



SAPIENTIA EDUCATION TRUST

Company Number: 7466353

Framingham Earl High School

Local Governing Body Meeting

Wednesday 6 May 2020 at 4.00pm (Virtual Meeting)

NON - CONFIDENTIAL MINUTES

Present

Becky Arnold (BA) – Headteacher
John Gordon (JG)
Roger Margand (RM)
Jamie Mather (JM)
Jamie Parslow-Williams (JPW) – Vice Chair
Peter Porter (PP) - Chair
Alison Randall (AR)
Di Swanepoel (DS)
Ray Sykes (RS)

In attendance:

James Edwards (JE) – Acting Deputy Headteacher
David Ayres – Clerk

The meeting was quorate, with 9 governors present out of 9 serving.

[Clerk's note: governor challenge is shown in red, action points in blue, decisions in bold and underlined]

4.1. WELCOME AND APOLOGIES

PP opened the meeting and welcomed everyone to this, the first meeting of the LGB to be held via Teams.

4.2. DECLARATION OF PECUNIARY INTERESTS OR OTHER POTENTIAL CONFLICTS OF INTEREST

No pecuniary interest or possible conflict of interest had been declared prior to the meeting in relation to items on the agenda.

4.3.1 NON-CONFIDENTIAL MINUTES OF THE LAST MEETING (LGB3 – 5 FEBRUARY 2020)

The non-confidential minutes of the last meeting of the LGB on 5 February 2020 were agreed unanimously by all present as a true record by the Chair subject to minor amendments “were” for “ware” at 3.9 (p9), and; “JG, JM, PP, JPW and AR” for “JP, JG, JPM, AR and PP” at 3.15 (p11).



Governors agreed that the minutes should be amended by the Clerk as a “final” version which, in due course should be signed by the Chair and then be retained in the LGB folder held at school.

4.4 ACTIONS & MATTERS ARISING

Actions and Matters Arising from the previous meeting were discussed, with updates shown in *italics/bold* in the table below. Outstanding items to be carried forwards have been re-numbered and are listed as such in the actions table at the end of these minutes.

Matters Arising

Responsibility	Action	Agenda Item	To Be Actioned	Date
RM	1	1.5a c/f	To visit the School to investigate the induction of new directors of subjects. <i>RM reported that he had undertaken the necessary action but would double-check that the necessary documentation has been posted on GovernorHub. Completed.</i>	ASAP
JPW	2	1.5c c/f	To consider the implications of the new Ofsted Framework for governors. <i>Given the cancellation of the informal LGB meeting in March, the item will be carried forward as an agenda item for the informal meeting in June. All governors to watch video on new Ofsted Framework.</i>	Informal – 25.03.20
PP, JPW & BA	3	1.8 c/f	To consider the SIP 2019-20 at the next meeting of the LGB. <i>Given the cancellation of the informal LGB meeting in March, the matter will be discussed/reviewed at the next informal meeting with the Headteacher and her views/advice sought.</i>	Informal – 25.03.20
JT	4	2.6 c/f	CEO offered to speak to the local authority about the issues of overcrowding, particularly at lunchtime, and the lack of covered spaces where children can go safely at lunchtime. <i>CEO has met with NCC. Funding forthcoming re. capital investment for canopy in outside space near music and drama. Completed.</i>	Formal – 06.05.20
PP & JPW	5	2.13 c/f	Results of Skills Audit to look at the next informal meeting. <i>To be carried forward for discussion at the next informal meeting.</i>	Informal – 25.03.20



