

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the **VIRTUALLY** on **WEDNESDAY 30th SEPTEMBER 2020** at **4.00P.M.**

PRESENT:

Mrs Moira Cuthbert	Chair
Mr David Lucas	Executive Headteacher
Mrs Hayley Atwere	Vice Chair
Rev Bridget Shepherd	Vice Chair
Mrs Lindsay Miles	
Mr Michael Thompson	
Mrs Rachel Allard	
Mr Sam Carew	
Ms Adeola Fatiregun	
Mr Mark O'Brien	
Dr Hilary Leever	

ALSO PRESENT

Ms Ann Palmer	Associate Governor
Rev Juliet Evans	Proposed Foundation Governor
Mr Daniel Hudson	Clerk to the Governors

The chair opened the meeting with a welcome, the governor's prayer and a reminder that a virtual meeting protocol had been circulated.

Additionally, she extended a warm welcome to Ms Ann Palmer and Rev Juliet Evans.

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **AGREED** that apologies for absence be received with consent from Dr Lucy Alderson and Ms Meera Robbins.

Governors were reminded that they must declare conflicts and pecuniary interests before items were discussed and must withdraw from the meeting while the item was under discussion.

The normal declarations of non-pecuniary interest were made by Dr Hilary Leever in respect of EngineeringUK, Director of Scenta and Big Bang CIC.

ACTION BY: Clerk to record

2. CHAIR AND VICE-CHAIR

Governors were asked to note that the Chair and Vice Chairs were appointed for a period of two years from September 2019.

ACTION BY: Clerk to record

3. BUSINESS FOR THE MEETING

RESOLVED that the business set out on the agenda and recorded in the minutes be approved.

ACTION BY: Clerk to record

4. GOVERNING BODY

- **Chair of Governors Report**

To receive a report from the Chair of Governors which is detailed as follows:

- **NGA Membership** – it was **AGREED** that the School confirm membership arrangements and advise governors accordingly.

ACTION BY: Headteacher

- **Bishop's Certificate** – The Chair reported on the arrangements for governors to access the Bishops Certificate and it was **AGREED** that this be action with governors to approach the Training Link Governor regarding accessing the courses required.

For the School, the Chaplain and Director of Christian Life would be leading on this.

**ACTION BY: All Governors
Chaplain and Director of
Christian Life**

- **Governors Roles and Responsibilities** – having reviewed the circulated information it was **AGREED** that this matter be noted.

ACTION BY: All Governors

- **PAFT – Relationship with the School** – the Chair referenced recent events including communications made of the PAFT Facebook page. These had now been removed following intervention from the School and they had been provided with a guidance note regarding what should be loaded onto the page.

She added that it was clear that greater was required in respect of the relationship between PAFT and the school and a secure confident future working relationship.

Governors expressed concern at the recent content of the PAFT Facebook page and the comments made in relation to school staff.

Noting the observations of governors and the operational relationship between the school and PAFT the Chair stated that she had asked to governors to further discuss issues with PAFT and this could include the Executive Headteacher.

An update would be provided to a future meeting.

ACTION BY: Clerk to schedule

- **Feedback from Inclusion and Risk Assessment Working Groups** – the Chair reported that the Inclusion Working Group had not yet this term, but a meeting would be organised at the earliest opportunity.

The Inclusion Working Group would be establishing a terms of reference and its membership was confirmed as:

Mrs Moira Cuthbert
Mr David Lucas
Mrs Hayley Atwere
Mr Sam Carew
Ms Adeola Fatiregun
Dr Hilary Leever (to be confirmed)

Details about meetings of the Inclusion Working Group would be posted in Teams.

Additionally, meetings of the Risk Assessment Working Group had been held and information relating to this had been posted in Teams.

The Executive Headteacher added that the school had all its risk assessment uploaded for all governors to see. It has been presented several times and updated regularly. All staff have been given a copy by hand and a copy electronically.

It was **AGREED** that if any governors had questions regarding the information provided, they should be forwarded to the Chair and/or Executive Headteacher.

ACTION BY: All Governors

- **Composition**

Governors noted the current composition of the governing board and the Clerk confirmed that he had contacted the SDBE on numerous occasions to ascertain when the process would be completed regarding the appointment of Juliet Evans to the Board.

It was to be hoped that the process could be completed before the next meeting of the Board.

The Chair added that the School had several persons who had come forward to be prospective governors and she requested that if anyone was planning to step down, they should contact her.

