



Present: Alan Benton, Sophie Boyack, Dave Brown, Claudine Crossley,
Phil Grundy (Principal), Ginette Hogan, Richard Palmer, Tracy Penfold
(Chair), Christina Proffitt, Andy Sikora,

Also in attendance: Tim Morris (Company Secretary/Secretary to the Board)
Sue Gill (Clerk to the Trustees)

Action summary:

5.3	Principal to convey the Trust Board's wishes to all the members of staff who were leaving.
12.3	Chair to agree CIF bid work by Chair's action and keep Trustees updated.

1. Welcome and apologies

Trustees were welcomed to the meeting.

2. Declaration of Interest

2.1 There were no declarations in regard to the agenda items.

2.2 Standing declarations were noted as follows:

Tracy Penfold - governor on Opossum Federated Governing Board

Claudine Crossley– governor on Churchfields Primary School Governing Board

3. Plans for September return (Phil Grundy) – information and discussion

3.1 The Principal talked Trustees through the document. It was not presented as the final version of what was going to happen in September. The document was being compiled following publication of Government guidance. The document was constantly updating.

3.2 Earlier in the day the school hosted a visit from half of the new Year 7 students (accompanied by a parent). Further information will be sent before they join in September 2020. The plan will be shared with Trustees and begin to give the school community more information. It was agreed to stick with the previous principles. The draft document was shared with the SLT and the two local union representatives.

3.3 The amendments were highlighted. Trustees' comments were invited. Trustees thought the guidance was broad and informative. The Trustees noted the arrangements to be made to the classrooms, which will be set up for a reduced population. Every classroom needs to be set up and taped out, this will all be done in time for September 2020. Avoiding contact between groups will be challenging and staff maintaining distance of pupils with each other will also be hard to manage.

3.4 There will be a staggered start in September, the Year 7 students will start on Monday 7-9-2020. It was acknowledged that they had not been in primary school for over three months All students would need to follow the rules and amended timetables and it was anticipated that it would be frustrating.

3.5 The Principal mapped out a proposal for Trustees. One amendment was to switch Year 10 to return on Wednesday 9-9-2020 and Years 8 and 9 will return on the same day.

Q1: What was the impact of two year groups coming in on the same day, as they have not been in school?

A: It was not thought that all the Year 8 students will come in on the day. A dummy timetable was in operation. There will not be a 2m social distance, but it would be sensible. It was agreed that there needed to be a staggered start.

Q2: Staggered time of-arrival will be 30 minutes apart?

A: Yes.

3.6 This was supported by Trustees. They agreed that it would be overwhelming for students and staff need to get everyone in gradually and with confidence.

Q: Staggered starts full classes in each classroom only 8 to 9 students in a classroom. What about normal class sizes?

A: The guidance stated there was no necessity to demand 2m distance from September. Classrooms will go back to normal usage and unnecessary furniture will be removed including storage so that students can spread out. It would have to be worked out how much room was available for the teacher.

3.7 Students will come onto the school site via different entrances with staggered start times. General teaching might not be problematic, but restrictive. It will be necessary to move registration times. Advice had been sought from Winkworth and the school had liaised with the unions about the change to the end of the school day on a temporary basis. Parents would need to be given enough notice. There was no need for a formal consultation.

3.8 Safeguarding around the change of registration time was questioned and it was noted that registration period could take place at any time. Though it would be a challenge for SIMS to read this, it could be done. It could be problematic as not all teachers undertook whole registration. Teachers will receive training at the INSET days prior to the start of the academic year.

Q1: Had collection from the playground been okay?

A: It had been working well, but it was decided to abandon this for now. Markings will be modified to accommodate more students and a plan will be in place if they have to stagger this.

Q2: What if a student arrived at school before their allotted time? For some households there could be a 20 minute difference between students.

A: The school will try to make them stick with the allotted time. A suggestion could be for the canteen to be created as a holding area.

Q3: What about the time in the middle?

A: The split will be kept and registration will take place at the end of the day.

Q4: Will there be a clash with any times at Handsworth?

A: This was unknown. The guidance stated how schools could manage travel to and from school. Cycling will be promoted. The bicycle racks will be moved to a different part of the school.