All Governors	6	2.13 c/f	Governors - please contact WM with any training requirements. Note governor video exploring new Ofsted requirements available on GovernorHub. To be carried forward for discussion at the next informal meeting.	Immediate and On-Going
All Governors (JM to check)	7	2.13 c/f	TM reminded governors to update their training records on GovernorHub. No significant progress since February. Important that records are complete and consistent. Advice on how to update personal profile on GovernorHub available from JM and DA.	February 2020
PP & BA	8	3.3	To thank TM for her contribution as a governor and Chair of Governors to the life of the school. Completed.	ASAP
JT/Trust	9	3.6.4	To review the use of reporting systems in relation to safeguarding concerns across the Trust and to report conclusions and recommendations as to good and effective practice. To enquire from ZF re progress at Trust level with a view to reporting back to LGB in the autumn.	Formal – 06.05.20
ZF & BA	10	3.9	To provide a summary (suitably anonymised) of the outcomes from the most recent round of performance management. Performance targets not as yet uploaded onto electronic system because of lockdown. (No records located from previous year – 18/19) To ensure standing agenda item for LGB at future spring meetings.	Formal – 06.05.20
BA	11	3.10	To ensure that the Red Book (Critical Incident Book) is updated with governors' details. Completed.	ASAP
PP, JPW, JM	12	3.13	To plan the format/agenda for the informal meeting of the LGB. To be carried forward to next informal meeting of the LGB.	Before 25.03.20
All Governors	13	3.13	To identify the possible focus of a future whole-LGB training session. To be carried forward to next informal meeting of the LGB.	Informal – 25.03.20
All Governors	14	3.16	To review the Key Objectives of the LGB for 2019/20 and possibly beyond. To be carried forward to next informal meeting of the LGB.	Informal – 25.03.20



4.3.2 CONFIDENTIAL MINUTES OF THE LAST MEETING (LGB3 – 5 FEBRUARY 2020)

The confidential minutes of the last meeting of the LGB were noted. The Clerk advised that two staffing-related matters had been covered. BA confirmed that issues relating to these matters had now been resolved. The Clerk was asked to send PP and BA copies of the finalised minutes which, in due course should be signed by the Chair and then be retained in the confidential records of the governors held at school.

ACTION 11: To produce a “final” version of the minutes (non-confidential and confidential) as agreed by the LGB for signature by the Chair.

4.5 HEADTEACHER’S REPORT (as per Trust’s standardised HT reporting format)

Governors received the Headteacher’s report which previously had been circulated. BA asked whether there were any questions, clarifications or further details that governors wished to discuss.

PP asked about the current position with regard to attendance. BA confirmed that a daily on-line return was being made to DfE as required, and a weekly submission to NCC. She added that the summer census 2020 return will no longer be required.

PP noted that there had been some discussion in recent years about increasing the school’s PAN to 180 from 160 to make it a full 6FE school. He asked whether there had been any developments on this front in terms of securing the necessary capital funding for the enlargement of the school. JM asked a related question whether the constraints were largely to do with the amount of specialist teaching accommodation and communal spaces available or to do with circulation and moving around the site. BA replied that the school would need a new building (block?) and that probably a mix of accommodation, for example, including spaces for assemblies, could be required.

RS asked whether there was any Section 106 funding available to support a building project and who has responsibility for its disbursement. BA replied that JT had attended a meeting with NCC recently who had advised that very little such funding remained, and that the priority would be to support primary schools.

RS asked about the provision of the new canopy and whether it would be “lean to” or an integral part of a building. He stated that previously Section 106 funds would only be released if the work would be an integral part of the building. BA advised that it would be integral.

RM asked in relation to work being sent home during the lockdown and the consequential learning and outcomes, what the expectations are for each year cohort and what the balance of work/activities is for those students still attending. BA advised that the situation is fluid and will depend on government guidance and how things develop regarding easing of the lockdown. She advised that resources such as those provided through the Oak Academy and Bitesize were good but did not really fit in with the curriculum in terms of how it would be delivered and sequenced in school. BA noted too that a significant number of families were facing other challenges during lockdown and that they may well not be in a position to give home learning a consistent and sustained high priority.



BA outlined the amount of work typically set for each year group ranging from 5 x 30-minute sessions for Y7 to 5 x 45-minute sessions for Y10. Y11 were only being set revision tasks and additional tasks when requested.

