



Newstead Wood School Part A Minutes of Local Governing Body meeting Held at the school on Tuesday 21st June 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	Present online
Steve Penny (SP)	Appointed Governor, Vice-Chair	Present online
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.	Welcome and Apologies for Absence The Chair welcomed all attendees, there were no absences or apologies. The meeting was confirmed to be quorate.	
2.	Declarations of Interest There were no declarations of interest in agenda items.	
3.	Governing Board Business There were no vacancies on the Governing Board, and no terms of office due to expire. <u>Governor Training</u> Governors noted the training offered by United Learning. <u>Chair's Update</u> No Chair's actions had been taken. United Learning has asked that an evaluation of the Governing Body is completed by the Chair and returned to UL. NK will complete the form and circulate it for approval. <u>Reports from Governor Visits</u> The Health & Safety committee report is included in item 6.	
4.	Minutes of the meeting of 17th May 2022 AF noted that it was she not JW who had attended the SEND Network meeting. The minutes would be amended accordingly.	

	<p>The Part A minutes from the meeting held on 17th May 2022 were AGREED to be a true and accurate record of the meeting subject to the amendment above.</p> <p>There were no matters arising from the minutes.</p>	
5.	<p>Finance and Audit</p> <p>The school remains on budget, as shown by the forecast which was included in the papers. The school is likely to be on budget at end of the year.</p> <p>There was no further update to the 2022-23 draft budget which has been reviewed previously by Governors.</p>	
6.	<p>Premises</p> <p>There is a lot of preparatory work underway for the various premises projects due to take place over the summer.</p> <p><u>Music Block</u></p> <p>The foundations are in place, with installation of the modular building planned for next week. There has been a delay with the windows and although the school would be prepared to receive the building without the windows, the suppliers will not deliver it unless it is watertight. If delivered on schedule, handover would be on 29th July, which is in the summer holidays when some site staff have holidays booked.</p> <p>Demolition of the old music block is then due to begin on 8th August, leaving a one-week window for the removals company to move the contents from the old to the new building on a like for like basis.</p> <p>There is a four-week timetable for the demolition assuming there is no slippage as this needs to take place during the holidays.</p> <p><u>Library</u></p> <p>A prestart meeting is due to be held on 11th July with work beginning in the summer holidays. The colour scheme has been chosen, and no other issues are anticipated.</p> <p><u>Boilers</u></p> <p>Work on the replacement of the boilers is due to start in the summer holidays which will be carried out adjacent to the music block works and in the plant room.</p> <p>The school has concerns over the capacity of the pipework to cope with the increased pressure, but this cannot be addressed until the system is started up.</p> <p>Boilers should not be needed in September, so if there are any delays to the order the school should be able to make do.</p> <p><i>Q: In what condition will the new music block be handed over?</i></p> <p>A: It will be wired and ready for furniture. Once it is attached to the building it belongs to the school and there are clear lines for insurance.</p> <p>If there is a delay and contents have to go into storage, they will be stored by specialist removals company, who will move electrical equipment as well.</p> <p><i>Q: Is the pipework replacement in a statement of works and has a survey been carried out?</i></p>	

	<p>A: A survey has been done, but the system works at present, so replacement has not been recommended. A professional recommendation has to be made to the Trust for them to consider the work.</p> <p>The works are the most significant investment in the school in some time.</p> <p><i>Q: Is there an update on the tennis centre?</i></p> <p>The centre has been revalued, with a valuation achieved at the previous level. The sale is taking time but is hoped to be completed next year with Kent LTA or Vertus expected to purchase the centre.</p> <p><i>Q: What are the plans for spending the proceeds?</i></p> <p>They are ringfenced for spending on sport and will be used to refurbish the changing rooms and extend the sports hall, so that the gym can be converted into a performance hall and lecture theatre.</p> <p>With the music block demolished and ground surveys carried out, more accurate plans can be drawn up.</p> <p><u>Health & Safety Committee meeting.</u></p> <p>Notes of the meeting were circulated. The committee had discussed the ongoing works, the internal pipework and drainage, and plans for the music block.</p> <p>One member of the site staff is leaving, and it may be challenging to recruit a replacement.</p> <p>In order to engage more attendees from PE, Science and DT who should report to the committee regarding the equipment used, the termly meeting will be held after school.</p> <p><i>Q: What does the Traffic Management policy cover?</i></p> <p>It is concerned with speed and safety in and around school, for example ensuring sleeping policeman and signs have to be in place.</p> <p><u>Risk assessment</u></p> <p>There were no amendments to the risk assessment.</p>	
7.	<p>Headteacher's Report</p> <p><i>The report was circulated in advance of the meeting and questions from Governors invited:</i></p> <p><i>Q: How are applications for the Sixth form?</i></p> <p>Students have applied and there are induction days coming up. Students have had communications from subject leaders and bridging unit work. Until students turn up in September, numbers cannot be confirmed.</p> <p>More offers have been made than there are places as some students may not meet entry requirements.</p> <p>Numbers and predicted grades are comparable with last year and the year before, but CAGs and TAGs did not allow for those who might achieve lower than predicted in their exams.</p> <p><i>Q: Are there overall entry requirements as well as for specific subjects?</i></p> <p>A: There is a minimum level of overall grades to gain entry, as well as grades for subjects. Applicants may meet the overall entry requirement but are unable to</p>	

