



Newstead Wood School Part A Minutes of Local Governing Body meeting Held at the school on Tuesday 27th September 2022 at 6.30pm

Naureen Khalid (NK)	Appointed Governor, Chair		Absent
Jonathon Capon (JC)	Appointed Governor	Present	
Ade Fasusi (AF)	Appointed Governor		Absent
Sol Ako-Otchere (SO)	Appointed Governor	Present	
Steve Penny (SP)	Appointed Governor, Vice-Chair	Present online	
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present	
Jenny Wilkins (JW)	Appointed Governor		Absent

In attendance:

- Alan Blount (AB) - Headteacher
- Sarah Sword (SS) - Deputy Headteacher
- Jo Addison (JA) - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p>Welcome and Apologies for Absence</p> <p>Due to the absence of the Chair and the challenges of the Vice Chair leading the meeting online, JC was asked to Chair the meeting and consented to do so.</p> <p>JC welcomed all attendees. Apologies had been received from NK, AF and JW which were accepted.</p> <p>The meeting was confirmed to be quorate.</p>	
2.	<p>Membership and Terms of Reference</p> <p>The Headteacher noted that SO's term of office had expired on GIAS. The clerk confirmed that UL do not assign fixed terms of office to LGB members, and as SO wished to continue, GIAS should be updated to reflect a new term of office.</p> <p>ACTION: School to update SO term of office on GIAS.</p> <p><u>Vice Chair</u></p> <p>SP was asked if he was content to remain as Vice Chair. He replied that he was unless another Governor would like the opportunity. No other expressions of interest were received.</p> <p>Steve Penny was APPOINTED Vice Chair of the Governing Body.</p> <p><u>Nominated Role Governors</u></p> <p>Jonathan Capon confirmed he would continue in the role of nominated governor for Health & Safety</p> <p>The clerk had received electronic confirmation of the following: Jenny Wilkins confirmed she would continue in the role of nominated governor for Safeguarding and E-safety</p>	1

	<p>Ade Fasusi confirmed she would continue in the role of nominated governor for SEND</p> <p><u>Board membership</u> There are no vacancies on the board.</p> <p>EZ noted that there may arise a potential conflict of interest with her employer which would mean they require her to step down. If further information arose, EZ would inform the board.</p> <p><u>Clerking arrangements</u> The school would continue to use the services of Octavo.</p>	
3.	<p>Declarations of Interest</p> <p>All governors were asked to complete the annual declaration of interest and compliance paperwork. As some governors had experience difficulties in accessing the SharePoint, the clerk would circulate the papers by email. All papers should be completed and returned to the Clerk by Friday 14th October 2022.</p> <p>There were no declarations of interest in agenda items.</p>	
4.	<p>Governing Board Business</p> <p><u>Skills Audit</u> The skills audit would be circulated to governors for completion by Friday 14th October. JA would collate the responses and the results should be reviewed at the next meeting.</p> <p><u>DBS Checks</u> All DBS checks are up to date. EZ has recently renewed her DBS and would bring a copy for the office to view when convenient.</p> <p><u>Contact details</u> The contact details would be circulated for governors to update if required.</p> <p><u>Code of Conduct</u> The Code of Conduct is included in the annual compliance paperwork which governors are expected to complete.</p> <p><u>Governor visits</u> Guidance and reporting forms for governor visits would be circulated with the annual compliance paperwork.</p> <p>ACTION: JA to circulate all annual paperwork and collate responses for review at the next meeting.</p> <p><u>Chair's Update</u> In the absence of the Chair, there was no update.</p> <p><u>LGB evaluation</u> NK had completed the online evaluation form. The majority of areas were green, with two ambers: Vision and values – the school vision, values and strategies have not been reviewed for some time. NK will work with AB on how to move this forward. Engaging with Stakeholders – the LGB need to look at other opportunities to engage with stakeholders now that in person events have resumed. As all parents' evenings are now online, governor presence at these is not an option.</p>	2

