



**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
24th NOVEMBER AT 5.00PM (held virtually)**

Members: *Jamie Bean (Chair) – JB
Rob Watkins (Principal) – RW
Stephen Brooks (Staff Governor) – SBr
Sandra Butcher (Parent Governor) – SBu
Michelle Debique (Governor) - MD
Jo Lewis (Parent Governor) – JL
Clare Roper (Governor)-CR
Emma Stiles (Governor)-ES

Also present: Helen Morris (Vice Principal) – HM
Natalie Taylor- (Vice Principal)- NT
Louise Cooper-Assistant Principal)-NT
Michael Wood (Assistant Principal) – MW
Ruth Duggan-(Director of Student Development)-RD
Sarah Brooks-Watson (OHCAT Management Accountant) – SBW
Tracey Goodsell (Clerk) – TG

*Denotes absence

1. APOLOGIES FOR ABSENCE

Apologies were received from JB whose wife had given birth to their baby, Amelia. Governors passed on their congratulations.

Apologies were also received from Lucy Davey and John Davey as it was their daughter's birthday.

2. WELCOME AND INTRODUCTIONS

CR and ES were welcomed to their first meeting and introductions were made.

3. DECLARATIONS OF INTEREST

There were no new declarations of interest. TG asked all Governors who had not already done so to return completed Declaration of Interest forms for this year to the Clerk at the earliest opportunity.

4. SKILLS AUDIT ANALYSIS

TG asked all Governors who had not already done so to return completed Skills Audit forms for this year to the Clerk at the earliest opportunity.

5. CONSTITUTION AND APPOINTMENTS

- i) Governors noted the resignation of Kirsty Cottrell from the LGB with effect from 10 March 2020.
- ii) Governors noted the resignation of Ruth Duggan from the LGB with effect from 22 September 2020.
- iii) Governors noted the appointment of Clare Roper Teaching & Learning portfolio governor for a three-year term commencing 03.07.20
- iv) Governors noted the appointment of Emma Stiles as Health & Safety, Child Protection & Safeguarding portfolio governor for a three-year term commencing 03.07.20.
- v) Governors noted Jamie Bean’s re-appointment for a further three-year term commencing 03.07.20.
- vi) Governors to note the current portfolio allocations:

Jamie Bean (Link Staff Member-Rob Watkins)	LGB Chair	PF1 Ethos Vision and Strategy
Clare Roper (Link Staff Member-Natalie Taylor)	Governor	PF2 Teaching and Learning
Jo Lewis (Link Staff Member-Louise Cooper	Parent	PF2 Teaching and Learning – Careers and WEX
Michelle Debique (Link Staff Member-Rob Watkins	Governor	PF3 Finance and Resources
Emma Stiles (Link Staff Member-Helen Morris)	Governor	PF4 Safeguarding
Sandra Butcher (Link Staff Member-Rob Watkins or other SLT member as appropriate)	Parent	PF5 Marketing and Business Development
Stephen Brooks (Link Staff member-Lucy Davey)	Teaching Staff	PF6 Human Resources

- vii) Nominations for the Chair & Vice-Chair for 2020-21 were invited. JB was proposed and seconded for reappointment as Chair. SBu was proposed and seconded for appointment as Vice-Chair.

It was agreed to RECOMMEND to the Board that JB be appointed Chair and SBu be appointed Vice-Chair of the LGB for the academic year 2020-21.

6. MINUTES OF THE LAST MEETING

The minutes from the meeting held on 3.3.20 were **APPROVED** and would be signed by the Chair as a correct record.

7. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

As no meeting took place during Summer 2020, some matters arising were now out of date.

Therefore, verbal updates were provided on the following:

Children Looked After (CLA) data-Helen Morris

HM said that the school is using the Pupil Premium Plus funding for CLA pupils to pay for a designated person who checks in daily with the students and runs a designated session for them. This on-going support works better than 'one-off' referrals.

SLT Restructure (Rob Watkins)

RW reported that the SLT restructure is now complete.

Positive Handling Training (Rob Watkins)

RW said that the school has moved away from Team Teach and has uses MAPA. Several members of staff were trained in September, but naturally the rules around social distancing make this type of training difficult to manage. There have been low incidents requiring physical intervention and staff are skilled at de-escalating situations before this is needed.

Mental Health Lead (Helen Morris).

Nicola Lim is leading a trailblazing project run by the NHS and DfE which gives the school access to free Mental Health Support once a week. The school can also contact a Clinical Psychologist by phone if needed.

The school has also signed up to another initiative whereby the school has been allocated a social worker free for a year. Unfortunately the person who has been allocated to Carew is leaving but it is hoped she will be replaced by January.

The school is also taking part in Edupod which is a Trust-wide on-line Mental Health platform. HM said that governors should have received a Mental Health survey to complete and asked them to let her know if they haven't.

Building Strategy (Enclosure 2).

RW said that the wall now has a security fence around it for safety and a survey has taken place. There is no risk to students.

