



**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
TUESDAY 9th MARCH 2021 AT 5.00PM (held virtually)**

Members: Jamie Bean (Chair) – JB
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
Lucy Davey (Head of Lower School) –LD
John Davey (Director of Student Support)-JD
Ruth Duggan-(Director of Student Development)-RD
Sarah Brooks-Watson (OHCAT Management Accountant) – SBW
Tracey Goodsell (Clerk) – TG

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. WELCOME AND INTRODUCTIONS

JK, the Principal Designate, was welcomed to the meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONSTITUTION AND APPOINTMENTS

Governors **NOTED** that there are vacancies for a teacher governor and a non-teaching governor. Nominations would be sought in the summer term.

5. MINUTES OF THE LAST MEETING

The minutes from the meeting held on 24.11.20 were **APPROVED** and would be signed by the Chair as a correct record.

6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

With regard to GDPR requirements for staff information being published on the website, NT confirmed that all staff have given their consent and are happy for their details to be shared.

7. NEW PRINCIPAL INTRODUCTION-JK

JK was invited to share his vision for the future of the school. He spoke about his vision for the school to become a Centre of Excellence, where other teachers can be invited to the school to learn best practice.

He said that he had received an excellent handover from Rob Watkins and has also received mentoring and support from Sandy Turner, the Principal of the Link Primary and Secondary schools. He will have an 'open door' policy for staff and students.

Looking towards next year, he will aim for Carew to be a 'Personal Best' school and longer term, in five years' time, he would like the school to achieve another Outstanding Ofsted judgement.

JK invited questions.

ES asked whether there was anything he would change from the presentation he had given at his interview.

JK said that his vision and ideas are not set in stone and will be adapted as he establishes himself in his post. He particularly referred to his idea to have a Charter for the school, which he has now learnt is already underway.

LD said that RW had built strong relationships with the students, particularly the older boys who were already missing him. She asked JK what his style of management would be. JK said he thought that his skill was in pastoral care. He said he was very much a 'people person' and wants to be an active Principal who engages well with the students and is visible around the school. He said he would take his inspiration from RW. He said that he had met with all of the SLT and had been impressed by the strong team. He reassured governors and senior managers that he would be completely open and will listen to his team.

JK said that Clair Hill, OHC&AT Marketing Manager has suggested that he could be involved in some student interviews, which could be filmed and put on the intranet. He said he was keen to do this before April.

JL asked whether there was any update on the move to the new build. JK said he had had a meeting with Rama Venchard, OHC&AT's Project Manager and Laurie Cornwell, OHC&AT's Executive Principal/Deputy CEO who had been optimistic for sign off in June 2021, and opening in September 2022. JB asked JK to write a contingency plan if these timescales are delayed to being to SLT for the first agenda item in April.

Action: JK to bring a contingency plan for delays to the new build to the next LGB meeting

JK will be in school 2/3 days a week, and JB will come in one day a week during the handover.

JB said the governors will write to RW to thank him for all that he has done for the school during his tenure.

Action: All governors to email JB with a couple of lines to be included in the letter (email:jbean@wccgs.foliotrust.uk). JB will circulate a draft before sending.

JK was thanked for sharing his vision and was invited to stay for the rest of the meeting.

8. FINANCE AND FUNDING

i) Management Accounts January 2021

SBW said that the overview is good and the school is currently forecasting a £62k surplus. Agency costs are being watched carefully as costs are likely to be incurred due to Covid illness, self-isolation etc. All vacancies have been filled for September.

The budget for next year will start to be built shortly.

Reserves are good but Carew is an old building needing a lot of repair and maintenance. These costs have been frontloaded by RW to ensure work is completed before JK starts.

SBW said she had met with MB for her finance portfolio visit and MB had provided a succinct and accurate report of that meeting.

There is a Covid catch-up grant of £62k, due to be allocated soon. Year 7 catch up has been taken away but Pupil Premium has increased slightly.

Due to Covid, there has been no income from lettings but this has been offset by the fact that there have been no school trips etc.

JB said it is important for governors to receive details on how the Covid catch-up money will be spent and this also needs to be published on the school website. He sent NT the link to the guidance on the DfE website as to what the money can be used for.

Action: SLT to bring a report to the next meeting on spending the Covid catch-up funding.

