

## Thomas Alleyne's High School, Uttoxeter

Minutes of a remote meeting (via Zoom) of the governing body held on Monday, 21 September 2020 at 4.00pm.

### **Present:**

Mr M Prescott (chair), Mr A Barton, Mr M Cruddas, Mrs P Curtis, Mr T Hollins, Ms R Horry, Mr M Osborne-Town, Mrs L Perry, Mr P Taylor.

Mrs J Rudge (Headteacher)

### **Also in Attendance:**

Mrs A Maingay (Deputy Headteacher)  
Mr A Storer (Business Manager)  
Mr R Sheldon (Clerk to the Governing Body)

### **Apologies:**

Apologies for absence were received and accepted from Mr S Clarke, Mr J Davey, Mr Hudson.

### **Presentation to Dr M Jary:**

Prior to the start of the formal meeting a formal presentation was made to Dr Jary who had recently stood down as governor, having been in post for 28 years. The chair made the presentation on behalf of the governing body and thanked Dr Jary for the invaluable support that she had given to the school and the wider community over the years. Particular recognition was given to the key role in supporting safeguarding and SEN matters and the many interviews for staff appointments.

In response, Dr Jary thanked governors for their gifts and kind wishes and stated that she had been proud to have been associated with the school over the 28 years.

### **242. Election of Vice Chairs of Governors:**

Governors were reminded that two vice chairs were appointed to support the governing body and appointed for a two-year period.

It was resolved –

That Mr M Osborne-Town and Mr P Taylor be appointed as vice chairs of the governing body until the first meeting to be held in the autumn term 2022.

### **243. Governing Body Matters:**

#### a) Review of Committee Membership

Governors were reminded that the committee structure and membership was reviewed annually and a copy of the existing structure and membership had been previously circulated to governors. The clerk confirmed that the current details had been updated to reflect those members who had recently left the governing body.

It was resolved –

- i) That both the committee structure and membership be retained for a further year without change.

- ii) That new governors appointed to the governing body would be allocated committee membership to reflect particular skill sets whilst retaining a balance of committee numbers.

b) Appointment of Co-opted Governors

The clerk reminded governors that it was necessary to appoint two new co-opted governors to replace both Mr Egerton and Dr Jary following their resignations from the governing body. The clerk also reported that the term of office for Mrs S Brown, co-opted governor, was to finish on 4 December 2020, which was before the date of the next meeting.

Full discussion followed regarding the appointment of new co-opted governors and the headteacher reported that she had discussed this matter with the chair and several people with appropriate skill sets had been identified but no approach had yet been made regarding their willingness to be appointed a governor. Mr Osborne-Town reminded governors that it was important for the governing body to be culturally diverse and, with this in mind, there was currently no BAME representation. He was therefore of a view that someone from this background should be appointed to the governing body if possible.

It was resolved –

- i) That further consideration be given to the appointment of co-opted governors, including if possible a BAME governor, and that any recommendations be submitted to the chair or headteacher for formal appointments to be made at a future meeting.
- ii) That the chair be requested to contact Mrs Brown to ask if she was willing to be re-appointed as co-opted governor for further 4-year period.
- iii) That the importance of being a culturally diverse governing body be recognised and that this be included in the Governor Development Plan which was currently being updated.

c) Register of Business Interests

The clerk reported that he would contact governors for details of business/pecuniary interests so that the register could be updated.

d) Declaration of Interests

There were no declarations of interest for items to be discussed at this meeting.

**244. Chair – Report of Actions Taken:**

That chair reported that he continued to discuss several Covid-19 related issues with the headteacher and decisions taken in the best interests of the school. He also wished to place on record his thanks to the headteacher and business manager for all the work that they had done over the summer holidays to ensure that the school was able to welcome back students for the new school year.

The headteacher further reported that a number of local young people had been employed to help improve the fabric and appearance of the school and was something that would be repeated on future occasions.

It was resolved –

That governors support the actions taken by the chair.

**245. Chair – Approval for Power to Act:**

It was resolved –

That approval continues to be given for the chair to act on behalf of the governing body for urgent matters that may arise between meetings.

**246. Minutes:**

The minutes of the meetings held on 15 June and 6 July 2020 had been previously made available to governors in Office 365.

It was resolved –

That the minutes be received and approved, subject to the following amendment:

Meeting 6 July – governors had resolved that the agreed 3-period day would remain in place for the whole of the school year if possible, but subject to review.

**247. Matters Arising:**

**a) Minutes of Meeting held on 15 June 2020:**

- i) Link Governor for the Teaching School (Minute 229(c) refers)  
Governors were reminded that it was still necessary for a link governor for the teaching school to be appointed. Mrs Curtis offered to take on this role.

It was resolved –

That Mrs P Curtis be appointed as link governor for the teaching school, with thanks to her.

- ii) School Transport (Minute 232(a) refers)  
The headteacher reported that school transport remained an issue for some students and that the local authority was working with parents to try and resolve the matter.

**b) Minutes of Meeting held on 6 July 2020:**

Re-opening of the School

The headteacher reported that it was important to get the views of students around the arrangements in place to ensure the safety and well-being of all students and that views were being sought through ‘Student Voice’. A report would be prepared to show any views received.

It was resolved –

That governors recognise the importance of receiving student views and that a copy of the subsequent report be shared at a future meeting of the Managing and Resourcing committee, for consideration to be given to any proposed actions.

## **248. Covid-19 – Updated Risk Assessments:**

A copy of the updated risk assessment had been previously made available to governors and the headteacher went through the detail of it. The risk assessment was subject to ongoing review and changes would continue to be made as considered necessary to ensure the safety and wellbeing of staff and students. The headteacher further reported that a tracker system was in place to monitor both staff and students and a daily update sent to the local authority. No-one had tested positive for Covid-19 although a number of staff and students were self-isolating. The school supported any parental decision as to whether or not their child should attend school. Governors noted that 10 test kits were available to the school for use by members of staff, as necessary, with replacements available every 21 days.

It was resolved –

That the updated risk assessment be received and noted and that this matter also be included on the agenda for the next meeting of the Managing and Resourcing committee for further discussion.

## **249. Headteacher's Report:**

A copy of the headteacher's report had been previously made available in Office 365 and the headteacher took governors through the detail of it, highlighting a number of key issues. Governors were reminded that all matters included in the report were discussed in more detail at Teaching and Learning and Managing and Resourcing committee meetings.

### a) Leadership Score Card

The headteacher was pleased to confirm that the daily operation of the school continued to work well and the work of staff to help ensure this was recognised. Most areas of the score card continued to be rated as good or better other than NOR and admissions. Improvement of both remained a key focus for the leadership team.

### b) Student Outcomes

As reported at previous meetings the headteacher confirmed that grades had been awarded to students in line with Government guidance, although this had been challenging given the changing advice. The work of Mrs Peers, assistant headteacher, in arranging and overseeing the school process for this was again acknowledged.

The headteacher reported that two appeals regarding the awarded grade had been received and the school's complaints procedure was being followed to resolve this. If necessary, a governor panel would be needed at a later stage in the process.

### c) Post-16 Destinations

Governors noted with interest the various destinations for post-16 students. The headteacher confirmed that there was a small number of NEET students but this was being followed up with Entrust to support as necessary.

### d) Y12 Induction

The headteacher confirmed that the induction of Y12 students remained of key importance for the school and that work continued to support this.

e) A Level Students

As reported in detail at the recent meeting of the Learning and Standards committee, the headteacher confirmed that tracking of Y13 student performance continued and support measures put in place as necessary.

f) On-line Learning

The headteacher reported that around 80% of students had accessed on-line learning programmes and that work continued to take place to encourage those students who did not wish to engage.

Staff currently isolating from school were undertaking live on-line lessons and coaching was provided for staff to support this. Students were grateful for the remote teaching given by staff.

g) Headteacher Performance Management

The headteacher confirmed that her performance management meeting was to be held on 9 October. The process was to be undertaken by the CEO of the Trust with support from Mr Prescott, Mr Osborne-Town and Mr Taylor.

h) Timetabling

The headteacher reminded governors that, as previously agreed, the timetabling model had changed to reflect the decision to move from a 5-period day to a 3-period day. The timetable remained under review and further changes were to be made from the second half of term to ensure it was balanced across all subjects and year groups. The headteacher placed on record her thanks to Mr Mitchell and Mr Philips for all of the work undertaken in putting the timetable in place.

A full outline was also given of the current structure for the school day, including arrangements for students to remain in their year group bubbles. Students had staggered breaks and lunch breaks, with movement breaks also built in to ensure that students adhered to the one-way system and get to lessons on time.

i) Health and Safety/School Site

The headteacher reminded governors that the CIF bid to refurbish Dove House had been unsuccessful and that it therefore remained mothballed. Consideration continued to be given to its future use

As reported earlier in the meeting, the headteacher again confirmed that the school's risk assessment remained under ongoing review and changes made as necessary. A Covid-19 management team was in place with different responsibilities allocated to members of the senior team. The headteacher placed on record her thanks for all of the work that the management team was doing.

j) Teaching School

A teaching school update was provided and the headteacher confirmed that this had also recently been shared with trustees. An outline was given of the good progress being made against the KPIs and the headteacher also reported that proposed changes for the funding of teaching schools were to be implemented by the DfE and that the school was looking to join the regional hub and partner with John Taylor High School. Governors would be kept updated.

k) Staffing Update

The headteacher reported that the school was currently fully staffed and also pleased to report that recently appointed staff had quickly settled into school and working well. Governors were informed though that a number of staff temporary contracts were shortly to come to an end and that a decision would be required on whether or not to renew.

l) Key Worker School

A summary was given of the work undertaken whilst operating as a key worker school during the summer term and the headteacher was pleased to report that this had proved to be very successful.

m) Safeguarding

The headteacher outlined changes to the school's safeguarding team and governors noted that Mrs Majors, assistant headteacher, had been added to the team.