Ann Palmer was again welcomed to the meeting and following an introduction it was **AGREED** to appoint her to the position of Associate Governor.

The end of term for Gail Exon (Associate Governor) was noted and thanks were extended for her service to the Board and the whole school community.

ACTION BY: Clerk to record

- **Governance During COVID – Continuity & Recovery**

Governors were asked to review the attached document.

The NGA advises governing boards against overhauling their current strategy and creating multiple plans. This is more about “bottom up” strategy development that identifies priorities which

ensure that COVID-19 does not create a damaging legacy for your school/trust vision.

The advice provided was noted.

ACTION BY: All to note

- **DBS**

All governors are legally required to complete a DBS check. New governors should make arrangements with the school to apply for one to be carried out and serving governors should ensure that their DBS check is renewed, as necessary.

It was confirmed by the School that all DBSs were in place for governors and renewals sought by the School Office when required.

ACTION BY: All to note

- **Register of Interests**

The governing body is required to maintain and update annually a register of the pecuniary interests of its members and of members of staff with significant financial responsibilities; governing bodies also have a duty to publish key information about their members and associate members and their register of interests on the school website.

Governors were asked and **AGREED** to complete the enclosed form and return it to the clerk before they left the meeting.

ACTION BY: All governors

- **Skills Audit**

To return the 2020 NGA Skills Audit to the Clerk.

Governors were asked and **AGREED** to complete the enclosed Skills Audit and return it to the clerk before they left the meeting.

ACTION BY: All governors

- **Governing Body Code of Conduct**

Governors were recommended to **adopt a / review and re-adopt their** Code of Conduct, which should be signed by all members of the Governing Body. The Code should include references to the requirement to declare conflicts of interest and for governors' details and the Register of Interests to be published on the

school website. The National Governance Association's model Code of Conduct can be found at:

<http://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Model-Policies/Code-of-Practice.aspx> .

It was **AGREED** that the model code of conduct be adopted and sign by governors.

ACTION BY: **All governors**
 Clerk to record

- **Governor's Handbook**

A copy of the handbook for 2020/21 would be circulated post the meeting.

If governors required a hard copy of the Handbook, they should contact the Executive Headteacher.

It was **AGREED** that in relation to the Link Governor positions Ms Adeola Fatiregun be appointed to the Mental Health and Awareness Link Governor.

Subsequent to the discussions held recent meetings it was reiterated that the Handbook was a guide for governors to use over the course of the school year and they should bring to each governing board and committee meeting.

ACTION BY: **All governors**
 Clerk to record

5. REPORT OF THE EXECUTIVE HEADTEACHER

The report of the Executive Headteacher had been circulated with the agenda and had focused on the following matters:

- School Re-opening & Start of Term Update
- COVID & Risk Assessment Update - The Health and Safety Executive (HSE) expect organisations who employ more than 50 people to publish their health and safety risk assessments.
- Recovery Curriculum – full update to be provided at the Curriculum Committee
- GDPR and the primary online platform
- SIP/SEF
- Staff Handbook

Governors received the report and posed the following questions and observations:

Q: What was the current attendance data?

A: It was reported that at the end of the first week we are looking at 90% for the primary pupils and 95% for the secondary. This gives us around 93% across the whole school. Nationally the attendance has dropped to 88% as reported on the BBC. We have information reported by other schools to suggest this is what Lewisham is also showing. It does fluctuate each day – primary has been down to 88% and Secondary down to 92%, but it is constantly changing.

Q: What had been the pupil ‘outcomes’ for 2020?

A: The Executive Headteacher reported that Trinity had entered CAG (Centre Assessed Grades). OFQUAL, in making sure the grades were consistent, created an algorithm to calculate grades. This algorithm was going to be used, and had nothing to do with the individual child, their circumstances or work pattern – it was a statistical determined grade. After a lot of pressure from the public the government decided to award pupils the CAG plus, which meant pupils were given the highest of the CAG and the Algorithm.

Trinity data had 35 individual grades go up, this was spread out across subjects and pupils. We will never know how many might have gone down based on the algorithm. The problem with the CAG is the inconsistent approach taken by schools to determine the grades. Some schools just gave the pupils their predicted grades – which is a statistical measure of potential. We followed the guidance from Ofqual and awarded grades based on work rate / effort / evidence of performance. This data will not be placed in a league table.

Governors were referred to the comprehensive data provided in the report and it was noted that this and other matters would be addressed at the forthcoming extraordinary Curriculum and Standards Committee.

