



**Newstead Wood School  
Part A Minutes of Local Governing Body meeting  
Held at the school on  
Tuesday 29<sup>th</sup> November 2022 at 6.30pm**

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

**In attendance:**

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

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>The Chair opened the meeting and welcomed attendees.</p> <p>Apologies had been received from SO which were accepted.</p> <p>EZ was expected to join the meeting late.</p> <p>The meeting was confirmed to be quorate.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no new declarations of interest.</p>	
3.	<p><b>Governing Board Business</b></p> <p><u>Board Membership</u> There was nothing to note.</p> <p><u>Governor Training</u> UL and NGA training are available for Governors and reminders would be circulated. NK had completed Safeguarding training and recommended that all Governors do the same.</p> <p><u>Update from the Chair</u> The Chair had investigated one parental complaint. As this had involved a number of emails these were considered to form stage one of the complaint. NK investigated and compiled a stage 2 report which had been sent to the parent. Although the parent had indicated that they would escalate the complaint to Stage 3, no further communication has been received and 15 working days since</p>	

	<p>receipt of the Stage 2 have elapsed. In line with the Complaints Policy, the school may, acting reasonably, deem the complaint closed.</p> <p>The Chair noted that United Learning have provided support throughout the process.</p> <p><u>LGB Self Review</u></p> <p>The review had been carried out and highlighted two areas requiring attention:</p> <ol style="list-style-type: none"> <li>1) The vision and values should be reviewed. AB and NK will look at how to revise these.</li> <li>2) Stakeholder engagement. There has been very little opportunity to engage with stakeholders since Covid.</li> </ol> <p><i>Q: Will the engagement be with the school or wider community?</i>  A: It will begin with the school community and then broaden it time.</p> <p>A Parent questionnaire is currently out for completion and the results will be brought to a future LGB meeting.</p> <p><i>Q: Is the questionnaire comprehensive?</i>  A: It is and is sent out via an online platform by United Learning. The school then gets a dashboard which can be filtered as required. Engagement this year is just below the average for UL schools but is way ahead of last year.</p> <p><i>EZ joined the meeting</i></p>	
4.	<p><b>Minutes of the previous meeting</b></p> <p>The Part A minutes from the meeting held on 27<sup>th</sup> September 2022 were <b>AGREED to be a true and accurate record of the meeting.</b></p> <p>There were no matters arising from the minutes.</p>	
5.	<p><b>Finance and Audit</b></p> <p>The accounts had been circulated and the end of year position was strong.</p> <p>The forecast shows the school in a strong position despite the energy increases and pay awards.</p> <p>The Trust have asked all schools to remove their contingencies to offset the pay award which has contributed to an overall Trust deficit of £8.1 million. As Newstead had more funds available, they now have to deliver a bigger surplus. AB has been in consultation with the Trust to argue for a small contingency for minor works, so the school is not double penalised.</p> <p><i>Q: How big a dent was the pay award?</i>  A: It was not too difficult for Newstead, but it is unbudgeted, and the school is now £40k worse off due to stripping out the contingencies.</p> <p><i>Q: If other schools did not have a surplus, have we lost out to support them?</i>  A: The Trust could argue that the funds should not have been included as contingencies but used where it was needed. The school prefer to keep a contingency due the ageing estate and needs which suddenly arise.</p> <p>As the only Grammar school in the Trust, the spending pattern is not an average one. There are more teachers with TLRs, and the Sixth form offers more subjects so has more HODs and in smaller than average class sizes.</p> <p><i>Q: Is there any leeway as school is unique?</i></p>	

	<p>A: The overall deficit is too large for the school deficit to be an issue. It is big on a school level and AB will continue to voice dissatisfaction with the requests.</p> <p><i>Q: Would you do anything differently when setting the budget next year?</i></p> <p>A: No, we wanted a contingency and potentially won't have one next year. UL set these parameters for budget setting and there is no room to manoeuvre.</p> <p>There are no grants to support the increase pay award.</p> <p>The impact of the energy increases has not been too bad as energy is centrally procured with three quarters being bought in advance on last year's prices. As the school has had new boilers installed it is also more efficient.</p> <p><i>Q: Will the proceeds of the Tennis Centre come to the school?</i></p> <p>A: Yes, when it is sold, the funds will come to the school.</p> <p><i>Q: There is no allowance in the budget for excess spending on staffing issues such as long-term sickness?</i></p> <p>A: This was included last year and is released in twelfths if unused, but the contingency has been removed this year.</p>	
6.	<p><b>Premises and Risk</b></p> <p>There are a number of works which are ongoing, they are detailed in the Headteacher's Report.</p>	
7.	<p><b>Headteacher's Report</b></p> <p><i>The report was circulated in advance of the meeting and questions from Governors invited:</i></p> <p>There was a vacancy following the resignation of an AHT which had been carried forward and covered by the staff member on secondment.</p> <p>The school has now reintroduced the three DHT model with all positions filled. The vacant AHT positions have been announced to staff, and the roles will transition in across the year depending on who is appointed and what their current role is.</p> <p><i>Q: Will the appointments be internal or external?</i></p> <p>A: One cannot prejudge the outcome of a competitive recruitment process.</p> <p><i>Q: Is there a teaching requirement for DHT and AHTs?</i></p> <p>A: DHTs are expected to teach 10 hours and AHTs 15 hours per week.</p> <p><i>Q: Are there other opportunities for leadership secondments?</i></p> <p>A: The aim was to put out an opportunity across the Trust which has not been done before, to offer underrepresented groups an opportunity to move into leadership. The school felt it could offer experience in an outstanding school and gain from the good practice of others. The candidate has brought experience in enrichment and co-curricular and had no opportunity to progress in their school. The scheme is set to work for a year, one day per week.</p> <p>The school has spoken to staff about the opportunities open to them and finding contrasting experience by looking outside of their current school.</p> <p><i>Q: Are there similar offers across the Trust?</i></p> <p>A: The role at Newstead was a senior one, often they are more support roles, for example one school received support in PE, and one school who are opening a Sixth Form and wanted to see A level Chemistry in practice so are sending the teacher to Newstead to observe.</p>	

*Q: Do staff ask for a sabbatical?*

A: They are actively promoted for Headteachers across the trust. One had a two-term sabbatical carrying out research within the Trust and writing up their findings as a research piece.

The school encourages opportunities wherever possible, including allowing a languages HoD to keep their role while abroad due to family circumstances. Another colleague who moved back to be with their family, then negotiated coming back. Staff are moving on with good memories of Newstead. The school also keeps good relationships with unsuccessful candidates and has been able to go back to some of them.

*Q: Some staff members were not here for long, is there are reason for this?*

A: The IT Manager got a job closer to home which involved less time and money to travel which has been an increasing pressure on staff.

*Q: What progress has been made with the fundraising manger?*

A: A Fundraising Manager was appointed yesterday and subject to references will start on the 1<sup>st</sup> January 2023.

*Q: Who is in charge when AB is away?*

A: Currently it is SS. From January, it will be clarified who is in charge when.

KS4 progress scores were presented, kS5 scores are not published until February.

The Progress 8 figure of 40<sup>th</sup> in the country is very good given the starting point of the students. There are three UL schools above Newstead for progress, and the school is working with them to see what can be improved.

The Attainment 8 is 12<sup>th</sup> in the country. The school is using the networks with grammar schools and is constantly looking at how to improve.

Governors noted that given the number of schools who did not retain their Outstanding Ofsted judgement it was even more impressive that it was retained at Newstead.

AB replied that the school has moved from being in a deficit position, and is now in surplus, has grown in size and doubled the Sixth form, has improved outcomes through Covid and kept an Outstanding judgement under two frameworks so is in an extremely strong position whilst others are struggling.

The Sixth form is now oversubscribed with around 800 now applying, so candidates will be selected in rank order as they are lower down the school.

*Q: What A level subjects are facing challenges?*

A: DT is struggling with the class dropping to 3. Music, which is an A level the school should offer, has seen a drop from 6 to 2 students.

The numbers opting for German are small, but there is a new HoD starting who will reinvigorate the language. Spanish is the most popular and gets the highest results.

*Q: What are the most popular A levels?*

A: Biology, Chemistry and Maths. The quality of Sixth Form is now a reason to stay.

*Q: Did the two racial incidents require further action?*

A: Everything has to be documented, but they did require investigation.

*Q: Is the 458 incidents logged on CPOMS high?*

A: It is high, but it means everyone is reporting everything and all staff are engaged in reporting. Lots are fairly low-level incidents which once would have been an email or a conversation but are now logged.

SS noted that things can arise during conversations with students, for example one new Year 12 felt it would be good to see the school counsellor, and so this was logged in CPOMS. Sixth form students are often quite independent, so it is about providing them with an opportunity to speak up.

If their previous schools had used CPOMS then the school would be able to see their whole past history. About half of the feeder schools use CPOMS and there are a couple of other platforms which are not compatible.

*Q: What is the Gateway panel?*

A: If a child can no longer access mainstream education the school can make a referral to the Bromley Hospital tutoring service. There is one pupil who has been a school refuser since Year 6 and a tutor goes to their house, with the intention to take them to a local library and then to a room at school to try to reintegrate them.

*Q: Are there fewer pupils in Year 9 than the others?*

A: No there is a typo. There are 159 not 150 in Year 9.

*Q: What was the reason behind the letter sent to parents from the Metropolitan Police?*

A: Last week the police had asked schools to circulate the letter if they had been affected by the issue raised in the letter. This week all schools were advised to send it. Newstead has not been affected.

### **GDPR Breaches**

There was one breach where SEND information was accidentally shared with other SEND parents due to a mail merge failure. Twelve parents were sent the message in error and no personal information was shared. All parents were contacted and asked to delete the email. The Trust have been informed.

### **Safeguarding Concerns**

There was one case of a mental health crisis where the pupil was admitted to hospital. They are continuing as a day patient, so the school is working with hospital. The staff involved dealt with the episode very well and put their training into practice.

### **Health & Safety report**

A child found themselves outside the school perimeter and tried to climb over the fence.

*Q: What can be done to prevent this in future?*

A: The student had gone where they should not have been and tried to climb the fence rather than walking round to the main entrance.

### **SAR and FOI Requests**

There are two SAR requests currently being processed.

#### Policies

The following policies were presented for approval:

- Biometric Information Policy

	<ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Data Protection Policy</li> <li>• Draft Admission Policy 2024-25 and FAQs  <i>Q: How many underage applications has the school received? A: One.</i>  In year admissions for Year 11 is very low. If students apply in year, they have to do a test to ensure they are at least equivalent ability to students in the school.</li> <li>• EAL Policy  <i>Q: If there is an EAL student with SEND needs is there a way of identifying multiple needs?</i>  A: There are screening assessments in year 7 which look for inconsistency in profiles which might give an indication of need. If there are any tendencies, they will be monitored.  Applicants might be above national English and Maths results but out of line with Newstead averages.  There is no longer a CAT test, the MIDYIS system is used across the trust.</li> <li>• Gift and Hospitality Policy  <i>Q: Is it likely that gifts would be given to influence teachers?</i>  A: It is possible due to the pressure on places and might have been an issue with CAGs and TAGs, which is why there is a clear policy.  <i>Q: Are there any Sixth Form applications for specialist ability in sport or music?</i>  A: No, the application criteria are clear, that there must be at least 7s in all GCSE subjects.</li> <li>• Provider Access Policy</li> <li>• Pupil Premium Statement  There is a statement and a three-year plan. KS4 pupil premium pupils outperform their peers, but this is reversed in KS5. This may be due to the larger cohort but is not felt to be statistically significant. The school is aware of it and is working to identify potential barriers to learning.</li> <li>• SEND Policy  The Policy included was dated 2021 in error. It was confirmed that the only changes were to update the SENDCo details, and the current version had been reviewed by AF. Governors were happy to confirm their approval of the 2022 version.</li> <li>• Statement for dealing with Allegations Against Staff</li> <li>• Supporting students with Medical Conditions  <i>Q: Is there a school nurse?</i>  A: Not in the traditional sense. The services of Bromley are used, and they come in for LAC and CP meetings and vaccinations. There would be a named nurse for us through the LA.  Governors noted that they needed to ensure there is adequate insurance in place, AB confirmed that this is included within the public liability insurance.</li> </ul> <p>Governors APPROVED all the above policies.</p>	
8.	<p><b>Confidential matters</b>  <i>There were no confidential matters.</i></p>	

9.	<p><b>Any other business</b></p> <p><u>Oxbridge</u> There have been 52 applications to Oxbridge, 30 of whom have been invited to interview with a range of subjects including Medicine, Maths, Psychology, Natural Science, Law and Dentistry.</p> <p>Students are being more tactical with their applications and looking at the best course and then highest university. Work is being done with Surbiton post 16 careers provision who provide feedback on research.</p> <p>The training in attendance has been delivered and it is being well monitored. It is taking time to get back to normal and we are working closely with the LA for those families with low attendance including consideration of issue of penalty notices by the LA.</p> <p><u>Cyber security</u> The Trust is acutely aware of the risks and send regular bulletins to schools. Systems are moving to more cloud-based ones which reduces the risks.</p>	
10.	<p>The date of the next meeting was confirmed as <b>Tuesday 24<sup>th</sup> January 2022</b> at 6.30pm.</p> <p>The meeting closed at 7.45pm</p>	

## **Action Points**

Outstanding Actions and Actions arising from Newstead Wood Local Governing Body

No:	Action	By	When	Status
	There were no actions arising from the meeting			

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

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