	<p>The school receives feedback from parents through a number of questionnaires which are completed during the year.</p> <p><u>Governor training</u> The UL training schedule has been circulated to governors, who are asked to complete any training which might be useful to their role.</p> <p>Governors were reminded that in order to sit on a panel, members must have attended training.</p> <p>Complaints Management training will be held on 14th November 2022 6-7pm, MS Teams.</p>	
5.	<p>Minutes of the meeting of 21st June 2022</p> <p>The Part A minutes from the meeting held on 21st June 2022 were AGREED to be a true and accurate record of the meeting.</p> <p>There were no matters arising from the minutes.</p> <p>The Part B Confidential minutes from the meeting held on 21st June 2022 were AGREED to be a true and accurate record of the meeting.</p> <p><i>Q: Was any amendment to policy or practices required following the data breach incident?</i></p> <p>A: As it was the member of staff who broke school policies rather than any fault in them, there was no requirement to review or amend policies or practices. The member of staff has now left the school.</p>	
6.	<p>Safeguarding and Compliance</p> <p>Governors will confirm they have read KCSIE 2022 Parts 1&2 and the Safeguarding Policy as part of their annual compliance paperwork.</p> <p>SO noted that the UL training session on KCSIE 2022 had highlighted the rise in gambling in young people, thought to be related to gaming where young people are being groomed into gambling.</p> <p>SS replied that this was not an issue that has arisen so far at Newstead.</p> <p>Contextual Safeguarding was explained to LGB members and specific examples such as County Lines due to the number of pupils travelling alone on trains, and exposure to online sexual behaviour were discussed.</p> <p><i>Q: Have there been any further concerns over students posting inappropriately on social media?</i></p> <p>A: No. the situation was stopped very quickly, and students understood what they should not have done. E safety continues to be an area of focus in PSHE and more broadly in today's modern age.</p>	
7.	<p>Headteacher's Report</p> <p><i>The report was circulated in advance of the meeting and questions from Governors invited:</i></p> <p><i>Q: How are student numbers in the Sixth form?</i></p> <p>A: Y12 is in a strong position with approximately 236 students. There has been an 80% retention of students and the oversubscription criteria had to be used to rank applicants.</p> <p><i>Q: What can be done to reduce the numbers leaving after Year 11?</i></p>	

A: This is expected to lower naturally as the strength of the Sixth Form grows. The school is horizon scanning to know where the school sits in the local context.

The outcomes from public exams are very good coupled with being rated outstanding by Ofsted we should continue to improve year on year.

Half of the departments achieved our 86% A*-B target this year, with high expectations of the curriculum implementation leading to high impact.

Departments are working continuously to drive up A level outcomes. There were some anomalies in the last two years due to TAGs and CAGs being used to determine Sixth Form entry. The calibre of students is rising as oversubscription for the sixth form grows.

There is no curriculum narrowing and students are not allowed to drop a GCSE subject - it is felt reasonable to expect Newstead students to sit 10/11 GCSEs and this is supported by the Trust.

Q: Are there concerns over subjects which underperformed such as German, Art and History?

A: Each department has produced a commentary on results and meetings are being held with department heads through September to explore emerging issues. Subject development plans are in place, and work has already started including robust early intervention.

German is notoriously the less attractive of the three MFLs, with only a small number of students taking it. The department head has worked to improve the quality of the course, with trips and visits reintroduced. The curriculum in Languages was changed in 2021 to ensure parity between languages.

Art was downgraded by the moderator. A whole cohort appeal was unable to be lodged which is the only way a review can be done.

We are very happy with the new addition to the Computing Department who we know will help to raise standards in the NEA and coding elements of the course.

Physics is often lower than the other sciences and the HoD is analysing the papers to present to the SLT. The number of A* in Chemistry may have been lower as there was a greater departmental focus on raising students from C to B.

Maths A level has been most affected by the TAG/CAGs. The number of students sitting the subject has doubled since 2019 and results have improved, but there is a longer tail.

Teachers are introducing more challenge and testing from the start and have increased support and parental contact.

Of the 30 students who took Maths and Humanities, most did less well in their Maths.

The school is even more robust in the awarding of predicted grades for UCAS. Students are only allowed to appeal to the school to change one subject by one grade, so they make realistic applications.