SBW said OHCAT's RAG rating for the school finances is Green and judged to be Outstanding.

JB asked whether the government changes to the funding formula will impact on the school. SWB said that special schools are not part of the normal funding formula. The school receives £10k per student from the LA. These have all been agreed for next year.

JB said that working with the LAs to chase funding will be a key role for JK in April. JK said that he had been invited by RW to attend a meeting with the funding commissioner for Sutton regarding the funding model currently out for consultation. The school has a chance to influence this. Sutton are keen to have a unified formula.

JB thanked SBW and her team for their continued support.

Governors **RECEIVED** the management accounts.

9. A) PRINCIPAL'S REPORT

NT said that all pupils will return to school full time on 15.3.21. There are robust risk assessments in place, with the safety of students and staff being paramount. Students will be taught a full curriculum under careful guidance of the subject leads, who have worked extremely hard during this difficult period. She said they deserve particular recognition for their high level of support.

All students will be taught in their tutor groups, but space is an issue. Students may mix with one other class during breaks.

Under the government guidance for Clinically Extremely Vulnerable people, three staff members are currently shielding until 31.3.21.

Students' needs have been exacerbated or changed during the crisis, so there have been some adaptations.

Google Classroom has proved a very effective tool for remote learning but for many families balancing homeschooling and work life has been difficult, and many students have been in during lockdown.

2 students are leaving at the end of this term. One is relocating to another area and one is moving school. Governors wished them well.

JL asked whether pick up arrangements will remain the same as pre-Covid. NT said that the amount of transport onsite has increased and the school needs to manage the movement of student pick-up. She said she didn't anticipate that transport would increase further but there will be more pupils on them so this needs managing carefully.

SB asked whether a parent email could be sent out to let them know about the pick-up arrangements. NT agreed that this could be actioned.

Action: NT to notify parents of the pick-up arrangements.

The school is fully recruited for September and two teachers will start in July if the budget permits. Two agency staff are yet to confirm their offer of a permanent role. If they haven't responded by tomorrow, there will be another recruitment drive for two fixed term posts.

Stephen Brooks is leaving at Easter and governors recorded their thanks to him for all his work as a teacher and a governor. JB asked for their thanks to be passed onto him. A year 2 DET student will replace him.

Most of the staff have had their first vaccination which has increased confidence. Parents are being encouraged to get theirs too.

With regard to Covid testing, pupils are being tested on site and staff are testing at home. There is a capacity issue for testing the pupils. Staff have been volunteering but are now needed back in class so the school has approached the LA to see if they have any volunteers.

JK asked where the testing is being carried out. LD said this is now taking place in the Cottage which has freed up Bucharest classroom. The whole school will be tested twice a week.

SB volunteered to help if needed and JB said that he has just stood down a fully trained team of his school's alumni who have been testing for his school and have been receiving the living wage. He said it might be worth approaching them to see if they can help if the school is able to match the salary through the catch up funding.

Action; SBW to look into whether the school can use catch up funding to pay ex-students from JB's school to assist with the testing and liaise with LD.

JB sought reassurance that the school is abiding by the system of controls that have been issued by Public Health England i.e. increased ventilation, handwashing etc. RD confirmed that Carew is abiding by these controls as far as possible with the cohort of students. She said that there is hand sanitiser on every gate and in every classroom and most classrooms have washbasins. NT said that with regard to ventilation, some of the windows do not open but the general message to staff is to have windows and doors open where possible. However, the school gets very cold and there is a need to be mindful of this as students need to be comfortable to learn. **CR asked whether the doors are fire doors.** NT confirmed that the fire doors are only in the corridor.

JB asked whether students are wearing masks. NT said this is optional and a lot of the older students are wearing them in the communal areas. Staff are also asked to wear them in the communal areas, unless they are exempt.

JB also asked about exams. RD said this is being managed well. GCSEs will be graded by teacher assessment, with an option for an external assessment. BTECs and Functional Skills will go ahead as normal.

JB requested a proposal for the rationale for the GCSE grades at the summer term meeting.

Action: Governors to receive the rationale for GCSE grades at the Summer term LGB meeting

Governors **RECEIVED** the Principal's Report.

B) Dashboard

Governors **RECEIVED** the Dashboard

10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

a) Portfolio Management

i) Finance and Resources.

