



Summer Meeting of the Full Governing Body (FGB)

Non-Confidential **DRAFT MINUTES**

Tuesday 25 June 2020, 17:30

SIR JOHN CASS'S FOUNDATION AND RED COAT

CHURCH OF ENGLAND SECONDARY SCHOOL & SIXTH FORM (Name due to change)

Held virtually due to the COVID-19 pandemic; schools mainly closed. Begin virtual access 17:15

Here is [Guidance](https://schoolgovernors.thkeysupport.com/the-governing-body/meetings/meeting-procedures/governor-meetings-virtual-remote-attendance/) on virtual meetings, and <https://schoolgovernors.thkeysupport.com/the-governing-body/meetings/meeting-procedures/governor-meetings-virtual-remote-attendance/>

A. ATTENDEES

No	NAME	ROLE, INITIALS	CATEGORY OF GOVERNOR (18)	COMMITTEE	TERM END	ATTENDANCE
A	B	C	D Foundation Governors (10)	E	F	G 16/06/2020
1.	Angela Hancock	Chair AH	Parish of St. Dunstan & All Saints Stepney, Member of all Ctees	To chair meeting	04/10/22	Present
2.	Rev. Trevor Critchlow	RTC	Rector of St Dunstan & All Saints <i>Ex-Officio</i>	F&P ~ Chair	Ex-Officio	Present
3.	David Richards	DR	London Diocesan Board for Schools (LDBS) from 21/06/2020	F&P	20/06/2021	Apologies
4.	<i>Dermot O'Brien</i>	<i>DOB</i>	<i>Sir John Cass's Foundation.</i>	<i>F&P</i>	<i>13/10/20</i>	Present
5.	Hendrika Santer Bream	Vice Chair HSB	Bishop of Stepney nominee	F&P	09/05/21	Present
6.	Ann Slater	AS	Sir John Cass's Foundation,	P&C ~~ Chair	26/07/23	Present
7.	John Thurley	JT	Area Dean of Tower Hamlets Representative	P&C Vice Chair	24/09/22	Left at 18:32
8.	<i>Vacancy</i>	-	<i>Sir John Cass's Foundation</i>	-	-	
9.	<i>Vacancy</i>	-	<i>Sir John Cass's Foundation</i>	-	-	
10.	<i>Vacancy</i>	-	<i>Sir John Cass's Foundation</i>	-	-	
Non-Foundation Governors (8)						
11.	Paul Woods	Headteacher HT	Headteacher <i>Ex-Officio</i> . Senior Leadership Team (SLT)	All	Ex-Officio	Present
12.	Katie Carr	KC	Co-opted Local Community Governor, 2 years from 05/12/19	F&P	05/12/21	Present
13.	<i>Vacancy</i>	-	<i>Co-opted Local Community Governor</i>	-	-	Present
14.	<i>Vacancy</i>	-	<i>Co-opted Local Community Governor</i>	-	-	Present
15.	Julia Clarke	JC	Co-opted Local Authority Governor	P&C	29/10/22 §	Present
16.	Abzal Ali	AA	Parent Governor Elected, from 05/12/19	P&C	05/12/23	Present
17.	Nurur Chowdhury	NC	Parent Governor Elected, from 05/12/19	P&C	05/12/23	Present
18.	Nicki Regan #	NR	Staff Governor <i>Elected</i>	P&C	01/02/23	Present
ADVISORS / OBSERVERS (non-voting)						
19.	Chris AC Baker	Clerk CACB	LB Hackney / Hackney Learning Trust	All	-	Present
20.	Nichola Ahmed #	NA	School Business Manager (SBM)	All	-	Present
21.	Nick O'Brien #	NB	Deputy Headteacher	-	-	Present
22.	Shereka James #	SJ	Deputy Headteacher	-	-	Present
23.	Ben Siaw #	BS	Associate Headteacher	-	-	Present
24.	KEY: # Not present if a confidential Part 2. ~ Finance and Personnel. ~~ Personnel and Curriculum * File name is also URL link to on-line Box > Clerk proposed after 30/04/2020 meeting					