Early communication with parents allows options to be offered if students are struggling.

The number of teaching hours in Year 12 has also increased to 5 per week from 4.

Q: Are the 23 gap years taken by choice?

A: There is a mixture of students who have opted to take a year out.

Q: Where have the degree apprenticeships been taken?

A: They are all with high level employers.

Q: Have the trends in university subjects changed?

A: There are more studying Engineering and Maths, Psychology is always a popular course.

50 students are in the Oxbridge programme for this year with more strategic support in place from the school.

Summer Works

It has been very busy over the summer with the library expansion completed, the old music block demolished and the new block in full use.

The boiler project is almost complete.

Budget

The full year forecast currently stands at £52 favourable to budget, but the final figure is expected to improve.

Q: What is the impact of the rising fuel costs and inflation on the school?

A: 60-70% of gas was paid at last year's prices, but there are expected to be greater pressures on the budget later in the year.

The additional staff and energy inflation have been covered by contingencies this year and the Trust have asked for the release of contingency funds in Month 1 so there is a better picture of what the year-end will look like.

Next year, budgets will be much tighter.

Q: As the costs are mainly salaries, does the school have to forecast higher for inflation?

A: The Trust is looking at 6% proportional increases up the scales. There are staff on TUPE and non-TUPE contracts who are paid at different rates. All staff were offered the chance to move over, and all new or renegotiated contracts are UL rather than Newstead contracts.

Nationally, Unions are balloting on strike action, although this is related to the lack of funding for the awards rather than the awards themselves.

Staffing

A number of staff members have moved on to pursue other opportunities or due to lifestyle choices.

Q: Are there more new staff than usual?

A: There is a larger 6th form and more teaching hours, so more staff have been appointed.

There are four trainees from UL and Dulwich SCITT.

Q: Are there any apprenticeships?

A: There is an IT technician, and there was an office apprentice, but they can be difficult to find. There is an increasing amount of non-teaching staff training that can be funded from the apprenticeship levy.

Q: Is the new Assistant Head Teacher an internal or external appointment?

A: The school is the first in the Trust to be able to offer an arrangement such as this. Mr Williams works 4 days a week for Kettering Buccleuch Academy another UL school, and one day for Newstead. The arrangement benefits both schools as it provides a career development opportunity for the staff member who brings a different experience to Newstead, for example in relation to the PP strategy.

They are also overseeing Year 7 progress.

	<p><i>Q: How did the Selection Test go?</i></p> <p><i>A: The test was held over two days with four sittings for 1500 pupils. The days ran very smoothly, and the improved model is working well.</i></p> <p><u>Policies</u></p> <p>Attendance – the policy is new and similar to the one used by Newstead in the past.</p> <p>Exclusions – the policy has been updated.</p> <p>Behaviour – includes more details on the rewards given to students.</p> <p>Governors APPROVED the following policies:</p> <p>Attendance</p> <p>Safeguarding Policy</p> <p>Sex and Relationships Education Policy</p> <p>Complaints Policy</p> <p>Behaviour Policy</p> <p>Mobile Devices</p> <p>Electronic Devices</p> <p>Exclusions</p> <p>Group Health and Safety Management Policy & Statement of intent.</p> <p>Missing Pupils</p> <p>Privacy Notice</p> <p>Racial Incidents</p> <p>Whistleblowing</p>	
8.	<p>Complaints</p> <p>There have been no formal complaints made against the school.</p>	
9.	<p>Confidential matters</p> <p><i>There were no confidential matters.</i></p>	
10.	<p>Any other business</p> <p><i>There was no other business</i></p>	
11.	<p>The date of the next meeting was confirmed as Tuesday 29th November 2022 at 6.30pm.</p> <p>The meeting closed at 8.00pm</p>	

Action Points

Outstanding Actions and Actions arising from Newstead Wood Local Governing Body

No:	Action	By	When	Status
1	School to update SO term of office on GIAS.	AB	ASAP	Completed
2	JA to circulate all annual paperwork and collate responses for review at the next meeting.	JA	ASAP	Completed

Signed: _____ Print Name: _____
Chair of Governors

Date: _____