



Newstead Wood School Part A Minutes of Local Governing Body meeting Held virtually using Microsoft Teams Tuesday 28th September 2021 at 6.30pm

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

In attendance:

Alan Blount (AB) - Headteacher
Jo Addison (JA) - Octavo Clerk

| AGENDA ITEM | MINUTES | ACTION NO: |
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| 1. | <p>Welcome and Apologies for Absence</p> <p>The Chair welcomed everyone to the first meeting of the year.</p> <p>There were no apologies received.</p> <p>The meeting was quorate.</p> | |
| 2. | <p>Membership and Terms of Reference</p> <p><u>Appointment of Vice Chair</u></p> <p>The Chair asked for expressions of interest in the role of Vice Chair.</p> <p>SP was content to stand for re-election as Chair and left the meeting whilst Governors voted. Governors unanimously voted to appoint SP as Vice Chair.</p> <p>Governors APPOINTED Steve Penny as Vice Chair of the Newstead Wood LGB.</p> <p><u>Nominated Role Governors</u></p> <p>The roles were confirmed as follows:</p> <p>SP – Safeguarding and SEND SO – Finance and Risk EZ – Teaching and Learning JC – Health & Safety</p> <p>A role for JW would be discussed once she had visited the school.</p> <p><u>Board Membership</u></p> <p>There are no set terms of office for UL Governors, and all current Governors wish to continue.</p> | |

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| | <p>The Chair had received an expression of interest from a former Newstead alumna with regard to joining the Governing Board. This would be followed up by the Chair as soon as possible.</p> <p><u>Clerking</u> The Chair and Headteacher were content to continue with the current clerking arrangements.</p> | |
| 3. | <p>Declarations of Interest</p> <p>Most Governors had completed the Annual Declaration of Interest forms, those who had not would be contacted by the Clerk.</p> <p>There were no declarations of interest in agenda items.</p> | |
| 4. | <p>Governing Board Business</p> <p><u>Skills Audit</u> The collated skills audit shows a strong Governing Board with green in most areas. Amber areas include premises, IT and fundraising which will be considered when appointing new Governors. The school has other sources of support in these areas.</p> <p><u>DBS checks</u> JW needs to complete a DBS check. NK's DBS check is overdue for renewal. SO's DBS check is due for renewal.</p> <p>ACTION: Kim Donnelly to contact JW, NK and SO in order to complete DBS checks.</p> <p><u>Contact details</u> SO noted that he had moved house and would send his new address details to JA. There were no other changes to contact details.</p> <p>NK asked for JW's school email address to be circulated.</p> <p>ACTION: JA to circulate contact details to all Governors for confirmation</p> <p><u>Code of Conduct</u> Governors must all sign the Code of Conduct and Safeguarding checklist. JA will chase up any who have not yet done so.</p> <p><u>Chair's Update</u> There have been no Chair's actions</p> <p><u>Governor Training</u> JW has completed the UL Induction training for new Governors. Governors are reminded to attend any training which would support their role.</p> | <p>1</p> <p>2</p> |
| 5. | <p>Minutes of the meeting of 22nd June 2022</p> <p>The Part A, Part B and Part C minutes from the meeting held on 22nd June were AGREED to be a true and accurate record of the meeting. Minutes will be signed by the Chair when possible (Rolling Action).</p> <p>There were no matters arising from the minutes</p> <p>Update on Actions: 11 – JW had been provided with details of the Induction training. Action closed</p> | |

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| | <p>12 – JA would confirm whether Governors could access Learning Link. Action open.</p> <p>13 – No school visits had been carried out due to ongoing restrictions. Action open.</p> | |
| 6. | <p>Safeguarding and Compliance</p> <p><u>KCSIE 2021</u> Governors confirmed that they have read KCSIE 2021 Parts 1&2</p> <p><u>Safeguarding Policy</u> Governors have reviewed the Safeguarding Policy and signed the annual Safeguarding checklist.</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: Is the preparation of the report onerous for the Headteacher?</i> A: The report is compiled from existing information and with the input of other members of the Senior Leadership team. If it provides a useful level of information for Governors, then AB would continue to create similar reports for meetings. Governors thanked AB for the comprehensive reports which were very informative.</p> <p><i>Q: How many Stage 2 TAG appeals are underway?</i> A: Five are underway. The students are awaiting responses from the exam boards which will be the final stage of the process of appealing grades. Students could choose to make a complaint against the school if they felt there had been a procedural error. This complaint would be separate to the appeal but would not result in a change to the grade awarded.</p> <p><i>Q: A level grades are significantly higher than in 2019. Is the school confident in the TAGs and that grade inflation has not occurred?</i> A: The school is confident in the methods used to assess grades which were in line with guidance. Grades nationally are higher than they were in 2019 and it is expected that there may be a drop in 2022 although there is no current information on what benchmark will be used. The school has put in place a number of measures since 2019 including an extra 20% of teaching time per week which supports the increase in results. JW noted that in her external role as an examiner, systems and checks are in place and rationales carefully monitored. Spot checks were carried out on settings. Governors should be reassured that there are high levels of scrutiny.</p> <p><i>Q: How many Year 12 students are existing Newstead students?</i> A: 130 of the 227.</p> <p><i>Q: Does the school expect the new 100 students will be able to sustain the required level of achievement?</i></p> | |

