

**Minutes of the Meeting of The Malling School Full Governing Board held on
Wednesday 29 January 2020 at 5.00pm at the School**

Present: R Crome (RCR), M Fawcett (MFA), A Hawley (AHA), T Holditch (THO), E Jedrzewski (EJE), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT), S Wallis (SWA)
In Attendance: B Chadwick (BCH), Senior Deputy Headteacher (SDHT) (Item 1), P Williams (PWI), Designated Safeguarding Lead (DSL) (Item 1) L Hardwick (LHA) (Clerk), L Hardie (Prospective Associate Member, Observing)

	Action
<p>1. PRESENTATIONS</p> <p>The importance of the curriculum</p> <p>The SDHT comment on the curriculum development currently taking place at The Malling School (presentation slides appended to the minutes). He explained that in the past the focus had been on 'plugging gaps' in Year 11, but that the School was now working to build knowledge and cultural capital to help students progress and to add context and relevance to their learning.</p> <p>The SDHT explained that the School had been mapping the curriculum and adjusting content and sequencing, and had further developed the Knowledge Organisers to include key information. Cumulative assessments had been put in place for KS3, with the outcomes being used to reflect whether the curriculum was correct and to adjust if as necessary. During the current term all Heads of Department would be meeting with the HT and SDHT to discuss their curriculum vision, and departments would be tasked to research specific practice on curriculum development to prepare the 2020 curriculum from September 2020. Through the link with Bennett Memorial School, teachers were observing good practice and discussing how this could be used to create new Schemes of Work (SoW) at TMS. The SDHT confirmed that the aim would be for classroom teachers to be able to explain the Intent of the SoW, and that teaching met the aims of the SoW effectively.</p> <p>The SDHT discussed the intent and implementation of the knowledge-rich curriculum, explaining that the aim was to build knowledge and understanding rather than focussing on task completion. He advised that the School needed to consider the reason for the sequencing of lessons and ensure that lessons built on knowledge and developed challenge. With regard to implementation, the SDHT confirmed that the School needed to look at how and why it taught what it did, and that teachers needed to have good subject knowledge or to be supported to develop it. Subject matter needed to be taught consistently with every lesson having clear explanations and opportunities for students to practice and apply what they had learnt. Teachers also needed to address misconceptions and make better use of WCF and DIRT follow up. Teaching and testing should help students to develop their long term memory and improve their numeracy and literacy. The SDHT commented that delivering this curriculum would involve challenge, modelling, questioning and feedback, and confirmed that staff would receive CPD to help them implement it. He added that the SLT would continue with the Learning Development walks, and give direct feedback on what they had seen.</p> <p>The SDHT pointed out that the impact of the knowledge-based curriculum would be that students learnt what they had been taught, achieved well and were prepared for the next stage in their education.</p>	

The SDHT turned to the assessment rationale, explaining that the School wanted to move from a situation where students forgot what they had learnt once they moved onto a new topic, then revised the information for a test but did not retain the information in the long term. He advised that this would be done through weekly, low stakes testing and revisiting misconceptions from low stakes test and mini assessments, explaining that in KS3, the cumulative assessment process would test content from Terms 1 and 2 in Term 3, from Terms 3 and 4 in Term 5, (also revisiting key concepts from Terms 1 and 2), and content from Terms 5 and 6 in the following year. In KS4 and 5, all students would be assessed in Terms 2 and 4, with further assessments in Term 6 for Years 10 and 12. The SDHT advised that at KS3, the school would not provide parents with predicted grades, commenting that these could be confusing for parents who were not yet familiar with the new GCSE grades, but would instead provide them with the percentage score their child(ren) had achieved in their cumulative assessment, together with the class average to provide context.

The SDHT explained how the School would develop rich vocabulary and fluency, using Knowledge Organisers and with teachers focussing on the use of key terms and developing fluency of language, including the entomology of terminology to help provide context. He confirmed that this was an ongoing part of the developmental learning walk process, and that use of language would be developed through curriculum planning, with continued work on literacy and reading through current strategies. The HT advised that this included male members of the SLT reading with students during their library lessons to help encourage boys' reading.

The SDHT finally confirmed that this process was still being refined, developed and improved.

Outstanding Personal Development

The DSL presented a proposal that he had put to the SLT to develop the 'softer' side of the School's provision. He pointed out that the new Ofsted Framework placed greater emphasis on personal development in addition to academic achievement, and that schools needed to provide their students with the skills that they would need in future. He explained that he had proposed two options to the SLT, both of which provided a series of pathways for extra-curricular activities to help their school experience to be as full as possible.

The DSL advised that under the first programme, all students would take one of four Personal Development Pathways (PDPs):

- PDP1 – Clubs (lunchtimes or after-school)
- PDP2 – Duke of Edinburgh Award
- PDP3 – Sea Cadet Corps
- PDP4 – The TMS Passport

The DSL confirmed that registers would be taken at Clubs, so that attendance could be tracked. He also advised that the School aimed to be able to offer the Duke of Edinburgh Bronze Award to all Year 9 students from September 2020, and that the Sea Cadet Corps was growing in popularity, with 11 students fully enrolled.

The DSL explained that the second model provided different options for each year group:

- Year 7 – Clubs and the TMS Passport
- Year 8 – Clubs, the Sea Cadet Corps and the TMS Passport
- Year 9 – Clubs, the Sea Cadet Corps, the Duke of Edinburgh Award and the TMS Passport
- Year 10 – Clubs and the TMS Passport

The DSL advised that the second model was his preferred option. He also explained that the TMS Passport would aim to develop students' understanding of the local, UK and international community, adding that although some students were provided with a number of opportunities outside school, other needed greater encouragement. He commented that living in Kent, students to in a unique position to explore a wide range of different environments and heritage sites and that the School would suggest a range of activities and visits that students could take part in, starting with local options in Year 7 and expanding the range and variety in later years. The DSL confirmed that the School could use PPG funding to support vulnerable students. The Chair commented that funds were already available to help PPG students take advantage of trips and other extracurricular opportunities. He added that he preferred the second model presented by the DSL.

In response to a question, the HT advised that the School offered a wide range of clubs, but that the students who would benefit the most did not always take part. He added that the School would support vulnerable students to take the Duke of Edinburgh Award. He explained that the School would restructure Period 1 to facilitate the delivery of the Award, reminding Governors that, in addition to the expedition, students also needed to undertake voluntary work and develop new skills. **A Governor commented that students who completed the Duke of Edinburgh Award would receive a certificate, and asked whether the School would consider something similar for Clubs and for the TMS Passport.** The HT confirmed that the School would consider how best to do this.

A Governor commented that the issue, for Ofsted, would be how personal development opportunities could be captured and mapped to evidence impact.

The Chair thanked the SDHT and DSL for their presentations and they left the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence from Carrie Baines and Zak Khan were received and accepted. The meeting was quorate.

3. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item.

4. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of FGB Meeting held on 4 December 2019

The minutes of the meeting held on 4 December 2019 were approved as an accurate record of the meeting and signed by the Chair.

Update on Governor Actions arising from the minutes

- Prevent Training – ***The Clerk agreed to contact Governors who had not yet sent her a copy of their Prevent training certificates.***
- MIND School Programme Training – ***The HT advised that a date had not been arranged for this training***
- Pedagogy Magazine – ***The HT advised that the next edition of the magazine would be produced shortly and would be sent to Members.*** He commented that the magazine was printed, but that it was also available on the website.

LHA

ZKH/
JVE

JVE

It was confirmed that all other 'due' actions had either been completed or were dealt with through other agenda items.

Other Matters Arising

There were no other matters arising from the minutes.

5. BUSINESS

Report from Finance Monitoring Visit

The Finance Monitoring Governor's Report was noted.

Nine Month Financial Monitoring Report

The Chair confirmed that he had discussed the current financial position with the Business Manager and had raised a number of queries. He reported that the financial position was very positive, and that the projected revenue outturn was now £214,168, higher than the six-month position (£201,611), and the the original budget estimate of £153.053.

The Chair confirmed that the projected outturn was within the BSM limit of 468.383.55, as set out in the BCM Limit Calculator Form circulated with the meeting papers.

The HT commented that he had discussed with the SLT the need to ensure that the Curriculum and Teaching and Learning should drive the budget in future.

Arrangements for completion of the 2020 SFVS

The Chair explained that the SFVS was a financial self-assessment return, completed by maintained schools, relating mostly to schools' financial controls. He advised that the 2020 form would be in a new format, and that the BM would be sending Governors a questionnaire to complete to aid in the completion of various sections of the Return. The Chair added that she understood that guidance from SFS was that the document should be completed by Governors, with information being provided by the School as required, rather than by members of school staff. ***The Chair confirmed that he would discuss this further with the BM. In the meantime, the Clerk agreed to send the Chair a link to the relevant page on Kelsi. She confirmed that the completed return would need to be approved at the next FGB meeting to meet the submission deadline of 31/3/20.***

MPE

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Financial Risk Register

The Clerk advised that the BM had sent her a corrected version of the Register, which she had uploaded to the folder with the papers for the December FGB meeting, where the Register had been discussed. The Chair asked whether there was a regulatory requirement to review the Register at each FGB meeting. The Clerk advised that although KCC now required Schools to have a financial risk register, this was not currently a regulatory requirement. ***The Chair agreed to discuss this with the Business Manager.***

MPE

Business Related Policies

No business-related Policies had been submitted for approval.

6. HEALTH AND SAFETY

Health and Safety Issues

The HT had no health and safety issues to report.

Health and Safety Monitoring Visit

The Chair referred to the Health & Safety Monitoring Report, circulated with the meeting papers (which had been verbally reported to the previous meeting). He noted that since the monitoring visit, the monitoring Governor had been advised of four further accidents, which should have been added to the accident book. A Governor noted that at the visit Governors had also been advised that there had been a number of near misses, which had not been recorded. The Clerk commented that it was good practice to record near misses as these could identify a potential health and safety issue. ***The HT confirmed that he would take this issue up with the BM.***

JVE

The Chair advised that he had discussed with the BM proposals to replace the school's minibuses with newer, smaller buses that could be driven by any member of staff. He explained that the BM was investigating a number of leasing options rather than outright purchase, which would have the advantage of including servicing and maintenance in the cost. **However, he pointed out, although the School was in a strong position financially, its focus continued to be to use any surplus funding to improve outcomes and questioned whether funding should be spent on the minibuses at this time.** He also reported that all four of the minibuses had had a wheel stolen recently, confirming that the cost of replacements had been covered by insurance. He added that the CCTV footage that had been recovered was of a poor quality, but that the BM did not feel it would be cost effective to replace it. **A Governor asked whether the minibuses could be locked in the MUGA overnight, to provide additional security.** The Staff Governor advised that the buses were too high to pass through the gates.

7. SCHOOL IMPROVEMENT PLAN

Governor Monitoring Reports

The HT suggested that, rather than setting the agenda for monitoring visits at the beginning of each year, the agenda should be set before each meeting to reflect the current status of the SIP for that area of the Plan, to focus monitoring on SIP priorities. As an example, he advised that the progress of PP and other vulnerable students was identified as an area for further action in the RAG-ed SIP, and should be a focus for discussion at the next PP Monitoring visit.

Governors reported on monitoring visits carried out since the last FGB meeting:

- Leadership and Management – The Chair confirmed that the monitoring governors had attended a staff briefing and reviewed School trips.
- Outcomes – One of the Governors who had carried out the visit confirmed that the monitoring Governors had reviewed Year 11 PPE results and Year 12 and 13 Value Added predictions. They had however noted that Year 11 had taken full papers, rather than sample questions and that students had not yet covered the full exam specification.. It was also difficult to make a direct comparison with 2019 PPE results, as students had not sat the full range of questions at this point last year. Year 12 and 13 had been identified as an area for improvement, although the HT pointed out that Year 13 was a small cohort this year, and that individual students' results therefore had a significant impact on the data. Governors had also discussed the differentiated assessments, and the impact of these for PPG and HPA students.
- PDW – The Chair reported on the monitoring Governors' behalf, confirming that Governors had observed the 'late gate' with duty staff, and had monitored and reviewed attendance, data regarding sanctions and exclusions and the bullying and racist log.
- Website – The Governor who monitored the website confirmed that he had not carried out a review since his previous report. The HT reminded Governors that the results of the last review had been disappointing, but that the new Network Manager had made a good start, and had a remit to address any outstanding issues. The monitoring governor confirmed that he would carry out another review at the beginning of Term 3. **A Governor pointed out that the School should be monitoring the website itself and not waiting for Governors to identify any errors.**
- QTLA – This visit had been reported verbally at the previous meeting.
- Protocol for Monitoring Visits – The Chair referred to the protocol for reporting on visits which had been circulated with the meeting papers.

8. HEADTEACHER'S REPORT

Parent Survey results

The HT explained that survey forms were given out and collected at every Parents Evening, and that the questions mirrored those used by Ofsted's Parent View. He added that the School had also requested the names of respondents this year, so that individuals could be contacted if they had raised any concerns.

The HT referred to the response relating to the question about bullying, explaining that the wording had not been clear and that some respondents had taken a 'disagree/strongly disagree' response to mean that they were indicating that there was no bullying at the school.

The HT commented that these were very pleasing results. He remarked that the responses also highlighted the work that the new SENCO had done, including process ECHPs. A Governor also paid tribute to the work undertaken by the Head of the Tydeman Centre. ***The Chair was asked to write a letter of thanks to the new SENCO thanking her for her work.***

Mpe

The HT also confirmed that a question about QTLA would be added to the next survey. **A Governor noted that the issue of students' access to the internet at home had been discussed during the recent monitoring visit, in connection with the Hegarty Maths programme.** It was agreed that it would be helpful if the School knew if students could not use internet-based programmes at home, although it was recognised it would be difficult to obtain this information without asking intrusive questions.

A Governor commented that, from the latest PDW monitoring report, it appeared that bullying was not being reported correctly.

The HT commented that the responses relating to extra-curricular activities had been picked up during the SDHT's presentation earlier in the meeting.

The HT noted that parents agreed that the School was clean and tidy, but he confirmed that he would like to invest in improving the outdoor space, including installing recycling bins. **A Governor noted that this would need to be done in consultation with Mitie. Another Governor noted that there had been a number of comments about the toilets, but commented that toilets were often vandalised.**

Staff Survey

The HT remarked that some of the comments on the survey were disappointing, commenting that the School had worked hard to support staff and reduce workload, for example by reducing the number of data capture points, and moving the burden for supervision of detentions and transferring students to internal inclusion to senior staff. He confirmed that there was an expectation that any classroom incidents would be written up and investigated by the Heads of House, adding that this had improved consistency amongst the Heads of House, although there was still some inconsistency regarding the use of SWOT. He advised that the DSL was developing a positive behaviour strategy and working with staff to implement it but added that the response that behaviour was at least good was positive.

The HT noted that some staff had commented about the workload connected to trips, and advised that there were elements of the process which could be undertaken by support staff.

In response to a question, the HT confirmed that the survey had not differentiated between teaching and support staff, pointing out that this mirrored the approach that Ofsted would take. A Governor commented that Ofsted would also talk to staff

and suggested that the School needed to be clear of its tolerances and consider how TMS compared to other schools. The HT advised that schools did not generally release staff survey data, unless they were part of a larger academy group. A Governor commented that in his experience, teachers were often quite critical of their schools in staff surveys. The HT commented that he would hope that staff would share any concerns as they arose, and not wait until the annual survey to raise them. He added that he felt the results of the survey were positive, particularly in respect of the comment that the school was well managed, which he believed was due to the regular meetings between the Heads of Department and Heads of House.

Outcomes

As mentioned previously, the HT confirmed that the VA predictions for KS5 were concerning, although this was a small cohort, so that one student's progress made a significant impact on the data. He advised that VA in academic subjects was strong but that improvement was needed in vocational subjects. **A Governor asked if the School had a breakdown of the progress of male and female students.** The HT confirmed that the School had recorded that information, but stressed that he believed that the most important driver for improvement was strong teaching, which addressed any areas that students did not fully understand. **He advised that he would bring a full data report to the next meeting.**

JVE

The HT reported on predictions for the September 2020 student numbers. He advised that the School had been identified as the first choice of 164 families and the second choice of a further 127 and should be full. He commented that he had been concerned at the potential impact of the RI Ofsted judgement, but that, from the Open evening and anecdotal comments, the School continued to be seen as strong.

Teaching and Learning

The HT had nothing significant to report, but confirmed that the School continued to develop the quality of teaching and learning.

Personal Development, Behaviour and Welfare

The HT commented on the strong work of the pastoral teams. **Governors asked that the work of these staff should be acknowledged.** They also noted that the number of exclusions had reduced and that the number of transfers had started to fall, based on the same period in 2019. Whole school attendance had improved, and was considerably higher than at the same point in 2019. The HT confirmed that he would have liked PPG attendance to be higher, commenting that although numbers had fallen, there were some more significant barriers to overcome. He advised that the Heads of House met with PPG students and their families regularly and were aware of the barriers and issues that these students faced. The Staff Governor confirmed that as a Head of House, she met regularly with parents and explained the consequences of their children not attending school, and added that staff also carried out home visits to collect students who had not arrived in school.

JVE

With regard to bullying, the HT explained that the School's data was taken from the SIMS records, although he acknowledged that students' perceptions might have a different perception of bullying, outside the formal definition. He also reported that there had been one racist incident the previous week which had not been logged, although the student concerned had been put into isolation.

The HT confirmed that registers were taken at Extra Curricular clubs and reported that only 20% of PPG students currently attended clubs, although they made up 30% of the total school roll.

10. SAFEGUARDING

Safeguarding Monitoring Report

Governors reviewed the written report from the Safeguarding Governor who had provided a verbal report on her most recent monitoring visit at the previous meeting. ***She advised that she would be carrying out a further visit in February, and would report back to the next meeting.***

THO

Safeguarding Issues

The HT had no urgent safeguarding issues to report.

11. POLICIES

No policies had been submitted for approval.

