



## Newstead Wood School Part A Minutes of Local Governing Body meeting Held in person and virtually using Microsoft Teams Tuesday 30<sup>th</sup> November 2021 at 6.30pm

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

### In attendance:

- Alan Blount (AB) - Headteacher
- Clare Viner (CV) - School Business Manager
- Jo Addison (JA) - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies had been received from Ade Fasusi which were accepted by the Board.</p> <p>The meeting was quorate.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
3.	<p><b>Governing Board Business</b></p> <p><u>Board Membership</u></p> <p>Ade Fasusi had been invited to join the Governing Board but was unable to attend this meeting. They bring SEND expertise and are a former Newstead student.</p> <p>Once DBS checks are complete, AF will be formally appointed to the Board.</p> <p><u>Terms of Office</u></p> <p>There are no changes to Terms of Office.</p> <p><u>Governor Training</u></p> <p>The Deputy Headteacher had provided Safeguarding training for governors which was attended by AF, NK, JW, SP and EZ. The session was recorded and will be made available to those who could not attend.</p>	

	<p>Governors were reminded to attend appropriate training and update the log which will be kept on the Governance SharePoint.</p> <p><b>ACTION: JA to add the training log to SharePoint.</b></p> <p><u>Update from Chair</u></p> <p>There were no updates or Chair's Actions to report.</p>	4
4.	<p><b>Minutes of the previous meeting</b></p> <p>The Part A and Part B minutes from the meeting held on 28<sup>th</sup> September 2021 were <b>AGREED</b> to be a true and accurate record of the meeting. Minutes will be signed by the Chair when possible (<b>Rolling Action</b>).</p> <p>There were no matters arising from the minutes</p> <p>Update on Actions:</p> <p>1 – DBS checks are up to date. Action closed.</p> <p>2 – Contact details are up to date. Action closed.</p> <p>3 – Updated SIP circulated to Governors. Action closed.</p>	
5.	<p><b>Finance and Audit</b></p> <p>Governors had received the Management Accounts to September 2021 and were given an update on the end of year position for 2020-21.</p> <ul style="list-style-type: none"> <li>• Work on fire door replacement has been completed.</li> <li>• Some flooring has been replaced.</li> <li>• 18 interactive whiteboards were installed over the October half term.</li> <li>• Redecoration has been carried out by external contractors rather than the site team. They have repaired walls and ceilings before painting.</li> <li>• The school is on budget for the end of year with some money ringfenced for capital projects on the building and IT.</li> <li>• An end of year surplus has contributed to building up reserves.</li> </ul> <p><i>Q: Is there an update on the Music block?</i></p> <p>A: The building has been condemned with an end of use date at the end of April 2022. The school is planning for it to be demolished during February half term or Easter. The logistics of where to place temporary Portacabin classrooms have yet to be agreed.</p> <p>United Learning have agreed phase one funding for the new build which will be sited at the front of the school so that all performing arts are together. The process is expected to take 18-24 months.</p> <p>Assessment of whether to lease or purchase the temporary classrooms will be done depending on the amount of any cash settlement.</p> <p><i>Q: Will all music lessons and practice then take place in the new block?</i></p> <p>A: Yes. There are 9-10 small practice rooms throughout the school which we hope will all move to the music block. Some of the rooms may then be converted to office spaces.</p> <p>We would like the design of the temporary classrooms to have partition walls in order to make them into smaller or larger spaces as required.</p> <p>The Trust has given the instruction go ahead to the renovations of the library. The Capital Fundraising Project has been launched to cover the costs - money is held</p>	

in the bank which means this can proceed now. Preliminary meetings have been held with the designers and the next stage will be to meet with the architects. The work will be completed in the summer holidays and will involve the relocation of some staff.

*Q: Why is there such a large variance on the donations budget?*

A: The fund-raising strategy has not yet begun to raise the capital which requires approximately 90 gifts. The budget reflects contributions to the school fund.

*Q: What items are depreciated?*

A: IT (PCs and servers), furnishings and the building itself.

An asset register is now in place as new items have been purchased which are over the threshold for reporting.

Every item is depreciated at a different rate for example the building is over 25 years with some value remaining while IT is 3-5 years.

*Q: There is a favourable variance in employment costs, is this banked money or do vacancies require filling?*

A: There is some contingency in the budget, and salary increments are not applied until November. Trust wide accounting practice is that these costs are not accrued. Increments for Support staff have not yet been agreed.

Staff on UL contracts were awarded a cost-of-living increment, those on old contracts had a pay freeze. Staff are being encouraged to move to the new contracts but there is some reluctance.