RM asked if guidance on re-opening schools is forthcoming in the near future, whether governors would have the opportunity to contribute to the planning. For example, planning how to support next year's Y11. BA commented that already there were aspects of some subjects, PE and Drama, for example, where opportunities for students to experience certain activities and to contribute to the portfolio had probably been missed. BA commented that in the absence of any clear guidance so far, there appeared to be more questions than answers to what is a really complex area.

RM asked whether BA and the governors had any views about the strategic and leadership role of the Trust, particularly in the light of the timing and ambiguities of recent governmental guidance. For example, the use of PPE by staff and the need for there to be consistency and co-ordination of practice across the range of Trust schools. BA stated that she has had conversations with JT but there has been no Trust-wide guidance.

ACTION 12: To raise the matter of the strategic and leadership role of the Trust at the next Trust meeting.

RM asked about monitoring of vulnerable students who were not in school. BA advised that the majority of vulnerable students were not attending school but that systems had been set up so that regular phone contact would be maintained, with the frequency of contact depending on the particular circumstances. She also confirmed that there was regular liaison with Children's Social Care and that staff continued to be involved in a range of inter-agency meetings.

RM asked about the management physical/social distancing within school. BA advised that currently with around 13 students attending and 2 members of staff, things were relatively easy to manage during teaching/class sessions but there were challenges in maintaining that discipline out of class. Clearly with considerably greater numbers of students returning to school, the challenge could be considerably greater.

RM asked about staff wellbeing. BA reported that there had been a staff quiz on Friday which had been good for morale and weekly staff bulletins were being sent out which had reported several very positive things that students had achieved. However, 2 members of staff had asked for support during the lockdown.

RM requested that a commentary should be provided with Appendix 2 because there appeared to be a considerable amount of detail and it was difficult to see quickly what the significant aspects are. PP echoed this request and asked what the expected P8 score would be for Y11. BA replied that it would be -0.2. PP also asked about progress in certain subjects (Art, Music, Food Tech) which appeared to be significantly improved from the previous year. BA advised that this was largely due to changes in teaching staff.



BA advised that she was planning to look at the presentation of data for future reports but that she would be happy to provide governors with a commentary. She added that the Trust required a great deal of detail to be reported in order to be able to exercise its responsibilities for monitoring and oversight.

ACTION 13: To review the presentation of data to governors in the Headteacher's report to include a commentary.

4.6 HEADTEACHER'S UPDATE

BA highlighted the following:

Year 6 Transition Plan

BA referred to the transition plan which had previously been circulated to governors. She advised that because of uncertainties about the timing and nature of the easing of the lockdown, there would be scope for amendments but the principles underpinning the plan would remain. The overarching aim is to help Y6 pupils get to know the school, to understand something of what to expect and generally to be comfortable with the transition. Governors noted the planned weekly sequence of events, communications and briefings running for 8 weeks which had started from 20 April. JPW commented, as the parent of a Y6 pupil, that the plan appeared to be working well and was very helpful both the pupils and to their parents.

Website Development

BA reported that an outside company had been engaged to work on the updating of the website which will have a completely new site map and updated information. There is an agreed action plan which should lead to the new site going live from September.

4.7 MONITORING REPORTS

PP explained that he and BA had worked together to produce the monitoring reports on Safeguarding, Well Being and Health and Safety. Sets of key questions had been agreed and the content of the reports gave the responses to those questions and the outcomes of PP's and BA's discussions.

JM asked whether there are any upward escalation procedures – to the Trust or to DfE - in relation to seeking advice on wellbeing. BA indicated that she had some concerns but had joined a support group of leaders (ACSL) which shared concerns, discussed good practice etc. There had been no advice specifically of wellbeing from the Trust.

JM asked what sort of support from the Trust in relation to wellbeing would be welcomed. BA felt that perhaps a sharing and pooling of information would be helpful and that could be co-ordinated by the Trust.

JM asked whether BA was of the view that there was sufficient professional advice available on the health aspects on staff and students in lockdown. BA replied that so far that sort of advice had not



been needed but she felt that when compulsory education, i.e. attendance at school, is re-instated, there could be a need.

