

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 16th December 2021 at 5.30 p.m. via Zoom**

In attendance

Governors

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 Fiona Lin (FL)	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

Mr Dennis Harvey (DH)	Director, Clerking and Appeals Associates Ltd
Ms Nichola Ahmed (NA)	School Business Manager, Observer
Mr Nick O'Brien (NO)	Deputy Headteacher, Observer

The meeting opened with a prayer.

1. APOLOGIES

Apologies were received from Abzal Ali, Katie Carr and David Richards from the meeting.

RESOLVED: that the absences of Abzal Ali, Katie Carr and David Richards be consented to.

2. ELECTION OF CHAIR AND VICE CHAIR

RESOLVED:

1. That the term of office for Chair and Vice Chair of Governors would be one year;
2. To appoint Angela Hancock as Chair of Governors;
3. To appoint Mary Straw as Vice Chair of Governors.

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3. GOVERNING BODY MEMBERSHIP MATTERS

Fiona Lin was welcomed and introduced to governors.

RESOLVED:

1. To appoint Fiona Lin as a co-opted governor for a period of two years.
2. To re-appoint Katie Carr as a Co-opted governor for a period of one year.

4. NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 7TH OCTOBER 2021

The non-confidential minutes of the meeting held on the 7th of October 2021 were circulated to the meeting.

RESOLVED: that Governors approved the non-confidential minutes of the meeting held on the 7th of October 2021 to be signed as an accurate record of the meeting.

5. MATTERS ARISING

5.1. Skills Audit

AH advised she would circulate the NGA modal form for the skills audit and asked that all governors completed and returned this as soon as possible.

5.2. Committee Planning

RESOLVED: that Fiona Lin would join the Personnel and Curriculum Committee.

5.3. Headteacher Performance Management Committee

RESOLVED: that JC would join the committee for the annual performance management review of the Headteacher, which would be held in the spring term 2022.

6. CHAIR'S ACTION

None.

7. CURRICULUM REPORTS

7.1. Personnel and Curriculum Committee (7th December 2021)

Governors noted the minutes of the previous meeting held on 14th September 2021 had been circulated with the agenda.

AS, Chair of the committee, summarised business covered at the meeting of 7th December:

- School Improvement Plan Monitoring Report

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- Whole School Assessment Data
- Policies as recommended for approval.

RESOLVED: to approve the following policies as recommended by the committee:

- Children with Health needs who cannot attend school
- Designated teacher for looked-after and previously looked after children
- CEIAG policy
- Remote Learning policy
- Uniform policy
- Staff conduct policy

7.2. Finance and Premises Committee (16th November 2021)

TC, Chair of the committee, summarised business covered at the meeting of 16th November:

- Budget monitoring report 2021-2022 – Period 7 – the accumulated surplus was reviewed and discussed
- Risk Register
- Swimming Pool update
- Health and Safety
- Review of policies

RESOLVED: to approve the following policies as recommended by the committee:

- Charging and Remissions Policy
- Pay Policy 2021-2022
- Whistleblowing Policy

AH thanked AS and TC for their work in chairing the sub-committees.

8. HEADTEACHER'S UPDATE AUTUMN 2 2021

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

PW highlighted key points:

- Ofsted Inspection and Report – PW referred to the challenge presented by the current inspection framework. This reinforced the achievement by the school in the judgement of Outstanding. PW observed that this judgment reflected the consistent work over the last 4 to 5 years and the strategy which underpinned the quality of teaching and learning.

PW referred to the need to continue to strive to be better and that the ongoing monitoring and self-evaluation processes were key to that. Governors noted that the school continued to refine monitoring processes to ensure that there exists a whole school element to systems as well as the more thematic nature of curriculum reviews.

PW also referred to Nick O'Brien's work as Deputy Headteacher and thanked him for his efforts and contribution.

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- Student Attendance – PW reported that the attendance as around 95% for the term and 96% for the current week
- Safeguarding - governors reviewed the detailed report on Safeguarding, which included their work by the team and information on referrals.

Governors noted the data on fixed term exclusions and the use of the internal resource to reduce the number of exclusions. PW reported there had not been any permanent exclusions in the current school year.

AH referred to the return on Safeguarding to the local authority, which reflected the work of the team.

In discussion, governors referred to a recent racist incident. NO explained how the incident was managed in the context of the school's Behaviour Policy. PW explained the system and process in the school, which included a weekly meeting to review such incidents.

Dermot O'Brien and Tim Duncan joined the meeting at 5.30 p.m.

- Single Central record - governors noted the report on the single central record and that Ofsted had inspected this
- Staffing - governors noted the information on leavers and starters
- GDPR - no breaches to report
- Swimming Pool update
- Key Stage 4 – PW referred to the summary of TPA mock examinations results taken in November 2021 and the caveats to the data.

Governors noted the actions and interventions planned, including those for the highest achievers.

In discussion, PW explained the current uncertainty about examinations due to take place in 2022 and also the basis of the assessment as to whether students were on target. PW observed that students could make substantial progress between the mock and final examinations.

Key Stage 5 – governors reviewed the data circulated on the outcome of the mock examinations held in October 2021 and the planned interventions and action plan

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9. FINANCE UPDATE

TC briefed governors on the progress of the refurbishment of the swimming pool. TC presented a proposal for the Board to approve the refurbishment of the changing rooms.

NA advised that quotes had been obtained which outlined the costs would be between £220,000 and £230,000. This could be met by £100,000 from in-year savings and the rest from the accumulated surplus.

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In discussion, governors asked whether the pool would be available for community use. TC replied this was envisaged and the pool would be used by primary schools. NA explained the aim was that charges made to Lear to Swim and other users would be to ensure these cover the costs on maintenance.

AH informed governors that she understood one of the borough's swimming pools was unlikely to re-open.

RESOLVED: to approve the refurbishment of the changing rooms.

10. CHAIR OF GOVERNORS' REPORT

AH reported on events she had attended.

- Film about the 1971 school strike
- Student Poems -event at St Mary's College, which Ms had also attended

11. STANDING ITEMS (REPORTABLE INCIDENTS)

- Safeguarding - reported in the Headteacher's Update
- GDPR - reported in the Headteacher's Update.
- Premises and Health and Safety. None.

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12. GOVERNORS' REPORTS

AS reported, she had attended the curriculum review of geography, which she found fabulous and inspirational.

JV reported she had attended the curriculum review for MfL which was highly informative.

NO explained the intention to disseminate training for governors by video on curriculum reviews.

13. GOVERNORS' TRAINING AND DEVELOPMENT

Governance Review – AH explained the intention of the review and the role of the NGA consultant. AH asked for feedback from newly appointed governors.

14. DATES OF FUTURE MEETINGS

- Thursday 24th March 2022 at 5.00 p.m.

15. ITEMS FOR NEXT MEETING

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- Headteacher's Report.

16. ANY URGENT OTHER BUSINESS

16.1. Nick O'Brien

AH expressed the appreciation and gratitude of the Board to Nick O'Brien for his contribution and impact on the school's success.

Meeting closed 6.20 p.m.

CHAIR'S SIGNATURE:.....
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Angela Hancock
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24-12-2022

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