*Q: Is there an update on the Tennis Centre?*

A: This project sits with the Director of Strategy, and we are seeking a revaluation due to timescales. A contract extension expired just before lockdown in March 2020, but the centre was closed for much of the last 18 months. The relationship with the centre is good. As the site has a lease for elite tennis with approximately 25 years remaining, it will be difficult to find an alternative bidder.

*Q: Has any additional Covid funding been received?*

A: Nothing further has been received. Due to low numbers of PP pupils, the funding to the school was lower than budgeted by the Trust.

The school are not eligible for any Covid Workforce Grant due to the reserves held by the school and Trust.

*Q: Is the School Condition Funding for planned works?*

A: Yes, there is a five-year plan for IT with new servers and Wi-Fi to follow. Most teacher PCs are new, there are more interactive boards in classrooms. It has been difficult to meet some installation schedules as goods have been delayed.

In other spending updates, new textbooks have been purchased, and staff are always encouraged to look at interactive options. This has been more effective in some subjects than others.

*Q: How is the relationship between the SBM and Trust?*

A: There were issues with systems not quite matching up, but this has been ironed out. There is a good relationship between the SBM and our Finance Business Partner. The school is now in a surplus position with the deficit cleared.

The Headteacher and Finance team were thanked for their efforts to bring about such a positive financial position.

6.	<p><b>Premises and Risk</b></p> <p><u>Building works</u> The planned building works have been discussed in item 5</p> <p><u>Health and Safety</u> The Health and Safety subcommittee need to meet once per term, so a meeting would be arranged as soon as possible. <b>ACTION: JC to propose dates for a H&amp;S meeting.</b></p> <p><u>Risk Register</u> <i>Q: SO had proposed the inclusion of Covid Risks on the register.</i> A: AB noted that these were included in a separate Covid Risk Assessment and should not form part of this Risk Register which is more strategic. The Covid Risk Assessment is updated regularly and is published on the school website. <i>Q: Why are Year 12 having to carry out daily LFD tests?</i> A: They are the year group in school with the highest number of cases and this was the advice given by Public Health England.</p>	5
7.	<p><b>Headteacher's Report</b></p> <p><i>AB was thanked for his comprehensive report.</i></p> <p><i>Q: Is CCTV used in school and is there an explicit policy?</i> A: There is CCTV, and it is included under the retention of information policy and there are signs around the site.</p> <p><i>Q: There was one racist incident. Is the school seeing more reported?</i> A: We are not seeing an increase in the number reported. However, there is increased conversation and learning around race and racism in general. The reported incident was logged and investigated. We find that students are more aware of racial issues and have a stronger voice. The pastoral team are looking at issues which arise and are good at dealing with them. During the recent R&amp;S visit, students stated that issues of racism is not common at the school.</p> <p><i>Q: Has there been racism directed towards staff?</i> A: No.</p> <p>The Modeller was not included as it requires some modification following meeting on Thursday. A verbal update was given by AB. The teaching staff costs are shown as high although this includes some costs which cannot be separated out, but which are covered by private income such as the computer hub and twilights which are paid for by parents. The modeller is also based on class sizes of 30, and with 160 students per year, this cannot be achieved at Newstead. The school has been advised to make more use of the comments section to explain anomalies.</p> <p><i>Q: Is the Head of Year, non-teaching, a new position?</i> A: It is a new position in the Sixth Form. The role has grown, with more accountability and has impacted on teaching staff with reduced pupil contact and more admin. As a result, one Head of Year has stepped down and the school has</p>	

recruited a non-teaching Head of Year to provide more capacity and flexibility to cover study hall and speak to parents.

*Two items are included in the Part B Confidential minutes.*

The student support mentor has started.

There are no vacancies requiring recruitment at present. There is a science technician vacancy, but as limited practical work has been carried out this year this is currently on hold.

#### Safeguarding.

Staff receive regular training. The R&S visit confirmed that the school is compliant but found that the school sometimes undersells what measures are in place. The Trust Safeguarding Lead is working collaboratively with the school to ensure Safeguarding remains a strength.

#### R&S Report

The R&S report had noted that PHSE delivery at the end of the day may be an issue for students who reported being tired at the end of the day. PSHE provision is being strategically reviewed by the school and adaptations implemented.

Delivery of PSHE had been inconsistent and work was being done to improve this, with regular visits from the SLT to support delivery. The school has introduced Year 12 PSHE ambassadors. Around 70 are being trained up to support the delivery of PSHE. The importance of PHSE has grown.

The school has introduced the Votes for Schools package which has a presentation on a topical issue which is then discussed and voted on by students. The outcome of votes are then presented in local/national contexts. The school have been impressed with the programme so far.