12. GOVERNANCE

Appointment of Associate Member

The Chair confirmed that, as reported to the last meeting, Louise Hardie, a Headteacher at a Medway school, had expressed an interest in joining the Board and referred to her application form which had been circulated with the meeting papers. He explained that, although there were currently no Co-opted Governor vacancies on the GB, he was recommending that she was appointed as an Associate Member until a suitable vacancy arose. The Clerk explained that an Associate Member was not a Governor and could not vote at FGB meetings. She added that it was for the GB to decide on the length of an Associate Member's term of office, whether they would attend meetings as of right and whether they should receive confidential minutes and papers.

Louise Hardie left the meeting whilst Governors considered her appointment.

It was agreed that Louise Hardie should be appointed as an Associate Member for a four year term of office and should be entitled to attend FGB meetings and to receive confidential papers and minutes.

Louise Hardie returned to the meeting. The Chair congratulated her on her appointment. ***The Clerk confirmed that she would contact her outside the meeting to complete the necessary formalities.***

LHA

Governor Monitoring Reports

No additional monitoring reports visits had taken place since the last meeting. RC advised that he had met with the CEIAG leader during their recent monitoring visit and reported that the School was hoping to be allocated an Enterprise Advisor through its connection with the Chamber of Commerce.

Governor Training Reports

No Governor training had been attended since the last meeting.

Monthly Governance Bulletin

Governors noted the contents of the monthly Governance Bulletin.

Governor Resignations

The Chair reported that Adrian Hawley would not be able to continue as a Governor in the long term, due to a job change that meant he would not be free to come into school during the day. He also reported that Emma Jedrzejewski would be resigning her Staff Governor position before going on Maternity Leave at the end of the academic year. ***The Clerk confirmed that she would bring an updated skills audit to the next meeting to inform the Parent and Staff Election process.***

LHA

13. **ANY OTHER URGENT BUSINESS**

There was no other urgent business, although a Governor commented on the quality of the presentations that Governors had received at the beginning of the meeting and on the positive changes that seen since the Headteacher had joined the School. ***The Chair agreed to write to the two senior leaders to thank them for their presentations.***

MPE

14. **CONFIDENTIALITY**

No items of confidentiality were identified

15. **DATE OF NEXT MEETING**

It was confirmed that the next meeting would take place on 25 March 2020. The Chair advised that he was not able to attend this meeting, which would be chaired by the Vice Chair.

The meeting closed at 6.55pm

Signed.....
Chair

Date.....

APPROVED

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
27.3.19 10.7.19 11.9.19 16.10.19 4.12.19 29.1.20	5 4 4 4 3 4	Governors to re-take Prevent training at the beginning of T1	LHA	T1 2019/20	LHA to remind governors who have not returned certificates to do so
4.12.19 29.1.20	3 4	A date to be arranged for MIND School Programme training	ZKH/JVE	End T2	Date to be confirmed
4.12.19 29.1.20	7 4	A copy of the Pedagogy Magazine to be sent to Governors	JVE	End T2	Next edition will be circulated
29.1.20	5	Completion of the SFVS to be discussed further with the BM	MPE	End T3	
29.1.20	5	The Chair to be sent a link to the new SFVS form and guidance on KLSI	LHA	31.1.20	Completed
29.1.20	5	The draft SFVS to be submitted for approval at the next FGB meeting	LHA	25.3.20	
29.1.20	5	The Chair to discuss reporting of the Risk Register with the BM	MPE	End T3	
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	
29.1.20	8	The GB's thanks to be passed on to the SEND team	MPE	End T3	
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	
29.1.20	8	Pastoral staff to be thanked for the support being given to students	JVE	End T3	
29.1.20	10	A safeguarding visit to be carried out in February and reported to the next meeting	THO	25.3.20	
29.1.20	12	Louise Hardie to be complete the necessarily formalities in connection with her appointment as Associate Member	LHA	End T3	
29.1.20	12	An updated skills audit matrix to be brought to the next FGB to inform the Parent and Staff election process	LHA	25.3.20	
29.1.20	13	The Chair to thank the SDHT and DSL for the quality of their presentations to the FGB	MPE	End T3	

APPROVED

Minutes of the Meeting of The Malling School Full Governing Board held on Wednesday 25 March 2020 at 5.00pm via Virtual Governance arrangements

Present: C Baines (SBA), R Crome (RCR), M Fawcett (MFA), A Hawley (AHA), T Holditch (THO), E Jedrzewski (EJE), Z Khan (ZKH), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT).
In Attendance: L Hardwick (LHA) (Clerk), S Birchall (SBI) (Business Manager (BM))

Items were taken out of sequence but are reported in agenda running order

Action

1.. APOLOGIES FOR ABSENCE

Apologies for absence from Steven Wallis (personal circumstances) were received and accepted. Governors passed on their best wishes to him. The meeting was quorate.

2. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item.

3. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of FGB Meeting held on 29 January 2020

The minutes of the meeting held on 29 January were approved as an accurate record of the meeting (to be signed by the Chair at a future date).

Update on Governor Actions arising from the minutes

Outstanding items not covered through agenda items were not discussed and will be dealt with at a future meeting

Other Matters Arising

There were no other matters arising from the minutes.

4. BUSINESS

Report from Finance Monitoring Visit

The Finance Monitoring Governor's Report was noted.

Year End Outturn Position

The BM referred to the documents that had been uploaded to GovernorHub. She explained that the budget closedown had been brought forward, and that she was therefore able to report a final Revenue outturn balance of £206,702.96, approximately £4,500 better than the original budget forecast and £7,000 better than the 9-month position. With regard to the Capital budget, the BM confirmed that the closing balance was £0, as the budget had been spent during the year on ICT equipment and improvements to the 6th form area.

2020 SFVS

The BM reminded Governors that the SVFS had to be approved and submitted by 31/3/20. She added that the format of the document had changed this year, and now included a RAG-rated 'Dashboard' section which benchmarked TMS against other similar schools.

Governors reviewed the 'Checklist' section of the document, noting the comments and evidence supporting the response to each question. The Chair confirmed that he had

discussed the checklist in detail with the BM. The BM added that the responses to the questions should be used by the FGB to identify any areas for further monitoring and quality-assurance.

The BM then turned to the Dashboard. She confirmed that the RAG-rated KPIs could also be used to inform monitoring and further investigation. The HT commented that the school's large SRP impacted upon some of the KPIs, in that the School employed more education support staff than average, and because classes in the SRP were smaller.

The 2020 SFVS was approved.

Draft 2020/21 Budget

The BM reported that the School had received initial budget information from the LA, which suggested that, as a result of increases in delegated and SEND funding, the School would be receiving additional funding in the region of £500,000 for 2020/21. She confirmed that this would be offset by higher than predicted awards for Support Staff (as a result of increase in the published TCP percentages) but that the overall position was favourable.

Freedom of Information Publication Scheme

The BM reported that she had taken the opportunity to review the TMS Freedom of Information Publication Scheme ahead of schedule, following the receipt of a FOI request at the Holmesdale School which had involved a great of staff time/resources to service, in case TMS received a similar request.

The Freedom of Information Publication Scheme was approved.

5. HEALTH AND SAFETY

Health and Safety Issues

The BM reported that Mitie had completed a deep clean of the site. **A Governor asked whether Mitie were undertaking additional daily cleaning work as a result of students still coming into School.** The BM explained that Mitie were contracted to clean the School daily under the PFI contract, but were also double checking that washrooms were well stocked with soap, in line with Government advice.

6. SCHOOL IMPROVEMENT PLAN

Governor Monitoring Reports

Reports from Governors from visits carried out since the previous meeting are reported under other agenda items.

7. HEADTEACHER'S REPORT

The HT referred to the report which had been uploaded to GovernorHub, updating Governors on key issues:

General situation in School

The HT confirmed that the School had contacted parents and students about the DfE arrangements for awarding qualifications, although further information was still being received. He advised that grades would be quality-assured by the SLT and leaders and commented that it would be realistic to expect students to have progressed at least one grade from their Autumn PPE results. He added that students had also sat a further set of PPEs during Term 3 and 4, and that, although these results had not been shared with students and parents, they would be used by staff to inform the qualification grade. The HT advised that IB exams had also been cancelled, although the IBO had not yet published guidance as to how grades would be awarded.

Home Learning

The HT pointed out that circumstances relating to a confirmed Covid-19 case had meant TMS closing two days before other local schools, but confirmed that short-term arrangements had been put in place for the remainder of Term 4. These included students being issued with Home Learning books, work being uploaded to the website's Home Learning section of the website for every subject for every year group, paper copies of key learning resources and additional tasks being sent out by post and Heads of Department issuing an email link for parents or students to get in touch if they needed support. The HT praised the ICT Manager for his assistance with regard to the website, and also for assisting the Clerk in setting up the FGB meeting.

The HT advised that staff were now working on a full home learning programme for Term 5. He explained that he did not feel that it would be desirable to run a full timetable, but that the School would instead set a condensed timetable, uploading three weeks of content to the website at a time. All students would be sent a Term 5 home learning pack, with a second exercise book and resources, and the website would be updated every two weeks with lesson by lesson resources, following the School's teaching principles, in addition to the paper copy of resources posted home. Lessons would include a low-stakes test, and a powerpoint lesson resource, and there would also be teacher-narrated Zoom lessons.

The HT confirmed that the School was exploring how to use online resources such as Zoom and potentially the Microsoft 365 Education platform, to run virtual teaching sessions, including Tutor Time activities. He pointed out that the School had a responsibility to keep students motivated both socially and educationally, to support their mental wellbeing and to keep them safe.

A Governor asked how students without internet access at home would be supported. The HT confirmed that all students would be sent a hard copy of the teaching resources in the post for Term 5, and would also have their Knowledge Organisers. He acknowledged that this was a challenging situation advising that, although he was aware of 20 students who did not have internet access at home, he believed that the actual number was likely to be higher. He confirmed that the School would keep in touch with these students and support them as far as possible.

A Governor commented that there was a risk that disadvantaged students would become more disadvantaged during the period of school closure. Another Governor asked whether the School would be able to supply wireless 'dongles' for FSM/PP students without internet access. ***The HT commented that it was currently very difficult to order equipment but that he would take this suggestion forward with the ICT Manager.***

JVE

MFA

A Governor confirmed that he would share Google Classroom resources with the HT after the meeting.

A Governor asked whether any work produced by students at home could count towards exam grades. The HT advised that he understood that the grades could only be assessed on work produced and/or exams taken at school. The Governor acknowledged that it was possible that students would have received assistance at home. **Another Governor asked whether parents would be expected to mark work completed at home.** The Staff Governor confirmed that subject leaders had emailed students to confirm that staff would provide feedback on any work sent back to them. The HT added that from the beginning of Term 5 students would be set learning assessments at the end of every four week period to keep students (and staff) engaged and motivated.

The HT commented that it was likely that students without access to emails would find it more difficult to return to normal working and that the School would continue to explore ways of keeping in touch.

FSM and Key Worker Support/Student wellbeing

A Governor questioned the situation for FSM students. The HT advised that there were in the region of 170 FSM students at TMS and confirmed that the School was working to support families by preparing food packs for students to be collected by students who lived locally and by sending out food vouchers. The SEND team were in regular contact with students and their families. The number of students coming into school had gradually reduced over the week, from a maximum of 18, and a rota of staff would be coming into school for the remainder of the term to work with students who came into school.

The HT advised that he had been approached by KCC about becoming a Hub school, but had not given the LA a decision, pending the FGB meeting and discussions with Mitie. He commented that he would not be able to guarantee staffing by TMS staff, and remarked that there were also potential issues in bringing students from other communities onto site. However, he stressed that the School would wish to support the primary schools within the Malling Partnership, and confirmed that the situation would be kept under close review.

The Staff Governor reported that all students with ECHPs and their families had already been contacted and that the Heads of House would be in regular contact with these students and with others perceived to be vulnerable, to ensure that they remained safe. She added that Tutors would be keeping in touch with other students and would refer issues up to the Heads of House if they had any concerns about specific students. The Staff governor advised that support for students from the support worker employed by the school would continue. A Governor provided information about counselling support services. The Staff Governor confirmed that the School was already using these services and could also provide information regarding support for students with autism, which would be relevant for many students within the SRP. **A Governor suggested that links to support and information should be posted on the School website, signposting what was available. The HT agreed to take this issue forward.**

JVE

Staff Support and CPD

The HT summarised the actions that were in place for staff. He confirmed that remote SLT meetings were taking place using Microsoft Teams, and that briefings would be sent out to staff three times a week. Staff would be sent weekly pedagogy lecturettes and Heads of Department would hold weekly Zoom meetings to share best practice and drive the vision for Term 5. In addition, a second PBS booklet would be produced for staff during Term 5. **In response to a question, the HT advised that the HR Assistant was working on a pack of information to support staff welfare.** The BM added that the School now had access to a 24-hour support/counselling service for staff through its Staff Absence Insurance.

End of Year Academic Predictions

The HT pointed out that both staff and Year 11 students were disappointed that they would not have the opportunity to demonstrate the improvement that they had made over the year, but commented that the School had good evidence for predicting grades. He added that, although the School had moved to benchmarking rather than projection, benchmarking the current Year 11 against the 2019 cohort provided evidence of the level of improvement that was likely between the February PPEs and final outcomes. The HT advised that the P8 score, based on the February PPEs was -0.4 and confirmed that these exams had been marked against stringent grade boundaries. On this basis he did not think it would be unreasonable to evidence a positive P8 score, especially given the demonstratable improvement in behaviour and attendance over the academic year.

A Governor asked whether it was correct that a School's previous performance would be taken into account by the DfE when predicting the P8 score. The HT advised that he was not aware that this would be the case and remarked that it would be unfair to schools if it was. The BM added that the Business team reviewed the daily updates from the DfE and that this had not been mentioned.

The HT commented that he believed that the School was in a good position to make predictions, as students had taken two sets of PPEs and because it could evidence the progress that students would make between the PPEs and final exams, based on the previous year's data.

Printing

The BM advised that the School intended to outsource printing to produce the resources needed for students during Term 5, pointing that there would not be the capacity, or staff resources, to produce such a large volume of information in-house. She confirmed that she would be seeking three quotes for the work, but that, based on the quote she had received already, the cost was likely to be in the region of £18,000, commenting that this cost could be offset against savings in other supplies. Governors agreed that they would support this expenditure. **The BM confirmed that she would circulate further details once she had received all the quotes from suppliers.** The Clerk pointed out that the GB was not able to take decisions by email and that, although Governors could be sent information for comment or for questions, the final decision would need to be taken by Chair's Action and ratified at a subsequent FGB meeting.

SBI

8. SAFEGUARDING

Safeguarding Monitoring Report

Governors reviewed the written report from the Safeguarding Governors. The Safeguarding Governor advised that the next visit would include a focus on Online Safety and would also hopefully include a Pupil Voice session. She confirmed that no issues of concern had been identified at the visit, and that Governors had recognised the improvements that had taken place following the creation of the additional DSL posts.

Safeguarding Issues

The HT had no urgent safeguarding issues to report.

A Governor asked whether the School would potentially be used as a hospital during the Coronavirus crisis. The HT confirmed that he was not aware of any such proposals and felt that other local schools would be better placed, geographically, to provide such a facility. The BM added that she had spoken to the Area Education Officer the previous day and this option had not been raised with her.

9. POLICIES

No policies had been submitted for approval.

10. GOVERNANCE

Governor Skills Audit

The Clerk reported that the skills audit forms had not yet been returned by all Governors. **She asked all Governors who had not yet returned their forms to do so**, explaining that the BM needed a copy of the Audit matrix for all governors in post at 31/3/20 even if they would subsequently be leaving the GB, as supporting evidence for the SVFS. She also commented that there had been an action for her to bring the Audit matrix to this meeting to inform the Parent and Staff election process. **The HT confirmed that elections would now not take place until the new academic year. The Clerk confirmed that she would bring the audit matrix back to a future FGB meeting. She**

All

LHA

also agreed to send a reminder to Governors who had not yet returned their audit forms.

Minutes of Pay Review Meeting

The Clerk explained that the draft minutes of the Pay Review meeting had not yet been checked by the HT for accuracy, **but confirmed that she would upload them to GovernorHub once this had been done.**

LHA

Governor Monitoring Reports

No additional monitoring visits had taken place since the last meeting.

Governor Training Reports

No Governor training had been attended since the last meeting.

Monthly Governance Bulletin

Governors noted the contents of the monthly Governance Bulletin.

11. ANY OTHER URGENT BUSINESS

The Chair confirmed that he had been in regular contact with the HT and thanked him and his staff for their work during the previous very difficult week. He commented that a situation such as this highlighted the dedication of the staff and the hard work going on within the School. HT paid tribute to all the staff in dealing with the current situation and in their willingness to consider and introduce new ways of working. A Governor suggested that staff would appreciate a letter from the Chair, thanking them, on behalf of the Governing Body, for their efforts. **The Chair agreed to take this action forward.**

MPE

There was no other urgent business.

12. CONFIDENTIALITY

No items of confidentiality were identified

13. DATE OF NEXT MEETING

It was confirmed that the next meeting would take place on 20 May 2020. The Chair acknowledged that this was also likely to be a virtual meeting, with a focus on improving the budget.

The meeting closed at 6.0pm

Signed.....
Chair

Date.....

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4	School Programme training			
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	
29.1.20 25.3.20	12 10	An updated skills audit matrix to be brought to the next FGB to inform the Parent and Staff election process	LHA	25.3.20	Deferred to a future meeting. Governors to be reminded to return forms if they have not yet done so
25.3.20	7	The School to explore the possibility of ordering wireless dongles for FSM/PP students without internet access at home	JVE	End T4	
25.3.20	7	Sample Google Classroom resources to be shared with the HT	MFA	End T4	
25.3.20	7	Links and 'signposting' to support services to be uploaded to the School website	JVE	End T4	
25.3.20	7	Quotes for outsourced printing to be shared for information and comment and Chair's Action to be taken to approve the preferred quote	SBI MPE	End T5	
25.3.20	10	Non-Confidential Pay Review Committee meetings to be uploaded to GovernorHub once checked for accuracy	LHA JVE	End T4	
25.3.20	11	The Chair to write to staff to thank them for their dedication and efforts during the coronavirus crisis	MPE	End T4	

Minutes of the Meeting of The Malling School Full Governing Board held on Wednesday 20 May 2020 at 5.00pm via Virtual Governance arrangements

Present: C Baines (SBA), R Crome (RCR), M Fawcett (MFA), A Hawley (AHA), E Jedrzewski (EJE), Z Khan (ZKH), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT), S Wallis (SWA).
In Attendance: L Hardwick (LHA) (Clerk), S Birchall (SBI) (Business Manager (BM))

Action

1.. APOLOGIES FOR ABSENCE

Tina Holditch spent retrospective apologies for absence, having had to deal with urgent issues at her own school. The meeting was quorate.

2. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item.

3. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of FGB Meeting held on 25 March 2020

The minutes of the meeting held on 25 March 2020 were approved as an accurate record of the meeting (to be signed by the Chair at a future date).

Update on Governor Actions arising from the minutes

- Wireless 'Dongles' for Students – The HT advised that the Government had now introduced a scheme to provide 'dongles' to provide Year 10 students with internet access. He also confirmed that the School had reconfigured laptops and had sent them to students, and had passed on information about a BT offer to upgrade internet strength to parents.
- Reimbursement of Covid-19 costs – The HT advised that the School had incurred some additional expenditure in respect of cleaning supplies, FSM vouchers and some additional staffing, but was unlikely to be able to claim these back as it was in a strong financial position.
- Thanks to staff – The Chair advised that he had attended a virtual meeting and had passed on the GB's thank for the work that they were doing in school, noting that there was a general misconception amongst the general public about the work that was being carried out by schools during the lockdown period.

Outstanding items that were not relevant to the School's operation under Covid-19 and not covered through agenda items were not discussed and will be dealt with at a future meeting

Other Matters Arising

There were no other matters arising from the minutes.

4. MEMBERSHIP

Governor Vacancies

The Chair reminded Governors that this would be Emma Jedrezewski's last meeting before going on Maternity Leave and that she and Parent Governor Adrian Hawley would be leaving the GB, leading to one parent and one staff governor vacancy. He did not feel it would appropriate to run elections until the beginning of the next academic year in the current circumstances. He thanked EJA for the support that she had given to the GB and

commended on how useful it was to have feedback from a staff angle. Adrian Hawley agreed to delay his resignation until the school were able to arrange elections.

Succession Planning

The Chair explained that GBs had been recommended to put a 'chain of command in place in case both the Chair and Vice Chair were to become incapacitated as a result of COvid-19 and not able to take any urgent action needed. He advised that Richard Crome had agreed to be the next 'port of call' in this situation.

Governors confirmed this arrangement.

5. HEADTEACHER'S REPORT

The HT referred to his written report providing an update on a number of recent changes.

Home Learning

The HT advised that the School had reduced the content of the Home Learning content and had provided a revised timetable. It had also increased the focus on students' personal development and was prioritising the use of live lessons. The HT confirmed that the Heads of House were now running daily briefings for all their students, and that these briefings were well attended and had had a positive impact on students' motivation. He advised that the second round of work booklets were being sent out over the half term break, and that tutor meetings were taking place to support learning.

The HT confirmed that Year 11 had been set bridging work through seminars and discussion groups. He commented that these students, who would have been taking their exams, currently appreciated having something to break up their day and motivate them.

The HT reported that the School had carried out a home learning survey, and that the feedback had been positive, indicating that students and their parents felt supported. He advised that there had been some constructive criticism from parents and that this had been followed up, but that there had also been over 80 positive comments about the staff. He confirmed that another survey would be held in the middle of Term 6.

The HT advised that areas for development included increasing the frequency of online lessons, and pre-publishing a timetable highlighting the 'live' lessons.

SIP Development

The HT confirmed that the 2020/21 SIP was currently at the planning stage **and that he would be meeting with the Chair to discuss the SLT's proposals during Term 6.** He advised that the initial plans would focus on the new Ofsted Framework, concentrating on the curriculum, students' personal development, the embedding of positive behaviour strategies, high-quality CPD for staff and the development of KS5 education.

JVE/
MPE

Preparations for Year 10 and Year 12 to return to school in Term 6

The HT commented that it was difficult to plan for a return to school during the week of 1st June as detailed guidance only referred to primary schools' Years R, 1 and 6, and no dates had been set for secondary schools, with the only guidance being that they should provide some face to face support for Years 10 and 12 students and to continue educating vulnerable and Key Workers' children on site. He advised that the SLT had begun planning a timetable for students' return, working on the basis of 15 students per class, and restricting movement around the building. He commented that there was also a risk that having more students on site would prove difficult in terms of staff and would be detrimental to the home learning programme. He commented that he had been liaising with other HTs and felt that TMS was providing a good home learning offer compared to many other schools. However, he confirmed that he would work with Heads of House to select small groups of students in Year 10 who did not necessarily meet the Government's criteria of 'vulnerable' but who were not accessing the home learning programme, to invite them to come back into school in Term 6. He added that a further announcement from the

Government was anticipated before the end of half term regarding students' return to school. He also pointed out that there were 20 students in Year 10 with EHCPs and believed that it would be possible to accommodate them within the computer rooms, which were set out in a way that would encourage social distancing if they wished to return to school. He added that other Year 10 students would be invited for drop-ins and to work on subjects that were difficult to work on at home, such as Art and DT.

Staffing

The HT reported that one member of staff would be leaving at the end of the year and that a Staff Disciplinary Hearing was to take place early in Term 6. He also reported that following an interview process, which had involved Governor Tina Holditch and Maureen Johnson who had been involved in his own interview process, a new DHT had been appointed. He confirmed that the successful DHT candidate, Karen Davey, had been employed on a consultancy basis by TMS in 2019 to strengthen the Science provision and had more recently been working across a number of academies on a consultancy basis. He also commented that there had been less staff movement this year and that the staffing position within TMS had been more stable.

Centre Assessed Grades

The HT reported that these grades were positive, reflecting the improvement that had been expected in grades this year. He advised that training had taken place with subject leaders and that he was confident that the grades had been assessed in a professional way and were accurate. He commented that the School's prior performance could affect the final grades, and was seeking further advice on this, adding that it was anticipated that there also would be an appeals process. He added that the overall P8 score, from the second phase of PPEs, had been -0.4, commenting that these exams had been taken place when students had just completed the content of the course and had been taken in a concentrated two-week period, and that it had been expected that this figure would have improved by the end of the year.

The Staff Governor commented that the process had been very hard, and had involved allocating a grade and then ranking all grades for each subject. She added that there was a degree of uncertainty regarding grade boundaries and that when allocating a grade, teachers had only been able to use evidence of students' performance in the PPEs and could not increase a grade based on the assumption that students would have taken the final exams more seriously and would have studied harder than they had done for their mock exams. The HT agreed that if there was a message for students to take from this year's process, it would be to take their mock exams more seriously.

The HT confirmed that the data was still being checked and amended before the submission date at the end of May and advised that the final grades would be confidential until they had been verified and released by the Exam Boards.

Teaching, Learning and Assessment

The HT confirmed that the development of teachers had continued through the lockdown, through three-weekly staff briefings, weekly Head of Development meetings and curriculum training. He commented that attendance at staff briefings had been high, and added that the Chair's attendance at one of the briefing sessions had been very well received.

Personal Development, Behaviour and Welfare

The HT advised that, in addition to the daily briefings with the Heads of House a great deal of pastoral work was taking place, including regular check-ins from pastoral teams to vulnerable students, home visits with vulnerable students, remote counselling and time to talk sessions and a video link Parents' evening with tutors. He advised that during Term 6 there would be training briefings for staff on behaviour management strategies, focussing on non-confrontational techniques.

A Governor asked if there was a timetable for the appeals process. The HT confirmed that the timetable would be released by the exam boards but added that students would also have the chance to resit exams in the Autumn. He explained that under the usual Appeals process schools had to register an appeal within 10 days, with appeals being paid for by the School and reimbursed if the appeal was successful. He commented that the School had been successful in the appeals that it had submitted in 2019

Virtual Monitoring Visits

Governors discussed whether to arrange any virtual monitoring visits. The Chair confirmed that he had held a virtual monitoring visit with the BM to discuss the draft budget. The Clerk suggested that it would be good practice to arrange for Safeguarding and SEND monitoring during Term 6, to support the GB in carrying out its statutory responsibilities. ***It was agreed that the Safeguarding Governor would arrange a monitoring call with the respective school leaders.***

THO

6. BUSINESS

2019/20 Year End Outturn Position

The BM referred to the 'Oracle' Report from the LA that had been circulated with the meeting papers confirming that the final budget position had been accepted by the LA without comment. Governors noted the 2019/20 Revenue in-year surplus had been £14,424.23 and the Revenue Rollover £206,702.96. with the Capital Rollover being £0. The BM confirmed that Schools were expected not to accrue unspent Capital balances for more than three years, and added that the School's annual Capital allocation was low for a school of its size, due to the PFI contract. Governors noted that the outturn position had been close to the initial budget estimate and the projections last reported to the FGB.

2020/21 Budget and Three Year Financial Plan

The Chair confirmed that he and the Vice Chair had reviewed the draft budget and after a significant number of challenges and some amendments were happy to recommend it. The BM referred to her Finance report, confirming that the budget position was strong, with a 2020/21 in-year surplus of £48,730.18, a Revenue Rollover of £253,433.18, and positive rollovers of £318,087.65 and £254,557.58 in 2021/22 and 2022/23 respectively. She confirmed that the 2020/21 Outcome position was within the BCM, and added that the projected in-year deficit in 2022/23 would be addressed through dynamic curriculum staffing.

The BM explained that the Budget provided for a transfer to Capital in Years 2 and 3 of the Financial Plan to support the purchase of new minibuses as the existing buses were coming to the end of their useful lives.

A Governor asked how curriculum budgets had been set. The HT reported that the budget included £200,00 to drive the curriculum (within E19), adding that this budget was skewed by other expenditure such as school trips, and that although no provision had been made for the current year, the School might face costs in reimbursing parents for deposits made in respect of cancelled trips.

The HT commented that the School would need to consider 6th Form provision, in terms of space within the School, as numbers were likely to increase, although he did not expect that there would be any additional staffing requirement.

Following the above discussion, Governors unanimously approved the 2020/21 Budget and Three Year Financial Plan

Quotes and Tenders for Approval

The BM confirmed that there were no quotes or tenders for approval with a value above the delegated limit within the Finance Policy.

Voluntary Fund Audit

The BN explained that she had arranged for the Fund to be audited ahead of schedule to bring it in line with the financial year end.

The Voluntary Fund Audit was approved.

Other Financial Issues

Governors noted the other documents circulated by the BM with the meeting papers for information (Asset Check Form, Risk Assessment for Return to School and a summary of the Business implications for the School of Covid-19 (which had been requested from schools by the LA)).

7. POLICIES

Addendum to Child Protection Policy

The Chair confirmed that the Safeguarding Governor had reviewed this Addendum and that he had subsequently approved it through Chair's Action.

The action taken by the Chair in approving the Addendum to the Child Protection Policy was ratified

No other policies had been submitted for approval.

8. GOVERNANCE

Governor Training

The Clerk confirmed that TEP training was being delivered through Webinars, and that details of these had been circulated through GovernorHub.

Monthly Governance Bulletin

Governors noted the contents of the monthly Governance Bulletin.

9. CHAIR'S ACTION AND CORRESPONDENCE

The Chair advised that he had not taken any Chair's Actions beyond the approval of the Addendum to the Child Protection Policy reported under Item 7. Governors noted that the Chair might be required to take further urgent action during the next Term, such as the wider re-opening of the School, although the Chair confirmed that he would only do so in consultation with other Governors.

10. ANY OTHER URGENT BUSINESS

The Chair thanked EJA for her contribution as a Staff Governor. The HT praised the way in which EJA had carried out this role and remarked that she would be difficult to replace. The Staff Governor thanked Governors for their comments and remarked that she had found the role enjoyable and informative.

11. CONFIDENTIALITY

No items of confidentiality were identified

12. DATE OF NEXT MEETING

It was confirmed that the next meeting would take place on 8 July 2020, and that this was likely to be a virtual meeting.

The Chair thanked everyone for attending. The meeting closed at 6.10pm

Signed.....
Chair

Date.....

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND School Programme training	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4				
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	Deferred
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	Deferred
29.1.20	12	An updated skills audit matrix to be brought to the next FGB to inform the Parent and Staff election process	LHA	25.3.20	Deferred to a future meeting. Governors to be reminded to return forms if they have not yet done so
25.3.20	10				
25.3.20	7	Quotes for outsourced printing to be shared for information and comment and Chair's Action to be taken to approve the preferred quote	SBI MPE	End T5	To be confirmed
20.5.20	5	The Chair and HT to meet to discuss the draft SIP during Term 6	JVE/MPE	End T6	Completed
20.5.20	6	Safeguarding Governor to carry out remote monitoring during Term 6	RCO/THO	8.7.20	Completed

Minutes of the Extraordinary Meeting of The Malling School Full Governing Board held on Wednesday 10 June 2020 at 6.00pm via Virtual Governance arrangements

Present: C Baines (CBA), R Crome (RCR), M Fawcett (MFA), T Holditch (THO), Z Khan (ZKH), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT),
In Attendance: L Hardie (LHA), Associate Member, L Hardwick (LH) (Clerk), S Birchall (SBI) (Business Manager (BM))

Action

1. APOLOGIES FOR ABSENCE

Apologies were received from Adrian Hawley (ill health). Steven Wallis was also absent. The meeting was quorate.

2. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item.

3. SCHOOL REOPENING

Return to School Rationale

The HT set out his rationale for the wider reopening of the School. He confirmed that the School's home learning programme was working well, and stressed that he would not wish to detract from it by focussing staff and other resources on bringing additional students back on site. He referred to the timetable that had been produced, which delivered a mixture of recorded and 'live' sessions, with some live contact now in place for most year groups, but focussing on Years 10 and 12 and he confirmed that 800 booklets had been produced and delivered to students for Term 6. The HT advised that feedback from parents had been very positive, with the 'gallery' of students' work having been particularly well received, and the HT asked that the minutes should record his thanks and congratulations to staff for the support that they had given to students and parents.

The HT advised that, from 15/6/20, Year 10 students would be invited into school for intensive support sessions, focussing on those who had not been engaging with the home learning programme, or who had been struggling with its content. These students would continue to follow the home learning programme whilst in school, and the HT estimated, from confirmations received so far that 40 students would be coming into school for a two week period, to bring them back to good study habits. From 29/6/20, the School would be offering 'drop days' to enable students to spend one or two days in school working on assignments in subjects which were more difficult for them to work on at home, such Art, Sports, Health & Social Care, Performing Arts, ASDAN and technology-based subjects. The HT advised that the third stage of the reopening would be to increase provision on site, in accordance with Government guidance.

Risk Assessment

The HT turned to the Risk Assessment for the wider reopening of the School. He commented that this had been a challenging process and thanked the BM for her work for Malling and also for Holmesdale and the primary schools that TMS worked with. He also thanked Health & Safety Governor (CBA) for attending a Health & Safety meeting with Union representatives and lead members of staff, confirming that 12 members of staff would be back on site from 15/6/20. The BM confirmed that this had been a very useful meeting.

The BM advised that the School had used the Kent Association of Headteachers (KAH) template as its 'master' Risk Assessment document, and had created a 'Return to School'

Risk Assessment that incorporated guidance from the NEU and included a number of Protocols. She pointed out that this was an organic document which would continue to be updated.

The BM referred to a number of key areas covered by the Risk Assessment:

- Staff training – The BM confirmed that staff training had taken place earlier that day, and that all staff would be given copies of the various protocols when they came into school.
- Hygiene – The BM advised that hygiene was a particular concern for staff. She confirmed that each classroom would have a box of appropriate supplies, and that there would be supplies of hand sanitiser around the school. She pointed out that the guidance currently was that staff would not require PPE unless they were dealing with a sick student or colleague.
- Staff attendance – The BM confirmed that the School was not currently insisting that staff came into school, and that a number were not able to do so because they were shielding themselves, or because a member of their household was shielding or vulnerable. However, she noted that there might need to be an element of direction if schools were required to reopen to additional groups of students.
- Social Distancing – The BM advised that signs and one-way systems were in place in the areas of the school that would be used, and that blocks that were not being used would be taped off. A one-in, one-out system would be operated in toilets and two medical rooms had been identified for sick students or staff. The BM confirmed that the medical rooms would be fully stocked with goggles, gloves, aprons, masks and thermometers. She believed that everything possible was in place to keep students and staff safe and added that students would be allocated a desk that they would use while in school and would be provided with a pack that included headphones, hand sanitiser and other equipment. She added that the classrooms that were being used all had sinks and that students would be encouraged to wash their hands regularly.
- Staff well-being – The BM reported that the School had signed up to a staff wellbeing programme which provided a 24-hour helpline, and was keeping in touch through emails, offering ongoing support and signposting them to other sources of support.
- Use of public transport – The BM advised that a protocol was in place regarding students' use of public transport to come in/go home from school, and that Tydeman Centre students would be coming into school in taxis.

The BM confirmed that the 'master' KAH Risk Assessment had been RAG-rated and pointed out that the ratings were based on Phase 1 of the reopening process and would be reviewed again when Phases 2 and 3 were implemented. She advised that staff would be asked to complete a risk assessment for the classroom/area to which they had been assigned, and that feedback from these assessments would be analysed by the Business team and fed into the master Risk Assessment. She also reported that, following the Health & Safety meeting, the School had created a spreadsheet of medication that would be needed by the students coming into school and medication held on site, and that a separate Protocol had been created for staff use of public transport.

The BM advised that Mitie staff would be cleaning throughout the day and would be responsible for ensuring that sanitisers were refilled and that supplies were in place. She confirmed that she and the HT continued to keep up to date with government advice and would feed any changes back into the protocols, checklists and risk assessments.

