**MINUTES FOR A VIRTUAL MEETING OF THE GOVERNING BODY OF**

**SHENFIELD HIGH SCHOOL**

**TUESDAY 2nd JUNE 2020 at 4:30 pm**

**Present:**

Mr Julian Beard Governor (joined the meeting at 16:38)

Mrs Katharine Boulton Parent Governor

Mr David Churchill Parent Governor

Mr Graham Herniman Governor

Mrs Debbie Hines Parent Governor (joined the meeting at 17:03)

Ms Sandra Johnson Governor

Mr Neil Purbrick Governor

Mr Stuart Roberts Support Staff Governor

Mrs Karuna Shaunak-Hobbs Teacher Governor

Mrs Jane Swettenham (Chair) Governor

Mr Andy Williams Parent Governor (joined the meeting at 16:53)

Mr Andrew Worth Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Jenny Comerford Deputy Headteacher

Mrs Jane Martin Deputy Headteacher

Mr Jonathan Sands Deputy Headteacher

Mrs Karen Whordley Clerk(minutes typed from the recording)

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|  |  | **ACTION** |
| 1 | **APOLOGIES** None  Governors were advised the meeting was being recorded so that KW could transcribe the meeting. All governors were happy for this to happen.  JS asked governors to mute zoom to avoid background noise and unmute if they wanted to speak.  JS welcomed JSA to his first FGB mtg as a deputy headteacher.  JS welcomed DC and SJ to their first FGB mtg. |  |
| 2 | **NOTIFICATION OF ANY OTHER BUSINESS**  Nothing to declare. |  |
| 3 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST.**  Following the meeting Andy Williams declared the following: the structure of one of the organisations he volunteers for, TINYg, has changed its structure to a Company Limited by Guarantee and he is now a Director. |  |
| 5 | **MINUTES OF THE PREVIOUS MEETING**The minutes of the 5th December 2019 meeting, having previously been circulated, were agreed as a true record and signed by the Chair of Governors. |  |
| 6 | **MATTERS ARISING** None |  |
| 7 | **STAFF WELFARE**  CJH report all staff have been contacted and working in teams. Staff who have been unwell or suffering from anxiety have been identified. A list of staff is produced of staff who are vulnerable, have underlying health conditions or childcare issues. These staff are not expected to be in to look after key worker children. The rota hasn’t been used much to date but will be in full operation from 1st June. |  |
| 8 | **HEADTEACHER’S REPORT**  Governors had received three extraordinary reports from CJH, one each month, the last one being most pertinent to the meeting.  **Centre assessed grades**  CJH discussed the centre assessed grades and the plans to open for year 10 and 12 students, 25% at each time.  The centre assessed grades had a 9 stage process from 22nd April to 22nd May. Every teacher and department played their part. Head of department looked at mock results and classroom assessments to determine what a child’s grade would have been if they had taken the exam. Governors had received copies of graphs which showed the grades awarded were not out of line with what was expected. Exam boards will look at the school grades and national performance. There will be no performance tables this year so not the usual accountability. The grades will be so the students can move to the next stage of their education.  JB asked if the different approach was a concern. CJH explained why this was not a concern. Different subjects have a different approach. Different groups have foundation and higher groups. Assessment methods can vary by subject. Different subjects were at different stages when the school was closed. Part of the 9 stage process means Team Leaders are linked with an SLT member to validate the process. CJH had taken part in or observed some of JSA meetings which were very precise and as fair as possible.  JB said that Business had a very detailed criteria whereas he felt Maths was pithy. He asked if there would be a model set of criteria to follow. He was concerned parents would appeal the grades. CJH said the results would be downloaded from the exam board so she would hope they would deal with complaints as they will determine the final grade. CJH was waiting to receive advice on how complaints will be managed.  JS asked about the appeal process as there was nothing to check or re-mark. CJH thought the exam boards would suggest taking the exam in the Autumn term which might be useful for A level but would potentially undermine the centre assessed grade process if the full exam series were to be offered for GCSE.  DC asked CJH if she had any subject concerns. CJH said that there had been no surprises. This was all so unprecedented that the focus was on the fairest results for the students.  AWo asked if the results of other schools would affect SHS if they had put their grades up. CJH explained SHS won’t be looked at as a centre. They won’t have progress 8 or attainment 8 results this year. Exam boards will look at subject by subject and nationally. If any school did anything dishonest it would show statistically.  SJ asked if SHS had learnt from the balance of assessment and were the systems fair. CJH said different subjects had had different experiences. E.g. Maths rationale shows an uplift for progress. Science is difficult as they have triple science, foundation and multiple groups. JSA explained the assessment for GCSE and A ‘level is being refined and determined over a two year course. When the schools were closed they were only half way through the mocks.  