However, the following key matters were outlined:

- Music – this has a small cohort. These pupils did the subject in their spare time, the results are influenced by 2 pupils who missed many of the sessions.
- Art and Craft – this result is significantly higher than last year and is showing improvement year on year due to the work they have done with other schools. The team had grade 7's this year – which is the highest they have had for the last 3 years.
- Drama – first year of running the course. The results did have some amazing outcomes, but two of the pupils decided not to take

part in the two practical's they had done before lockdown. These two (total cohort of 11) brought the overall results down.

- Food – small cohort, brought down by 1 pupil. Again, these results have gone up from previous years.
- Additional Maths – only 8 pupils sat this. It is extremely hard, and we had some amazing results. The predictions are the same as maths, but this qualification is more difficult. We had 5 of the 8 get grade A, 1 a B, 1 a C and 1 a D.

Q: Notwithstanding the full update to be provided at the forthcoming Curriculum and Standards Committee how was the Recovery Curriculum progressing?

A: The Executive Headteacher reported that the School has ClassDojo for the primary and Microsoft Teams for the secondary. We will present all to the curriculum group next week. We are preparing an implementation document to show what we are doing. It looks at three scenarios – all pupils in school, most pupils at school and some at home, and finally all pupils at home. The idea is to make sure our plans are fluid, and able to cope with all the scenarios that come up. Some pupils who are self-isolating (due to family issues) have asked about working at home. We need to make sure our systems are robust to cater for these pupils and those in school without adding workload to staff. We have one member of staff taking the NPQSL (National Professional Qualification for Senior Leaders) and the school has supported and will pay for this course as it will be helping the school move forward in this area. Already work across primary and secondary are being shared to ensure we are also consistent.

Q: How had the delayed start of term be managed?

A: Governors were advised that the school has now been open for almost 2 weeks. Pupils are getting back into the routines extremely well. Pupils work rate is good, and they are prepared and ready for learning. School life for teachers is much more different, with having to keep social distances, but also with the amount of duties due to the bubbles across both sites. This has put a lot of strain on the senior teams in both sites – as it has with all staff. Reception are keeping to the same timeline before our late opening, so at the end of this week they go to full time – we wanted to keep the timeline due to parent work commitments.

Some of the issues we have come across at the start of the term and our responses:

Primary online learning platform – we have worked to put in place Class Dojo, which is our primary platform. This is where work is uploaded for pupils and pupils can submit work with some pupils. We are working through some GDPR issues

raised by parents on this. Staff also started daily Zoom meetings with pupils, which will explain the work through the day, with a feedback hour at the end of the day. Work was put up for all primary families, but a group were not happy with the lack of live learning. It does take time to get all the safeguarding protocols in place before you can formally launch online. We are now working hard, and it is part of our strategic plan, to continue to use our learning platform throughout the term – so pupils get used to using this, and any that have to self-isolate can access work as well. This is a work in progress.

Year 7 parents not happy with a few aspects... we have had a small group of Trinity parents (those from primary to secondary) that have transferred that keep contacting us with issues they are having. Each person gets an immediate email back, and we work on the issue raised. Issues include not understanding the knowledge organisers. They do take time for pupils to get used to the system, and we spend 2 mornings a week practicing with the pupils. We also have some videos to launch to support parents on this – but we were waiting for the Zoom meet and greet the tutor session that is happening next week. We normally do this live with parents at an event, so they understand – but must do this remotely. Another issue raised has been the bags being heavy – we immediately went and spoke to the pupils and tried a few. Some were carrying all their books every day, so we did some work with the pupils about bringing only what they need each day. Some said their bag was heavy, but they are getting used to it. They are not used to carry a lot of school, so this is a routine that they will get used to.

Finally, an issue with 2 or 3 is about how strict we are, and pupils saying they are worried about getting a detention. The interesting thing is we have not issued any detentions for any year 7's yet – mainly because they are doing the right thing. We have also issued about 320 rewards across the year – which is a large amount for one week – so they are getting a substantial amount of praise. We think it is just the pupils adjusting to secondary life and wanting to not get it wrong (which they are not). We are getting lots of positive messages from families as well, and most importantly the pupils are happy – enjoying learning and loving the challenge.

Staff overall are getting used to the routines and we are constantly asking them if they feel safe, if there are other aspects we can improve upon. The general systems of the school are working well – the flow of pupils is as planned. We have changed a few of the toilet arrangements at lunch time to make it even tighter and have created a rotation for the year groups inside all the time get outside time (every

three weeks). We are using feedback from pupils to help us plan forward. We are vigilant on the staff wearing masks across both sites – this has been extremely well implemented and enforced by the staff themselves, which is great. In terms of pupils overall it is working extremely well. We have a few pupils that forget to put them on at time, or have the on but not on properly – we are chasing each one up, and for those that do not bring a mask in we have given them all one every day so far. For those we know that are struggling we have given some material ones to and keep reminding them of the need to have their own. From next week we will be issuing sanctions for not having them – but will constantly monitor. If they do not have them, we will still issue, but by having a sanction this will reduce the number each day.

Q: Had any GDPR issues be raised with the increased use of online provision?

A: One parent had raised concerns regarding the use of online access for parents and students and this matter had been referred to the Local Authority for clarification. Lewisham had checked the procedures used by Trinity and had expressed approval of the processes in place.

Q: Had the school completed a staff handbook?

A: Yes, and this had been circulated by email.

Q: Had the latest SEF and SIP been circulated?

A: The Executive Headteacher reported that the SEF and SIP are linked to these pages in the handbook. We are keeping the same SEF (Self Evaluation Form) as last year but have made some changes that we are just checking around COVID. From this we identified our priorities, and this has informed our SIP (School Improvement Plan). At the meeting I will be able to table the SEF and the first draft of our School Improvement Plan which the SLT have been working on throughout this first week. The SEF and priorities were identified in July, they are tweaked based on data outcomes in August – and we would normally have this completed by our first governors meeting.

Finally, thanks were extended to the Executive Headteacher for his comprehensive report.

ACTION BY: All to note

6. SCHOOL BASED ISSUES

6.1 Safeguarding

Safeguarding Report

To receive a report on safeguarding within the school and any general safeguarding issues (issues involving individuals should be reported as confidential business). To include reports on the Single Central Record, Section 11 audit, and any visits by the Safeguarding Link Governor (if not given elsewhere).

The Executive Headteacher added that every year the school makes sure all our staff have Safeguarding updates and briefings. This goes over our procedures, the use of MyConcern again, and staff responsibilities. We issue all with the policy. This happened to all staff on our INSET day.

Our single central register has been updated with the new staff and the new caterers as well. This is checked regularly by a member of the governors.

During any period of closure, we have a system in place where all pupils that are vulnerable are called at least once a week, and for those that need it some are called daily. On this list are all our Looked After Children, those with any social care involvement, those with an EHCP, those identified by staff as vulnerable and those that have self-identified as vulnerable by calling the school and asking for support. All other families get a call at least once a fortnight – and from these discussions if we have a concern they are moved to the vulnerable list.

This rest of this matter is dealt with under the confidential minutes.

ACTION BY: All to note

Keeping Children Safe in Education

It was reported that the statutory guidance *Keeping Children Safe in Education* has been updated and the new edition came into effect from 1 September 2020; see

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf.

The new edition includes changes brought about by the Coronavirus outbreak, further clarity on the importance and management of children's physical and mental health, and reference to a new document on data protection.

A full list of substantive changes since the 2019 edition is given at the end of the document. A consultation on more extensive changes that was launched before lockdown was then suspended and has now been abandoned.

All governors in attendance provided confirmation that they had received, read, and understood the document.

ACTION BY: All to note

6.2 Equalities Data and Objectives

The Clerk reported that schools are required to publish equalities data online and set equalities objectives for the next four years. The data and objectives should be updated annually, and the objectives and equalities policies reviewed every four years. Governors are asked to agree arrangements to review progress towards objectives and to review objectives and policies if appropriate. Guidance on what must be published and on setting equalities objectives can be found at <https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools> .

The Executive Headteacher commented that the School had a statement that has objectives as part of the document. We suggest the equity working party look at this in the first meeting, update it and set the objectives. We have 5 working parties within the school – the Equity staff working party will be setting their own objectives – we need to combine the two so that we are all working on the same strands. We have included an opportunity for working party objectives to be part of staff PM objectives this year, to give more drive on these groups across the school as well.

It was **AGREED** that this item be further considered at the Inclusion Working Group and Faith Committee.

**ACTION BY: All to note
Clerk to schedule**

6.3 Admissions Arrangements 2022/23

It was reported that Governing Bodies of admission authority schools are reminded of the need to review and consult on their admission arrangements every 7 years or if proposing to change the arrangements.

