



## Newstead Wood School Part A Minutes of Local Governing Body meeting Held at the school on Tuesday 22<sup>nd</sup> March 2022 at 6.30pm

Naureen Khalid (NK)	Appointed Governor, Chair	Present	Absent
Jonathon Capon (JC)	Appointed Governor	Present	
Ade Fasusi (AF)	Appointed Governor	Present	
Sol Ako-Otchere (SO)	Appointed Governor		
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
- Claire Viner (CV) - School Business Manager
- Jo Addison (JA) - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting and congratulated the Headteacher and all staff for their work towards achieving a judgement of Outstanding in the recent Ofsted inspection.</p> <p>SO was absent. No apologies had been received in advance of the meeting.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest in agenda items.</p>	
3.	<p><b>Governing Board Business</b></p> <p>There were no vacancies on the Governing Board, and no terms of office due to expire.</p> <p><u>Governor Training</u> AF and SP had attended the SEND network training. AF had completed induction training. NK had watched a Safeguarding webinar which included a case review.</p> <p><u>Chair's Update</u> AB and NK had attended the United Learning leadership conference along with representatives from the 78 schools in the Trust. They were asked to share their experiences of the recent Ofsted Inspection.</p>	
4.	<p><b>Minutes of the meeting of 25<sup>th</sup> January 2022</b></p> <p>The Part A and Part B minutes from the meeting held on 25<sup>th</sup> January 2022 were <b>AGREED</b> to be a true and accurate record of the meeting.</p>	

	<p>There were no matters arising from the minutes</p> <p>Minutes of past meetings have been printed for signature by the Chair. Rolling action closed.</p> <p>Update on Actions:</p> <p>8 – JA confirmed information is up to date. Action closed.</p> <p>9 – Visits to the school have been arranged. Action closed.</p> <p>10 – Induction information forwarded, and training completed. Action closed.</p> <p>5 – The H&amp;S committee met, and a report was provided. Action closed.</p>	
5.	<p><b>Finance and Audit</b></p> <p>Governors had reviewed the forecast provided by CV who gave a verbal update:</p> <ul style="list-style-type: none"> <li>• The school budget is on track.</li> <li>• There is lots of work to the site in line with the ten-year master plan. Work on the library has been approved and is expected to begin in the summer. Funds have been added to the budget to reflect this.</li> <li>• The Trust expect schools to retain 2% of their budgets at the end of the year. As Newstead has significant levels of reserves, the Trust will allow the school to complete projects using funds from this amount.</li> <li>• The budget setting process is now more of a two-way process and involves discussion on where reserves might be drawn down on to improve the school.</li> <li>• The library project will see a doubling of the amount of seating. Proposed plans were provided for reference.</li> <li>• The insurance claim has completed and the Portacabins for the temporary music block should be delivered shortly. Preparation work has been completed. There have been delays due to the Trust Estates team, who would not sign off until the insurance pay out was guaranteed.</li> <li>• The school would ensure that the installation did not impinge on the summer exams. The building will be ready for use in September.</li> </ul> <p><i>Q: Is the school now financially viable in terms of reserves?</i> A: Yes, it has healthy reserves.</p> <p><i>Q: How much is paid to the Trust?</i> A: Approximately £250k plus £11k for IT support.</p> <p><i>Q: Has an allowance for higher energy costs been included in budgets?</i> A: A 3% increase has been budgeted for. The Trust have not responded to requests for further information. The Trust will be responsible for dealing with the impact, and it demonstrates why having the support of a Trust is valuable, as it means the teaching and learning at the school should not be affected.</p> <p><i>Q: Does the Trust look at energy saving measures?</i> A: The school needs new boilers and has made the Trust aware. They may not be in line with the Trust carbon neutrality drive as the replacement is urgent, but they will be more efficient than the current ones.</p> <p>The nature and age of the building prevents some updating, for example, pipework is buried beneath concrete so cannot be replaced.</p> <p><i>Q: Has the Trust discussed installing solar panels?</i></p>	