A: The students met the required standards for entry and the school has an obligation to work with them in ensuring that they meet the standards set for the school.

Data is being obtained at the current time which will be used to target support where it is required.

Maths and English tutors are working with students and Maths A level classes have been set for different abilities to ensure the best support is in place.

Q: Would the school consider a Sixth Form entrance test?

A: This would be unlikely to provide useful information for the majority of students as it would be limited to subjects such as English and Maths. The school has to work with the system that it is in.

Q: Year 11 attrition is lower than in previous years. What are the reasons for this perceived to be?

A: There is a different rhetoric now the Sixth form is larger. Once students have turned down a place they are unlikely to be able to regain one.

Some students did not gain the grades required to study their chosen subjects at Newstead and so have gone elsewhere.

Q: Are there any trends in (post A level) destination data?

A: Economics has stayed as the most popular course.

Engineering numbers have increased which is a testament to the strength of maths and science teaching at the school.

Oxbridge numbers are slightly lower, as are those studying English and Languages.

The school has changed the curriculum so that all students start two languages in Year 7 rather than one in Year 7 and a second in Year 8 and have a strong Head of Languages in place with a long-term plan to raise the profile of languages.

Q: What are you most pleased with in the data?

A: The school are very pleased with all of the destination data, particularly the increase in numbers studying engineering.

Q: The school is fully staffed with a lot of new starters this term. Were these all filling existing vacancies or have additional roles been created?

A: It is excellent that the school is fully staffed, with a very strong staff body.

The increased size of the Sixth form has required additional staff.

Three teachers who trained with the school have stayed on

Curriculum planning begins after Christmas once year 9 options are completed and estimates of Sixth form numbers and subjects are made.

The school recruited a Head of PPE who cannot be released by his current employer until the end of the Autumn term. A change has been made to the curriculum to accommodate this with fewer lessons in the Autumn term and more in the Spring term so that supply teachers do not have to provide cover.

Q: The outdoor lockers have leaked in wet weather; will this issue be resolved?

A: The school is aware of the issue and remedies are being put in place including additional seals and new padlocks.

Q: Will student support capacity decrease with the departure of the student support officer and counsellor?

A: The student support role will be filled, and external counselling and support will result in an increased capacity for student support.

Q: Are there any trends from the New Group Reading Test data?

A: The scheme has been in place for 2-3 years with an HLTA who is responsible. No patterns have been identified yet which require support, all students are above their chronological reading age.

Part of this item is recorded in the Part B Confidential minutes

Q: How is the school ensuring that entries on CPOMS are audited to ensure that any issues are highlighted and addressed?

A: SS reviews CPOMS and meets with AB on a weekly basis to discuss. There are also Safeguarding audits carried out by the Trust.

Q: How many sat the entrance exam this year?

A: 1400 students sat the exam. The process was run very efficiently with external marking of papers retained which allowed a third sitting in the afternoon. Other measures included using a marquee on the field for registration and hiring portable toilets so that arrangements were more efficient.

Q: What catch up work will be required this year?

A: Staff worked during the summer term to put in place a curriculum which would support students this year. Early identification points will ensure that students who are behind are provided with the necessary support. Bespoke support is used for small groups to address a range of needs.

Many pupils in Years 7, 8, 12 and 13 are unfamiliar with the layout of the school as they operated in bubbles and so have not experience the school in the usual way.

The school has put a lot of support in place for PSHE and wellbeing. Assemblies have reminded students of who they can talk to and what support is offered.

The Sex education required was provided in the summer term and the RSE curriculum will be followed this year.

Q: Could you provide more information on the reading programme?

A: A whole school reading initiative has begun in line with other schools in the Trust. The scheme has identified six key texts for each year group which are linked to experiences, voices and historical events which are important for students and staff to explore.