JPW asked about the arrangements to cover GY's departure at May half term. BA confirmed that the temporary roles allocated to other staff would continue until such time as a replacement comes into post (January 2021).

BA confirmed that the school continued to be on top of H&S issues in the light of an earlier inspection. However, the March inspection had not occurred as the Trust had stopped external visits to schools.

4.8 REVIEW AND RECRUITMENT

BA reported that there had been a very good response to the advertisement for the Deputy Headteacher with about 25 firm applications. Given the lockdown, the processes have been put on hold, but she had contacted all candidates to explain the situation and to outline possible future developments.

Once an appointment has been made and the strengths of the successful candidate are known, thought will then be given to the other two key roles within SLT.

(JE Joined the meeting at 17.38hrs)

4.9 SCHOOL RE-OPENING STRATEGY

BA advised that she was waiting for advice from DfE following any decision to ease lockdown. Once that has been received, she felt that there should be further advice from the Trust and the Local Authority which would inform the detail and the timing of any re-opening strategy.

In the meantime, work had been undertaken in relation to some of the practicalities – changes to reception, thermometers, hand gel dispensers, lines on the floor, flow in corridors, entrance/exit points etc.

BA felt that at least a 3 week notice/preparatory period would be required before the school could open safely because, in addition to some of the physical and organisational changes to the management of the buildings and site, staff, students and parents would have to be briefed and many parents would also need some time to change their arrangements for childcare.

JM asked whether a risk analysis had been carried out in relation to the re-opening of the School. BA advised that work had been carried out in this area. A number of risks had been identified including staff not being available, the provision of food and the operation of the canteen, home to school transport – both buses and taxis, the length of the school day, the management of social/physical distancing both during class times and in breaks etc.



JM asked what implications there could be for governors. BA felt there was nothing specific but that advice/guidance in planning for re-opening from the Trust, for example, would be welcomed. RM indicated that he would take the matter back to the trustees for further discussion.

[ACTION 14: To request advice/guidance from the Trust in relation to the re-opening of schools.](#)

4.10 COMPLIANCE AND AUDIT COMMITTEE

PP reported that the Committee had met early in March. The notes of the meeting have been circulated via GovernorHub. PP reported that 8 policies below had been reviewed and updated.

Policy Updates:

Accessibility

CCTV

Attendance

Home School Agreement

Charging and Remissions

Complaints

Pupil Premium

Safeguarding

PP advised that subsequent to the C&A Committee meeting, an appendix (Appendix 11: COVID-19 school closure arrangements for Safeguarding and Child Protection), had been issued. This had been discussed by PP, JM and JE and the amendment to the policy agreed.

PP confirmed that the Health and Safety Report (December 2019 Site Safety Report) had been reviewed and the committee had checked that all actions identified had either been completed or were in hand.

PP reported that development of the Website had been discussed and updates and amendments to the governors' section agreed. He asked governors to let Anna Boyle know if there were any outstanding changes to their personal details that would be required.

[ACTION 15: To ensure all personal details are up to date on the governors' page of the website.](#)

4.11 EVALUATION OF GOVERNORS' IMPACT ON STUDENT QUALITY OF EDUCATION – REFLECTIONS

Governors recognised that in the current circumstances, any assessment of impact would be difficult. However, governors have sought to continue to exercise their strategic roles and there has been regular contact between the Head and the Chair to discuss management of the school's response to the COVID Crisis. Consideration has been given to how support has been offered to students across all year groups, to vulnerable and disadvantaged groups and to families. Governors also felt that because of the likely duration of the crisis and its repercussions, that planning horizons had been extended.



4.12 GOVERNORS' ENGAGEMENT IN SCHOOL COMMUNITY – REFLECTIONS & INVITATIONS

BA reported that perhaps there had been more contact with the local community since the lockdown including local churches, the Men’s Shed, the Early Help Hub, the Field Allotment Trust etc.