(RC and CE Schools: please note the need to first consult the Diocesan Board).

Regardless of whether the school has consulted on changes to its arrangements, **governors must determine their admissions arrangements for 2022/23 by 28 February 2021** Schools must ensure that their determined admissions policy and Supplementary Information Form (if required) are available on the school website.

The Executive Headteacher referenced recently received new guidance from the SDBE and stated that the School was not proposing to amend its existing policy.

It was **AGREED** that the Admissions Policy be submitted to the next meeting of the Governing Board.

ACTION BY: **Executive Headteacher
Clerk to schedule**

6.4 Information to be Published on School Website

Governors were asked to delegate responsibility to a link governor or senior member of staff for checking / receive a report on whether information published on the school website meets legal requirements, is up-to-date and includes key information about governors and associate members and their registered interests, the school's complaints procedure, use and impact of the Pupil Premium, equalities data and objectives and the school's SEND provision. Please see the DfE guidance at <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

It was **AGREED** that Rev Bridget Shepherd be asked to complete this task.

ACTION BY: **Rev Bridget Shepherd**

7. COMMITTEES, LINK GOVERNORS AND TRAINING

a) Committees – Terms of Reference

It was reported that the Terms of Reference for each governing board committee would be presented and approved at the first meeting of each Committee.

ACTION BY: **Clerk to schedule**

b) Committees/Link Governor - Membership

Governors were asked to note the Committee membership and Link Governor Arrangements as detailed in the circulated Handbook.

It was also **AGREED** that Moira Cuthbert resign from the Faith Committee.

Therefore, the Committee membership was AGREED as follows:

RESOURCES COMMITTEE (TO INCLUDE FINANCE, PREMISES & PERSONNEL)

Membership

Hayley Atwere (Chair)
David Lucas
Michael Thompson
Mark O'Brien
Moira Cuthbert
Sam Carew

Ann Palmer (Associate Governor)

Which will meet at least once a term.

CURRICULUM AND STANDARDS COMMITTEE

Membership

Lindsay Miles (Chair)
David Lucas
Lucy Alderson
Rachel Allard
Hilary Leever
Moira Cuthbert
Bridget Shepherd
Michael Thompson

Ann Palmer (Associate Governor)

Which will meet at least once a term.

FAITH GROUP COMMITTEE

Bridget Shepherd (Chair)
David Lucas
Rachel Allard

Hayley Atwere
Adeola Fatiregun
Sam Carew

Which will meet at least once a term.

ADDITIONAL COMMITTEES/BODIES/PANELS THAT WILL MEET AS AND WHEN

STAFF DISCIPLINARY PANEL

Three Governors to be selected from the pool of Governors.

The Clerk will try to ensure a broad and balanced group when selecting a group of three.

Will meet only when required.

STAFF DISCIPLINARY APPEALS PANEL

Three Governors to be selected from the pool of Governors.

The Clerk will try to ensure a broad and balanced group when selecting a group of three.

Will meet only when required.

EXECUTIVE HEADTEACHER'S PERFORMANCE REVIEW GROUP

Moira Cuthbert
Rachel Allard
Hayley Atwere

Will meet once per year.

PUPIL DISCIPLINE

Three Governors to be selected from the pool of Governors.

The Clerk will try to ensure a broad and balanced group when selecting a group of three.

Will meet only when required.

ADMISSIONS COMMITTEE

Bridget Shepherd
Hayley Atwere
Moiria Cuthbert
Sam Carew

Will meet once per year.

PAY COMMITTEE

Michael Thompson
Hayley Atwere
Lindsay Miles

Will meet once per year.

PAY APPEAL COMMITTEE

Membership to be determined.

Will meet only when required.

COMPLAINTS PANEL

Membership to be determined.

Will meet only when required.

c) Any Link Governor Reports

Due to COVID 19 the majority of school visits had not have taken place although a Premises walkaround would be reported to the Resources Committee and a Safeguarding Report to the next Governing Board meeting.

The Chair confirmed that the expectation was that any Link Governor visits would be virtual for the foreseeable future.

To that end she suggested that if possible, Link Governors should make contact with the appropriate staff member.

The Executive Headteacher stated that a hello and how are you doing from governors would be welcomed by many staff.

**ACTION BY: All governors to action
 Clerk to schedule**

d) Training

Please refer to <http://schoolsservices.lewisham.gov.uk/Training> for updated training sessions and the training programme in the Autumn Term Governors Newsletter

- No reports back on training sessions attended had been received.

Please note that governors' training course bookings must be completed online. For details of how to book please go to <http://schoolsservices.lewisham.gov.uk/Page/9040>

ACTION BY: All governors to action

8. MINUTES AND MATTER ARISING

The minutes of the meeting held on 17th June 2020 had been circulated with the agenda.

Minutes

It was **AGREED** that the minutes of the meetings held on 17th June 2020 be approved as correct record of the proceedings.

Matters Arising

These were no matters arising.

ACTION BY: Clerk to record

9. ITEMS FOR FUTURE MEETINGS

The scheduling of items for the next meeting would be confirmed via the Governors Handbook which had been finalised by the Executive Headteacher and consideration of business at the Committees and items recommended by the Local Authority which would be confirmed by the Clerk.

Q: How could governors ensure that they effectively with business by focusing on the key issues?

A: The Clerk reminded governors of the importance of reading documents in advance of the meeting and during meeting both he, the Chair and Executive Headteacher would indicate those matters requiring due consideration.

ACTION BY: Clerk to schedule

10. DATE AND TIMES OF FUTURE MEETINGS

Governors were asked to note the schedule of 2020/21 governing body and committee dates as follows:

GOVERNING BOARD – SECONDARY PHASE (VIRTUAL)

Wednesday 2nd December 2020 at 4.00p.m.

Wednesday 24th February 2021 at 12.00p.m. – 6.00p.m. (Governors Day)

Wednesday 30th June 2021 at 4.00p.m.

RESOURCES COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 4th November 2020 at 1.15p.m.

Wednesday 3rd February 2021 at 1.15p.m.

Wednesday 31st March 2021 at 1.15p.m.

Wednesday 9th June 2021 at 1.15p.m.

FAITH COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 18th November 2020 at 1.30p.m.

Wednesday 3rd March 2021 at 1.30p.m.

Wednesday 16th June 2021 at 1.30p.m.

CURRICULUM & STANDARDS COMMITTEE – SECONDARY PHASE (VIRTUAL)

Wednesday 7th October 2020 at 4.00p.m. (extraordinary meeting)

Wednesday 11th November 2020 at 4.00p.m.

Wednesday 10th February 2021 at 4.00p.m.

Wednesday 26th May 2021 at 4.00p.m.

ADMISSIONS COMMITTEE – SECONDARY PHASE (VIRTUAL)

Friday 18th December 2020 at tbc

Wednesday 24th February 2021 at tbc

PAY COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 11th November 2020 at tbc

These meetings would be held virtually, and logon details will be provided nearer the time.

11. ANY URGENT/CONFIDENTIAL BUSINESS

No items were raised.

ACTION BY: Clerk to record

Chair

Date

THE GOVERNING BODY OF TRINITY THROUGH SCHOOL

PART II CONFIDENTIAL

Not for public inspection

12. PUPIL DISCIPLINE

The Executive Headteacher reported that a full update would be provided at the next meeting of the governing board.

He reminded governors of the managed transfer process being facilitated by the Local Authority which aim to reduce the number of permanent exclusions by intervention prior to matters being submitted to governors.

ACTION BY: **All to note**
 Clerk to schedule

13. MONITORING RACIST AND OTHER INCIDENTS

The Executive Headteacher reported that a full update would be provided at the next meeting of the governing board.

ACTION BY: **All to note**
 Clerk to schedule

14. SAFEGUARDING AND INCLUSION

Governors were reminded that they should:

- receive a report on the progress of any Looked After Children in the school (if not given elsewhere).
- Receive notification of any Child Protection referrals made (if not given elsewhere).

The Executive Headteacher referred them to information provided in his report and detailed that Safeguarding remained effective.

Q: How was the school using the new safeguarding information system?

A: The Headteacher reported that the school was using 'My Concern' to record, monitor and evaluate safeguarding throughout the school has made it much easier to see whole school trends and patterns and also allows the safeguarding team to be even swifter in dealing with

any concerns. There are 6 members of staff who have completed Level 3 safeguarding training. These are highlighted on 'My Concern'. Also 'My Concern' has a resources section which allows all staff to access national and school safeguarding documents as well as case studies.

Again, governors welcomed the depth of information provided.

ACTION BY: All to note

16. ANY OTHER CONFIDENTIAL BUSINESS

No items were raised.

The meeting ended at 5.59p.m.

Chair

Date