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Ref	Item Source		Description	By whom	Due date	25/06/2020 update
	Date	Ref				
a)	05/12/19	9.1	IT Connectivity Upgrade	NA		COMPLETE although there may be teething issues
b)	05/12/19	9.2	Food Tech Room Refurbishment (Health and Safety)	HT		In progress
c)	30/04/20	13	Governance Action Plan: Review and action by Governors	All	21/05/20	
d)	30/4/20	8, 18	Chair to sign non / confidential minutes at the next available opportunity	Chair	July 2020	AGREED
➤ Clerk proposed after 30/04/2020 meeting						
e)	17/05/20	A 3	➤ DR term of office ended 20/06/20. LDBS extended a year	Chair		LDBS Governors extended a year.
f)	17/05/20		➤ Publish future non-confidential final minutes on School web site	HT		AGREED
g)	17/05/20		➤ Review the 3 actions from the 5 December 2019 minutes, and the 11 from the 7 March 2019 minutes	HT / FGB		No update
h)	09/06/20	21	➤ The Headteacher to consult Governors on a meeting schedule for next year, for agreement at the summer FGB	HT	25/06/20	COMPLETE
i)	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. See Table A Attendees	School	Next FGB	No update
j)	25/06/20	12	The Parent Governors will advise which one of them will join the School Renaming Working Party	Parent Governors	26/06/20	[Post meeting note: This was AA.]
k)	25/06/20	14	The * Process for co-opting governors draft March 2020 ? will be reviewed at the next normal scheduled meeting		Next FGB	

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	Date	Ref				
l)	25/06/20	14	AS will review sources for possible more co-opted governors such as “Inspiring Governance” and the National Governance Association. An advertisement will be suggested for September.	AS	September	
m)	25/06/20	15	The performance management policy, and the pay policy, should go on the next agendas of both the Finance and Premises Committee, and the Personnel and Curriculum Committee.	HT	Committees	

DRAFT



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C. PART 1 – NON-CONFIDENTIAL.

No	Title and purpose	Documents are marked *, with the file name also being a link to the Box
A		B
1.	Join meeting: All had followed the instructions on accessing the meeting. It started at 17:30.	
2.	Welcome and introductions: The Chair welcomed everyone and ensured they were able to participate.	
3.	Agreement to Virtual Meeting: Due to the Coronavirus official guidance, FGB met virtually (remotely, electronically, by Zoom). AGREED.	
4.	Opening prayer.	
5.	Apologies and the Governing Body's acceptance or rejection of absences: None. All except one were present; David Richards had sent apologies as he had another meeting. The meeting was quorate.	
6.	Declarations of interests , pecuniary or otherwise, in any item on this agenda, not already in the Register of Business Interests: None.	
7.	Review agenda: Agreed. There was to be a confidential section.	
8.	Minutes of the previous usual Full Governing Body (FGB) meeting of 30 April 2020 (16 June 2020 EGM minutes not available) * SJCRSS FGB Minutes Non-Confidential 30.04.2020 Final 8.1 Approval: One amendment, on page 7, item 12.3 Finance and Resources, Budget 2020/21, eighth line down, reword the paragraph to: "The costs [of Free School Meals] were £7500 per week, <i>paid by the Government directly</i> ". The Chair to sign at the next available opportunity 8.2 Action Points: See Action table B above. 8.3 Matters arising not on the agenda: None.	
9.	Chair's report * Chair of Governors Report June 2020 (1) The Chair and HT had been in close contact.	