4.13 REFLECTION ON PROGRESS TOWARDS THE KEY OBJECTIVES OF THE LGB

PP reminded governors that the focus remains on meeting the key objective and that a review of progress should be carried out at the next informal meeting of the LGB.

[ACTION 10: To carry forward the review the Key Objectives of the LGB for 2019/20 to the next informal meeting of the LGB.](#)

4.14 AOB

Governors discussed how best to mark GY’s departure from the School. It was agreed that JPW would co-ordinate the contributions (deadline 15 May).

Otherwise, there were no further matters raised under this item.

4.15 CONFIDENTIAL ITEMS

There were no matters raised under this item.

4.16 DATE & TIME OF NEXT MEETING (All governors to note)

Wednesday 24 June 2020 at 16.00hrs (Informal)

There being no further business the Chair closed the meeting at 18.09hours.

SIGNED BY CHAIR.....

DATE.....



MATTERS ARISING

Responsibility	Action	Agenda Item	To Be Actioned	Date
All Governors	1	1.5c c/f	To consider the implications of the new Ofsted Framework for governors. <i>Given the cancellation of the informal LGB meeting in March, the item will be carried forward as an agenda item for the informal meeting in June. All governors to watch video on new Ofsted Framework.</i>	Informal – 24.06.20
PP, JPW & BA	2	1.8 c/f	To consider the SIP 2019-20 at the next meeting of the LGB. <i>Given the cancellation of the informal LGB meeting in March, the matter will be discussed/reviewed at the next informal meeting with the Headteacher and her views/advice sought.</i>	Informal – 24. 06.20
PP & JPW	3	2.13 c/f	To review the Skills Audit at the next informal meeting. <i>To be carried forward for discussion at the next informal meeting.</i>	Informal – 24.06.20
All Governors	4	2.13 c/f	To contact WM with any training requirements. <i>Note governor video exploring new Ofsted requirements available on GovernorHub. To be carried forward for discussion at the next informal meeting.</i>	Immediate and On-Going
All Governors (JM to check)	5	2.13 c/f	To update training records on GovernorHub. <i>No significant progress since February. Important that records are complete and consistent. Advice on how to update personal profile on GovernorHub available from JM and DA.</i>	May 2020
JT/Trust	6	3.6.4 c/f	To review the use of reporting systems in relation to safeguarding concerns across the Trust and to report conclusions and recommendations as to good and effective practice. <i>To enquire from ZF re progress at Trust level with a view to reporting back to LGB in the autumn.</i>	ASAP
ZF & BA	7	3.9 c/f	To provide a summary (suitably anonymised) of the outcomes from the most recent round of performance management. <i>Performance targets not as yet uploaded onto electronic system because of lockdown. (No records</i>	ASAP



			<i>located from previous year – 18/19) To ensure standing agenda item for LGB at future spring meetings.</i>	
PP, JPW, JM	8	3.13 c/f	To plan the format/agenda for the informal meeting of the LGB. To be carried forward to next informal meeting of the LGB.	Before 24.06.20
All Governors	9	3.13 c/f	To identify the possible focus of a future whole-LGB training session. To be carried forward to next informal meeting of the LGB.	Informal – 24.06.20
All Governors	10	3.16 c/f	To review the Key Objectives of the LGB for 2019/20. To be carried forward to next informal meeting of the LGB.	Informal – 24.06.20
Clerk	11	4.3.2	To produce a “final” version of the minutes (non-confidential and confidential) as agreed by the LGB for signature by the Chair. Completed.	ASAP
RM	12	4.5	To raise the matter of the strategic and leadership role of the Trust at the next Trust meeting.	Next meeting of the Trustees
BA	13	4.5	To review the presentation of data to governors in the Headteacher’s report to include a commentary.	On-going
RM	14	4.9	To request advice/guidance from the Trust in relation to the re-opening of schools.	ASAP
All Governors	15	4.10	To ensure all personal details are up to date on the governors’ page of the website.	ASAP