

**SASS NonConfMins FGB 071021 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 7<sup>th</sup> October 2021 at 5.30 p.m. via Zoom**

**In attendance**

**Governors**

Mr Abzal Ali (AA)	Parent Governor
Mr Nurur Chowdhury (NC)	Parent Governor
Ms Julia Clarke (JC)	Local Authority Governor
Mr Simon Cook (SC)	Foundation Governor – Church
Rev. Trevor Critchlow (RC)	Foundation Governor –Ex-Officio
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
Ms Ann Slater (AS)	Foundation Governor - Portal Trust
Ms Mary Straw (MS)	Foundation Governor - Church
Mr Paul Woods (PW)	Headteacher, Ex Officio

**Present**

Ms Charmaine Strelitz (CS)	Director, 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 David Richards and Katie Carr from the meeting.

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

**2. ELECTIONS**

AH suggested that the elections were deferred to the next meeting in December 2021 to ensure all Governors, particularly new to post, understood the process which she summarised. Governors noted the current nominations and statements circulated.

- Angela Hancock, for Chair of Governors
- Mary Straw for Vice Chair of Governors

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CS invited Governors to vote to defer the appointment to the next meeting and approve AH remained Chair of Governors in the interim.

RESOLVED: that Governors approved the deferral of appointment of Chair and Vice Chair of Governors to the next meeting and that AH was appointed as Chair of Governors until the next meeting.

### **3. ANNUAL GOVERNANCE**

CS noted the forms which had been circulated for signing via DocuSign.

- Register of Business Interests
- Disqualification Declaration
- Keeping Children Safe in Education
- School Code of Conduct

All other items were for information only.

RESOLVED: that there was no declaration made on the agenda.

### **4. GOVERNING BODY MEMBERSHIP MATTERS**

- End of Office. Katie Carr 5<sup>th</sup> December 2021.
- No Appointments or resignations.
- Vacancies included one Co-opted Governor vacancy, and three Foundation Portal Trust Governor vacancies. AH noted that she had been in touch with a potential Co-opted Governor and provided a summary of her relevant experience. AH advised that Fiona Lin was due to visit the school to meet with AH and PW and would then determine if to recommend her for Co-option at the next meeting.

AH said that the updated skills audit was due to be completed which would then support the Portal Trust in recruiting to address any shortage in Governors' skill sets.

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### **5. COMMITTEE PLANNING**

#### **Committee Membership**

- Finance and Premises Committee – was appointed to include Katie Carr, Simon Cook, Tim Duncan, Angela Hancock, Dermot O'Brien, David Richards, Paul Woods and Trevor Critchlow as Committee Chair.
- Personnel and Curriculum Committee – was appointed to include Abzal Ali, Nurur Chowdhury, Julia Clarke, Angela Hancock, Nicki Regan, Mary Straw, Paul Wood and Ann Slater as Committee Chair.
- Pay Committee – was appointed to include David Richards, Julia Clarke and Angela Hancock.

#### **Terms of Reference**

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There were no changes and the Terms were agreed as fit for purpose.

**Arrangement for Headteacher's Performance Management**

Governors noted that the Headteacher's Performance Management was supported by an **external advisor which** was agreed to be approved under Chair's Action. AH confirmed that she had completed updated HTPM training.

RESOLVED:

- 1) that the Committee Membership, as noted was approved
- 2) that the Terms of Reference for all Committees were approved
- 3) that the Headteacher's Performance Management Committee was appointed to be AH, DO and TD
- 4) that the external advisor for HTPM would be approved under Chair's Action.

**6. LINK GOVERNOR ARRANGEMENTS**

Governors noted Link Governor allocations, which AS confirmed she would re-circulate.

Link Governor Visits Policy – PW noted the new process for curriculum scrutiny for Teaching and Learning, suggesting that Governors work with Nick O'Brien (NO) to arrange to attend Curriculum Lead feedback meetings, to identify school improvement areas and that the focus was on a collegiate assessment progress which focused on progress for pupils and staff.

Governors asked how **they** could support the school with the changes to the curriculum review process. NO said that the videos outlined the pre-review and feedback process and that attending those first was the best way to get involved and understand the link area as well as attending the follow-up feedback meeting to get a rounded view of the reflection which would incorporate department improvement plan targets.

Governors discussed the emphasis of curriculum intent, implementation and impact and how pupils were able to discuss their learning across subjects and phases.

RESOLVED:

- 1) that the Governing Body agreed Link Governor allocations as circulated by AS
- 2) that Governors received the Link Governor Visits Policy
- 3) that Link Governors would attend the curriculum review feedback meetings and if possible the pre-review meeting
- 4) that NO would circulate training video links for review meetings.

**7. NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> JUNE 2021**

The non-confidential minutes of the meeting held on the 24<sup>th</sup> June 2021 were circulated to the meeting.

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RESOLVED: that Governors approved the non-confidential minutes of the meeting held on the 24<sup>th</sup> June 2021 to be signed as an accurate record of the meeting.

**8. MATTERS ARISING**

None.

**9. CHAIR'S ACTION**

AS noted that she had approved and signed the Behaviour Policy which was to reflect the new DfE language only.

RESOLVED: that the change to the Behaviour Policy to include the updated DfE language only was ratified.

**10. CURRICULUM REPORTS**

Personnel and Curriculum Committee 14<sup>th</sup> September 2021 (AS). Governors noted the minutes which would be circulated to the next meeting. AS summarised business covered which included:

- Whole School Data
- Return to school update and Covid-19 impacts
- Destination data for leavers with a significant number transitioning to university
- Strong sixth form recruitment
- Curriculum review and presentation
- Policies as recommended for approval.

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**11. HEADTEACHER'S UPDATE AUTUMN 1 2021**

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

- Curriculum update as noted (NO).
- The school had seen a spike in Covid-19 cases which had NA liaising with Public Health England and re-introduction of some safety measures including mask wearing and suspension of live assemblies. Cases had reduced although they planned to keep strong advice in place regarding pupils wearing masks and would not return to whole school assemblies till mid-November.

CS read out questions received from Governors ahead of the meeting relating to data.

- 1) Page 6: Attendance for students receiving FSM in Y7, Y10, Y11 was lower than other students. How was the school addressing this?
- 2) Page 8: same as above with Pupil Premium students.

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BS noted that the school had a robust approach to attendance and it was a collegiate approach between the Safeguarding Team and the Attendance Welfare Officer. BS said that over the pandemic they had been in touch with disadvantaged students regularly. BS said they had the second highest attendance in the LA and currently attendance was 98% which was above national average.

- 3) P15: GCSE results for Pupil Premium students were 11 points below Non PP. How would the school ensure that this was not the case this year?

BS said the school was a leveller for Pupil Premium (PP) and Non PP students but that was difficult during Covid-19 and the impact of lockdowns. BS said that it was difficult to ensure it would not have an impact this year, but the school was focused on the continued delivery of quality first teaching, accessing academic tutors, accessing catch-up funding, appointing academic tutors to work with Key Stage 3 and 4 and was hoping for a better understanding of the exam and assessment cycle for GCSE.

- 4) P18. What was the school doing to support the 15 students Not in Education or Training (NEET) students? What was the learning from this for this year?

BS said that there had been 25 NEET students which had reduced to 15 and now 10. BS said the school stayed in touch with pupils for a full year after they left the school supporting to identify training, apprenticeships, and careers opportunities. BS said the school had a larger impetus on careers this year particularly with over 500 sixth form.

PW noted that Ofsted had resumed visits under the new framework, and reminded Governors of the process and meeting with Governors. PW stated that the school's work on the curriculum was not driven by Ofsted but by the school's self-evaluation, vision and strategy. Governors agreed it would be a good idea to have a Governors' update session regarding the updated Ofsted Framework and what the different grade boundaries were for Good and Outstanding as well as the impact of the Governing Board.

Governors clarified the data presented on HT report page 13 and noted the construct of the data presented was in line with government data reporting.

Governors thanked PW for his report which was very clear and asked what contribution they could make to inspections. PW said that the contribution was what they already did, knowing the school well, visiting the school, being able to talk about the school's strengths and areas for development.

PW summarised the process for Section 5 and Section 8 inspections. PW concluded in response to questions he was confident the school would maintain its outstanding status if inspected, that the delivery on a day-to-day basis was strong, not as part of a Ofsted preparation process.

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**12. CHAIR OF GOVERNORS' REPORT**

AH provided a summary of her report and noted key points.

- Governor's Action Plan which was due to be renewed through the NGA
- Hendrika's gift.

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**13. FINANCE UPDATE – SCHOOL SWIMMING POOL**

NA referred to the summary of the School's Swimming Pool update as covered in the Headteacher's Report. In response to questions NA provided an explanation regarding how the expenditure for the swimming pool was managed and monitored.

Governors referred to the potential delays and asked if there were any significant impacts on handover times. NA said that the contractor had noted it as a risk, but there were currently no delays.

NA said that the site management was impressive.

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**14. STANDING ITEMS (REPORTABLE INCIDENTS)**

- Safeguarding. None. AH noted that SASS used Safeguard for recording and training for Safeguarding and suggested that Governors attended the Safeguard Training. NR noted that it was a comprehensive online course.
- GDPR, reported in the Headteacher's Report.
- Premises and Health and Safety. None.

RESOLVED: that Governors would complete the Safeguarding Training online following the updated Keeping Children Safe in Education Document.

**15. POLICIES**

Governors noted policies circulated to the meeting as recommended by the Personnel and Curriculum Committee on the 14<sup>th</sup> September 2021:

- Admissions Policy – no changes with the exception to Looked After Child definitions
- ECT Induction Policy – to replace the NQT Policy
- Safeguarding Policy – only changes to reflect updated KCSIE 2021.

RESOLVED: that the Policies as circulated were approved.

**16. GOVERNORS' REPORTS**

None.

**17. GOVERNORS' TRAINING AND DEVELOPMENT**

**Governors Skills Audit** – AH to send the skills audit link to Governors with a deadline for completion.

**Local Authority Information / CAAA Briefing Paper** – AH noted that the IOG was still subject to Local Authority approval.

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**18. DATES OF FUTURE MEETINGS**

- 16<sup>th</sup> December 2021 at 5.00 p.m. via Zoom.

**19. ITEMS FOR NEXT MEETING**

None.

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

MS noted that she had visited the school (SEND Dept) on a professional matter in the previous week and said that she had also visited the Hub and it had been a very positive experience and suggested Governors visit as soon as possible.

Meeting closed 7.03 p.m.

**CHAIR'S SIGNATURE:.....**  C4C41947982B43D...

24-12-2022

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