Two afternoons a week, tutors and students read the texts together. Staff have received training on what language should be avoided, and what topics might require careful handling.

The texts will be reviewed every year to ensure they are the most suitable.

A recent visitor from UL was delighted to see the children enjoying reading and a clear purpose to tutor time.

Governors were pleased to see the texts link back to the Equality and Diversity policy and are educating staff as well as students.

Safeguarding

Staff have received safeguarding training, read KCSIE and completed a quiz to check their understanding of it.

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| | <p>SS provides fortnightly safeguarding updates to all staff.</p> <p>The school expects to see new issues arising this year and has planned a PHSE curriculum which focusses on local issues including consent and abuse.</p> <p>Students have received drugs education and made aware of the potential for abuse both physically and mentally, in real life and online.</p> <p><u>SIP</u></p> <p>The priorities will remain the same as those in 2020-21 although following a Trust wide assessment session and feedback the document will be redrafted slightly to ensure it reflects the Ofsted framework. AB will review and recirculate the SIP when it has been updated.</p> <p>ACTION: AB to circulate the updated SIP to Governors.</p> | 3 |
| 8. | <p>Policy Documentation</p> <p>The following policies require adoption by the Governing Board:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Sex and Relationships Education Policy <p><i>Q: How many students were removed from SRE lessons?</i> A: In Year 10 and 9 one student was removed. The consultation on the policy reinforced the school’s belief that as many students as possible should receive the full RSE curriculum.</p> • Complaints Policy <p><i>Q: Does the policy cover standard complaints, or could it extend to exam results?</i> A: Students could complain about some procedural aspect of the process used to award TAGs, but not the actual grades awarded.</p> • Behaviour Policy • Mobile Devices and Electronic Devices • SEND • Group Health and Safety Management Policy <p>The Business Continuity plan was not presented to Governors as it requires updating.</p> <p><i>Q: Are masks being worn, or is it individual choice?</i> A: The guidance for schools states that mask wearing is optional, so the school is operating in this way. Case numbers have been very low so far, so no additional mitigation has been required.</p> <p>Local risk assessments are in place and if cases rise measures will increase. Some students are preferring to wear masks.</p> <p><i>Q: How many students have consented to vaccination?</i> A: The vaccinations are controlled by PHE, so the school is not aware of the number who have accepted or declined vaccinations.</p> | |
| 9. | <p>Complaints</p> <p>There are no ongoing complaints.</p> <p>One issue has been raised with Ofsted, but as the matter is ongoing further information can not be provided at this time.</p> | |

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| 10. | <p>Confidential matters <i>One item is reported in the Part B minutes</i></p> | |
| 11. | <p>Any other business</p> <p><i>Q: Does the school have final figures for the 2020-21 budget?</i> A: The final budget position will be presented at the next meeting.</p> <p><i>Q: What is happening with the tennis centre?</i> A: The success of Emma Raducanu has provided a lift to the school, and it has been nice for the school to share in her success. Discussions on the tennis centre will resume.</p> <p><i>Q: How have the plans for the Music block progressed?</i> A: A decision has not yet been reached.</p> <p><u>Future meetings</u> Governors expressed a desire to hold a face-to-face meeting which would provide an opportunity to visit the school as well.</p> <p>The November LGB meeting would be held in person at the school unless AB advised that this was not recommended.</p> <p>Future meetings would be held as a mixture of face to face and virtual meetings to be agreed by Governors.</p> | |
| 12. | <p>The date of the next meeting was confirmed as Tuesday 30th November 2021 at 6.30pm</p> <p>The meeting closed at 8.00pm</p> | |

Signed: _____ Print Name: _____
Chair of Governors

Date: _____

Action Points

Outstanding Actions and Actions arising from Newstead Wood Local Governing Body

| No: | Action | By | When | Status |
|---------------------------------|---|-----------|-------------|---------------|
| 28 th September 2021 | | | | |
| 1 | Kim Donnelly to contact JW, NK and SO in order to complete DBS checks | KD | ASAP | |
| 2 | JA to circulate contact details to all Governors for confirmation | JA | ASAP | |
| 3 | AB to circulate the updated SIP to Governors | AB | | |
| 22 nd June 2021 | | | | |
| 11 | NK would forward ULT Induction training information when available along with her own training. | NK | | Completed |
| 12 | JA/NK to establish whether Governors can access Learning Link. | NK/JA | | Ongoing |
| 13 | JC to carry out a Health & Safety visit. | JC | | Ongoing |