



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

Also in attendance: Tom Capewell and Nick Hyde (Deputy Principals)  
Summaya Aziz (Chief Finance Officer)  
Tim Morris (Company Secretary/Secretary to the Board)  
Sue Gill (Clerk to the Trustees)

Action summary:

8	Phil Grundy to pass on Trust Board appreciation to staff
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Apologies for absence was received from Christina Proffitt

Phil Grundy opened the meeting by thanking the Trustees for their support. It was recognised by the Trustees that the school had been placed in a difficult situation with little information or warning. Phil was in contact with unions reps regarding this issue and felt supported. Trustees felt that the communication from the school had been very good.

The following points were noted from the discussion about re-opening the school.

- Social distancing within the school would be fundamentally impossible even though steps would be planned for to be put into place.
- Controlling social distancing within the school building would be very difficult especially in corridors, so different steps would have to be put into place.
- Different year groups may need to come in on different days, but this could cause yet unknown staffing issues with teachers available to deliver the lessons.
- It was difficult for the school to plan for reopening until guidance has been received from the Government.
- Lack of Government guidance may cause tensions so a detailed discussion with Headteachers were need before a return could be planned effectively. (Phil has already sent a response to the School's Commissioner requesting quicker guidance on Government initiatives as it has taken too much time to filter out.)
- A lot of time could be wasted trying to double guess the Government's next steps.

It was noted that no advice had been given to how the school should stay open during the last few days before closure. Therefore, it was mentioned whether the school should only reopen once the school, rather than the Government decides whether it was safe to do so.

A suggestion was made to start to develop some initial plans. Phil confirmed that this was the case but outlined further concerns over staffing.

- Presently the school has taken the position of accepting all reasons for staff being unable to come to school.

- Phil had contacted HR for advice moving forward with reasons for staff absence and accepting the reasons or not.
- A survey may need to be carried out to find out staff availability, but this may change daily.
- A trustee pointed out that staff do not have to disclose health issues and with Primary Care being less accessible this could be a problem. Under the present situation Mental Health issues could also be a growing reason for staff not being able to attend work.
- It should be possible to obtain evidence from staff who have been self-isolating since receiving notification from the NHS. However, the NHS notifications do not cover all reasons to self-isolate.
- Phil explained that Line Managers had already spent a lot of time with staff discussing concerns about how staff felt about the situation.
- Phil also pointed out that staff concerns may grow further when the expectation/ requirement to attend work increases.

The following notes were made from specific points raised from Phil's document

Point 1 - the approach to keep school open with reduced number of students was outlined. Staff were working on a voluntary rota basis. There was an understanding amongst staff of each other's personal circumstances. More issues will emerge when staff are required to come into school.

Point 2 – before the closure year 11 and 12 were made priority for coming in to school. The school was in contact with many students as it could.

Point 3 - – staff absence was a driver on how the school was functioning. It was unclear how many staff were healthy, willing and able to come into school. PG was cautious about how to address it. Advice was being sought from HR. The next port of call will be to talk to the unions.

Points 4 and 5 -  
Covered in previous discussions to date.

Point 6 – hand sanitisers were recently received. There will be a need to work out how many hand sanitiser stations will be needed around the site. The school was trying to gather information from suppliers. Hand sanitiser stations had been placed around the school for those students on site.

**Q1: Was there extra costs for school supplies?**

A: Yes, this had been the experience of the site team when making purchases. The school will continue to purchase what they need. There was a trade off on some items that the school would not normally buy. Hand sanitisers were previously £13.00 per unit and were now between £30 to 50. This will be an issue once the school re-opens, the increased cost of materials will need to be factored.

A Trustee highlighted that there were not so many boys' toilets.

**Q2 It was important for parents to feel that their children had the opportunity to wash their hands. Will this be the new normal?**

A: The school will need to rethink how to manage that when the school re-opened.

**Q3: Could extra sinks be installed?**

A: It would be easier to put in sanitiser stations. Guidance was issued about enabling students to wash their hands after breaktimes and activities. With the school's

infrastructure, it was not possible to deliver if all students had to wash their hands, it could last the whole day. Hand sanitiser stations would be placed by every entry and exit point. The logistics will need to be looked at. Re. the boys' toilets, it could be advertised where they were and available at different times of the day. Dedicated communication could be sent to students and parents.

Point 7 – covered in previous discussions.

Point 8 – There were 15 to 20 key workers' children in the school each day.

**Q: What about the vulnerable students. Where those considered vulnerable coming into school?**

A: Some of those students who fell into this category were not the children of key workers. The vast majority were trying to stay away from school. There had been an extensive process of regular contact with all students at risk. Any student coming in, had been agreed with the parents. Contact with the most vulnerable students was working well and the parents had built positive relationships with the school. They were understanding why the school was contacting them and welcomed them as a sounding board. It was a good way of opening lines of communication and learning how the students were getting on with their work.

It was noted that a lot of vulnerable students did not have access to IT or lived in crowded households. The school was trying to continue to extend the number of students they contacted. There was no surprise from those students who did not usually produce work. It was noted that it was not always feasible to carry out a home visit, the school would link with social care on who would undertake this task. On behalf of the Trust Board, the Chair thanked staff for doing everything that they could do to work with those students. Phil Grundy will pass on the Trust Board's sentiments.