- 3.9 Regarding break and lunch breaks, there will be one-year group undertaking this at any one time. This could be moved to two half hour lunchbreaks to enable staggering. Trustees noted that changing the order of the day would result in certain year groups going for long periods without food. There was no solution about pop up food stalls/dispensers, as there need to have three areas where students can eat. The provision of food would need further discussions.
- 3.10 Staff were asked about students being let out to go to the toilet. Students will be logged when they leave the classroom. No more than five students will be able to leave the classroom at one time. Transition between lessons will be looked at. No students should be doing any crossover as floors will be marked. Students should move around the school using a one-way system.
- 3.11 With regards to the timetable, all subjects will be taught in the next academic year. It was recognised that there would be issues. It was questioned how much practical activity the students could undertake in a Science lesson. All Heads of Year were trying to find a way to make it easier for the students.
- 3.12 There was a reduced number of staff in school, some were permitted to work from home. If lessons were not held either first thing in the morning or the last of the day, staff were expected to be in school. Working from home will be a flexible arrangement.
- 3.13 Trustees noted that there was enhanced cleaning around the school, i.e. toilets and classrooms that were in use. Also, relevant appropriate resources had been purchased.
- 3.14 The Principal informed governors that the school had invested in training for staff. INSET days were planned to be held at the start of the new academic year. Staff had delivered lessons via Microsoft Teams.
- 3.15 **Trustees approved the plans for the September return document.**

4. CAGs update School v National data

- 4.1 Trustees were reminded that they had looked at this in detail at the last meeting. One piece of extra information had been received since the last meeting. Nationally schools had erred on the positive as told to do. Highams Park was trying to keep those on borderline higher.
- 4.2 Nick Hyde talked Trustees through the table of subjects, highlighting that compared to last year's figure, there should be a 0.3 increase. The school's CAGs was almost the same as national. Trustees noted results against this year's results.

Q1: Reflecting on the results, was there anything that you felt uncomfortable with?

A: The school was happy that the results were fair and reasonable. Every subject at GCSE and AS/A level was accurate and a fair reflection.

Q2: What if this happened again next year?

A: The school was more confident to be ready for the change.

5. Staffing Update

- 5.1 More staff were ending their career during this time than was normal. Several people reflected on their own circumstances, so there were more vacancies than usual. There were gaps in both teaching and non-teaching positions. The final teaching year for the newly qualified teachers was highly disruptive.

- 5.2 Mrs Payne will be leaving. All aspects of her work had been reallocated to SLT and other teachers in the school.
 Qu: Who would be leading on Relationships and Sex Education.
 This position was not yet allocated, but discussions were being held.
- Qu: With Mrs Howard-Smith leaving the school at the end of the autumn term, it was asked if the school would be looking for a new SENCO in the autumn term.
- It was hopeful to complete the appointment process so that someone was in post in time for the spring term 2021.
- 5.3 Staff will have the opportunity to bid farewell via Teams to those colleagues leaving the school. Trustees asked the Principal to convey their best wishes to all the members of staff who were leaving.
Action: The Principal.
- 6. Review of Key Worker provision**
- 6.1 Tom Capewell informed Trustees that key worker provision was provided from the start of the lockdown apart from weekends and bank holidays. The school relied upon staff volunteering. A number of teaching staff and LSAs volunteered on regular basis to cover groups of numbers of over 40 students on some days. The provision will end on 17-7-2020 and will not be in operation during the summer holiday. The provision had been successful.
- 6.2 It was challenging at times to give the students the range of things to do to keep them motivated. They had access to IT, sports and food sessions. There will be an award celebration for the students on 16-7-2020. Thanks was extended to Cally Hawkes and Ling Pang who worked closely with the students. Trustees were impressed with the way staff approached this task.
- 7. Review of Year 10 and 12 provision**
- 7.1 Year 10
- 7.1.1 This was very well attended. At the beginning 50 to 60% was expected, but attendance was more in the region of 70 to 90%. At one point attendance was 94%. Students have had the opportunity to have provision in Maths, English and Science more than once. Students' punctuality was good and they were respectful of staff and to each other. ~~They were able to wear their own clothes.~~ Safeguarding issues were low level.
- 7.1.2 Some of the students had benefited from 1:1 sessions. It was hoped to bridge the gap from March 2020 to now and the amount of time missed. Every class has been set up on Firefly, summarise their learning and be ready for September. This was reinforced for Year 10, who will need to spend of the summer holiday doing this. Trustees praised this positive experience.
- 7.2 Year 12
- 7.2.1 Attendance not as high as Year 10, despite interventions from the school. Year 12 classes were smaller. Those students who came into school benefitted and it was useful for them to touch base with teachers and have small group tuition. They were far more engaged with online learning at an earlier stage
- 8. Trustee meeting structure 2020-2021**
- 8.1 Trustees noted the proposed meetings dates during the summer holiday, 19-8-2020 and 1-9-2020. The Academies planning calendar was awaited before more meeting dates for the rest of the year were arranged.