study the subjects they would like to. Alternatives would be offered where appropriate.

Q: How is the recruitment of science teachers?

A: It has been proving very difficult across the board, as confirmed by the Trust, the Grammar School Heads group and the Bromley network. There have been issues with being outbid and getting the right calibre of candidate.

Staff who accepted offers in March then turned them down in June as they had received better offers to stay where they were.

Q: Is there a pattern to the offers which are being declined?

A: No. More staff are applying to private schools, particularly those who are more experienced.

The school is seeing as many candidates as possible online, including those who are currently living abroad.

The Maths vacancy has been filled today and other appointments are reliant on visas being obtained.

Five candidates for the Science position are still being considered, including one who came for a taster lesson today.

The school is confident it will be fully staffed for September.

Q: What is the Trust doing to help with recruitment?

A: The school is following the Trust plan, but ultimately recruitment is down to the school. Offers can be made through the Trust, but some staff prefer to work in different areas or environments.

The school ensured trainees were taken early and lost two Science and a Maths teacher who had been appointed early.

Q: Could the school offer higher salaries to attract staff?

A: UL salaries are already enhanced in comparison to National Pay Scales.

Recruitment and retention bonuses could be offered, but the school does not wish to get into a bidding war. Staff should be appointed who really want to work at Newstead, and consideration has to be given to the existing staff.

Q: Does the school consider flexible working arrangements?

A: The school has the highest number of flexible workers in UL and follow every pattern while meeting the needs of the school. The school is strong in recruitment, but Science teachers not being trained so there is no supply.

The school would prefer to carry a vacancy rather than put the wrong person in place.

Q: What is the school able to offer through the Leadership secondment?

A: They will be in Year 7 working as the progress lead alongside the existing leader.

They have been the PPG strategy lead in a non-selective school so bring some useful experience. They will also be attached to PE as maternity cover and will take over student voice. It is a one-year secondment which was advertised through the Trust as part of the Leadership pathway, as the current leader is stepping down from the leadership role.

The school is confident that the site staff vacancy will be filled. The staff member is not leaving until September.

The school will also need a receptionist as they are expected to leave for a more challenging role. The school worked on the application with them and would have progressed them here if there was an opportunity.

Q: Some errors were seen in exam papers, how has this affected the school?

A: We follow the JCQ and Exam Board Guidance in respect of this.

The following item is reported in the Part B Confidential minutes.

Q: How is the fundraising proceeding?

A: The target has been lowered as donations were not as high as anticipated. The current donations will be sufficient to cover the costs for the library refurbishment. In the next year more targeted approaches will be made to secure larger donations and new Year 7 parents will be encouraged to sign up to the annual fund for the duration of their child's time at the school.

There have been challenges in getting parents to attend receptions, although due to the geographical distance, financial climate and uncertainties, this is not a surprise.

There is a clear plan in place which the school will follow and will use alumni networks, and word of mouth from those who have already engaged.

Q: Is the UL modeller being used?

A: The modeller has been adapted to meet the curriculum planning tool for school. Behind the scenes it included detailed information and department staff have their own pages. The modeller now provides the information which the school needs to know.

One issue is that the modeller is based on an average class size of 30. As the school has 168 pupils in 6 forms, so will always show figures under those of the modeller.

Amendments include no longer teaching DT in 8 sets and taking out a class for year 10/11 as there is no double science.