GH asked what will happen if the exam boards don’t agree with the assessments. CJH said they will work on statistics. The grades will be uploaded and a comparison made with how the school usually performs. Grade boundaries will be adjusted up or down.  JB asked if subjects would be challenged on validity. He gave A’ level Biology as an example as 20% above the national average. CJH explained individual students have been looked at and in a lot of detail. SHS does well at A’ level and BTEC. JMA pointed out that the 20% is only 2 students.  SJ asked if governors could formally thank and congratulate staff. JS confirmed this was in hand and an email would go out this week.  JS asked what the evidential basis for appeals would be. CJH confirmed that no guidance had been received. She reiterated that maybe Maths, English and Science could do exams in the autumn but this would undermine the centre assessments.  Grades will be uploaded to the exam board by 12th June.  **Work for students**  CJH explained that at the start of lockdown students had work set on go4schools, PREP newsletter and staff were available in working hours.  Online zoom lessons had been discussed and it was agreed there were safeguarding issues and not every student would have access to a device. Neither was it felt that this delivery style would necessarily be the most effective.  Government was working in three week units so schools were waiting for advice re lockdown. It was agreed more structure was needed as time went on. JSA has been overseeing this and produced introduction videos.  JSA explained the format would not be via zoom because of safeguarding and would be through PowerPoint. Most lessons are currently on PowerPoint so the only addition would be video recording and narration over the top and then uploaded to YouTube. YouTube is easy to access and restriction can be put on as to who views the lessons. You need a direct link to access it. Some families have one computer between a family which could be mum, dad and four children with the parents working from home so discussions had taken place with SLT as to how many lessons students should be doing. Year 9 have PREP for September and year 10 and 12 have options to consider. Yr 10 and 12 also need the correct lessons for their options. JSA thanked Chantelle Dyson for her work in mail merging the lessons so that they went to the correct parents and students. It had been agreed that Y7 would have a main lesson in the morning and a lighter activity in the afternoon. Y10 would have two structured lessons fitting in core subjects and their options. Y12 would have 1 structured lesson and will also be working independently. JSA said parental response had been positive. KB agreed as a Y10 parent.  DC asked how the school were tracking student engagement, how would you know if students were falling behind and would you be looking at how other schools do live lessons. JSA said they could see how many times YouTube had been accessed on the first day. Y7 had been viewed over 1000 times and as we don’t have over 1000 Y7 students’ parents must have also been viewing the lessons. The figures can be looked at again towards the end of the week and in the weeks to come. The system also shows what time students login and one Y10 student had logged in at 1:30am. JSA confirmed it is very difficult to identify gaps in remote learning. Colleagues from other schools have reported poor attendance, behaviour and concentration in zoom lessons. CJH confirmed that it needed to be high quality and sustainable lessons following safeguarding procedures and making sure staff have the right workload balance. If families are sharing devices then access to a device for a live lesson could be difficult.  DC asked if there had been funding for additional devices. CJH confirmed that the vulnerable and LAC children had been identified and the LA had been informed five weeks ago how many devices were needed but nothing yet. For vulnerable year 10 students 12 laptops and 5 lots of data access had been issued but still nothing yet. Work has been printed for those students without access to a device.  SJ asked if vulnerable students had been contacted. JIC would speak about this later in the meeting.  **Y10 and 12 returning to school**  As of the 15th June provisions for the Y10 and 12 to return to school on a flexible basis will be made. Advice was that this was to supplement remote learning and only 25% of students to be in school at any one time. It was confirmed this was both year groups. SLT had met earlier and JMA was working on the planning for this. SLT had to look at how to provide remote learning for all students, separate work and staff to attend school for Y10 and 12 as well as a rota of staff for the key worker children. It had been agreed that Y10 would have sessions from 9-10am, 10-11am and 11:20-12:00pm with 1 teacher to 15 students to support them with the work they have already attempted. 3 groups would be in school all entering from a different entrance to a sanitised room. They will be in wks 1,3 and 5 plus a telephone appointment system. Y12 will be in wks 2 and 4 and divided into option blocks. Their sessions will be 9-11am and 12-2pm.They will be with a specialist A’ level or BTEC teacher. Staffing to be looked at and a risk assessment of the building. The sessions will be run over 4 days to allow 1 day for a deep clean.  