MD said that SBW had largely covered matters discussed in her portfolio meeting. She added that she had also discussed capitalisation and a project is underway.

ii) Health and Safety, Child Protection and Safeguarding

ES said that HM and her team are doing a great job supporting the students during this time. She added that she would be reviewing the Single Central Record (SCR) at the beginning of the summer term

Action: Governors to receive an update on the SCR at the next meeting.

HM suggested that it would be useful for JK to review the SCR before he starts. JK agreed to do this.

iii) Teaching and Learning

CR said that she was reassured that NT and her team are coping well under difficult circumstances. **She asked whether the catch up funding could be used for extra agency staff.**

Action: NT to check whether the Covid catch up funding can be used for agency staff.

CR said she was keen to look at the exam data before it is submitted to the exam bodies.

HM added that she has earmarked some of the catch up funding for Canine-Assisted learning and to support emotional health therapies.

JL commented that her son had benefitted from the person who had supported him with his well-being as part of the Trailblazer project. Two further members of staff are being trained in Youth Mental Wellbeing.

Action: Governors to receive an update on Youth mental Wellbeing at their next meeting.

iv) Business Development and Marketing-SB

SB said that the analytics from the website are interesting. 754 people had looked at jobs at Carew. NT said this reflected in the number of applicants received for the recent posts.

SB said every student will receive an Easter Egg from the Friends this year.

v) Ethos, Vision and Strategy-JB

JB had nothing further to add to his report that had been circulated.

Governors **RECEIVED** all the portfolio reports.

b) Governor Training and Development

JB asked about relevant training for governors.

TG explained that governors have access to various on-line training, including The Key for Governors, Educare and the National Governors' Association Learning Link. The Annual Governors' Conference is also scheduled to go ahead in October 2021.

Other governors commented on the Resource section of the governor portal, GovernorHub, which has some very useful material.

ES said that as a new governor, it would have been helpful to have received a formal induction.

Action: TG to review the governor induction process with JK.

11. OHC&AT POLICIES AND PROCEDURES

Governors **NOTED** the policies and procedures approved by the OHC&AT Board at their meeting on 21st January 2021.

12. OHC&AT GOVERNANCE DOCUMENTATION

Governors **NOTED** the governance documentation approved by the OHC&AT Board at their meeting on 21st January 2021.

13. OHCAT STATUTORY ACCOUNTS

Governors **NOTED** that the 2019-20 Statutory Accounts were submitted by the deadline of 31.1.21 and are available to view on GovernorHub.

14. ANY OTHER BUSINESS

i) SB thanked all staff for their excellent work during the pandemic.

Action: JB to send a letter of thanks to all staff

ii) MB shared with everyone that she is expecting her first baby. She said she hopes to remain in contact with the school and SBW. Governors were delighted to her news and passed on their congratulations.

15. DATES OF FUTURE MEETINGS

Governors noted that the next meeting will take place on the following date:

- Tuesday 22 June 2021 at 5pm.

16. CONFIDENTIALITY

There were no confidential items.

The meeting closed at 6.30pm.

Signed: _____ Date: _____

SUMMARY OF ACTIONS		
Item	Action	Allocated to
7	Action: JK to bring a contingency plan for delays to the new build to the next LGB meeting	JK
7	Action: All governors to email JB with a couple of lines to be included in the letter (email:jbean@wcgs.foliotrust.uk). JB will circulate a draft before sending	All Govs
8	Action: SLT to bring a report to the next meeting on spending the Covid catch- up funding.	SLT
9	Action: NT to notify parents of the pick-up arrangements.	NT
9	Action; SBW to look into whether the school can use catch up funding to pay ex-students from JB's school to assist with the testing and liaise with LD.	SBW
9	Action: Governors to receive the rationale for GCSE grades at the Summer term LGB meeting	SLT
10a ii)	Action: Governors to receive an update on the SCR at the next meeting	HM/ES
10a iii)	Action: NT to check whether the Covid catch up funding can be used for agency staff.	NT
10a iii	Action: Governors to receive an update on Youth mental Wellbeing at their next meeting	
10b	Action: TG to review the governor induction process with JK.	TG
14	Action: JB to send a letter of thanks to all staff	JB