A ULT safeguarding report for the autumn term was also currently being prepared and the headteacher agreed to circulate this to governors once finalised.

It was resolved –

- i) That the headteacher be thanked for her comprehensive report and, in particular, all information relating to the measures that had been taken to address the implications of Covid-19 to ensure the safe re-opening of school for the start of the new school year.
- ii) That governors place on record their thanks to the leadership team and all other members of teaching and support staff for all the work they continued to do in support of the school.
- iii) That, should it be necessary for a governor panel to be established to consider any formal complaint against the grades awarded, it would comprise Mr Cruddas and Ms Horry.
- iv) That the school's updated timetable be include on the agenda of the next meeting of the Managing and Resourcing committee for further discussion.
- v) That a letter of thanks, on behalf of the governing body, be sent to the senior team to thank them for all the work they were doing to manage Covid-19 issues. (Mr Osborne-Town agreed to draft the letter on behalf of governors).
- vi) That the review of staff temporary contracts be included on the agenda for the next meeting of the Managing and Resourcing committee for consideration and subsequent actions.

**250. School Improvement Plan:**

A copy of the School Improvement Plan was made available and the headteacher went through the detail of it, confirming that it included both school and Trust priorities. The headteacher referred in particular the need to review the current demands on the school, through the sharing in staff, as a result of the growth of the Uttoxeter Learning Trust. This related to the role of the school's business manager and the IT support team. The matter had been raised with the CEO and discussions were taking place to identify a way forward

in the best interests of both the school and the Trust. Governors would be kept informed of developments.

The headteacher further reported that the Governor Action plan also required further development so that it could be included within the School Improvement plan. The chair further reported that he would circulate a copy of the draft plan to governors, which would also include a review of governor KPIs from the previous school year.

It was resolved –

- i) That the School Improvement plan be received and that it be included on the agenda for the next meeting of the Learning and Standards committee for further discussion, to also include details of various departmental actions and agreed success criteria.
- ii) That the headteacher be requested to arrange for training to be given to governors around the use of Microsoft Teams.

#### **251. Managing and Resourcing Committee:**

Governors were informed that a meeting of the Managing and Resourcing committee had been held on 23 June 2020 but that the minutes of the meeting were not yet available. They would be made available for the next full governing body meeting.

It was resolved –

That governors note that a meeting of the Managing and Resourcing committee had been held on 23 June and await receipt of the minutes.

#### **252. Learning and Standards Committee:**

Governors noted that a meeting of the Learning and Standards committee had not been held between this and the last meeting of the full governing body.

#### **253. ULT Update:**

An update on the work of the ULT had been previously made available and the headteacher went through the detail of it. Particular reference was made to:

- Pay policy – the model SCC policy was still awaited and the ULT Pay policy would be updated when received.
- Support Staff – a meeting of trustees was to be held on 30 September to review support staff pay increases.
- Policies – a number of ULT policies had been updated for adoption by schools. All policies had been uploaded onto the school's website and the governors informed that they would need to be aware of them.

It was resolved –

That the ULT update be noted, including the policies to be adopted by the governing body.

**254. Safeguarding:**

The headteacher reported that the school's safeguarding policy remained under review and that the safeguarding team continued to meet on a regular basis. Mr Cruddas would be invited to future meetings as the link governor for safeguarding.

**255. Evidence for KPIs:**

As previously reported, the chair confirmed that a review of KPIs for the previous school year had been undertaken. The review had shown that the highest achieving KPI had been around governor challenge but that more had to be done to link this with the governors' vision.

The matters considered at this meeting met the following key performance indicators:

- KPI 1 – governors ensure clarity of vision, ethos and strategic direction  
Evidenced through discussions around the School Improvement Plan and the importance of linking the Governor Action plan with this. Governors also recognised the need to give greater importance to identifying the governing body vision when determining actions.
  
- KPI 4 – governors provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and their behaviour and safety  
Evidenced through continuing discussions around the impact of Covid-19 and the challenge to the headteacher to ensure that the school remained safe for both staff and students. (Minute 248 and other discussions throughout the meeting).
  
- KPI 8 – governors engage with stakeholders, including staff and parents  
Evidenced through continued discussions throughout the meeting and governor recognition of all the work being undertaken by members of staff to ensure that the school remained open and safe for both staff and students.

**256. Confidentiality:**

Governors were reminded of the need for confidentiality with regard to a number of issues discussed, and documents received, during the meeting but it was agreed that there was no need for any of the issues to be recorded in a confidential appendix of the minutes.

**257. Date of Next Meeting:**

It was resolved –

- i) That the next meeting of the full governing body be held, as previously agreed, on Monday, 7 December 2020 at 4.00pm. (The meeting would as previously be preceded by a training session at 3.30pm).
  
- ii) That the clerk be requested to send a copy of the updated meeting schedule for the current school year to all governors.

Signed.....  
M Prescott

7 December 2020  
Date.....