JS asked what protection staff would have. CJH confirmed key worker students have to sign in with their own pen and then go and wash their hands. The Y10 and 12 will follow the same procedure. Staff will use hand hygiene and social distancing. It has not been recommended to wear masks.  Staff have only been too happy to help with the key worker rota and delivering the Prep for Sept packs.  KB asked what the impact will be as school buses won’t be running so some students may not be able to get in. CJH said we won’t know the answer until the offer goes out. The school will also not be able to provide food.  KB asked how may key worker students had been in. CJH confirmed 8 for the first week which SLT covered. There had been none then until 1st June with 1 or two and then 4 from 8th June.  When Y10 and 12 are in school there will need to be a first aider on site and an SLT member.  Governors were asked if they were happy to move forward. AWo felt it was too early and things could easily change again soon. CJH said many people feel it’s too early and a fresh start in September would be better.  DC asked if a risk assessment had been done. CJH confirmed this would sit alongside the plan.  SJ asked if the behaviour policy would be adjusted regarding not touching. CJH confirmed it would. CJH confirmed that every key worker child’s parents had received an email with the requirements and expectations of the students while they are in school.  Governors were happy to approve the plans for the Y10 and 12.  **Transition**  Yr6 going in to Y7. JRI has been overseeing this. Usually primary visits and meetings would be taking place now. Information is being collected by phone from primary colleagues from the SEN and Pastoral team. Induction is being looked at with a possibility of doing something at the end of August, linked to the sports camp.  KB confirmed that as a Y6 parent that they were blown away with the phone calls, activity packs and video from Jamie. CJH thanked KB and will pass this on.  **Vulnerable students**  JIC reported that 200 students had been identified and were having weekly phone calls from the interventions and year group teams. Data had been sent to SLT.  There have been students with anxiety and bereavements. The school counsellor has been working with some of these students along with Julie Pitkin and her team. Pastoral Managers have also been supporting families.  There have been some sad stories with safeguarding issues and safeguarding leads have been involved in conferences, telephone calls, reports and briefings. All reported back to SLT and JB as safeguarding governor.  There is a vulnerable student in school this week.  Form tutors have contacted their students on a fortnightly basis. Some families have not been easy to contact and this is being looked at.  JIC is in daily contact with social workers, police and the area school nurse regarding families’ wellbeing.  ATA has been working with SEN students.  CJH was grateful to Christine Watson and the finance team for sorting out the free school meal vouchers. JIC had food bank vouchers which she issues where necessary.  Links have been made with new agencies. The Reverend at Doddinghurst Church helped with a safeguarding issue late on a Friday evening.  Governors have received the addendums to the safeguarding policy.  JS asked JIC what support she had received. JIC confirmed she has support from CJH, SLT, DSL’s, pastoral and SEN team. JS thanks JIC and her team and appreciated her work in difficult circumstances. JS asked if there were any families who were out of contact. JIC confirmed there were two families.  DC asked if the LA had been informed about the two families the school have been unable to contact. JIC confirmed they had and they were taking advice and doing everything they can.  JS asked if tutors would be contacting all students again. CJH confirmed they would and have been either side of half term and records have been kept.  JB asked CJH about the appeals list. CJH confirmed the appeals are taking place via zoom. 9 going to formal appeal and 100 on the waiting list.  JS thanked CJH for detailed report. | **CJH** |
| 9 | **SCHOOL POLICY REVIEW**  The following policies had all been approved at committee level and ratified by the FGB via email. At the virtual meeting the policies were ratified verbally.   * Agency worker regulations * Anti-fraud and corruption * Attendance * CCTV * Data protection * Equal opportunities community cohesion * Temporary Financial regulation * Home school student agreement * Incident management business continuity plan (including critical incident management plan) * Lockdown policy * Statutory requests policy including Freedom of information |  |
| 10 | **CHAIR’S ACTION** JS had communicated with governors regarding the revised admissions policy which had been dealt with under Chair’s action and referred governors to her email of 30th March. |  |
| 11 | **CHAIR’S BUSINESS/CORRESPONDENCE** The Chair had nothing to report. |  |
| 12 | **AOB**  None  JS thanked everyone for their time.  Meeting closed at 6:30 pm |  |

Signature: Date: