

# fortismere

## Minutes of the Full Governing Body Meeting Monday 16<sup>th</sup> November 2020 at 6pm *Meeting held via zoom*

**Governors present:** Neil Amin-Smith, Mark Chapman (*Chair*), Jo Davey (*Co-headteacher*), Pat Dugdale, Peter Harrington, Romina Harris-O'Hanlon, Zoe Judge (*Co-headteacher*), Nigel Linton, Ian Macaulay, Lauren Overs, Wendy Sloane

**Staff present:** Darrel Barsby (*Asst Headteacher*), Emily Brooks (*Asst Headteacher*), Florence Fineberg (*Asst Headteacher*), Stewart Hesse (*Deputy Headteacher*), Anne Keogh (*Business Manager*), Kirsten Sullivan (*Deputy Headteacher*), Andy Ward (*Asst Headteacher*),

**Also present:** Sam Murray (*Clerk*)

*The Chair welcomed everyone to the meeting and reminded everyone of the protocol for online meetings.*

1. **Apologies for absence** were received and accepted from Megan Hanson.

2. **Declaration of interests**

There were no meeting specific declarations of interest made by Governors present. Governors were reminded to inform the Clerk of any changes to their business and pecuniary interests.

3. **Co-headteachers' report**

Governors had received a copy of the Co-headteachers' written report. Governors discussed the report including:

**Student attendance figures** for autumn term are 92.79%. In response to a governor question, Co-heads reported that the national figure is around 86% so the school is doing ok.

**The appraisal processes** have followed DfE advice on adapting arrangements to reflect school closures and current circumstances. The pay committee had met and agreed recommendations for pay progression. Data included in the report outlines the number of staff on the different pay scales (Main, UPS and Leadership).

**Staff absence figures** are reported but also include staff who have been required to self-isolate and this has skewed the figures. Governors noted the figures and accepted that now was not the right time to focus on this. Co-heads advised that when attendance normalises normal reporting to Resources Committee will resume.

**Figures for staff training and CPD** were included in the report. Staff have been accessing a wide range of online training.

**Details of school zoning arrangements** were outlined for governors and Co-heads reported that arrangements are working well. All staff are working hard to ensure the students stay in their bubbles and stay safe.

Co-heads explained **how staff have handled positive cases** in school (8 positive cases and 245 students sent home to self-isolate) and the subsequent tracking and tracing of school contacts. Staff have worked evenings and weekends to respond to the positive cases and to get information to parents and statutory bodies. In response to a governor question, Co-heads confirmed that the school have spent a lot of time of contact tracing in school so that whole classes or year groups do not automatically get sent home if there is a positive case. This has enabled more children to remain in school rather than remote learning. Co-heads also explained the new DfE attendance reporting arrangements for the current academic year.

**Catch-up premium funding** has been received and is being used to support the plans that had already been developed. An update on the Covid recovery curriculum and interventions was also highlighted by the Co-heads.

**Student well-being** and pastoral recovery arrangements were discussed at recent committee meetings including the results of back-to-school student surveys. The school have developed a useful portfolio of mental health and well-being resources for students and staff.

**Staff well-being** was also discussed. Co-heads reported that the practicalities of running and delivering the current learning arrangements have had an impact on staff (moving classrooms frequently, adapting to new procedures, developing new IT skills quickly). The school have tried to do what they can to build in support and flexibility and continue to monitor staff well-being closely.

**Partnership working** with Haringey schools and HEP has been valuable during the coronavirus outbreak.

**Behaviour management arrangements** have been adapted to reflect restrictions arising from zoning, bubbles and deployment of support staff. Staff have received training on ways to manage these changes and have had opportunities to seek further support. Students are generally self-regulating well and have had to quickly get used to new rules and new ways of being at school. Co-heads are proud of the way that students have responded to the changes.