9. School Priorities 20/21

9.1 A lot of time had been spent on the summer term for obvious reasons. Priorities going forward will be different. The seven priorities for the year were noted immediate to the response to the COVID crisis.

9.2 The gap will be widening for disadvantaged and SEND students.

Qu: It was asked whether those students ~~could~~ would be on top of the priorities for those students who had not accessed learning over six months.

Priority 3 could be reworded to take account of that.

9.3 A Trustee stated that it was good to see something about mental health wellbeing for staff and students. More aware than ever before that returning to a safe and organised school should help to put people's mind at ease.

9. Safeguarding Report

9.1 Tracy Penfold reported that there was a large amount of information from March 2020 to the end of the academic year. Thanks was extended to John Davisson, Elizabeth Buckland and Cally Hawkes for their support. Trustees were urged to read through the report.

Q1: What was the provision for vouchers over the summer holiday?

A: The Eden scheme continued to improve and be more effective.

Q2: Will the vouchers be managed the same way?

A: The same system will be used as before. Parents will receive two payments. It was noted that there was a cut off point that the school could not be involved in.

10. Feedback on Academies Effectiveness Committee Meeting

Sophie Boyack reported that most of the discussions had been superseded by Trust Board meetings. Trustees were updated on all staff changes and examination work, noting the rigour of assessments. The Trustees also discussed at some length the return of Years 10 and 12 to school and the parents' survey.

11. Feedback on Resources Committee Meeting

Tracy Penfold reported that meeting was postponed due to Summaya Aziz going on maternity leave. All items were agreed via email. The main item was the Budget 2020-2021, which the DfE had extended the submission date to 29-9-2020. The Scheme of Delegation, bench marking, internal auditor's scope of work was also discussed, along with the letter from the EFSA re. the accounting officer.

12. CIF bid update

12.1 The Principal informed Trustees that the school had applied for two bids. One was successful - improve fire safety options. This was £400,000 work of funding (school to contribute £60,000 drawn from reserves) for new fire doors, safety partitions, alarms systems, insertion of extra fire escapes and work to other fire escapes.

12.2 The work will be managed by Barkers and there was a need to consider how to get the work completed with little disruption to students' learning. It was proposed to use Tracy Penfold's expertise and agree that she took Chair's action for the work to proceed, following Richard Palmer's recommendations. Work will take place during

the summer holiday, autumn half term and Christmas holiday. Trustees agreed this form of action.

12.3 Tracy Penfold will keep Trustees updated.

Q: Was it possible for the security work to also be carried out?

A: The school would suggest that it maintained a historic approach and put in as many associated works as possible.

13. Any Other Business

13.1 Keeping Children Safe in Education (KCSIE)

Trustees were encouraged to read Part 1 and sign off to confirm that this had been done.

13.2 Group Safeguarding training

The training session will take place towards the end of August 2020.

13.3 Thanks

13.3.1 The Chair thanked Trustees for their work and support during the strange period of change and wished them a restful summer break before the start of new academic year.

13.3.2 Sophie Boyack on behalf of the Trust Board thanked the Chair who had done a tremendous job above and beyond and represented the Trustees well. The Principal reiterated that all staff who had dealt with Trustees appreciated their interest, engagement and support. As all were aware the spring and summer terms were challenging.

The meeting closed at 8.00pm.

Chair: (print)

..... (sign)

Date: