLVED:

- 1) that PW would work with TC, DR, JC and DO to finalise the documents which were approved in principle subject to being very clear on the priorities and areas of urgency
- 2) that the documents were sent to the Cass Foundation, the London Borough of Tower Hamlets and London Diocesan Board of Schools
- 3) that an emergency Resources Committee meeting would be convened regarding the heating issues.

### **13. STANDING ITEMS (REPORTABLE INCIDENTS)**

- Safeguarding. PW noted that he had completed a spot check of the Single Central Record which had been fine and Robert Bullet (LDBS) had completed a spot check with just minor queries and would be back to do a full audit of staff HR files.
- Premises and Health and Safety – no reportable incidents, other than those previously discussed.
- GDPR – no reportable incidents.

### **14. POLICIES**

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AH provided a summary of the changes relating to the SASS Code of Conduct and the Equalities and Diversity Policy which was to include the Governing Board's intention to actively promote diversity.

AH noted that all policies had been reviewed and recommended for approval by the P&C Committee held on 15<sup>th</sup> September 2020.

RESOLVED: that the Policies circulated to the meeting were approved which included:

- SASS Code of Conduct Policy subject to a two-year review period
- Equalities and Diversity Policy
- Behaviour Policy Addendum
- Capability Policy
- Equalities Statement
- Safeguarding Policy
- 6<sup>th</sup> Form Admissions Addendum.

## **15. GOVERNORS' REPORTS**

### **15.1. Chair's Report**

AH noted her report circulated to the meeting and noted that she had attended the Directors' Meeting for Governors and would circulate the Directors' Report which included training opportunities.

### **15.2. Link Reports- Pupil Premium AS**

AS advised that she had completed a Pupil Premium Link Visit which she summarised and that they had reviewed the action plan. AS stated that the school had a proactive strategy and that it had identified what would be post Covid-19 / immediate. AS said that there was a slight gap for Pupil Premium pupils so this year's strategy was a really important document. AS encouraged Governors to see the statement on the school website.

## **16. ANY OTHER BUSINESS**

Skills Audit. AH stated that theirs was outdated and suggested that it was updated. CS noted that they could also consider an audit of ethnicity in line with the Governors wanting to actively promote diversity.

AH suggested that new Governors could provide feedback to HSB about induction.

## **17. DATES OF FUTURE MEETINGS**

- F&P 17<sup>th</sup> November 2020
- P&C Tuesday 3<sup>rd</sup> December 2020
- FGB 11<sup>th</sup> December 2020

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**18. ITEMS FOR NEXT MEETING**

To be confirmed.

Meeting closed 7.22 p.m.

**CHAIR'S SIGNATURE:.....**

DocuSigned by:  
*Angela Hancock*  
C4241947982B43D...

12-10-2021

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