Co-heads updated governors on progress with the **Alternative Provision** project. Developments have slowed down during covid times but the school are keen to progress even if it means working alone and using internal school space rather than external school space. The Curriculum committee will continue to monitor the project.

The Co-heads report also provided an update on **finance matters and physical resources**. Detailed discussions and monitoring had taken place at the Combined Resources Committee meeting earlier in the term. Overall the budget is on track despite the extra costs involved in keeping the site safe. AK updated governors on the progress being made with the significant works taking place in 13 Tetherdown that are due to end in April 2021.

**Community cohesion** was discussed and the report outlined plans for a staff survey later in the academic year and development of student leadership teams. A governor advised the Co-heads that parents would like to have an opportunity to communicate with the school through something like a Parent Forum.

**Assessment update.** The report outlined the next steps in the roll out of the new assessment policy including a schedule for assessment, data collection and reporting to parents. Information for parents has been published on the website. A data

manager post will be advertised shortly. In response to a governor question, SH advised that staff are already using their professional judgement to identify what extra learning their students need and departmental meetings taking place shortly will carry this forward. SH advised that specs for GCSE and A'level exams could still change.

### **3.1 Safeguarding update**

All staff received statutory safeguarding training in September highlighting the changes to Keeping Children Safe in Education 2020. Site staff received a separate training with a focus on their role and appropriate conduct. Training on Prevent led by the Haringey Prevent Officer is scheduled for January 2021. The online reporting system is managed on a daily basis and staff are working closely with school nurses and local school DSLs. The [safetalk@fortismere.org.uk](mailto:safetalk@fortismere.org.uk) email address was advertised to parents and students and it was used during lockdown.

A governor asked if there had been an increase in concerns and referrals since school reopened. KS updated governors and explained that there had not been a big increase in overall numbers. During lockdown there was an increase in cases involving domestic violence and these were often reported to the school by external agencies rather than concerns identified by the school.

### **3.2 SEND update**

Governors received an update on the deployment of Teaching Assistants across the school to support the needs of SEND students. LINC staff are working in year group zones and providing some support online where in person is not practical. EB outlined the use of graduate TAs to provide subject specific support to students for GCSE and A Level/BTEC exams. Behaviour and learning mentors have received training from a Speech and Language therapist and are running Emotional Regulation and Aspirations groups to support positive learning behaviour and decision making. Referrals are made through Inclusion panel meetings. In response to a governor question, EB advised governors that some external agencies and professionals are still visiting in-school while others are providing support and services online.

Governors thanked the Co-Heads for their detailed written report.

## **4. School Improvement Plan 2019-20 review**

Governors had received a copy of the SIP 2019-20 reviewed and updated to the end of the academic year. Targets not completed are carried forward into the SIP 2020-21.

## **5. School Improvement Plan 2020-21**

Co-heads highlighted the main sections of the SIP 2021-21 circulated to governors.

**Standards:** Targets are high for P8 (0.55); A8 (5.9); ALPS 2. Identified target groups include HPA boys, LPA, Disadvantaged, K/SEMH students and BCRB.

Implementation of the Covid Recovery Curriculum underpins this along with effective teaching strategies that support rapid progress of all students.

**Behaviour and safety:** Attendance target at 96%. Continuing to embed the new behaviour management system with adaptations for Covid compliancy.

Implementation of SEMH aspects of Covid Recovery Curriculum and Developing alternative provision.

**Community cohesion:** Further development of strategies to enhance communication between school, parents/carers and the wider community and development of Teaching Alliance to support school improvement (NRTA, HEP).

**Finance and resources:** Ensuring the school budget remains balanced while protecting and developing the curriculum. Development of site to ensure fit for purpose. Develop and implement recruitment and retention policy.

In response to a governor question about **communication with parents and carers**, the Co-Heads outlined a proposal to replace the Parent Forum with a Co-Headteachers Surgery and School Information Events spread across the academic year. Co-Heads are appointing an apprentice Communications Officer who will help to launch the proposal to the school community. Parent governor feedback advised the Co-Heads that parents had missed the Parent Forum and the opportunity to discuss issues and get an immediate response from senior staff. Comments from parents on various social media platforms indicate that they don't use the existing channels of communication with the school. Co-Heads responded that they were already aware of areas of parental dissatisfaction and are trying to address these. However, the Newsletter and the website are the main channels of communication and parents must read them and use them.

The Chair summarised discussion and noted that: Co-Heads would like to try a different approach as set out in their proposal for surgeries and information events and they consider this to be a suitable alternative to the parent forum. Everyone accepts that the voice of parents/carers must be heard. Feedback should be captured wherever possible and in a variety of different formats to ensure that many different views are gathered. Governors **agreed** that there would be further discussion of this as the Co-Heads develop their communication plans.

**Governors agreed the SIP and the targets set out in the plan.** Committees will monitor and review the different areas and report back. Governors thanked Co-Heads for the detailed overview.

#### **6. Minutes of the last meeting**

The minutes of the last meeting held on 13 July 2020 were approved and agreed as an accurate record of the meeting.

#### **7. Matters arising from the last meeting**

There were no outstanding matters from the last meeting.

#### **8. Committee reports**

Governors had received minutes from recent committee meetings

##### **8.1 Curriculum committee**

IM gave an overview of the meeting held on 22 Sept 2020 as per the minutes. Governors had considered GCSE and A level results data; school re-opening and plans for parallel learning. There were no recommendations arising from the meeting.

##### **8.2 Combined Resources committee**

PD gave an overview of the meeting held on 29 Sept 2020 as per the minutes. Governors had reviewed the budget and income/expenditure statements. The financial position is constantly changing but is closely monitored and carefully managed by AK and currently on track. NL is taking over as Chair of the Combined Resources Committee

##### **8.3 Pay committee**

The Pay committee had met and considered recommendations for pay progression for teaching staff on the Main scale, Upper pay scale and Leadership scale. All recommendations were agreed.

The Pay committee had asked the Co-Heads to analyse data on staff eligible to apply for progression on the Upper pay scale but who had not submitted applications. Governors queried whether this was particular groups of staff. Co-Heads have identified a number of staff and will now arrange meetings with them. Governors on the pay committee wanted to consider the diversity of the staff body and if any actions were needed to increase diversity and inclusion. Governors **agreed** that the school's equality objectives should be reviewed and considered by the relevant subcommittees. **Action: Consider equality objectives at GB sub-committee meetings**

**9. Governing body membership**

Governors noted the vacancies on the governing body. A process for recruiting parent governors will start this term.

**10. Register of business and pecuniary interests**

Governors were asked to complete an annual entry for the register and to return to the clerk.

**11. Governor Code of Conduct**

Governors agreed to adopt the Code of Conduct as received. All governors agreed to act in accordance with the Code.

**12. Governing Body Standing Orders**

Governors agreed to adopt the GB Standing Orders as received.

**13. Annual review of committee membership and terms of reference**

Terms of reference and membership have been reviewed in the sub-committee meetings this term as recorded in the minutes. Governors agreed the terms of reference and membership for all committees.

**13.1 Appointment of Clerk to GB/Sub-committees**

Governors agreed to appoint the Clerk to governors (SM) as the Clerk to all GB sub-committees for the academic year.

**14. Governor Training & Development**

Governors gave feedback on recent training attended. Haringey HEP online training was recommended.

WS had attended a training course on unconscious bias.

MC had attended training on how to be an effective governor.

LO had completed online training modules on NGA learning link.

The Chair alerted all governors to safeguarding training available via Haringey HEP.

**15. Any other business**

The Chair asked if any governor would like to take on the role of SEND governor as WS would like to step down from this role. The Chair asked governors to get in touch if they were interested.

**16. Dates of meetings 2020-21**

Dates of next FGB meeting – 15 March 2021 and 5 July 2021

*Meeting closed*