**ACTION: AB to provide an update on PSHE at the next LGB meeting**

The Safeguarding Governor meets regularly with the school to review Safeguarding measures.

#### Wellbeing

*Q: How is staff wellbeing?*

A: Staff seem to have become more resilient and some of the real fears they faced may have abated. Cleaners are on site all day and face coverings are being worn in class. There is a more relaxed feel although measures are being taken seriously. Regular meetings are held with Union representatives.

There have been no concerns raised by parents.

The recent advice to wear face coverings has been in place throughout the year. Additional measures have been put in place for Year 12 which has seen the highest number of cases.

*Q: How is the wellbeing of the Headteacher?*

A: It has been a difficult term, building back to normal will be hard, particularly for three-year groups which have not had a 'normal' year at the school.

Clubs and societies cannot operate with mixed year groups which has affected the numbers. Trips and visits have also not been reintroduced yet.

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	<p>There is optimism that more activities will be introduced.</p> <p>The leadership group has refocussed and presents a united position.</p> <p><i>Q: Is any support needed?</i></p> <p>A: There is a new and very strong HR adviser in place who has helped with any cases which are not frequent but often challenging.</p> <p>Governors suggested that at the next meeting it would be useful to receive an update on preparations for a future Ofsted visit.</p> <p>AB noted that leaders have been preparing and take ownership of their subjects and areas. Regular monitoring in school will ensure that all the school is prepared. The current Ofsted framework is challenging, but the school is in a good place.</p>	
8.	<p><b>Standing Items</b></p> <p>There were no Safeguarding, Health and Safety or GDPR matters to report other than those in the Headteachers Report.</p>	
9.	<p><b>Policies</b></p> <p><u>Exclusions</u></p> <p>The school has not had a permanent exclusion in the experience of those present, but the policy must be in place. There is also guidance to support exclusions.</p> <p><u>Complaints</u></p> <p><i>Q: Were there any complaints over the awarding of TAGs?</i></p> <p>A: Some students followed the appeals process, but none have made a complaint against the school.</p> <p><u>Admissions</u></p> <p><i>Q: Are there many students presented out of their year group?</i></p> <p>A: There are not many, one of the 1400 this year. Students are only allowed to sit the exam once, so not many wish to risk sitting it early and being unsuccessful.</p> <p><u>Attendance</u></p> <p><i>Q: How is the discretion for holidays used for example for a religious holiday?</i></p> <p>A: If an absence for religious reasons is requested approval may be granted for a set number of days with travel either side as unauthorised absence. If delays to travel are not felt to be the fault of the family and students are able to access remote lessons discretion can be used in not taking action over lower attendance.</p> <p><u>Allegations of Abuse Against Staff</u></p> <p><i>Q: Have there been any incidents on social media?</i></p> <p>A: There have not been any specific incidents, but the school is aware of the potential and supports staff.</p> <p><b>The following policies were APPROVED by the Governing Board:</b></p> <p>Admissions  Anti-bullying  Attendance  Charging and Remissions  EAL  Exclusion  Freedom of Information Statement  Missing and Uncollected Students</p>	

	SEND Students with Medical Needs Policy Statement for dealing with Allegations Against Staff	
10.	<b>Confidential matters</b> Two items are reported in the Part B minutes.	
11.	<b>Any other business</b> There was no other business.	
12.	The date of the next meeting was confirmed as Tuesday 25 <sup>th</sup> January 2021 at 6.30pm, venue tbc. It was noted that the March meeting may clash with the leadership conference so an alternative date would be considered. <b>ACTION: JA to rearrange March 2022 meeting date if possible.</b> The meeting closed at 8.00pm	7

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Chair of Governors

Date: \_\_\_\_\_

## **Action Points**

### Outstanding Actions and Actions arising from Newstead Wood Local Governing Body

<b>No:</b>	<b>Action</b>	<b>By</b>	<b>When</b>	<b>Status</b>
30 <sup>th</sup> November 2021				
4	JA to add the training log to SharePoint.	JA	ASAP	Ongoing
5	JC to propose dates for a H&S meeting.	JC	ASAP	Ongoing
6	AB to provide an update on PSHE at the next LGB meeting	AB	January	Ongoing
7	JA to rearrange March 2022 meeting date if possible	JA	ASAP	Ongoing
28 <sup>th</sup> September 2021				
1	Kim Donnelly to contact JW, NK and SO in order to complete DBS checks	KD	ASAP	Completed
2	JA to circulate contact details to all Governors for confirmation	JA	ASAP	Completed
3	AB to circulate the updated SIP to Governors	AB		Completed
22 <sup>nd</sup> June 2021				
12	JA/NK to establish whether Governors can access Learning Link.	NK/JA		Ongoing