The Health & Safety Governor reiterated the HT's thanks to the BM and her team for the work that done and confirmed that questions that she had had after reading the documentation on GovernorHub had been addressed at the meeting which she had attended, as detailed within her monitoring report. She noted that health and safety would be monitored each day and that a member of SLT would be on site to deal with any issues that arose. She was confident that everything had been covered and that the School was ready to reopen for a greater number of students. The HT commented that the points that the Health & Safety Governor

had raised, such as administration of medication, had been very helpful. He advised that all members of the SLT would be on site and that the radios (used for SWAT) would be in classrooms so staff could contact them if necessary. ***The Health & Safety Governor confirmed that she would be carrying out another monitoring 'visit' on 22/6/20 to monitor how the process was going and discuss any necessary updates to the Risk Assessment.***

A Governor asked how taps and door handles in toilets would be sanitised. The BM advised that Mitie would be cleaning toilets during the lunch break and after school and also hopefully during break times. The HT added that wipes would be widely available so that taps, handles and other surfaces if students and/or staff were anxious about hygiene, and that doors would be wedged open where possible and students told not to touch doors and walls

In response to a question, the HT confirmed that a fire drill would be held on 15/6/20 and the outcome recorded. The BM commented that fire safety was a particular concern at TMS (following a previous safety breach) and that recording was very thorough.

Following the above discussion, Governors confirmed that they were confident in the Schools risk assessment from their informed knowledge of the school, the KCC return to school guidance and government guidance.

Policies

The BM confirmed that a number of policies had been updated in accordance with the Risk Assessment and the Return to School guidance.

The following revised Policies and Addenda to Policies were approved:

- **Addendum to Behaviour Policy**
- **Addendum to Fire Policy**
- **Addendum to First Aid Policy**
- **Revised Finance Policy**

4. ANY OTHER URGENT BUSINESS

Family Bereavements

In response to a question, the HT reported that one student had lost a grandparent to the Covid-19 virus and that three members of staff had lost parents. He confirmed that staff had been contacted regularly, and that pastoral support for students was strong, including the Heads' of House briefings, when students had the opportunity to raise any concerns or anxieties. Staff were also aware that they would need to look out for signs that students' mental health was suffering when they returned to school. The HT added that emails had been sent to vulnerable students, or students who had suffered a bereavement. Tutors had now completed 1:1 sessions with students and 'remote' parents' meetings had taken place, with a further round of parents' meetings planned. These meetings, which would take place before the end of Term 6 would discuss how students had progressed with their studies but would also be an opportunity to discuss any welfare concerns.

There were no further items of other urgent business.

5. CONFIDENTIALITY

No items of confidentiality were identified

6. DATE OF NEXT MEETING

It was confirmed that the next meeting would take place on 8 July 2020, and that this was likely to be a virtual meeting.

The Chair thanked everyone for attending. The meeting closed at 6.35pm

Signed.....
Chair

Date.....

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4	School Programme training			
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	Deferred
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	Deferred
29.1.20	12	An updated skills audit matrix to be brought to the next FGB to inform the Parent and Staff election process	LHA	25.3.20	Deferred to a future meeting. Governors to be reminded to return forms if they have not yet done so
25.3.20	7	Quotes for outsourced printing to be shared for information and comment and Chair's Action to be taken to approve the preferred quote	SBI MPE	End T5	To be confirmed
20.5.20	5	The Chair and HT to meet to discuss the draft SIP during Term 6	JVE/MPE	End T6	Completed
20.5.20	6	Safeguarding Governor to carry out remote monitoring during Term 6	RCO/THO	8.7.20	Completed
10.6.20	3	A further H&S monitoring visit to be carried out on 22/6/20	CBA	22.6.20	Completed

Minutes of the Meeting of The Malling School Full Governing Board held on Wednesday 8 July 2020 at 5.00pm via Virtual Governance arrangements

Present: C Baines (SBA), R Crome (RCR), M Fawcett (MFA), A Hawley (AHA), T Holditch (THO) Z Khan (ZKH), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT), S Wallis (SWA).
In Attendance: L Hardie (LHa) (Associate Member), L Hardwick (LHA) (Clerk), S Birchall (SBI) (Business Manager (BM))

1.. APOLOGIES FOR ABSENCE

There were no apologies for absence. The meeting was quorate.

2. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item.

3. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of FGB Meetings held on 20 May and 10 June 2020

The minutes of the meeting held on 20 May 2020 and the EFGB meeting held on 10 June 2020 were approved as an accurate record of the meetings (to be signed by the Chair at a future date).

Update on Governor Actions arising from the minutes

The Chair confirmed that all relevant action items had either been completed or were dealt with under other agenda items. Items that were not relevant to the School's operation under Covid-19 would be dealt with at a future meeting.

Other Matters Arising

There were no other matters arising from the minutes.

4. BUSINESS

Budget Monitoring

The BM confirmed that both the May and June financial monitoring reports had been uploaded to GovernorHub. Referring to the June monitoring report, she advised that the School had incurred additional Covid-19 related expenditure, particularly with regard to meal vouchers for FSM students, which would not be reimbursed by the DfE, also these expenses would be offset to some extent by savings elsewhere, for example in copying costs, and that it would also not be receiving Year 7 catch up funding, although it would be able to bid for Covid-related catch-up funding. Governors noted that the projected Year End Revenue rollover was £260,451, a positive variance of £7.017 against the submitted budget.

A Governor asked if exam fees had been reimbursed. The BM advised that some fees had been reduced, but that the guidance for maintained schools, as publicly-funded organisations, had been that all normal fees and charges should continue to be paid.

Action

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

The BM confirmed that the budget would change, but that the extent of the net impact of Covid-19 would depend on DfE grant funding. In this connection, she explained that schools were not able to re-claim any Covid-19 related costs if they were projecting a surplus budget at the end of the financial year. She pointed out that, in the case of FSM vouchers, the School had purchased vouchers from local supermarkets because it had not been able to access the Government's scheme, based on advice that it would be able to reclaim the cost, and that it had therefore in effect paid for the vouchers twice over. **In response to a question, the BM confirmed that families would continue to receive FSM vouchers through the Government scheme until the end of August.**

A Governor questioned the significant adjustment (£17,000) in respect of school trips. The BM confirmed that the School had planned a number of expensive trips, and had repaid parents in full for the payments that they had made. She advised that it should be possible to reclaim the cost of the trips from the relevant providers, although some were currently not prepared to issue a refund and were instead referring schools to their insurers, who were in turn referring schools back to the providers. **In response to a further question, the BM explained that expenditure code E19 (Learning Resources not ICT) was used for school trips and Covid-19 related expenditure.**

A Governor questioned the difference between the Brought-In Professional Services codes (E27, E28 and E28b). The BM explained that E28b was used for PRI-related costs, and was offset to some extent by the income received from the LA as its contribution to the PFI contract. ***She suggested that any Governors who wanted to discuss the elements of the BPS financial monitoring system in more detail could contact her.***

All

ICT Migration

The BM explained that the ICT systems that the School currently shared with the Holmesdale School (THS) were being separated, and that the School had therefore sought quotes for a new Broadband service and for ICT support for the separation process. She confirmed that these quotes had been approved by the Chair under Chair's Action, to enable the contracts to be agreed.

Governors reviewed the quotations that had been received. **A Governor noted that although the Virgin Media package using 'Fortinet' firewall represented best value for money, it did not include malware protection.** The BM explained that malware protection was covered through the School's contract with the EIS. **A Governor asked whether the School could terminate the EIS contract and add malware protection to the Virgin Media package.** The Clerk commented that the EIS protection software was specifically designed for school use, and was extremely robust. ***The BM confirmed that she would raise this question with the IT Manager (who was also supporting the migration in his role as Holmesdale's ICT Network Manager) in the absence of the School's ICT Network Manager, who was on long-term sickness absence.*** She added that the Fortinet firewall software had been purchased, rather than rented, as this had been integral to the Virgin Media quote and also explained that separating the two schools' systems would increase the School's bandwidth (previously shared between Mallings and THS). **A Governor also noted that one of the benefits of separation was the ability to run phone calls through the IT system through VOIP in future, which would result in a further saving through reduced telephone costs, but expressed some concern that this could result in the phone system failing in the event of a broadband outage.** The BM confirmed that if the School decided to move to VOIP, it would retain an external landline for emergency purposes.

SBI

Governors approved the recommended quotations for the broadband contract and for the contract for ICT support during the separation of the Mallings and THS ICT systems and ratified the action taken by the Chair.

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

Other quotes/tenders and contracts

There were no other quotes/tenders or contracts for approval with a value above the delegated limits within the Finance Policy.

Business-Related Policies

Governors reviewed the four business-related policies that had been presented for approval.

- Staff Absence and Staff Disciplinary Policies – The BM apologised that the drafts did not include tracked changes, but confirmed that she had now replaced the previous Malling Holmesdale Federation policies with the SPS model policies.
The Staff Absence and Staff Disciplinary Policies were approved.
- Data Protection Policy
The revised Data Protection Policy was approved.
- Health and Safety Policy – The Health and Safety Governor noted that the revised Policy did not include a separate section for Covid-19 Health and Safety requirements. *The BM confirmed that these were all set out in detail in the risk assessments, but agreed to create a separate addendum to the Health and Safety Policy which listed all the relevant risk assessment documents.*
The revised Health and Safety Policy was approved.

SBI

A Governor asked if all approved policies were uploaded to the website. The BM advised that schools were only required to provide a limited number of specific policies on their websites, but that all other policies, including the staff-related policies, were available on the Staff Drive. ***She also asked the Clerk to send confirmation of the non-business related school policies once these were approved by the FGB, to enable the Review Schedule to be updated.***

LHA

(Post-meeting note: - a list of the DfE's requirements regarding school websites can be found at

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>)

Financial Risk Register

The BM confirmed that she had added the risk that Covid-19 related costs would not be reimbursed to the Financial Risk Register

5. HEALTH AND SAFETY

Premises Update

The BM confirmed that work continued to ensure site safety, and to reassure staff who might not have been out for some time before returning to school. She noted that the majority of staff had been reassured by the SLT presence at break and lunchtimes.

Risk Assessments

The BM confirmed that she was now working on the arrangements that would need to be put in place in September, under the revised DfE guidance. She advised that a previous staff survey had identified staff with vulnerabilities, including BAME members of staff, and that the results of the survey had been fed into the risk assessments. She confirmed that a further survey would be carried out before the end of term, to feed into the revised risk assessments for September. The BM also stressed that the School was doing everything possible to ease staff back to work, and to monitor staff wellbeing, although she commented that discussions would need to be held regarding the management of staff who did not wish to come back to school in September.

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Health and Safety Monitoring Visit

The Health and Safety Governor reported on her recent Zoom monitoring visit. She explained that she had met with the HT and BM, one week after the school had opened to more students, to review the arrangements, and had been reassured that they had all been working well. **She asked whether the planned fire drill had now taken place. The HT confirmed that it would be completed by the 10/7/20.**

JVE

The Health & Safety Governor reported that one of the most difficult issues arising from the new restrictions had been students' social distancing at break and lunchtimes. The HT confirmed that SLT members were available to remind students of the social distancing arrangements and to ensure that the hygiene rules were being followed, but advised that social distancing had improved as students became more familiar with the requirements.

6. HEADTEACHER'S REPORT

The HT referred to his written report providing an update on a number of recent changes.

Function of the School under Covid-19 DfE guidance

- Risk Assessments – The HT reminded Governors that the risk assessments were dynamic documents and were updated as necessary, as listed within his written report.
- Attendance – The HT reported that attendance under the phased return arrangements had been positive, with an average of 36 of 40 Year 10 students attending during the two week Phase One period (for students who had not been engaging successfully with home learning), and 90% attendance for the Phase Two 'drop days'/continuation of Phase One arrangements. The School was now running Phase Three (subject drop-days and subject masterclasses, and attendance had also been positive at an average of 90%. With regard to key workers' children, the HT advised that only two families had asked for school places, as the majority had been happy for their children to work from home, and that these children had not been attending on a full-time basis.
- Support for Students – The HT confirmed that informal support for students had continued since the beginning of lockdown, with subject teachers and tutors contacting students on an ad hoc basis as necessary, including providing advice and support for home learning. With regard to formal support, the HT explained that this had included:
 - Support for identified vulnerable students, with the amount of contact varying depending on their vulnerability;
 - Daily Head of House briefings for students in Years 7 to 10, which had been attended by an average of 90 students across the four houses.
 - The development of a remote Personal Development timetable, replacing the daily Period One tutor time;
 - Two remote Tutor-Parent/Carer evenings for all students in Years 7 to 10 (attendance on both occasions having been 60%);
 - Students who had not been engaging with home learning and the tutor/parent sessions being invited into school for face to face meetings with their Heads of House;
 - Daily DHTP and Head of House live Teams meetings to cover actions from previous meetings, matters arising, and updates on vulnerable students and safeguarding matters.
- Care for vulnerable children, SEND children and the disadvantaged – The HT confirmed that approximately 120 students with SEND, both from the SRP and those in the main school, had been coming into school (not necessarily on a full time basis) and had been supported by teachers and Learning Mentors. Learning Mentors had also been supporting students remotely in their home learning, including Zoom lessons, phone calls and 1:1 lessons. The HT praised the work of

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

the SEND team in arranging the transition process for Year 6 students with SEND who would be joining the School in September, ensuring that students had continued to receive counselling support and SALT throughout lockdown and reviewing EHCPs in line with the LA's expectations, adding that feedback from parents of SEND students had been extremely positive.

- Monitoring the wellbeing and welfare of pupil, staff and stakeholders – The HT confirmed that the SLT had selected the staff to come in for the Phase One, Two and Three sessions with students. Staff had received regular live briefings from the HT, and had had access to the Employee Support Programme. He also confirmed that, as reported by the BM, risk assessments and keep in touch meetings had been carried out for all staff who had been identified through the staff survey as needing support or as being vulnerable. The HT also referred to the document quoting messages of thanks and support that had been received from parents over the lockdown period.
- Remote Learning Update – The HT referred to the details of the remote learning strategies set out in his report and commented on the work of the office staff in dealing with the logistical arrangements for the various online programmes and communicating with parents, particularly in the early stages of the remote learning programme. He was pleased that the School had been able to keep students as part of the school community during lockdown through its remote learning programme and commented that it would be in a strong position if restrictions were reintroduced later in the year.
- Learning in School
 - Stage 1, Intensive Support - The HT confirmed that priority had been given to the Year 10 students who had struggled to access home learning, including some who had not logged into the home learning programme at all during lockdown (not necessarily because they had not had the equipment or internet access to do so). He also confirmed that Year 12 students had all been invited to face to face interviews with the Head of Sixth Form during Phase 1 of the return to school arrangements.
 - Stage 2, Subject Drop Days – The HT explained that the face to face drop day sessions for Year 10 and Year 12 students had not replaced home learning, but had provided an opportunity for students to be onsite to complete work in practical subjects that could not easily be completed at home. He commented that this practical work would now not need to be completed in September, leaving more time for other work.
 - Stage 3, Master Classes – The HT explained that all Year 10 students had been invited to attend these sessions, in small groups, and that the sessions were held in the hall, led by a subject leader using a visualiser to explain areas of a subject that students found difficult, or where misconceptions were common.
- Staffing Update - The HT was pleased to report that staff turnover was low, with only four teachers leaving the school. He provided further details (reported in the Confidential minutes).

KS4 students leaving during the academic year

The HT confirmed that he had included this item in his report in response to a query from a Governor as a result of an article that she had read about 'off-rolling' in Kent schools which had suggested that TMS was among Kent schools where a high percentage of KS4 students had left during the key stage, including those where families had chosen elective home education. He commented that it was important that Governors were able to respond if challenged and believed that it was indicative of the strong governance at TMS that Governors were able to raise questions such as this.

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The HT explained that some schools, particularly large academy chains who also 'owned' an Alternative Provision Unit, moved students who were dual rolled with that unit off the mainstream school's roll before the January census, to avoid their KS4 results counting towards the mainstream school's outcomes. He confirmed that this could not happen within maintained schools in Kent, as the PRUs (MMAF locally) were not allowed to single-roll students except in very specific circumstances. The HT acknowledged that a relatively high number of the current Year 11 cohort had moved to other schools or to elective home education during the year and commented that, as this was a below-PAN year group with just over 100 students, the percentage of the cohort who had moved on was therefore relatively high. He confirmed that schools were required to work closely with the LA if students moved on and explain the reasons why they were leaving.

The HT referred to the table within his report which provided the reasons for Year 11 and Year 10 students leaving the school. He noted that in a number of cases students' EHCPs had specified that mainstream school was no longer appropriate for them, that others had gone to other maintained on managed transfers and that in some cases parents had chosen to home educate their children. **A Governor asked if records were kept to document the steps that the school had taken to prevent parents opting for home schooling.** The HT confirmed that the School kept records of communication with parents, which in all cases would explain that students could return to TMS if home education proved unsuccessful. He added that in some cases traveller families would move their children in and out of school. He also explained that in some cases, parents had refused a managed transfer through the In Year Fair Access (IYFA) process, even though the student had been unable to remain at Malling as a result of serious breaches of the Behaviour Policy which would have resulted in permanent exclusion, and had chosen elective home education. **A Governor commented that his concern was less about the numbers of students who had moved on, but more to ensure that the School had done everything possible either to keep a student at Malling or to secure an appropriate alternative for them.** The HT believed that it was important to have robust case studies in place of students leaving during KS4 and added that this would include cases where parents did not wish to send their children back to school in September. **He confirmed that he would include information about students leaving the School in his HT report in future.**

7. SIP AND STRATEGIC PLAN

Position against the 2019/20 SIP

The HT confirmed that he would be meeting with the Chair and Vice Chair to review progress against the 2019/20 SIP as at the end of Term 4 and begin the planning process for the 2020/21 SIP.

SIP Priorities for 2020/21

The HT referred to the key priorities for the next two years, which included those which would be carried forward from 2019/20. **A Governor asked whether Governors' monitoring groups would be re-aligned to the new SIP priorities. The Chair confirmed that he would be reviewing monitoring arrangements as part of his work with the HT on the 2020/21 SIP, and hoped it would be possible for a full range of monitoring to take place from September.**

Planning for return to School in September 2020

The HT confirmed that the DfE had directed that all students should come back to School in September, although the guidance set out restrictions that would be logistically difficult to manage, with students being kept within year-group 'bubbles'. He stressed that planning was in place to ensure that this could be achieved whilst keeping students and staff safe and maintaining a broad and balanced curriculum and high quality teaching.