	<p>A: No, they have not. As urgent boiler replacement is required, the risk is too great at present to wait for tenders to be submitted for the most environmentally friendly options.</p> <p><i>Q: Does the school have the freedom to purchase boilers or is it all managed centrally?</i></p> <p>A: It is all centrally managed by the estates team but is driven forward by the school.</p> <p><i>Q: Does this make the process much longer?</i></p> <p>A: Probably not, and it means the school are not carrying the risk, so is better in the long run. A condition survey is carried out and anything rated c or d is treated as urgent.</p> <p><i>Q: If the Trust added more schools with greater estates needs, would Newstead drop down the list?</i></p> <p>A: Potentially, but the school needs hot water and heating in order to open, and maintenance costs are being incurred to keep the boilers operating.</p> <p>New pipework is required as much of the current system could not take the additional pressure from a new boiler.</p> <p>There is a schedule of works which need to be carried out in order of priority.</p> <p>The school ensures surveys are carried out by experts so that evidence can be provided to the Trust. Costs for these are agreed on a case-by-case basis.</p> <p>The Trust receive a lump sum of School Condition Allowance (SCA) funding and have to decide how best to spend it. It is important that the school keep communications with the Trust ongoing so that decisions are taken in good time.</p> <ul style="list-style-type: none"> <li>• It is hoped that phase two of the fire door project will continue later in the year.</li> <li>• New decorators have been contracted to work during the Easter and Summer holidays.</li> </ul>	
6.	<p><b>Premises</b></p> <p>The Health and Safety committee of CV, JC, the site and office managers met in March.</p> <p>CV noted that on the attached document it erroneously stated that the school does NOT have an emergency plan when one is in place. The document will be updated.</p> <p>The notes of the meeting were provided, key points include:</p> <ul style="list-style-type: none"> <li>• In line with Trust wide H&amp;S procedures, the Site Manager (with SBM) have completed an annual site wide H&amp;S review, and Leaders in certain subjects have conducted an annual H&amp;S Audit for their respective areas. These areas include Science, DT, PE for example where risks are specific and different to subjects where teaching is predominantly 'traditional' and 'classroom based'.</li> <li>• There are no gas appliances in the kitchen as there is a gas free kitchen.</li> <li>• The flat roof above the maths department requires investigation as there is a leak. The original roofing company will be contacted to address the issue.</li> <li>• Pathways around the school and quadrangle plan to be widened over the summer.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There are drainage issues which are ongoing and being worked on by the Trust.</li> </ul> <p><u>COVID Risk Assessment</u></p> <ul style="list-style-type: none"> <li>• The risk assessment can be found on the school website.</li> <li>• As Covid restrictions are being lifted, the Covid risk register is reducing in length.</li> <li>• Covid numbers are creeping up, but there is no benchmark to measure against illness in a 'normal' year.</li> <li>• The school is still handing out lateral flow tests, and both staff and pupils are testing although not required to. Pupils have always had a high rate of testing and compliance.</li> <li>• The school is supporting 5 days of isolation followed by testing before return.</li> <li>• Some staff and pupils continue to wear masks. No announcement has been made and it is expected to drop off naturally over time.</li> </ul> <p><i>CV left the meeting.</i></p>	
7.	<p><b>Fundraising</b></p> <p><i>Q: How is the fundraising going?</i></p> <p>A: Gifts are being secured and funds are climbing. Follow up meetings will be held, but it does all take time. Some parents have expressed interest in making gifts and have met with AB. The quality rather than quantity of gifts remains the focus.</p> <p><i>Q: Have you been happy with Hutt &amp; Co.?</i></p> <p>A: They are experts in fund raising, and their help is invaluable. They are clear about the methods used, which are different to those used by the school in the past but have worked so far.</p>	
8.	<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><i>Q: What overheads does the school incur for United Learning trainee teachers?</i></p> <p>A: UL trainees are either funded or unfunded, and which subjects are funded changes each year.</p> <p>The school is permitted to offset the cost of two trainees against the 2% budget surplus.</p> <p>The school has four trainees this year. Two are fully funded and two are paid a training salary by the school.</p> <p>They are treated as supernumeraries rather than put on the timetable as this would not be appropriate at Newstead. Once established in the school, they can be given more teaching time.</p> <p>Two of the current trainees have been offered positions. The Computer Science trainee also teaches KS3 Maths, so has been taken on. The English trainee has been offered a one-year maternity cover contract although this includes an additional salary for one term which is a risk felt worth taking.</p> <p>There are currently no positions available for the other two trainees.</p>	

*Q: When is the resignation deadline and are you expecting any other resignations?*

A: The deadline is May 31<sup>st</sup>. Some level of turnover is good for schools and if the right opportunities are not available in the school, staff are supported in developing themselves and in their career progression.

*Do staff move to other UL schools?*

There is some movement within the Trust although Newstead is a different type of school to many of the others.

Staff have completed training with the Trust, including Aspiring to Headship and NPQSL. It is useful to be able to visit other schools and gain insight. The school also shares best practice with other schools in the Trust.

The school is part of the Grammar School Head's Association, and visits within the grammar schools encourage leaders to play a part outside of the school.

*Q: Is the Year 5 one day in July a new event?*

A: These will be year 6 in October when the normal open day would be held. The open day has been moved to July following staff consultation as the weather is better and the timetable is lighter.

School tours were run last year, which were a success. It is hoped that the Saturday open day will be run this year as it is better for families to hear from the school in person. The event will be ticketed so visitors are more spread out over the day.

A 6<sup>th</sup> Form open evening will be held in October.

*One item is recorded in the Part B Confidential minutes*

The decision has been taken to remove the Double Science course from the GCSE options process and for all students to study Triple Science from Year 10. This is due the numbers choosing to do Double Science being so low that the course is unviable.

*Q: Where do the Year 11 leavers tend to go and is there any idea how many will leave this year?*

A: It is likely fewer will be kept than in previous years, but the school is doing everything they can to encourage them to stay. Parent consultations have been held with the SLT. Students are bright, and able to research which setting would be best for them.

Some go to local grammar schools, which is the closest and highest performing school locally. Some go to independent schools and some for the IB. Local grammar schools offers similar subjects at A level. Newstead offers Spanish and Psychology which some others do not and German and Music have been added to the Year 12 curriculum this year as the numbers make them viable.

The lack of exam data for the past two years has also been an issue, but the Ofsted report will help attract students.

Public exams are expected to be of a similar level of difficulty to pre-Covid ones, with the grade boundaries moved although it is not clear how this will be done. Higher achieving students will still be expected to display a similar depth of knowledge.

SEND

*Are there any patterns in the numbers of students recorded in CPOMS?*

The number of students on the SEN Register increases through the years as more needs are identified, and the cohort size increases in Years 12 and 13.

High ability students are adept at using coping strategies and can hide their needs, but once the more detailed and time constrained work in years 9-10 begins, needs can emerge as their strategies become less effective. Greater processing and language skills are required, and the texts are more challenging. Once testing is done in Year 9, the support will be in place until Year 13.

Safeguarding

Students have faced two years of difficulties due to COVID, and risky behaviours can increase as they get older.

Spikes of risky behaviour have been seen following the relaxation of restrictions, and all students have been encouraged to speak up, so the number of reports has grown.

The Ofsted safeguarding triangulation during the inspection was at a higher level than expected and found excellent practice.

All concerns are followed up, and where pupils are identified, robust measures are put in place to support them.

The school has adapted the approach used by a number of other schools that mental health should be treated in the same way as physical health.

If a pupil is physically unwell and cannot attend a lesson a parent would be called. The same approach should be taken if a pupil is suffering from anxiety and cannot attend a lesson.