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10.	<p>Leadership & Headteacher's (HT's) Report including School Development Plan (SDP) / School Improvement Plan (SIP)</p> <p>* FGB Leadership report 25th June FINAL</p> <p>The report explained the support available for teachers during the pandemic. There was the Tower Hamlets Emotional Welfare Service, and The Step Forward Counselling Service, both available for all staff to self-refer.</p> <p>The Headteacher was planning actively for all pupils to return in September. All current returning students had one-hour face-to-face meetings set up, for academic work and well-being reviews. There were weekly work plans, and the families of the children were involved. Google Classroom worked well and there was positive student feedback. Staff were about to return to prepare for September. The School was piloting new teaching methods incrementally, for example video teaching and pre-learning.</p> <p>QUESTION: Could the School organise a transition day for year 6 to 7 students, to physically attend the School?</p> <p>ANSWER: There was an online classroom for year 6 to 7. There will be two days of INSET for year 7, which will be introduced online. Staff had been working very hard to sustain Teaching and Learning, and it was important to plan new activities carefully.</p> <p>QUESTION: Do you have an idea of how far year 6 are behind?</p> <p>ANSWER: The School did a soft data review. The School was assessing the progress of students, and was using virtual work to prepare for face-to-face learning.</p> <p>Governors paid tribute to all the staff including the deputies, who had worked very hard and pragmatically so that the School could remain open for those in most need, including over the Easter holiday.</p>



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11.	<p>Budget Proposals (following Finance & Premises Committee 16 June 2020)</p> <p>11.1 Budget Plan: * Budget Summary 20-21</p> <p>11.2 * Draft Budegt 2020-21 V2</p> <p>NA said there was a 1.2% reduction in income. SEND funding was due to reduce. The budget was conservative and allowed for a potential 3% pay increase. More was being spent on cleaning and hygiene, for example cleaners were working on site all day. Exact figures were in the documents, and the meeting discussed approximate figures. There was expected to be a £370,000 carry forward to next year, that is from 2020-21 to 2021-22.</p> <p>QUESTION: What were the funding factors for those with high needs? ANSWER: There was top-up funding, for example for those with Education and Health Care Plans (EHCPs).</p> <p>The Chair of the Finance and Premises Committee remarked that a lot of good work had gone into the budget, and it was well received at the Finance and Premises Committee.</p> <p>The budget documents were AGREED unanimously.</p>



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12.	<p>Re-Naming the School: * School Re-brand ToR , * Timeline</p> <p>It was proposed that the informal strategy group, which comprised the Chair of Governors, The Vice-Chair, and the two Committee Chairs; met to assemble a shortlist of three names and make a recommendation to Governors.</p> <p>QUESTION: Could this group become a working party, and include a Parent Governor, to help with diversity? Governors discussed this, and it was explained that the informal strategy group met once a term.</p> <p>RTC mentioned that the following external organisations may have a veto on the School name: The Sir John Cass Foundation, LDBS, and the Cass Foundation Governors needed a majority to agree. There was a tight timetable because it was advisable to have a new name agreed by the end of this term. The other bodies had meetings with which the School needed to fit.</p> <p>QUESTION: Could the timeline of 26th June to 14th of July be made shorter? ANSWER: It was important to allow time for parents and the community to be involved.</p> <p>The School had a suggestion box for new names, and everyone could contribute. There were also messages on Twitter social media. It was important to make such an important decision soon.</p> <p>PROPOSAL: A “School Renaming Working Party” should be set up immediately, to include the strategy group and a Parent Governor.</p> <p>The proposal was AGREED unanimously.</p> <p>ACTION: The Parent Governors will advise which one of them will join the School Renaming Working Party, by tomorrow. [Post meeting note: This was AA.]</p>



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13.	<p>Governors Action Plan * Sir John Cass and Redcoatl Governance Action Plan 2020 - March Draft 3-1</p> <p>This was discussed at the previous meeting, and was designed to make the FGB more effective.</p> <p>The plan was AGREED unanimously.</p>
14.	<p>Co-opted Governors * Process for co-opting governors draft March 2020 .?</p> <p>Some Governors had difficulty finding this document in the on-line Box filing system. The new process allowed for governors to join from more diverse backgrounds, for example by age, ethnicity and disability.</p> <p>Governors AGREED the process provisionally, with one abstention.</p> <p>ACTION: The process will be reviewed at the next normal scheduled meeting.</p> <p>QUESTION: Could any skills gaps be identified? ANSWER: Finance.</p> <p>ACTION: AS will review sources for possible more co-opted governors such as “Inspiring Governance” and the National Governance Association. An advertisement will be suggested for September.</p>



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15.	<p>Policies, including the next three items below. * Policy Registry DRAFT</p> <p>This new draft was AGREED. JT left the meeting at 18:32.</p> <p>ACTION: The performance management policy, and the pay policy, should go on the next agendas of both the Finance and Premises Committee, and the Personnel and Curriculum Committee.</p> <p>QUESTION: Should the Instrument of Governance (IoG, similar to a constitution) be reviewed four-yearly, in line with most Governors terms of office? Some Governors preferred it to be reviewed two-yearly, and others suggested every ten years.</p> <p>DECISION: The Instrument of Governance will be reviewed every four years. Eight Governors voted for four years, and two Governors voted for two years.</p>
16.	<p>Virtual Meeting Policy, compliant with alternative arrangements for governors to participate or vote at meetings, School Governance Regulations 2013 PART 4, 14 (8). A policy was agreed 9th July 2015, which was:</p> <p>(1) Meetings may be held by video- or telephone conference and Governors may participate in meetings and/or cast their vote at meetings by telephone instead of in person. (2) Urgent matters may be consulted on and/or decided between meetings by email consultation or telephone conference provided that any decision taken must have the support of a majority of the Governors able to vote on the issue and the decision should be reported to the Governors' next meeting for approval."</p> <p>If voting was wanted, options were a show of hands on screen (open), or phone calls (like a secret ballot). Email voting was not permitted. FGB meetings should be held face-to-face, except in exceptional circumstances - which was what the School was in currently.</p> <p>* Policy - Virtual Meeting revised 18th June</p> <p>The policy was AGREED unanimously.</p>
17.	<p>Policies from 16 June F&P</p> <p>17.1 Freedom of Information (FoI) NAH * Freedom Of Information Policy (09-06-2020)</p> <p>17.2 Health & Safety Policy NAH * Health and Safety Policy (14-05-19) - updated 09.06.20 (1)</p> <p>17.3 * COVID- Risk Assessment for partial reopening - June 15th</p> <p>17.4 These policies were AGREED unanimously.</p>



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18.	<p>Policies from 9 June P&C</p> <p>18.1 Staff conduct policy: MD * Staff Conduct Policy (Jul 2018) to be reviewed</p> <p>18.2 SEND: IC * SEND Policy - 04.06.20 – TBR</p> <p>18.3 Medical Policy: VJ * Medical-policy-Revised April 2020 - 04.06.20</p> <p>18.4 Behaviour Policy Addendum * SJCR FVBehaviour policy addendum coronavirus</p> <p>These policies were AGREED unanimously.</p> <p>Governors thanked NA for her hard work in updating the policies.</p>
19.	<p>Any other business notified to the Chair and Clerk in writing</p> <p>Governors were grateful that they had received a supportive letter from the Bishop of Stepney, thanking Governors for their work, and expressing gratitude for their understanding.</p> <p>The HT announced that SJ, a Deputy Headteacher, had been appointed to be Headteacher of The Skinners Academy in the London borough of Hackney. He and everyone were devastated that she was leaving, but delighted that she had secured a well-deserved headship. SJ said she was very grateful for her experience at the School, and thanked everyone for coping with the recent difficult period. Governors congratulated SJ on her new appointment.</p> <p>QUESTION: Were Unison union strikes scheduled for early July? ANSWER: There may not have been ballots, and notice had not been received.</p>
20.	<p>Full Governing Body Meeting Dates for 2020/2021 * Governing Body Meeting schedule 2020 - 21 (1)</p> <p>AGREED</p> <p>There will be an extra meeting in July 2020, to be decided by the new School Rebranding Working Party.</p>

End of Part 1

DocuSigned by:

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12-10-2021