JVE

JVE/
MPE/
SWA

MPE

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

The HT confirmed that Year 7 and 8 students would remain in fixed classrooms during the school day and teachers would move between classrooms and all students in the class having their lessons together. Students in Years 9, 10 and 11 would have to move to specialised rooms for some lessons, although their movements around the school would be minimised. Lunch would be split into groups of KS3 and KS4 students, there would be a one-way system in place for moving around the school buildings, and slightly staggered start and release times would be in place. The HT advised that he had started holding conversations with staff about these arrangements particularly in respect of their moving to different classrooms throughout the day. He added that to reduce the potential impact of this on staff, the SLT and Heads of House would carry out lunch and break duties and would continue to monitor corridors to control social distancing.

The HT advised that the School was reviewing the layout of classrooms but commented that keeping to the guidance regarding the numbers in year group bubbles would be challenging in some cases, where cohorts were over PAN. **A Governor noted that the School had a great deal of outdoor space, and asked if it would be possible to explore installing some kind of protective covering to enable this space to be used for teaching.** The HT confirmed that he was exploring a number of options, although any alternative facilities would need to comply with health and safety and safeguarding guidance.

A Governor questioned the arrangements that were in place for Year 6 transition.

The HT confirmed that the SENCO and Year 6 Co-ordinator had carried out Zoom meetings with staff and children at feeder primary schools and that, although Year 6 children would not be coming on site during Term 6, the School would be running a Summer School during the holidays with up to 100 children coming into school in groups of 15 to 20. The School had produced a video 'virtual tour' of the school, which had also introduced children to their tutors. The HT added that the first day of school in September would be reserved for a Year 7 Induction Day. A Governor praised the transition work that had been undertaken, with reference to her own school, where the SENCO had arranged for a child with significant anxiety about transferring to Secondary school to visit the school site to provide reassurance. The HT commented that feedback from primary schools had been very positive.

The Chair commented that the 'well done' messages that had been circulated with the meeting papers had demonstrated the excellent work that had been carried out during lockdown, including the virtual teaching. The HT confirmed that positive comments had been fed back to staff, remarking that the work had been a team effort and that he would like to find a way to thank staff for everything that they had done

8. SAFEGUARDING

Safeguarding Update

A Governor asked how potential safeguarding issues had been addressed during the lockdown, and asked whether the School was a member of the Encompas scheme, where schools received notifications from the police of reported incidents of domestic violence involving a student's family. The HT confirmed that the School was part of this scheme and had received a number of notifications since lockdown, taking action as appropriate. He confirmed that the School's Safeguarding lead liaised regularly with Heads of House to pick up any potential safeguarding issues identified during their daily briefings.

Safeguarding Governor's Report

The Safeguarding Governor commented that many of the issues covered in her conversation with the Safeguarding Lead had already been covered by the HT within his report. She had been impressed by the School's efforts to ensure students were safeguarded, particularly given the numbers of students on the roll compared to a primary school. She also confirmed that she had first-hand experience as a primary school HT of the safeguarding included within the transition process, which she had also discussed with the Safeguarding Lead. The HT praised the work that the Safeguarding Lead had done, commenting that this had been stressful for him on occasion, and appreciated the Safeguarding Governor's positive feedback.

9. RELATIONSHIPS AND SEX EDUCATION (RSE)

RSE arrangements from September 2020

The HT confirmed that the new RSE Policy with explanatory guidance which set out the arrangements from September had been uploaded to GovernorHub.

Consultation with Parents

The HT confirmed that consultation with parents on the new arrangements, including sending out the form for them to complete if they wished to withdraw their children from certain topics within the RSE curriculum, would be sent out in September.

RSE Curriculum Offer

The HT confirmed that the curriculum had been mapped to deliver the RSE curriculum during Period 1 from the beginning of the next academic year, although the Sex Education element (where children could be withdrawn by their parents) would not be taught until January 2021.

10. GOVERNOR MONITORING

SEND Monitoring

The SEND Governor commented that his meeting had coincided with the publication of a report regarding the provision of SEND education nationally, and he was pleased that the School's work with its SEND students, which he had found very impressive, went against the report's findings that SEND provision nationally needed to improve. The HT commented that the SENCO had been on site throughout the lockdown period. The SEND Governor confirmed that the SEND team had gone over and above what would have been expected, for example in their work with SEND students who had had long period of absence due to illness.

The SEND Governor noted that the SEND department had submitted a bid to purchase 100 new laptops for SEND students. The HT confirmed that the SLT would like to support this bid and that the BM was working with the ICT Manager to explore options for curing he equipment when he returned to school. He remarked that, although some funding had been set aside for ICT purchases he would like to see a business plan so the purchase of new equipment could be planned over a number of years. He noted that, although the School received High Needs Funding for some SEND students, the majority of this funding was used to provide TAs for 1:1 support. **A Governor suggested that it might be necessary to have a contingency plan in place if he ICT Manager's continued absence caused a problem with regard to purchasing necessary equipment.** The SEND Governor also noted that the SENCO continued to promote integration of SEND students from the SRP within the main school. **A Governor remarked that this approach needed to be more widely publicised amongst current and potential parents and feeder schools so that there was an awareness of the School's expectations.**

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

Other Governor Monitoring

No other Governor Monitoring visits had taken place.

12. SCHOOL POLICIES

Relationships and Sex Education Policy

The Relationships and Sex Education Policy was approved

Positive Handling Policy

The Positive Handling Policy was approved

13. GOVERNANCE

Parent and Staff Elections

- Staff Governor Elections - The HT advised that a number of staff had indicated that they would be interested in standing for the Staff Governor vacancy. The Clerk pointed out that the School would have to hold a formal election process, ***and agreed to send the HT's PA a copy of the most recent guidance and model forms.***
- Parent Governor Elections – The HT confirmed that he would publicise the pending vacancy through the Parent Forum, which had been a very helpful body when a number of new initiatives had been introduced. The Clerk pointed out that all parents would need to be given the opportunity to submit a nomination ***and agreed to send the relevant guidance and documentation to the HT.***

LHA

LHA

Governor Monitoring 2020/21

The Chair confirmed that, as mentioned previously, he would be reviewing the monitoring arrangements for 2020/21 and asked Governors to contact him if they had any particular preferences or suggestions for monitoring groups.

Governor Training

ZKH reported that he had undertaken three three-hour training sessions on strategic leadership through the National Leaders of Governance programme, which had been very useful.

Fortnightly Governance Update

Governors noted the contents of the most recent TEP Governance update.

14. CHAIR'S ACTION AND CORRESPONDENCE

The Chair advised that he had not taken any Chair's Actions beyond the approval ICT migration arrangements reported under agenda item 4. Governors noted that the Chair might be required to take further urgent action during the remainder of the Term.

15. ANY OTHER URGENT BUSINESS

CEAIG

The CEAIG Governor advised that she and the CAEIG Leader had been in touch with the Enterprise Planning Team and hoped to be holding a meeting later in July.

16. CONFIDENTIALITY

It was agreed that part of the HT's staffing update relating to individual members of staff should be reported within the Confidential minutes.

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

17. **DATE OF NEXT MEETING**

The meeting dates for 2020/21 were confirmed as:

- **Wednesday 9 September 2020**
- **Wednesday 21 October 2020**
- **Wednesday 8 December 2020**
- **Wednesday 27 January 2021**
- **Wednesday 24 March 2021**
- **Wednesday 26 May 2021**
- **Wednesday 7 July 2021**

(All meetings starting at 5.00pm)

The Chair thanked everyone for attending. The meeting closed at 6.10pm

Signed.....
Chair

Date.....

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

Initial

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND School Programme training	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4				
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	Deferred
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	Deferred
25.3.20	7	Quotes for outsourced printing to be shared for information and comment and Chair's Action to be taken to approve the preferred quote	SBI MPE	End T5	To be confirmed
20.5.20	5	The Chair and HT to meet to discuss the draft SIP during Term 6	JVE/MPE	End T6	Meeting still to be held
8.7.20	4	Governors who wish to discuss the financial monitoring reports to contact the BM	All	On-going	N/A
8.7.20	4	The potential for cancelling the contract with EIS for malware protection to be discussed with the IT Manager	SBI	End T6	Completed
8.7.20	4	A Covid-19 specific addendum to the Health & Safety Policy to be drafted	SBI	End T6	Completed
8.7.20	4	Confirmation of approved non-business related policies to be sent to the Business Team	LHA	Ongoing	N/A
8.7.20	5	A Fire Drill to be carried out	JVE	10.7.20	Deferred
8.7.20	6	Information about students leaving the school during the academic year to be included in the HT's report	JVE	Ongoing	On agenda
8.7.20	7, 13	Governor monitoring arrangements for 2020/21 to be reviewed	MPE	9.9.20	For T1 2020/21
8.7.20	13	Copies of guidance and model documents for Staff and Parent Elections to be sent to the HT's PA	LHA	End T6	Completed

Covid - 19. The minutes have been reviewed and are confirmed by the board on 9/9/20 to be an accurate record of the meeting and any decision making

Minutes of the Meeting of The Malling School Full Governing Board held on Wednesday 9 September 2020 at 5.00pm via Virtual Governance arrangements

Present: C Baines (SBA), R Crome (RCR), A Hawley (AHA), T Holditch (THO) Z Khan (ZKH), J Vennart (JVE), Headteacher (HT), S Wallis (SWA) (Chair of meeting).

In Attendance: L Hardwick (LHA) (Clerk), K. Davey (KDA), DHT, B. Chidwick (BCH), SDHT, P. Williams (PWI), DHT.

1. PRINCIPLED CURRICULUM DESIGN

[Presentation slides uploaded to GovernorHub after the meeting]

DHT Karen Davey (KDA) explained how the School was ensuring that its curriculum was challenging, well-sequenced, knowledge-rich and accessible to all. She advised that the mission statements in this connection were to implement an ambitious, knowledge-rich curriculum, for all teachers were to develop their subject knowledge and achieve real subject master and to provide high quality feedback and assessment to students that allowed for effective DIRT and reteaching if necessary to address cumulative disfluency.

KDA outlined the mechanisms that were in place to deliver the three mission statements, including curriculum review meetings, a CPD curriculum, development learning walks, the 'Malling Herald' e-newsletter and with the curriculum being a focus for Leadership Management and SLT meetings. She explained that each term there would be a focus on three different areas of the curriculum, and that a timeline was in place for the remainder of the year. She also advised that the meetings would explore strengths and areas for development and concentrate on developing subject knowledge and upskilling teachers. She confirmed that the framework for the meetings was designed to provide bespoke, challenging and supportive development, with pre-reading and questions for the meeting cycle being provided in advance. KDA provided an example of the Subject Observation tool that would be used and confirmed that joint discussions with subject leads and a review of the curricula booklets would feed into the RAG-rated SIP.

The HT added that monitoring of the framework would fall within the remit of the Quality of Education monitoring pair, with reference to the RAG-rated SIP that would be provided before the visit.

In response to a question, the HT confirmed that the arrangements that KDA had outlined had been trialled successfully within the English Department, where it had been integrated within lessons. He advised that the Head of English would be feeding back to other staff in the next week to share best practice.

A Governor asked whether there had been any joint working with other schools. The HT advised that TMS had been working with Bennett Memorial School to improve Maths provision, and that KDA had previously worked across Leigh Trust's schools. He acknowledged that there was less opportunity for joint working in 'smaller' subjects such as Art and DT, although the School had recently bought in external training for the Music Department

Action

2. TMS GREAT TEACHING MODEL

[Presentation Charts uploaded to GovernorHub after the meeting]

SDHT Ben Chidwick (BCH) provided an update on the development of evidence-based teaching at TMS and on the delivery of CPD. He reported that the lecturettes that had been introduced during the previous year had proved very effective and were planned to continue. He explained how the subjects covered at the lecturettes would feed through into Friday reflection sessions and Monday CPD sessions, but also confirmed that the lecturettes had been postponed during Term 1, to give teachers time to settle back into school and their new working arrangements.

BCH referred to the areas that would be reviewed during Developmental Learning Walks, including the planned curriculum, positive behaviour strategies, the application of pedagogy, assessment, oracy, literacy reading and vocabulary, confirming that the leaders carrying out the learning walks would also identify other strengths and areas for development. He advised that all teachers would have 1:1 conversations with leaders in Terms 2, 4 and 6, and would make notes in a workbook which would be then be discussed at these meetings. He added that the workbooks would also provide evidence for appraisals.

BCH confirmed that there would also be time for departments to discuss how the content of the six-per-year Teacher Learning Community Sessions would apply to their department and how they could improve their individual and departmental practice, with conversations being extended to other lecturettes during the Monday CPD sessions. He provided an example of the practice of recording, reflecting and developing and highlighted the impact of this way of working, in terms of improved understanding of what made excellent teaching and learning, greater accountability, collaborative improvement, improved student experience and an improved teacher skillset

3. POSITIVE BEHAVIOUR STRATEGIES

[Presentation slides uploaded to GovernorHub after the meeting]

DHT Paul Williams (PWI) provided examples of negative and positive behaviour strategies, confirming that the positive strategies practiced at TMS had been proved to be the most effective way to manage student behaviour. He referred to the way that these positive strategies had been introduced at TMS and stressed that consistency was essential. He also outlined the six elements of the positive behaviour strategy – high expectations, positive relationships, consistent signals and commands, positive language, rehearsing and performing signals, routines and commands and clear choices and consequences for students.

PWI provided information about the implementation of the six elements, which were all intended to create disruption free classrooms. He confirmed that these strategies had worked well and had improved standards. He also commented that the methodology had been adapted to take account of the change in teaching arrangements due to Covid-19, with students remaining in one classroom for the majority of the time and staff moving around the school.

The HT commented that the standards of behaviour that he had observed whilst walking around the school had been outstanding. He pointed out that a great deal of work had taken place over the past two years in respect of behaviour management and that this had had a significant impact. He also commented that he hoped that TMS would be judged as Outstanding by Ofsted in both Behaviour and Attitudes and Personal Development as a consequence of these improvements, advising that attendance had been between 95% and 96% during the first week of term.

4. **SLT AND GOVERNOR JOINT EFFECTIVE MONITORING**

[This item was covered within agenda item 14]

5. **ELECTION OF CHAIR**

The Clerk took the Chair for this item of business.

Governors confirmed the election process set out in the Terms of Reference. The Clerk confirmed that Mike Perry had confirmed that he was prepared to stand again and that this nomination had been supported in emails from CBA, RCO, AHA and SWA. There were no further nominations from Governors present at the meeting.

Governors unanimously agreed that Mike Perry should be elected Chair for the 2020-21 academic year.

6. **ELECTION OF VICE CHAIR**

The Clerk took the Chair for this item of business, in the absence of the Chair of Governors

Governors confirmed the election process set out in the Terms of Reference. The Clerk confirmed that Steven Wallis had confirmed that he was prepared to stand again and that this nomination had been supported in emails from CBA, RCO, AHA and the Chair of Governors. There were no further nominations from Governors present at the meeting.

Governors unanimously agreed that Steven Wallis should be elected Vice Chair for the 2020-21 academic year.

The Vice Chair took the Chair for the remainder of the meeting.

7. **APOLOGIES FOR ABSENCE**

The Chair reported that apologies had been received from Mike Perry (business commitment) and Matt Fawcett (personal circumstances). These apologies were accepted. The Chair also reported that Associate Member Louise Hardie had resigned from the GB, due to a change in her personal circumstances.

The Clerk confirmed that the meeting was quorate.

8. **DECLARATION OF BUSINESS INTERESTS**

The Clerk reminded Governors to check their business interests on GovernorHub, to amend interests as necessary and to complete the declaration to confirm that they had done so.

No interests were declared on any agenda item, at the beginning of the meeting or during subsequent discussions..

9. **MINUTES OF LAST MEETING AND MATTERS ARISING**

Minutes of FGB Meetings held on 8 July 2020

The minutes of the meeting held on 8 July 2020 were approved as an accurate record of the meeting (to be signed by the Chair at a future date).

Update on Governor Actions arising from the minutes

The Chair confirmed that all action items relevant to the Business meeting had either been completed or were dealt with under other agenda items, and that items that were not relevant to the business meeting would be deferred to the October FGB meeting.

All

Other Matters Arising

With regard to staffing changes, the HT confirmed the new Head of Science would not be taking up her post until January 2021, and that in the meantime he and KDA would be covering exam classes. He confirmed that the school was currently fully staffed.

There were no other matters arising from the minutes.

10. CODE OF CONDUCT

The Clerk confirmed that she had updated the draft document on GovernorHub to include the School Vision, and referred to the summary that she had produced of changes to the previous model Code.

The model Code of Conduct for 2020-21 was approved.

The Clerk reminded Governors to complete the declaration on GovernorHub to confirm that they agreed to abide by the approved Code of Conduct.

All

11. INSTRUMENT OF GOVERNMENT/MEMBERSHIP REVIEW

Review of Membership and vacancies

Governors noted the current Instrument of Government (IoG) and the list of current Governors' terms of office. The HT reported that elections to select a new Staff Governor were in progress, and that the election process to select a new Parent Governor (to replace AHA who had confirmed his wish to resign once a replacement Parent Governor had been selected) was about to start. Governors noted that there were currently no other vacancies on the GB.

Terms of Office ending during the current academic year

A Governor noted that several current Governors' terms of office would end during the current year. The Clerk confirmed that the GB would need to discuss the LA Governor position at its October meeting, as ZKH's current term of office would end in January 2021 and sufficient time needed to be allowed for the LA Nomination process to be completed before that time. She suggested that, as the Partnership and Co-opted Governors would be appointed by the GB, discussions should take place closer to the end of respective terms of office.

Review of current IoG

Governors agreed that the size of the Board was currently fit for purpose and that no reconstitution was necessary.

12. ANNUAL REVIEW OF GOVERNING BOARD – ORGANISATION, STRUCTURE EFFECTIVENESS AND IMPACT

Effectiveness and Impact of the Governance Structure

Governors noted the results of the self-evaluation survey, commenting that overall Governors had indicated that the GB was effective and had a positive impact on school improvement. **A Governor commented that a number of respondents had highlighted that an individual governor self-evaluation process and Chair's appraisal had not taken place during the previous year, due to the focus of the GB on covid-19 issues.** The Clerk noted that the skills audit form included a self-evaluation section, which could be used as part of an individual self-evaluation exercise.

Governance objectives for 2020-21

It was agreed that this item should be deferred to the October meeting and that the results of the whole-GB and individual self-evaluation could be used to inform the process building on the GB strategy discussed at previous FGB meetings.

MPE/
SWA/
ZKH

Governance structure for 2020-21

The existing governance structure was confirmed. The Clerk advised that, in a change of guidance regarding the interpretation of the Constitution Regulations, boards with a Circle model of governance could no longer appoint Associate Members.

Circle Model Terms of Reference

The model Terms of Reference were approved. *The Clerk confirmed that she would update the model ToRs to include the agreed Panel memberships and monitoring responsibilities and upload the final document to GovernorHub.*

LH

Skills Audit Matrix

Governors reviewed the updated skills audit matrix. The Chair noted that overall the audit demonstrated a high level of skills and experience within the Board,

Headteacher's Performance Management Panel

It was confirmed that this Panel would comprise Mike Perry, Matt Fawcett and Zak Khan.

Pay Panel

Although noting that best practice was for the Vice Chair and not the Chair to sit on this Panel, **governors confirmed that the membership should be Mike Perry, Carrie Baines and Richard Crome, with Steven Wallis being the Chair of the Panel that would deal with any appeals.**

DfE-identified monitoring roles

These roles were confirmed as:

- **Safeguarding – Tina Holditch**
- **SEND – Steven Wallis (SWA confirmed that he was only acting in this capacity until another governor was identified to take on the role)**
- **Health & Safety – Carrie Baines and Adrian Hawley**
- **Finance – Mike Perry**
- **Careers Guidance – Carrie Baines and Richard Crome**

13. HEADTEACHER'S PERFORMANCE MANAGEMENT

The Chair explained that, although Ian Wilson had been the Board's appointed External Advisor for more than three years (the maximum time recommended), this would only be the second time he had acted as External Advisor for the current HT's performance management process. **Governors confirmed this appointment.**

14. GOVERNOR MONITORING

Governor Monitoring Visits Policy for the Circle Model

The draft Policy was approved with the substitution of the School's own monitoring form for the TEP model.

Role Descriptors

The Role Descriptors that had been uploaded to GovernorHub were approved.

Monitoring Schedule

The HT explained how he envisaged monitoring would link to the SIP. He confirmed that, following discussion with the Chair and Vice Chair, it was proposed that monitoring should continue to follow the Ofsted Framework, focusing on Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management.

The HT noted that governors had reported that on some occasions, monitoring had been less effective than it might have been because the most appropriate staff had not been

available to meet with governors or because the documentation that governors had wanted to review had not been readily available. He advised that, to address this, the appropriate senior leaders would be responsible for RAG-ing the relevant area of the SIP before a governor monitoring visit and would circulate questions for discussion at the monitoring visit in advance. The leaders would then provide relevant evidence for governors at the monitoring visit to support the RAG ratings within the SIP.

Governors noted the table of proposed monitoring responsibilities within the SIP. The HT also shared a draft monitoring schedule and confirmed that invitations would be sent out once the monitoring responsibilities had been agreed. ***It was agreed that this document would be sent to the Clerk, who would circulate it to governors to confirm that they were happy with their allocated responsibilities.*** The HT also confirmed that monitoring would have to take place remotely for the time being.

JVE/LH

[THO left the meeting (6.28pm)]

The Chair confirmed that the Chair of Governors had confirmed his support for the proposed approach, although he had commented that he would not wish governors to be restricted solely to the pre-arranged questions at the monitoring visit, and would not wish to compromise the current level of challenge.

The Clerk asked whether governors would wish to add monitoring of Covid-19 catch up funding, either as a separate monitoring responsibility, or as part of the Pupil Premium monitoring remit. In response to a question, the HT explained that schools had been promised additional funding to support catch-up interventions and would be scrutinized on its use and impact. He advised that he was planning to use the funding to pay staff to deliver small group interventions, which would be focused on SEND and PP students, who were likely to be those most in need of support. In response to further questions, the HT confirmed that the funding would be allocated on a per-pupil basis, but that no funding had been received so far. He also confirmed that teachers' involvement in out of school catch up interventions would be completely voluntary.

Governors agreed that the Pupil Premium governor would also monitor the use and impact of the Covid catch-up funding.

A Governor commented that he hoped that monitoring visits would encourage leaders to have a more open dialogue with governors and to feel more comfortable presenting to the full GB in future.

15. POLICIES

Child Protection Policy

It was agreed that the updated Child Protection Policy should be approved by Chair's Action and brought back to the next FGB meeting for ratification.

The Clerk reminded governors to complete the declaration regarding Keeping Children Safe in Education (KCSIE) 2020 on GovernorHub.

JVE/
MPE

Behaviour Policy

The HT confirmed that there had been no further changes to the previously approved Behaviour Policy addendum for the full return to school.

16. RESULTS OVERVIEW

The HT confirmed that all KS4 results had been based on Centre Assessed grades. He added that these assessments had been extremely robust, with some teacher-assessed grades being subsequently moderated down.

The HT referred to the information in his report. He pointed out that Year 11 students had completed a set of mock exams just before lockdown, which had produced an improved P8 score compared to 2019 results, commenting that the students had all worked very hard and that these results were well deserved. However, he confirmed that the Centre Assessed Grades needed to be treated with a degree of caution, although he reminded governors that the DfE would not be producing comparative data this year. He also advised that teachers' performance management would be less focused on outcomes than in the past and would take a more holistic view of performance.

In response to a question regarding KS5 results, the HT explained that IB results had been based on students' internal assessments. He confirmed that the school's results were very strong, and that the Value Added score of 0.4 was an improvement on the score of 0.3 achieved in 2019.

17. SCHOOL IMPROVEMENT PLAN 2020-21

[This item was taken as part of the discussion on Governor Monitoring (Item 14)]

2020-21 SIP

The HT pointed out that TMS had been able to continue teaching to the majority of students throughout lockdown, through its remote learning platform and that the SLT was confident that as a consequence there were no school-wide significant gaps to address, although some individual student would need support to catch up. He advised that therefore he had not produced a 'recovery plan' for 2020 but had instead drafted a full SIP

The HT advised that the priorities of the SIP would be to continue to develop the curriculum, provide strong teaching and excellent behaviour management which he believed would deliver good outcomes and progress for students. He confirmed that support for SEND and disadvantaged students would continue to be a priority, especially as they were more likely not to have accessed the remote learning programme and to need additional support following the full return to school. He explained that the SIP would include a series of whole-school 'missions', as set out in the document circulated with the meeting papers, and that responsibility for these had been allocated across the SLT. **He advised that further work was needed to confirm the success criteria for each mission and confirmed that he would bring the final SIP back to the next meeting for approval.**

JVE

A Governor asked whether a shared 'working version' of the SIP could be available for governors to view online. The Clerk suggested that this would best be achieved through creating a group within Sharepoint. **The HT agreed to take this forward.**

JVE

Leadership & Management Monitoring Report

Governors noted the report on initial discussions with the HT regarding the draft SIP.

Risk Assessment

The HT confirmed that the Risk Assessments were live documents which were being constantly updated. He advised that changes included the introduction of more remote meetings, in response to guidance that staff should not be within 2 metres of each other for more than ten minutes. **It was agreed that the Health & Safety Governors would review the Risk Assessment at their first monitoring visit, which would be brought forward in the monitoring schedule to enable a report to be produced for the October FGB meeting.**

JVE

18. MONTHLY TEP GOVERNANCE BULLETIN

The Clerk advised that TEP had not yet published a new bulletin.

19. CHAIR'S ACTION AND CORRESPONDENCE

The Chair reported that the Chair of Governors had taken Chair's Action during the summer in connection with the DfE 6th Form bursary funding. **This action was ratified.**

20. ANY OTHER URGENT BUSINESS

There was no other urgent business.

21. CONFIDENTIALITY

No items of confidentiality were identified.

22. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday 21 October 2020

The Chair thanked everyone for attending. Governors also passed on their thanks to the SLT for their hard work.

The meeting closed at 6.58pm

Signed.....
Chair

Date.....

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4	School Programme training			
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	Deferred
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	Deferred
25.3.20	7	Quotes for outsourced printing to be shared for information and comment and Chair's Action to be taken to approve the preferred quote	SBI MPE	End T5	To be confirmed
8.7.20	4	The potential for cancelling the contract with EIS for malware protection to be discussed with the IT Manager	SBI	End T6	To be taken forward
8.7.20	5	A Fire Drill to be carried out	JVE	10.7.20	To be confirmed
8.7.20	6	Information about students leaving the school during the academic year to be included in the HT's report	JVE	Ongoing	
9.9.20	8	Governors to check business interests on GovernorHub, amend if necessary and complete the declaration to confirm that they had done so	All	21.10.20	Governors to complete if still outstanding
9.9.20	10	Governors to complete the declaration on GovernorHub to confirm that they agree to abide by the approved Code of Conduct	All	21.10.20	Governors to complete if still outstanding
9.9.20	12	Governance objectives for 2020-21 to be deferred to the next FGB meeting	MPE/SWA/ ZKH	21.10.20	On agenda
9.9.20	12	The Terms of Reference document to be updated with the agreed appointments and uploaded to GovernorHub for reference	LH	21.10.20	Completed
9.9.20	14	The draft monitoring schedule to be circulated to governors for confirmation	LH	21.10.20	On Sharepoint
9.9.20	15	The Child Protection Policy to be approved by Chair's action and ratified at the next meeting	JVE/MPE	21.10.20	Completed
9.9.20	15	Governors to complete the declaration on GovernorHub regarding Keeping Children Safe in Education 2020	All	21.10.20	Governors to complete if still outstanding
9.9.20	17	The RAG-ed SIP to be uploaded to a shared Sharepoint drive	JVE	21.10.20	Completed
9.9.20	17	The Risk Assessment to be reviewed at the next H&S monitoring meeting (to be brought forward to before 21.10.20)	CB/RC/JVE	21.10.20	Completed

Minutes of the Meeting of The Malling School Full Governing Board held on Wednesday 21 October 2020 at 5.00pm via Virtual Governance arrangements

Present: C Baines (SBA), R Crome (RCR), M Fawcett (MFA), T Holditch (THO), Z Khan (ZKH), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT), S Wallis (SWA)

In Attendance: L Hardwick (LHA) (Clerk), P. Williams (PWI), DHT (Item 1), C Kennedy (CKE) (Item 3 onwards)

1. SAFEGUARDING UPDATE

[Presentation slides on GovernorHub]

Paul Williams (PWI) provided a safeguarding update. He reminded governors that safeguarding was everyone's responsibility within the school community pointing out that any safeguarding issue could potentially arise at TMS, that a child, in this connection, meant anyone under the age of 18 and that children needed the right help at the right time to address risks. He stressed that all staff needed to know the Keeping Children Safe in Education (KCSIE) definition of Safeguarding.

PWI outlined the four main categories of abuse – physical, sexual, neglect and emotional and provided a definition of each together with possible indicators that abuse was taking place, commenting that emotional abuse was involved in all types of maltreatment of a child, but could also occur alone. He summarised the key changes and updates that had been added to the 2020 KCSIE, including Child Criminal Exploitation and Honour based abuse, confirming that multi agency working was in place in Kent to address Child Criminal Exploitation through County Lines, and that all schools were required to deliver Relationship and Sex Education to students.

PWI pointed out that Governors needed to know what they should do if a student made disclosure to them whilst they were on site, commenting that information should not be withheld and that in all cases the person to whom the disclosure was made could not promise that information would not be passed on. He confirmed the members of TMS's current safeguarding team and explained that if no DSLs were available a referral should be made directly to Kent Social Services Team or to the Police.

PWI turned to safe practice for staff, which included being open and transparent, adopting high standards and considering their own social media profile. He finally reminded governors of the Schools Whistleblowing Policy which should be used to share any concerns that members of staff might have about colleagues.

2. GOVERNING BOARD CONSTITUTION

The Chair explained that there were currently no Co-opted vacancies on the Governing Board and advised that, having taken advice from the Clerk, he was proposing that the Board should reconstitute to increase the total number of Governors to 12 and to create two additional Co-opted places. He pointed out that this would help in succession planning and in those circumstances when, as now, a serving Governor had decided that they did not wish, or were not able to continue at the end of their current term of office.

Action

Governors agreed to reconstitute to create two additional Co-opted Governor places, with effect from 1 December 2020 and to appoint a new Co-opted Governor to one of the new Co-opted Governor places from that date. The Clerk confirmed that she would ask Governor Services to draft a revised Instrument of Government, as set out below:

LHA

The name of the school is The Malling School

The school is a Foundation School without a qualifying foundation

The name of the Governing Body is "The Governing Body of The Malling School"

The Governing Body shall consist of:

- 2 Parent Governors
- 1 Local Authority Governor
- 1 Staff Governor
- 1 Headteacher
- 2 Partnership Governors
- 5 Co-opted Governors

Total number of governors is 12

Partnership Governors will be appointed by The Malling School Governing Body

This Instrument of Government comes into effect on 1 December 2020

3. GOVERNING BOARD MEMBERSHIP

Appointment of Co-opted Governors

[This item was taken before item 2]

The Chair referred to the application from Catherine Kennedy (CKA), which he had shared with Governors prior to the meeting.

Governors noted that CKA had skills and experience that would be useful to the Board and agreed to appoint her as a Co-opted Governor, for a four year term of office, from 1 December 2020.

Governors then agreed that Catherine Kennedy should join the meeting as an observer

Staff and Parent Governor Elections

The HT confirmed that four members of staff had put themselves forward for the Staff Governor vacancy and that a ballot was currently taking place. ***The Clerk reminded him that the successful candidate's term of office would begin at the end of the ballot process and asked the HT to pass on the successful candidate's details to her to enable her to complete the necessary registration processes.***

JVE/
LHA

The HT reported that a letter had been sent to parents requesting nominations for a Parent Governor to replace Adrian Hawley who had previously advised the GB of his intention to resign once a replacement Parent Governor had been identified and for Carrie Baines who had advised that she wished to step down as a parent governor by 31 December. No nominations had been received. The Clerk advised that in these circumstances the Governing Board could appoint a parent to the vacancies, if they had skills and experience that were needed, based on the Skills Audit. The HT confirmed that he was aware of a number of parents from the Parents' Forum who might be prepared to become a Governor but who had not wanted to put themselves forward for election. ***He agreed to contact them and to bring further information back to the next meeting.***

JVE

LA Governor

The Clerk reminded Governors that the LA Governor's term of office would end on 26/1/21. The LA Governor, Zak Khan, confirmed that he would like to continue in the role, should the GB and Local Authority agree to this. Governors agreed that ZKH had made a valuable contribution to the Governing Board since his appointment and that his safeguarding experience had been particularly helpful.

It was agreed that the LA's Governor Appointment Panel should be asked to proceed with the renomination of Zak Khan for a further term of office.

The Clerk confirmed that she would make the necessary arrangements for ZKH's renomination to be considered by the Governor Appointment Panel

LHA

Catherine Kennedy joined the meeting and introductions were made. The Chair confirmed that the GB had agreed to appoint her to a Co-opted Governor position once a new Instrument of Government was in place to facilitate this.

4. APOLOGIES FOR ABSENCE

There were no apologies were received although Adrian Hawley was absent..

The Clerk confirmed that the meeting was quorate.

5. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item, at the beginning of the meeting or during subsequent discussions..

6. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of FGB Meeting held on 9 September 2020

The minutes of the meeting held on 9 September 2020 were approved as an accurate record of the meeting (to be signed by the Chair at a future date).

Governor Self Evaluation

The Chair explained that, although he had not asked Governors to complete a separate self-evaluation form this year due to the Covid situation, he had reviewed the information that they had provided on their skills audit forms. He noted that two of the current members of the Pay Committee – CBA and RCO – would be leaving the GB at the end of their previous terms of office and asked ZKH and THO if they would be prepared to replace them, on the basis of the information they had provided in their skills audit. Both governors agreed to this proposal. It was noted that the Committee would next meet in March to review Support Staff Pay.

Update on Governor Actions arising from the minutes

- MIND School Programme Training – this action was still on hold
- Fire Drill – The HT confirmed that an evacuation had taken place because the fire alarm had been triggered and that a further Drill would be held during Term 2.
- Governor Declarations – Two governors who had not completed their declarations previously confirmed that they had now done so
- Child Protection Policy – The Chair confirmed that he had approved the Policy by Chair's Action.
- RAG-rated SIP – The HT confirmed that the SIP would be updated and RAG-rated during forthcoming Governor monitoring visits ***In this connection the Chair advised that he would be discussing with the HT a proposal that information for monitoring visits should be shared with Governors through the School's Sharepoint platform.***

It was confirmed that all other actions had either been completed or were dealt with through other agenda items.

Other Matters Arising

There were no other matters arising from the minutes.

7. BUSINESS

Six Month Financial Monitoring

Governors reviewed the Financial Monitoring report, the report from the Finance Governors' monitoring visit and the report from the BM. They noted the projected Revenue Outturn was £223,684 a negative variance of -£37,306 against the approved budget estimate of £261,170, and that the projected Capital outturn was £524, a negative variance of -£5,522 against the approved budget of £6,046. The BM explained some of the most significant variances:

- Funds Delegated by the LA (I01) – The School had received additional funding for students in the SRP, and some additional Pension Grant
- Funding for Sixth Form Students (I02) – Funding had been £15,500 below the budget estimate.
- High Needs Top Up Funding (I03) – Additional funding had been received. The BM confirmed that the new SENCO had successfully applied for EHCPs and High Needs Funding but advised that the School was also reviewing the way in which TAs and LSAs were deployed and was not anticipating a significant increase in staffing costs under E03
- Pupil Premium (I05) – Funding was lower than anticipated due to a change in the number of eligible students
- Other grants and payments (I07) – The BM reminded governors that schools would not be receiving Year 7 catch up funding this year but confirmed that the loss (£95,998) was partially offset by Covid Catch-up funding of £56,674 (recorded under I18)
- Income from contribution to visits (I12) – The BM explained that the School had planned a number of overseas visits which had had to be cancelled due to Covid-19 and was negotiating with insurers for payments to be reimbursed. She anticipated that the School should receive just over £50,000 from the RPA, although it had also had to reimburse parents for donations that they had made (recorded under E19).
- Teaching Staff (E01)- The BM reminded Governors that the school used an integrated curriculum financial planning model and did not anticipate any significant variances against staffing budgets, unless this was offset by additional income. She reported that additional lunch time supervisors had been recruited to enable teaching staff to have a longer break at lunchtime.
- Learning Resources (not ICT) (E19) – The variance against budget arose from reimbursement of trip donations and the purchase of additional curriculum resources.
- IT Resources (E20) – The negative variance reflected the cost of the new firewall but would be offset by savings in future years.
- Administrative supplies (E22), Other Insurance Premiums (E23), Special Facilities (E24), Catering Supplies (E25) – These variances arose from Covid-19 costs.
- Brought in Professional Services (E27) – This variance related to a temporary placement at MMAP for a KS3 student.
- Bought In Professional Services (PFI) (E28B) – The variance reflected additional Covid-19 costs
- Direct Revenue Financing (E30) – The BM explained that £40,515 had been transferred to the Capital budget to enable planned IT expenditure to be brought forward to the current financial year to facilitate remote learning

- Capital Expenditure – the BM confirmed that the majority of the capital budget, including the transfer from revenue would be spent on the brought-forward IT improvement programme

The governor monitoring report was presented to the meeting highlighting challenges made on the financial monitoring by the monitoring group

Virements and Write-offs above delegated limits

The BM confirmed that there were no virements or write-offs requiring FGB approval

Tenders, quotes and expenditure

The BM confirmed that there were no tenders, quotes or expenditure requiring FGB approval with next major projects being the replacement of copiers (likely to take place in June 2021), and review of the telephone system and the website.