**ACTION: Phil Grundy to script some words to staff from the Trust Board.**

From discussions with other Headteacher colleagues, it was noted that there had been a generic response from staff willing to do their best for the school. The level of contact made by staff was appreciated.

Point 9 – It was the intention for the school to remain shut for the next Bank Holiday. A balance needed to be struck and it gave staff an opportunity to have a well-deserved break.

Point 10 – Already discussed earlier in the meeting.

Point 11 – Students were completing their work on FireFly. Some families were experiencing difficulties getting students to work for five hours per day. A letter was sent to parents to give encouragement and instruction. In the main, the response from parents had been positive.

**Q: Do all pupils have access to FireFly?**

A: It was believed so, whether via mobile device or desktop. It was recognised that some will be dependent on data allowance on their mobile phone or broadband connection. The school was not aware of any student not having access.

The Heads of Year have been chasing up which students have and have not been able to gain access. Approximately 10% under each year group were not able to access Fire Fly before the Easter break.

Point 12 – Discussed earlier in the meeting.

Point 13 – Discussed earlier in the meeting.

Point 14 – Trustees noted the broader work of the SEN department with related virtual meetings.

Point 15 – LAC students were having their PEPs virtually monitored.

Point 16 - Some of this was covered earlier in the meeting. Heads of Year were reviewing the use of Firefly by their year groups.

Point 17 – Friday 25-4-2020 was the deadline for each department to process the estimated GCSE grades. This week staff will make sure that the data was challenged and verified before submitting the final version.

**Q: Year 11 was a particularly good year, though had problems with historical data. Would the school be disputing the grades for that year group?**

A: There were potential issues, but it depended on how the data was going to be used. Everyone appreciated that different cohorts progressed at different speeds. The school would not be able to address that until the data was received.

It was noted that schools were not deciding the final grades, these will be estimated. The examination boards will give a calculated grade hence the rank order of students was important. Progress from the starting point and the last two years will be seen. The school wanted to submit a dossier and show background information. Examinations will not be re-marked, so If students were not happy, they will have to re-sit. The only appeals will be if the school had not followed the prescribed process. Any adjustments will be on subjects and not the whole cohort. It was noted that examination boards had not given specific guidance on how this will be done.

**Q: How would it be decided whether the school was generous or not? Were there other criteria?**

A: The indication was simply looking at KS4 progress (starting point from KS2) and A level from KS4, value added and Progress\* by subject. The FFT analysis would be useful.

Trustees will be kept updated. Thanks was extended to all teachers.

Point 18 – The school had experience of using Microsoft Teams.

Point 19 – Teaching staff recruitment was continuing. Interviews will be held for a Maths post on 28-4-2020 and an advertisement will be placed for a Health and Social Care teacher.

Point 20 – Discussed earlier in the meeting.

Point 21 – Discussed earlier in the meeting.

Point 22 - Discussed earlier in the meeting. Concern was expressed about the frustrations getting the Government voucher scheme up and running.

Point 23 – The school was working on bringing parity on the eligibility of students to be in receipt of IT equipment and internet connection. An update will be given at the next meeting.

Point 24 – The school was reporting student attendance to the local authority and DfE on a daily basis.

Point 25 – The school successfully co-ordinated the delivery of safety goggles to front line NHS workers.

Point 26 – Summaya Aziz was thanked for meeting the many deadlines to the EFSA. The Finance Team were working remotely. There was nothing more to report regarding the budget forecast.

Point 27 – The results of the CIF building bids were not yet known.

Point 28 – Planned building works was continuing.

Point 29 – Discussed earlier in the meeting.

Point 30 – Discussed earlier in the meeting.

Point 31 – Tests for COVID19 have been made available online. It was believed that some colleagues had had condition, but it was not a confirmed test.

Point 32 – It was noted that some staff members had lost family members as a result of the virus.

Point 33 – Discussed earlier in the meeting.

Point 34 - To the best of the school's knowledge the GCSE and A level results will be published on the scheduled days.

Point 35 and 36 – Meetings were being held virtually via Microsoft Teams.

Point 37 – Trustees noted the work undertaken by the Canteen Manager since the lockdown.

Point 38 – The Peripatetic music lessons were delivered online.

Point 39 – The number of Year 7 admission first choice allocations had been declined by families. This area will remain vulnerable going forward depending on how and when lockdown ends. There was a waiting list.

**Q: Will all the Year 7 places be filled, assuming schools in September 2020?**

**A:** It should be the case. During the last few weeks of the summer holiday and early September, there was an expected movement of students.

Point 40 – all school activities were cancelled as a result of the lockdown.

Point 41 – work was ongoing re. Year 9 option choices.

Trustees noted that all 41 points showed how well the school was working. It was recognised that things changed on a daily basis. Appreciation was expressed to SLT and all members of staff to ensure students received education and pastoral care. Some useful documents were uploaded onto the shared drive from the Anna Freud Centre.

It was agreed that other agenda items would be dealt with on via email. The next Trust Board meeting will discuss next year's budget.

The meeting closed at 11.20am.

Chair: ..... (print)

..... (sign)

Date: .....