Whole staff training on the modeller has been delivered.

Q: Has the Diversity Forum been a success?

A: The Diversity Form sees leaders of main societies including Feminist, Pride, Afro Caribbean, Asian and SEND meet to plan activities and events including representation on the open day.

Q: How could parents have found out about the Parent Power talk?

A: The information was put in the newsletter and parents were written to. Those who came wanted the opportunity to meet the SENDCo and although it was a small group it was valuable for those parents.

Safeguarding

There were no overarching concerns to report.

Q: Are the safeguarding numbers high?

A: They are cumulative across the whole year and are not felt to be big numbers. The numbers are a testament to record keeping, as all incidents including low level complaints are now recorded. All information helps to build up a picture so even if something seems small it might turn out to be useful. The school uses the system to look back periodically and as a case study and to identify if there is anything more that could be done/done differently. When appropriate, external agencies are always informed.

Q: Given the diversity of the students, there seem to be very few racial incidents.

A: The school is able to celebrate diversity more which has had an impact. Culture week and the diversity forum have a wider impact. The Asian societies are very large and feel valued with the ACE event planned. Teachers are also taking on board the influence of the groups.

AB had presented to the Girls Grammar School Headteachers on the journey and what has worked for the school. Diversity has to be everywhere. AB had taken pictures around school, and every display and noticeboard had evidence of diversity.

SS noted that diversity was included in all of the speeches for new starters without collaboration.

Diversity was celebrated in the Ofsted report.

The school has looked to make the curriculum more diverse, which has taken time to filter through.

The school was invited to a World Refugee Day event and students have been given the means to lead on Iftar and ACE events.

Q: Why have the changes been made to Sports day?

A: The day used to be very traditional with a large number watching the events and not taking part.

Everybody will now participate with half a day of athletics, and after lunch a range of different activities so that everyone can take part and contribute to house points.

Year 12 students are being asked to take part in activities and marshal other events. The spirit of competition is important and the range of events which are offered will be reviewed.

Q: Does the school have any transgender students?

We do have students who identify as different from their cis gender, this is a reflection of wider society. Every case is individual. Some students choose to wear pronoun badges.

Guidance is received from the Trust on when parents are approached and what the school response should be. We aim to foster an open and honest dialogue and relationship with parents when supporting them.

Uniform is reviewed regularly to try and keep it as inclusive as possible. If a shirt is worn it should be with a tie, if a blouse is worn it should be with a jacket.

The uniform suppliers do not provide striped shirts so the school may consider moving to a plain shirt in future.

Embroidery has been removed from PE kits which makes it more inclusive and recyclable.

	<p>Recent issues have been stopping hoodies which became more normal during the post-Covid restrictions, and the wearing of boots as Doc Marten's boots became fashionable. Skirt length is still an issue. High uniform expectations exist throughout.</p> <p>There have been requests for students to come in wearing PE kit on PE days. The school will look to unify the PE kit as there have been a number of changes over the years to ensure there is greater control over how it looks.</p>	
8.	<p>Risk Register</p> <p>There was nothing further to report.</p>	
9.	<p>Standing items</p> <p>Safeguarding was included in the Headteacher's report</p> <p>Health and Safety was included in item 6.</p> <p>One GDPR issue was reported in the Part B Confidential minutes although it did not involve a breach of the school's data.</p>	
10.	<p>Policy Documentation</p> <p>There were no policies for review.</p>	
11.	<p>Confidential matters</p> <p><i>One item is reported in the Part B minutes</i></p>	
12.	<p>Any other business</p> <p><i>Q: Has banking been included in the Sixth form curriculum?</i></p> <p><i>A: They receive some input around preparing for university, but nothing more has been added yet.</i></p> <p>SO noted that his IT issues have not been resolved. NK will follow up the matter.</p> <p>EZ is due to meet with the Science department on 27th June.</p> <p>Governors extended thanks to the team for the reinvigoration of enrichment activities.</p> <p>Governors thanked the school team for their work in returning the school to a new normal post-Covid.</p>	
13.	<p>The date of the next meeting was confirmed as Tuesday 27th September 2022 at 6.30pm.</p> <p>The meeting closed at 8.00pm</p>	

Action Points

Outstanding Actions and Actions arising from Newstead Wood Local Governing Body

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

<p>Signed: _____ Print Name: _____</p> <p>Chair of Governors</p> <p>Date: _____</p>