Implementation of IT Strategy

The BM reported that the separation of the Malling and Holmesdale servers had created difficulties over the first three to four weeks, but she confirmed that the new Malling servers had been installed and that the final remaining issues should be resolved shortly.

Business Related Policies: Finance and Finance Signatures Policy **These two Policies were approved.**

8. RISK ASSESSMENT

The Health and Safety Governor confirmed that the Risk Assessment had been reviewed at a recent monitoring visit and that governors had been satisfied with the protocols that were in place. The HT confirmed that this was a working document which was constantly being updated and advised that the School would now be reviewing the 'open door' policy to take account of changing weather conditions.

The HT thanked the BM for the work that she had done, and continued to do, and confirmed that the School would continue to monitor and flex the risk assessment to make improvements and adapt to changing circumstances. He confirmed that students were regularly reminded about the routines and procedures that they should be following, and were generally compliant. The HT commented that the staggered lunch breaks were difficult for KS3 students who had an early lunch and longer afternoon. He also advised that the School would be installing additional pathways to facilitate the use of the one way system where students used the fire escapes to exit buildings and added that non-slip paint had been applied to the fire escape stairs. He noted that movement around the School particularly around the stairs, had been recognised as a concern previously, because the school was full (1020 students) with number of disabled students in the SRP, but also pointed out that the fire doors were not intended to be constantly opened and closed.

A Governor asked if staff morale was positive. The HT advised that it had improved, as staff became used to the new timetables and new way of working, and added that changes such as reducing the staff cover for lunch breaks and the 'feel good Friday' initiative had also had a positive impact. He reported that staff absence was lower than it had been in Term 6. The Health and Safety governor advised that wellbeing had been covered as part of the most recent monitoring visit and she commented on the work that the HT and SLT had done and continued to do to make students feel safe. The HT confirmed that staff wellbeing remained a concern, commenting that staff missed being able to spend break and lunchtimes together. **In response to a question, the HT advised that two or three staff were on long term absence due to ill health, but that staff remained committed to students and to the school.**

9. HEALTH AND SAFETY

The Health & Safety Governor confirmed that most of the items raised in her monitoring report had already been covered but reiterated her thanks to the BM and her team for their work over the Summer to have everything in place for students' return to school.

The BM left the meeting

10. SCHOOL IMPROVEMENT PLAN 2020-21

Costed 2020-21 School Improvement Plan

The HT thanked the BM for adding costings to the draft SIP.

The School Improvement Plan 2020-21 was approved.

Monitoring Visit reports

- Leadership & Management Monitoring Report - Governors noted the report on the discussion of Covid-19 outcomes
- Curriculum Impact Outcomes – Governors agreed the recommendation that the RAG ratings under this area of the SIP should be reviewed through regular monitoring visits.
- CEAIG – It was confirmed that this monitoring visit had taken place at the end of Term 6. **One of the monitoring governors reported that the Careers leader had spoken about the difficulty of getting information onto the website, having been told that this was because the website was to be updated, and that articles that they provided for the newsletter were not always published. The HT advised that plans for a new website had no impact on current website content and agreed to take these issues forward. A Governor also reported that CAIEG leader had commented that teachers did not incorporate CEAIG information into their classes, despite this being part of the Gatesby benchmarks. The HT confirmed that he would discuss this with subject leaders.**

JVE

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11. HEADTEACHER'S REPORT

The HT confirmed that he had only produced a brief 'interim' report for this meeting. He referred to the award of the Character Development Kitemark commenting that The Malling School was only one of 13 secondary schools to have achieved this accreditation and that work was now in hand to secure the 'Kitemark Plus' accreditation. **The Chair agreed to write to PWI thank him for the work undertaken to reach this achievement.**

MPE

The HT also referred to the award of the MusicMark accreditation and thanked CBI for her support in preparing for this. He noted that over the past year there had been a greater focus on music appreciation in lessons and in performance and added that the School had become more outward looking in this respect.

The HT reported that a 'virtual tour' of the School was now available on the website for potential new parents and students and advised that he was also meeting some parents after school.

The HT finally referred to the very positive report from TEP's School Improvement Advisor which had been circulated with the meeting papers.

12. POLICIES

Child Protection Policy

The action taken by the Chair to approve the Child Protection Policy by Chair's Action was ratified.

Staff Disciplinary Policy and Managing Absence and Ill-Health Policy

Governors noted that both policies had been updated in line with the most recent SPS models

The Staff Disciplinary Policy and Managing Absence and Ill Health Policy were approved

13. GOVERNANCE STRATEGY AND OBJECTIVES 2020-21

Strategy to Implement Vision

The Chair explained that he had updated the Strategy document approved previously. The Clerk added that she had also uploaded the summary results and comments from the whole-board self evaluation questionnaire to GovernorHub for Governors' information.

Governors approved the revised document. The HT confirmed that he would now arrange for it to be reformatted and updated with the relevant school leaders' names.

Review of Academisation

The Chair advised that it was no longer a requirement for Boards to keep this issue under regular review, and that there was no imperative for schools to convert or join a MAT. The HT commented that being a stand-alone maintained school was a positive factor for recruitment, as it offered teachers a degree of autonomy that they would not have within a large MAT chain, where the curriculum and assessment processes were often standardised.

14. MONTHLY TEP GOVERNANCE BULLETIN

Governors noted the contents of the most recent bulletin, which had been circulated via GovernorHub.

15. GOVERNOR TRAINING

The Chair reminded Governors to book onto any relevant training through GovernorHub. There were no reports on training undertaken since the previous meeting'

16. CHAIR'S ACTION AND CORRESPONDENCE

The Chair reported that he had not taken any further actions apart from approving the Child Protection Policy. He also advised that he was aware that a parent may decide to escalate a complaint, in which case a Governor Panel would need to be convened.

17. ANY OTHER URGENT BUSINESS

New Governor mentoring

The Chair commented that the GB had not had a mentor or 'buddy' arrangement for new governors previously but suggested that it would be useful particularly for new governors with no experience of the education system.

Governors agreed to put these arrangements in place in future. SWA agreed to act as a mentor to Caroline Kennedy.

Chair's performance management

SWA reported that he and ZKH had met before the FGB meeting, reviewing the past year. They had agreed that in future this review would take place in Term 5, to feed into the Governing Board and individual governors' evaluation process in Term 6 and to enable any issues arising from these reviews to be taken forward to the Term 1 Admin meeting.

JVE

SWA

This proposal was agreed.

There was no other urgent business.

18. CONFIDENTIALITY

No items of confidentiality were identified.

19. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday 9 December 2020

The meeting closed at 6.45pm

Signed.....

Chair

Date.....

APPROVED

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND School Programme training	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4				
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	Deferred
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	Deferred
9.9.20	12	The Terms of Reference document to be updated with the agreed appointments and uploaded to GovernorHub for reference	LHA	21.10.20	To be completed by 1.11.20
21.10.20	6				
21.10.20	2	Governor Services to be asked to draft a new Instrument of Government	LHA	1.11.20	Completed
21.10.20	3	Details of the successful Staff Governor candidate to be passed to the Clerk and the relevant registration processes completed	JVE	1.12.20	Completed
21.10.20	3	Information on potential Parent Governors to be brought to the next FGB meeting	JVE	9.12.20	On agenda for 9/12/20
21.10.20	3	ZKH's renomination form to be completed and sent to Governor Services	LHA	1.11.20	Completed
21.10.20	6	The Chair to discuss a proposal to use Sharepoint to enable staff to upload information about forthcoming monitoring visits with the HT	MPE/JVE	1.11.20	On agenda for 9/12/20
21.10.20	10	Issues raised at the CEIAG monitoring visit to be taken up with the relevant members of staff	JVE	9.12.20	Completed
21.10.20	11	The Chair to write to congratulation PWI and other members of staff on the award of the Character Kitemark	MPE	1.11.20	Completed
21.10.20	13	The Strategy to implement Vision document to be reformatted updated to reflect staffing changes	JVE	9.12.20	On agenda for 9/12/20
21.10.20	17	SWA to act as mentor to Caroline Kennedy	SWA	ongoing	

Minutes of the Meeting of The Malling School Full Governing Board held on Wednesday 9 December 2020 at 5.00pm via Virtual Governance arrangements

Present: A Antao Bithrey (AAB), C Baines (SBA), R Crome (RCR), M Fawcett (MFA), C Kennedy (CKE), Z Khan (ZKH), P Maisey (PMA), M Perry (MPE) (Chair), J Vennart (JVE), Headteacher (HT), S Wallis (SWA)
In Attendance: S Birchall (SBI), Business Manager (BM) (Items 1-6), L Hardwick (LHA) (Clerk),

	Action
<p>Some items were taken out of sequence but are recorded in agenda running order</p>	
<p>1, PRESENTATION – USE OF SHAREPOINT [The presentation did not take place. Discussion on this issue took place after agenda item 5]</p> <p>The Chair noted that the IT Manager had now circulated information to Governors on accessing the Governor's Sharepoint site, explaining that it was proposed that all documentation for monitoring visits would be uploaded to the site before the visit, as an alternative to sending them out by email. He expressed some concern that although this would not be a problem for governors accessing documents through laptops or desktop pcs, it could be difficult for those using phones or iPads/small tablets to view the documents at a meeting. A Governor commented that it would be useful for questions and responses to be available for reference.</p> <p><u>Governors agreed that documents should be uploaded onto Sharepoint but also circulated by email for the time being. The effectiveness of using Sharepoint will be reviewed once we revert to physical meetings.. The Chair asked the HT to arrange for sub-folders to be set up for each monitoring area.</u></p>	HT
<p>2. GOVERNING BOARD MEMBERSHIP</p> <p>Constitution and Instrument of Government (IoG) The Clerk confirmed that the change in the Board's constitution (to increase to 12 Governors) had been approved and had taken effect on 1 December 2020.</p> <p>Staff and Co-opted Governors The Chair welcomed Phillip Maisey (PMA) and Catherine Kennedy (CKE) to their first meeting as Governors. He confirmed that PMA had become the Staff Governor as the result of a full election process, and that CKE's appointment as a Co-opted Governor (approved at the last FGB meeting) had taken effect on 1 December following the implementation of the new IoG.</p> <p>Appointment of Parent Governor The Chair reminded Governors that, as reported to the previous meeting, no nominations had been received at the recent Parent Governor election and that in these circumstances the Regulations allowed the FGB to appoint a parent to the vacant position. He confirmed that he and the HT had met with a potential new Parent Governor, Annabelle Antao Blithrey (AAB), and that he was recommending her appointment to the Board. He confirmed that AAB had completed an application form, which had been circulated with the meeting papers and was confident that she would be a valuable addition to the Board.</p>	

Covid - 19. The minutes have been reviewed and are confirmed by the board on 27 January 2021 to be an accurate record of the meeting and any decision making

Governors reviewed the application and agreed that AAB had skills and experience in finance, administration and in working with schools in a voluntary capacity that would broaden the Board's skills base and agreed that she should be appointed as a Parent Governor with immediate effect.

Annabelle Antao-Blithrey was appointed as a Parent Governor for a four year term of office from 9/12/20.

Governors noted that Adrian Hawley's resignation as a Parent Governor had now taken effect. Carrie Baines (CBA) the second Parent Governor confirmed that, as reported to the FGB previously) she had intended to leave the Board in January (before the end of her term of office which ended in December 2021) ***but agreed to discuss this further with the Chair, with a view to ensuring a smooth handover of her monitoring responsibilities, particularly in respect of CEAIG.***

CB/MP

Partnership Governors

The Clerk explained that, as a Foundation School without a Trust, the Governing Board included two Partnership Governor positions, and that these Governors would be appointed by the FGB. She confirmed that the serving Partnership Governors, Mike Perry and Steven Wallis, had both been appointed in January 2017, following the dissolution of The Malling Holmesdale Federation and the creation of separate Boards for the Malling and Holmesdale Schools, and that their terms of office would therefore end before the next FGB meeting. Both MPE and SWA confirmed that their wish to stand for a further term of office. Governors agreed that both MPE and SWA brought a wealth of expertise and experience to the Board, in governance and leadership, finance and educational practice, and should be reappointed.

Mike Perry and Steven Wallis were appointed for a further four year term of office as Partnership Governors (to take effect at the end of their current terms of office (1/1/21 and 5/1/21 respectively)).

LA Governor

The Clerk reported that the application for Zak Khan (ZKH) to be appointed as the LA's nominated governor would be considered by the Governor Appointment Panel in December, although neither she nor ZKH had to date been advised whether this meeting had taken place and if so, what the outcome had been. She explained that once agreed by the LA's Panel an appointment needed to be approved at the subsequent FGB meeting to take effect and pointed out that, ZKH's case, his current term of office would end on the day before the next FGB meeting (26/1/21).

Governors therefore agreed that, subject to renomination by the LA's Governor Appointment Panel, Zak Khan should be reappointed to the LA Governor position for a four year term of office from 27/1/21.

3. APOLOGIES FOR ABSENCE

Apologies from Tina Holditch were received and accepted.

The Clerk confirmed that the meeting was quorate.

4. DECLARATION OF BUSINESS INTERESTS

No interests were declared on any agenda item, at the beginning of the meeting or during subsequent discussions..

5. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of FGB Meeting held on 21 October 2020

The minutes of the meeting held on 21 October 2020 were approved as an accurate record of the meeting (to be signed by the Chair at a future date).

Covid - 19. The minutes have been reviewed and are confirmed by the board on 27 January 2021 to be an accurate record of the meeting and any decision making

Update on Governor Actions arising from the minutes

It was confirmed that all other actions had either been completed or were dealt with through other agenda items.

Other Matters Arising

There were no other matters arising from the minutes.

Non Confidential notes of Pay Committee

Governors noted the content of this section of the minutes, which focussed on the review process and the financial outcome of the pay decisions.

6. BUSINESS

The Business Manager (BM) joined the meeting.

Budget Monitoring/Finance Monitoring Report

The BM confirmed that the Budget was being closely monitored due to the amount of changes that had not been expected at the time that the budget was set, both in terms of income (such as funding for teacher pay increases) and expenditure. She referred to the October monitoring information uploaded to GovernorHub, confirming that the projected Revenue Outturn was currently £276,079, a positive variance of £14,909 against the approved budget estimate of £523,433, and that the Capital Outturn was projected at £215, a negative variance of -£5,831 against the approved budget estimate of £6,046.

The BM advised that the School would not be able to claim any further Covid-related costs but noted that the additional Covid expenditure would be offset by savings elsewhere in the budget. She confirmed that the position would become clearer in January, when the nine-month financial monitoring information was available and added that time she would also review the position against the Budget Control Mechanism (BCM) Limit and commit expenditure if necessary so the limit was not exceeded.

Governors noted the contents of the report from the Finance Monitoring Governors on their meeting with the BM. The Chair reminded Governors that the Board had taken a cautious approach at the last meeting regarding Covid costs. He also pointed out that the School was in a fortunate financial position compared to many others, and was therefore able to increase expenditure provided this was sustainable and would benefit the students.

The BM explained that some planned Capital spending had been brought forward to the current financial year to purchase additional IT infrastructure/equipment to support online learning.

The BM reported that the Schools Funding Forum was currently working with the Unions and the LA to resolve the issue of back payments to staff on term time only contracts. She advised that the LA and Unions were negotiating on the timescales that would be applied, which would impact considerably on the cost of reimbursing staff, and that the Funding Forum had asked the LA to fund the cost from the DSG. She advised that, if the LA would not meet the cost, there could be a significant financial impact for schools that needed to be taken into account during the 2021/22 budget-setting process.

The BM noted that the School had received additional income of £49,543 in respect of High Needs Funding for six additional post-16 places within the SRP (the Tydeman Centre). For the benefit of new Governors she explained that the LA decided the number of places that would be allocated within the SRP and that at budget setting this income stream was based on the estimate of Year 7 and post-16 student places in the SRP and the consequent amount of High Needs Funding that the School would receive.

Virements and Write-offs above delegated limits

The BM confirmed that there were no virements or write-offs requiring FGB approval

Tenders, quotes and expenditure

The BM confirmed that there were no tenders, quotes or expenditure requiring FGB approval as the IT purchases had been made in small batches which had not exceeded the financial limits in the Finance Policy.

Finance Risk Register

The BM reported that she had updated the Risk Register to take account of new and adjusted risks. The Chair confirmed that any new risks were discussed during Finance Monitoring visits.

Benchmarking

The BM confirmed that the benchmarking report prepared using the LA's Financial Benchmarking Tool had been discussed at the Finance Monitoring visit. She pointed out that it was difficult to benchmark accurately against other schools due to the PFI contract which limited the School's control over a number of areas such as maintenance and occupational costs, utility costs and catering and, in the case of The Malling School, because the large SRP, compared to other PFI schools, resulted in increased numbers of staff and therefore staffing costs. She therefore advised that she intended to use an Integrated Curriculum Financial Planning Tool to provide more accurate benchmarking information.

Business Related Policies

- Pay and Reward Policy -this Policy which had previously been approved by Chairs Action, was ratified.
- Charging and Remissions Policy – The BM confirmed that there had been no changes to this model policy.
The Charging & Remissions Policy was approved.

Health and Safety Issues

The BM reminded Governors that the School had introduced a one-way system for entry to/exit from the school buildings (barns), initially as a temporary measure when students returned after lockdown, which had involved creating paths around the perimeter of the barns for students to use. She advised that initially the paths had been created using bark, but that this had not proved practical due to the amount of material being walked into the buildings and that matting was currently being used. The School was consider making the one-way system permanent and was looking into the cost of laying permanent paths, although the BM noted that this would be extremely expensive and would exceed the School's capital income. The HT advised that the one way system had reduced the amount of congestion within the barns, especially on stairways, which had been a health and safety concern, particularly for students and staff with physical or learning disabilities, but that the pathways had been a slip/trip hazard until a suitable covering had been laid.

Other Business Related issues

The HT advised that he would like to explore the possibility of replacing the current fire escape doors with self-closing doors if the one-way system was introduced permanently.

The BM raised an issue arising from the planned academisation of The Holmesdale School (reported within the Confidential minutes).

The Chair thanked the BM for attending and she left the meeting.

7. SCHOOL IMPROVEMENT PLAN 2020-21

Progress against the School Improvement Plan

The HT confirmed that he had covered progress against the priorities in his Headteacher's report. He advised that the SIP itself had been RAG-rated to show progress and was also available on the Sharepoint site. He also noted that some areas of the Plan would continue to be priorities into the next academic year and pointed out that the targets in the Plan were ambitious. The HT confirmed that the SIP included the actions taken/ interventions put in place to use the Covid Catch Up funding, and included an overview of progress and issues of concern,

Strategy to Implement Vision

The Chair reminded Governors that the draft Strategy had been approved in principle at the last meeting and had been reformatted to align with the SIP, which had now been done.

The 2020-21 Strategy to Implement Vision was approved.

Monitoring Visit reports

- **Personal Development (Careers)** – The monitoring Governors noted that the Facebook Careers Page was now in place, contained a great deal of useful information and was being regularly updated. One of the Governors noted that The Malling School was the only school in the south east to have a dedicated Facebook page. The Careers Lead had confirmed that careers interviews were being held with Year 11 students and that an update on performance against the Gatsby benchmarks had been published in November. One of the Governors commented that progress against some benchmarks had been delayed due to Covid 19, although the School had been able to justify why they had not been met.
- **Finance** – The Chair confirmed that the monitoring report documented areas of challenge and that the visit had included a review of benchmarking and monitoring and a discussion of the implications for the Business Team of Holmesdale's academisation. He reminded Governors that under the SLT Holmesdale would be responsible for any redundancy costs arising from the academisation.
- **Pay Review** – The review of the pay review process and a summary of the financial outcomes had been noted under agenda item 5.
- **Curriculum** – One of the monitoring Governors provided a verbal report on the most recent monitoring visit. He referred to the Powerpoint presentation on the Quality of Education which had now been circulated and noted that the focus for the current year would be the Impact of the curriculum, building on the work of curriculum implementation reported to the FGB previously. He suggested that the next step would be for the HT to circulate an impact plan that would include identifying the impact of the curriculum for different groups including high prior ability and PP students. He remarked that this had been a positive monitoring visit and that governors had been confident that good progress was being made.
- **Pupil Premium** – The Pupil Premium Governor reported that the end of year data indicated that the School had been effective in closing gaps, although he reminded Governors that the results had been based on Centre Assessed Grades and that there was no National Data for comparison this year. He confirmed that the School's Pupil Premium Statement had now been published on the website. He also advised that he had asked for further information about the 'TMS Canon', which provided guidance for home reading at KS4. ***The HT confirmed that he would arrange for a document that provided this information to be circulated.***
- **SEND** – The SEND Governor reported on his meeting with the SENCO. He confirmed that the School was now adopting an integrated approach so that the SRP was no longer treated as a separate facility and added that it also intended to remove its branding as The Tydeman Centre (in favour of The Malling School SRP) to facilitate this change. The HT confirmed that SEND students attended a range

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Covid - 19. The minutes have been reviewed and are confirmed by the board on 27 January 2021 to be an accurate record of the meeting and any decision making

of lessons in the main school and there were some high ability SRP students in the 6th Form, taking the IBCP, although the School continued to provide teaching in small groups for those students who needed this. He also pointed out that the main school benefited from the expertise of staff who worked with students in the SRP, particularly in respect of teaching students who needed additional support. The SEND Governor noted that the School had produced a booklet for students and staff and would be applying for the Inclusive Chartermark later in the year. The Staff Governor commented that staff were in favour of the 'rebranding' of the Tydeman Centre, especially those who were primarily based there, and added that some of the School's most academic students were based in the SRP. The HT added that the Tydeman Centre support staff had a lot to offer the main school as they were used to working with students with a range of needs.

A Governor expressed caution at the School's proposals commenting that, although greater integration and inclusivity was positive, it was important not to lose sight of the fact that differences would remain and that the students who had been assessed as requiring a SRP place needed focused additional support from a specialist provision. He suggested that it would however be beneficial if greater integration led to the upskilling of all staff. **Another Governor pointed out that the Tydeman Centre had an excellent reputation and was a good 'brand'.** The HT confirmed that the SLT had considered how the change of name would be marketed, advising that this would include publicity for parents.

A Governor commented that, from information in the HT's report, turnover amongst Tydeman Centre support staff seemed to be high and asked if this was because staff were not skilled to meet SEND students' specific needs. The HT explained that the SENCO had brought in a new performance framework for the SRP's TAs and had reviewed their effectiveness and that some had decided to leave as a consequence, or because their performance had been assessed as RI under the new framework. He also advised that, conversely, sometimes the strongest TAs decided to move into teaching roles.

- KS5 – There was no report from the most recent monitoring visit. ***The HT suggested that the DHT should be asked to present on the Sixth Form Implementation Plan at the next FGB meeting. This proposal was agreed.***
- Personal Development – The monitoring Governors confirmed that they had been impressed with what they had heard at their monitoring visit. They had discussed the proposal to apply for the Character Kitemark Plus accreditation and had noted that this would require parents to be aware of what was happening at school and to apply this at home. The HT confirmed that to apply for the kitemark by the end of the academic year, the School would have talk about the actions that it was taking with parents and publicise it in the literature that it produced. ***It was agreed that ZKH would discuss this further with the PD Leader to ensure that governors had some input into the process.*** Governors had also noted that 'The Malling School Way' was being further embedded and that Personal Development Pathways were being monitored by student booklets. A Governor noted that some planned extra-curricular activities had not been able to take place, due to Covid ,but that the PD Leader was anxious to ensure that the School's students were not disadvantaged, compared to students from other schools.
- Website – It was confirmed that the IT Manager was seeking quotes for a redesign of the School's website, as the current design and format created limitations on what could be uploaded to the site. The monitoring Governor commented that the School's website now suffered in comparison with other schools, in respect of its functionality. He had noted that 22 policies were out of date and these were currently being updated. The Chair noted that Ofsted would expect that all key policies, particularly those relating to Safeguarding to have been updated by the end of Term 1. The monitoring Governor reported that the IT Manager had received quotes in the region of £10,000 to upgrade the website, pointing out that the

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website was the first thing that many prospective parents would see. **A Governor commented that, whilst recognising the importance of the website, £10,000 seemed excessive for a redesign and asked whether the IT Manager was looking for something more fundamental.** The HT explained that the site needed to be more dynamic and have a more effective user interface but agreed that a quote of £10,000 seemed expensive and suggested that it should be possible to obtain a better price. He commented that, from the recent parent survey (which would be discussed in more detail at the next meeting), although parents appreciated the hard copy booklets and the knowledge organisers that the school produced, a number of respondents had indicated that they would like to be able to download these from the website, which was currently not possible. He remarked that it would be positive if he could use an improved website as an example of the school responding to something that parents had requested.

8. HEADTEACHER'S REPORT

Decision to move to remote learning

Governors discussed the HT's decision to move to remote learning from 10/12/20. The HT confirmed that he had had to act very quickly following a further increase in cases. He commented that he had referred in his report to the difficulties that the School had been facing, as a number of staff and students had either tested positive for Covid-19 and an even more significant number had been required to self-isolate. He noted that many other schools in Kent and Medway had had to close due to low staff and/or student numbers. He stressed that the situation had not arisen because the School's Covid-19 arrangements were not secure, pointing out that every precaution had been taken including a one-way system, sanitisers and masks and that, when he had discussed the situation with Public Health England (PHE), there had been no concerns about what had been put in place but concern at the way in which the virus was spreading within the School. The HT commented that having only part of a year group in class even if a bubble was open, because other students were self-isolating, made it difficult to teach anything of substance, and he felt that students were receiving more meaningful teaching when they were all accessing remote learning from home.

The HT confirmed that the SLT had discussed how to deal with safeguarding and how vulnerable students would be supported and confirmed that the School would have five computer rooms available for students who needed to come into school, where they would follow the same online lessons as students who were learning at home, within separate bubbles. He also confirmed that the SRP would remain open and that the School was talking to parents to ask if they would prefer their child(ren) to receive their TA support remotely or in school. SEND students had been issued with a laptop so they could work from home and as many laptops as possible had been given to PPG students. Teachers had also taken visualisers home so they could use them in their live lessons. The HT advised that attendance at live lessons would be tracked in the way that it had been during the second part of the first lockdown, and that the pastoral teams would be following up on absences.

The HT stressed that this had not been an easy decision to make but confirmed that he had spoken to staff students and parents earlier that day, commenting that parents had been understanding of the action that he had taken. He added that students had been trained on how to use Zoom and Teams and to log into their emails, so they were confident about what they needed to do.

A Governor noted that a Maidstone school had decided to remain closed for an additional two days at the beginning of January, because of concerns about the implications of the end of the Brexit transition period and asked if the HT was considering similar action. The HT commented that KCC did not support this action and

added that he had been surprised that the school concerned had taken that action, as at this stage it was not clear what would happen after 31/12/20. He confirmed that the BM had reviewed the potential risks for the School but had not considered that there would be a substantial impact at the very beginning of the post-transition period.

The Chair confirmed that the HT had consulted with him before deciding to close the School but pointed out that this was ultimately a decision for the HT, even if the LA or DfE did not agree with the action that had been taken. The HT advised that he had in fact discussed the situation with the Area Education Officer, who had been supportive and pragmatic. He pointed out that the decision to close had been fully risk assessed and that in taking the decision he had considered the well-being of staff and students. Although he recognised that the DfE's advice was that schools should remain open, the HT confirmed that the local PHE team had advised that they would support the action taken because of the number of staff and students self-isolating and because arrangements had been put in place to continue to support vulnerable and SEND students on site.

A Governor praised the decision to prioritise the welfare of staff and students, commenting that keeping the school open would not be helpful. He added that he was happy that students would receive a good provision and felt that this option was better than switching from in-school to remote learning and back again. The Chair stressed that he was confident that the School had acted in a responsible fashion and with the support of the GB. He knew that students' education would benefit and that students would receive better quality teaching. The HT commented that 23 of 25 students had been present in a live lesson that he had observed, even though the full remote learning programme had not started. He thanked the Chair for his support.

A Governor commented that the GB had not had the opportunity to fully assess the impact of remote learning during the first lockdown and asked whether it would now be possible for Governors to monitor live lessons, for example by dialing into live lesson or by visiting the school to see a live lesson in progress. The HT confirmed that this could be done without governors having to come into school and he advised that live assemblies were also taking place. He agreed to discuss this further with ZKH to arrange for the monitoring of live lessons and assemblies.

JVE/
ZKH

The Staff Governor confirmed that he was confident that the School had done everything possible to stay open, and that staff had been concerned at the situation in school, and in the wider community. He commented that everything necessary had been put in place and remarked that the online learning provision had become stronger and that staff were now more confident about delivering it. He confirmed that online practice was strong and more effective than the provision was currently available in school where some lessons were now being delivered by cover teachers. He added that members of the leadership team were able to dial in to and observe live lessons in the same way that they would drop in to a classroom lesson and he was confident that staff would have no issues with Governors also dialing in to observe. He also commented that, from what he had observed, the remote provision at The Malling School was better than average. The HT agreed that the SLT were monitoring live lessons in the same way as their classroom drop-ins and added that all live lessons were recorded, which could be an alternative way for governors to monitor them.

The Chair congratulated the HT and his team, confirming that the HT had been keeping in touch with him regularly.

Headteacher's Report

The HT noted that the outcome of Governor monitoring had already been discussed and, due to pressure of time, asked Governors to email any questions or comments on his report through to him after the meeting.

All

Changes to the Risk Assessment

The HT confirmed that he had not made any further changes to the Covid Risk Assessment.

9. POLICIES

Child Protection Policy

A Governor noted that the list of school staff on the second page of the Child Protection Policy (approved at the last FGB meeting) needed to be updated.

The Child Protection Policy was approved, subject to the amendment agreed above.

Academic Honesty Policy, Behaviour Policy, Capability Policy, Collective Worship Policy, ICT Acceptable Use Policy, Online Safety Policy, Recruitment Policy, SRE Policy

The above policies were all approved

Admissions Policy and Provider Access Policy

These policies had both been approved by Chair's Action and were ratified by the FGB

10. SAFEGUARDING

The HT confirmed that he had included a Safeguarding update within his HT's report, which included information on concerns that had been logged and on referrals to Social Services and to the Early Help team. He also advised that the School had increased the number of trained DSLs.

11. MONTHLY TEP GOVERNANCE BULLETIN

A Governor noted that the Bulletin advised that Governors should by now have received the Covid Catch Up Action Plan and asked when School's Plan would be shared with the GB. The HT confirmed that interventions that would use the Catch Up funding were included within the SIP. He also pointed out that, because of the successful remote learning programme run during the first lockdown, the School had not been in a situation where large learning gaps had been identified on the return to school. He added that the funding would be used to provide small group interventions and other in-school interventions. ***He agreed to focus on the use of the Catch Up funding in his next HT report.***

JVE

12. GOVERNANCE

Changes to monitoring groups

The Chair confirmed that he had spoken to all governors affected by these changes in advance of the meeting.

Governors approved the revised monitoring arrangements.

Governor Training

SW reported that he had attended a TEP remote secondary mini-conference, which had been well presented and useful, and had highlighted the Education Endowment Foundation (EEF) three step approach to Covid-19 recovery. The HT confirmed that this approach had been used when preparing the 2020/21 SIP and in the SEND Improvement Plan. A Governor noted that the GB should monitor the impact of their school's Covid Catch Up Plan and that it was expected that Ofsted would question them on this during an inspection. ***She asked when the next Ofsted visit was expected to take place.*** The HT advised that Ofsted might carry out a monitoring visit in January or February, but that this would not result in any changed grade. He predicted that the School was unlikely to receive a full Inspection until at least September 2021, unless Ofsted received any

complaints about Safeguarding or Behaviour, but he confirmed that he was confident that the School would do well and that the SIP was predicated on the new Inspection Framework. The Chair added that a RI school would normally be reinspected within 18 months, but he anticipated that there would be a delay due to the temporary suspension of the Inspection programme. He added that he was anxious that the School should be inspected as soon as it would be eligible to be regraded so it could move out of its current RI grade.

The Chair reported that he had asked the Staff Governor to take on the role of Training & Development Governor. ***The Clerk confirmed that TEP ran training courses for T&D Governors and asked all three new Governors to book onto a Governor Induction course (all courses to be booked through GovernorHub).***

PMA/
CKE/
AAB

13. CHAIR'S ACTION AND CORRESPONDENCE

The Chair reported that he had taken Chair's Action to approve change to the Admissions Policy in relation to the SRP and to approve the Pay and Reward Policy and Provider Access Policy. He also advised that he had received a notice of intent to commence legal action from a parent (in respect of the requirement for mask-wearing being a breach of civil liberties) but that no further action had been taken in respect of a potential Stage 2 complaint that he had spoken about at the last meeting.

14. ANY OTHER URGENT BUSINESS

There were no items of urgent business.

15. CONFIDENTIALITY

It was agreed that the discussion regarding Holmesdale's academisation and the Business Team should be reported within the Confidential minutes

16. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday 27 January 2021

The meeting closed at 7.10pm

Signed.....
Chair

Date.....

ACTION POINTS

Date	Item	Action	Responsibility	Deadline	Status
4.12.19	3	A date to be arranged for MIND	ZKH/JVE	End T2	Date to be confirmed
29.1.20	4	School Programme training			
29.1.20	6	The reporting of near misses to be discussed with the BM	JVE/SBI	End T3	Deferred
29.1.20	8	A full data report to be submitted to the next meeting	JVE	25.3.20	Deferred
9.12.20	1	Subfolders to be set up on the Governors' Sharepoint site for monitoring areas and meetings	JVE	End T2	Completed
9.12.20	2	The Chair and CBA to discuss her GB membership and arrangements for a handover of CAEIG monitoring	MPE/CBA	27.1.21	Completed
9.12.20	6	The Chair to write to the ABM to thank her for her years of service to the School	MPE	End T2	Completed
9.12.20	7	Information about the TMS Canon to be circulated to governors	JVE	End T2	Completed
9.12.20	7	The DHT to present to the next FGB meeting	JVE/ LHA for agenda	27.1.21	On agenda
9.12.20	7	Governor involvement in the Character Kitemark Plus application to be discussed with the PD Lead (PWI)	ZKH	End T3	In progress
9.12.20	8	Governor monitoring of live lessons to be discussed	JVE/ZKH	27.1.21	Completed
9.12.20	8	Questions or comments on the HT's report to be sent to the HT (to be filed with the minutes)	All	27.1.21	Completed
9.12.20	11	The next HT's report to focus on the use/impact of Covid Catch Up Funding	JVE	27.1.21	On agenda

Covid - 19. The minutes have been reviewed and are confirmed by the board on 27 January 2021 to be an accurate record of the meeting and any decision making