The school was successful in securing a CIF bid for water distribution around the school. However, asbestos has now been found in the bricks and the area needs to be re-stripped over the Christmas holidays, with work due to start on the waterworks in the February half term. RW added that there maybe some disruption of the works overrun so he might move an INSET day in anticipation of this as he would like to inform parents early if this is the case.

Another CIF bid for the roofing and guttering was not successful but the school will re-apply in the next round.

A Health and Safety Audit has been completed and the report is awaited but there were no significant areas of concern highlighted. A new senior site manager has been appointed and starts tomorrow.

RW updated the new governors on the progress of the Free School build. He said it is unlikely that the handover date will be before February 2023.

8. FINANCE AND FUNDING

i) Final accounts 2019-20

SBW reported that the year-end accounts are still subject to audit and there may be some minor adjustments. The accounts show a large surplus which is attributable to savings incurred through Covid where some spending had been put on hold. SBW said that OHC&AT's policy is to spend any surplus on the pupils but the Board recognises the particular challenges faced this year. The Board has also amended the Reserves Policy which has included lowering the reserves target.

Some Covid expenses will be recognised next year. The government has encouraged schools to pay all local suppliers promptly.

Overall, SBW reported a positive position and said that RW works hard to get appropriate funding for the students and utilises his staffing well.

ii) 5 Year Forecast

SBW said that this forecast is primarily prepared for the government but it shows the trajectory for the school. Over 5 years, the school runs at a deficit and the forecast allows the government to see where they can mitigate losses in the country as a whole. She said that governors should note that the forecast is based on a lot of assumptions.

RW said the financial health of the school for the next three years is good, but there is a challenge going forward and the school will need to continue to negotiate appropriate funding for its pupils. SBW said that the school is at capacity.

Management Accounts September 2020

SBW said that she has worked hard with RW over the summer to make the accounts balance, and most of the assumptions have been recognised. There are no big surprises but it is early in the academic year. October accounts have been slightly delayed due to teething problems with the new finance system.

The agency costs can be attributed to Covid but the school has worked hard to mitigate these costs and has built some spare capacity without having to use agency staff.

There is some dispute over whether works to the boiler should be treated as revenue or capital costs. This has been escalated to OHCAT but whatever decision is reached will not affect the bottom line of the budget and the reserves will remain the same.

MD said that she had met with SBW and completed her portfolio report. She agreed that the school is in a healthy position. She said that she will be interested to know the decision about the issue regarding the account treatment of the boiler works and said she would favour them treating this as capital expenditure. RW agreed with MD on this matter.

9. A) PRINCIPAL'S REPORT

RW said he had updated report with a focus on Covid.

Governors received and **NOTED** the Principal's report

B) DASHBOARD

RW explained to new governors that he has moved the school to a three pathway model, those being Skills for Life, Skills for Work and Skills for FE.

Attendance is good, with 95% of student attending overall (Sutton's average is 89%). Behaviour figures are also relatively low. The merit system is a positive initiative in the school. There have been no racist or homophobic incidents and students are tolerant and respect diversity. There were three external exclusions last term, following an incident where a number of staff were assaulted. One of those students is now being taught off site.

All student receive the universal safeguarding offer.

Staff sickness is relatively low which is positive given the current situation. Some staff are self-isolating and waiting for test results.

In terms of staff typicality, the quality of teaching is high which was borne out at the Ofsted inspection.

Governors' questions were invited

SBr asked whether the attendance figures included pupils that were self-isolating. RW confirmed that this figure does include those pupils self-isolating. He said that there have not been any confirmed Covid cases at the school.

SBr also asked about comparing trends since the introduction of the new pathway model and asked whether it was possible to convert previous data. RW said that the only data that would change would be the attendance data. Progress data is included in the pathway so it will be possible to see the change.

SBr asked whether there were any staff members on long term sick leave. RW said that one member of staff is on a phased return. He added that there is an average of 2 members of staff off every day, not all of these relate to sickness, other reasons for absence include CPD, childcare issues, funerals, jury service etc

JL said that she was impressed by the behaviour merits and asked about the new House System. NT explained that the House system has been re-launched to make it more exciting for the pupils and more integral to the school day. There are five new house spelling out the name 'Carew' (Cedar, Ash, Rowan, Elm and Willow). Interviews were held for Captains and Deputy Captains and those that weren't appointed have been given another school leadership role.

The deadline for the student leadership roles is on Friday and SLT will give them all a role.

CR said that she found the dashboard to be a very useful document. She asked whether the school has contingency plans in place if there were to be a surge of staff absences due to Covid. RW said that he would use the current bubble system and bubbles would have to close if too many staff in that bubble were absent. He said he would use agency staff if required but there is some flexibility built into the current system

CR also asked about the quality of education for pupils working from home. RW said that all staff have been asked to prepare work packs and all staff are trained on Google classroom. They will also offer one Zoom session a day if required.

CR said she was impressed at the provisions being made for pupils to learn remotely and congratulated the school on all its efforts during this crisis.

ES asked whether the school does anything to celebrate good attendance for staff and students. RW said that it is important that pupils feel recognised. The winning house each term is given a celebration lunch but obviously this term's will have to be managed differently. Other rewards include trips to the park and postcards home. Lots of Christmas events have been planned despite the restrictions including a Christmas light tour in London and Christmas lunches which will be staggered to accommodate 6 pupils at a time.

RW said that LD leads on staff well-being. Staff all receive a birthday card. There is regular communication particularly for staff who are struggling. This has been a difficult year for everyone so it is important that staff know they feel valued.

Staff are also offered a day off in lieu of 100% attendance for a 6 month period.

MD said that this was a positive dashboard. She asked whether the increase in behaviour could be attributed to Covid. RW said it probably due to children settling back into school after the first lockdown but the current 'bubble' model is having a positive impact on behaviour as pupils are not moving around the building so frequently. The downside to this is that lessons in drama, dance etc are more difficult to offer but the school is offering as much as it can in terms of physical activity within the current guidelines. RW said that there is also an additional support pathway class for the school's most challenging pupils. This bespoke model is working well in terms of allowing the rest of the school to focus on their learning.

Governors **NOTED** the dashboard.

10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

a. Portfolio management

i. Ethos, Vision and Strategy

Governors received and **NOTED** JB's report. In JB's absence, RW explained that JB's visit had included RW's performance management review and monitoring visit.

ii. Teaching and Learning

CR's report was received and **NOTED**. CR explained that due to Covid restrictions she had not been able to visit the school but had had an introductory meeting with NT over Zoom. She said she had been very impressed with the creative thinking during the pandemic which would be taken forward for the future.

iii. Careers and Further Education

Governors received and **NOTED** JL's report. JL commented on the many positive initiatives going on and said that plans are in place for the Enterprise Week and FE Fair. She said this is an important part of the work the school does to build partnerships with industry and to break down barriers, not just at Carew but more widely. RW commented on the current difficulties in getting appropriate work experience opportunities for the 6th formers.

iv. Health and Safety, Child Protection and Safeguarding

Governors received and **NOTED** ES's portfolio report. ES said that her first portfolio meeting had also taken place over the phone with HM. She said she was overwhelmed with the services on offer for all the students. There is a proactive approach and it is clear that leaders look for every opportunity to improve the offer. ES said she would be coming into school on 10.12.20 to look at the Single Central record (SCR) and to look at Health and Safety.

v. HR and Organisational Development

Governors received and **NOTED** SBr's portfolio report.

vi). Business Development and Marketing

In addition to the details in her report, SBu said that the Friends have brought some thermometers and also paid for some 'buddy benches' in the playground.

RW added that work has begun on updating the staff teams on the website, with photos. CR asked about compliance with GDPR in terms of putting staff names and photos on the website.

Action: RW to check whether staff names and photos on the website are compliant with GDPR requirements.

SBr also asked whether photos of pupils who have now left the school can be removed from the website. RW said that the Privacy Policy does state that old photos can be used. Claire Hill has also taken lots of new photos.

RW also reported that there are 260 pupils on roll, with 100 on the waiting list. The school is full in Year 7 for next September.

Governors received and **NOTED** SBu's report.

b. Governor training and development

RW said that if governors are comfortable with visiting the school they would be welcome. Appropriate social distancing measures are in place.

11. PAY COMMITTEE RECOMMENDATIONS

Governors received a verbal report from RW on the annual meeting of the Pay Committee, and their recommendations/approvals.

12. POLICIES AND PROCEDURES

Governors noted the policies and procedures approved by the OHC&AT Board at their meeting on 3rd July 2020:

RW added that he is currently working on the 16-19 Bursary policy

13. KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2020

Governors **NOTED** that 'Keeping Children Safe in Education' has been updated with effect from September 2020. The latest version is available on GovernorHub. All relevant OHC&AT policies have been amended to reflect the changes. A summary of the changes has been circulated to Safeguarding Portfolio governors.

14. GOVERNANCE HANDBOOK OCTOBER 2020

Governors **NOTED** that the Governance Handbook has been updated with effect from October 2020. The latest version is available on GovernorHub.

15. ANY OTHER BUSINESS

- i.SBu asked for governors' thanks to be passed onto the staff for all their hard work this term which is much appreciated.
- ii.It was noted that this was RW's last meeting as he is leaving the school at February half term. JS passed on his thanks to RW for all the support he has given the staff and pupils at Carew since his appointment and said he would be hugely missed. RW, in turn, thanked the governors for their help and support. NT and HM will lead the March LGB meeting.

16. DATES OF FUTURE MEETINGS

Governors noted that meetings would take place on the following dates:

- Tuesday 9 March 2021
- Tuesday 22 June 2021

The meeting closed at 6.40pm.

Signed: _____ Date: _____

SUMMARY OF ACTIONS		
Item	Action	Allocated to
10b	RW to check whether staff names and photos on the website are compliant with GDPR requirements	RW