A pathway for staff has been shared with students and parents so all are working to the same standards. There has been no pushback from parents.

*Are there more mental health issues with only children?*

Anecdotally yes, they may receive more input from their parents. The EWO is working with all pupils for whom there are concerns.

*NK noted the Child Q report and what the school could do to take note of it?*

AB noted that Ofsted had found the school's safeguarding outstanding so there were no concerns. The Trust also monitors safeguarding, the DSL has level three training and the DDSLs are fully trained. The school has a good relationship with the LADO so is confident in the safeguarding provision.

*Would a 6<sup>th</sup> former have the right to speak to the police alone?*

This would be taken on a case-by-case basis. It is not always appropriate to involve the parent. The school would ensure the reasons are documented, and that police and social worker support is requested when necessary.

*How is the curriculum modeller working?*

Progress has been made with it. The AHT for curriculum planning has found the system useful, but some tweaks have been required to make it fit Newstead.

	<p>The system works with the supply and demand for staff and if a staff member is removed, it will clearly show where gaps have arisen.</p> <p><u>Wellbeing</u>  A wellbeing week was held in the school. Governors congratulated the school on the work put in to making this a success.  Feedback received in February provided considerable information which the school had to use to move forward.  There is a need for greater communication and a manifesto will be drawn up for September. Wellbeing needs to be sustained as new norms and new needs develop. To retain an ongoing impact, it will need refreshing each year.  The Headteacher is sending certificates through the post to staff who have gone above and beyond, and staff can nominate others for recognition.  Governors found the 'You said, we did' document useful. AB reported that there was an online feedback forum for staff so responses which allowed time for responses to be considered and published more widely.</p>	
9.	<p><b>Risk Register</b></p> <p>This was included in item 6.</p>	
10.	<p><b>Standing items</b></p> <p>Safeguarding was included in the Headteacher's report  Health and Safety was included in item 5.  There were no GDPR issues to report.</p>	
11.	<p><b>Policy Documentation</b></p> <p>There were no policies for review.</p>	
12.	<p><b>Confidential matters</b></p> <p><i>One item is reported in the Part B minutes</i></p>	
13.	<p><b>Any other business</b></p> <p><u>Governor Roles</u>  AF had agreed to take on the SEND and Safeguarding Governor roles, but having reviewed the workload, felt it would be more appropriate for a second Governor to take on the Safeguarding role.  JW has considerable experience in Safeguarding, and it was proposed that she take on the role.  JW agreed to be the named Governor for Safeguarding.  Suitable training and information on the Safeguarding Governor role will be provided to JW.  <i>Does the school have any defibrillators? Yes, it has one.</i>  Have there been any complaints which might result in the involvement of unions?  The Headteacher felt it was not appropriate to answer the question at this time.  <i>Is there any financial management for students in place?</i>  It is a useful life skill and worth looking at further. Sixth form students receive information as part of their careers programme and preparation for university lectures.</p>	

14.	The date of the next meeting was confirmed as <b>Tuesday 17<sup>th</sup> May 2022</b> at 6.30pm. The meeting closed at 8.10pm	
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## **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>
22 <sup>nd</sup> March 2022				
25 <sup>th</sup> January 2022				
8	JA to ensure the Governor information on the portal and website is updated.	JA	ASAP	Closed
9	AB/JW/AF to arrange a visit to the school	AB/JW/AF	ASAP	Closed
10	JA/NK to forward information on induction training.	JA/NK	ASAP	Closed
30 <sup>th</sup> November 2021				
4	JA to add the training log to SharePoint.	JA	ASAP	Spreadsheet added to SharePoint. Closed.
5	JC to propose dates for a H&S meeting.	JC	ASAP	Closed
6	AB to provide an update on PSHE at the next LGB meeting	AB	January	Included in HT report. Closed.
7	JA to rearrange March 2022 meeting date if possible	JA	ASAP	Meeting date changed. Closed.

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

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