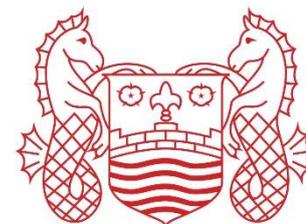


**The Netherhall School and Oakes College
Local Governing Body
Meeting Minutes**



18 January 2021

Governors Present

Shelley Monk (SM Chair), Chris Tooley (CT Principal), Nicky Odgers (NO), Rob Driscoll (RJD), Paul Bullen-Smith (PBS), Ellie Wood (EW), and Claire Jefferey (CJ)

Others Present

Helen Parfect (HP Assistant Principal), Chris Woods (CW Assistant Principal), Tom Hunter (TH Assistant Principal), Daniel Berry (Deputy Principal) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Rachel Calder (RC), Kit Temple (KT) and Gilles Monniaux (GM).	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest.	
3	Agree minutes of last meeting and matters arising not on this agenda	
	The minutes were agreed as a true record and will be signed when face to face meetings resume. All actions had been completed. SM reported that the sale of the bungalow is proceeding and is in the hands of the Trust. Discussions will take place about how the proceeds may be used and the restrictions on this. This will be discussed in detail at the Resources Committee	Update on sale at Resources Committee
4.	Proposals for mass testing (CT)	
	Expectations Schools are expected to: <ul style="list-style-type: none"> • Test staff on a weekly basis • initially screen students on their return to identify asymptomatic carriers. Daily close contacts testing had been proposed to avoid the need for self-isolations but this has not been implemented as the approach has not been approved. Venue The venue is the sports centre which meets requirements. The Trust has visited to review the set up and the school has implemented recommended changes. The core team have all been trained and testing is ready to begin. It was noted that there would not be sufficient capacity to test close contacts or all students when they return to school. The whole process involves a significant time commitment. CT thanked Richard Wilson and Daniel Berry for all their work organising this.	

	<p>Q <i>Why did the Trust advise reducing bay numbers from 7 to 2?</i> A This is unclear since we had followed government guidance. However, we have followed Trust direction.</p> <p>Q <i>Who are the core team?</i> A They are all staff who have volunteered and include Science and Food technicians and admin staff. If we have to test whole year groups we will need at least 20 additional volunteers and will need to look externally. These would all need to be trained.</p> <p>Q <i>Where would you recruit from?</i> A We have had offers from parents with relevant experience and are sending a letter to all parents to ask for help from those with some experience. However, we cannot take those over 60 years of age.</p>	
5.	Risk Assessment Update	
	<p>The risk assessment has been reviewed and the testing process has been added. This is updated regularly and can be found on the website https://www.netherhall.org/images/uploads/documents/Netherhall Covid 19 RA January Update.pdf</p> <p>Q <i>Where will tests be stored?</i> A We are reviewing this as the tests get underway to ensure they are kept at an appropriate temperature but in place in the venue 12 hours before use</p> <p>Q <i>How would we know that there has been an update?</i> A The updated areas are highlighted. Staff are sent updated copies</p>	
6.	Delivering remote learning (HP)	
	<p>Moving to streamlined provision during the current lockdown was facilitated by pre-prepared lockdown timetables. Some lessons will be live and some will be independent learning. However, there will always be a live component in every subject and year group. In KS5 most lessons are live. Following recent positive feedback from students, all work is now set using Google Classrooms.</p> <p>In order to monitor both work and attendance, a model of two teachers per lesson has been put in place where one teacher delivers the live lesson and the other provides support and monitoring. Work submission is monitored and any gaps followed up. TAs keep in touch with SEND students and provide support including attending a class if necessary.</p> <p>Q <i>Might Google classrooms be used more long term?</i> A It has been running alongside ALIS in many subjects so the students are used to it. It is quite likely we will use more in the future</p> <p>Q <i>How many devices have been given to students who need them?</i> A We have identified those students who need them and have given them a device and wifi dongle. About 60 laptops have come from Government. There are 26 students that we don't yet know about and we are following up on these and doing safe and well checks at the same time. Chris Woods is doing a fantastic job overseeing this.</p> <p>Q <i>Do staff have regular contact with their students; could any slip through the net?</i> A Year groups are split into two for teaching. As lessons are being run with two teachers the support teacher will be monitoring</p>	

	<p>attendance. They will also be in contact with the teachers in the other half of the year. Each teacher will monitor their own Google classroom.</p> <p>Q <i>Is Sound training able to be continued?</i></p> <p>A This has been paused for the moment. Those in need have been prioritised and staff are working closely to support them. As staff become more confident they may be able to develop the practice remotely.</p>	
7.	GCSE and A Level assessment (2021) update	
	<p>Y11 and Y13 will complete their courses as far as possible. Teachers will continue to assess students during lockdown and also use previous data. A consultation is taking place https://www.gov.uk/government/consultations/consultation-on-how-gcse-as-and-a-level-grades-should-be-awarded-in-summer-2021 the outcomes of which will determine actions when school returns.</p> <p>Q <i>Has any of this this been communicated to students at this stage?</i></p> <p>A A student and parent version was sent out. It is important that we keep reminding students that we are looking at what they are doing now.</p> <p>Q <i>Has there been a drop off in engagement in the older years?</i></p> <p>A No, but some students who have struggled and become disillusioned early on continue to not engage.</p>	
8.	Staff and Student welfare	
	<p>Student Welfare (CW)</p> <ul style="list-style-type: none"> • Regular safe and well checks carried out and mostly the school is able to speak to both pupils and their parents. • The pastoral team has a list of those that need to be followed up on where there are concerns. Checks are carried out as frequently as necessary. • SEND students are contacted regularly according to need. • Around 10% of students get this enhanced level of care • Weekly emails go to all students to find out any issues. • Guidance is sent out on mental health and wellbeing • Fun competitions, such as photography, are run to try to keep motivation levels up. • The student newsletter has started so that the students are keeping in touch with each other and it may be possible get Form groups together on Zoom calls. • There are plans for tutors to log communication with students to ensure they are engaging. <p>Q <i>Do students share their concerns and are there any particular themes?</i></p> <p>A They do share a lot, though this may be with a particular teacher rather than their form tutor. The issues are all very different.</p> <p>CT acknowledged this is a labour intensive programme for CW, the SALs and the pastoral team and Governors thanked them for all their work.</p> <p>Staff welfare (DB)</p> <ul style="list-style-type: none"> • Staff survey is conducted fortnightly. • Wellbeing group meets half termly • Richard Wilson ran a solution forum last term 	

	<ul style="list-style-type: none"> • Used refreshment stations last term • Had a table in every year group for senior staff to work and offer support. • Counselling – a group is starting • Staff yoga to be started when possible • Mentoring system being organised • Postcards of praise • Cake Tuesdays • NP/HP organise wellbeing Wednesday • WhatsApp groups in each Faculty • Getting staff into school during lockdown, particularly important for staff living on their own 	
9.	Critical worker / vulnerable child group (TH)	
	<p>There are 4 in-school bubbles staffed by volunteer staff. The arrangements are more complex than last time. There is a rota system for staff but there are also some teachers in to do live lessons and capacity is needed to release them for this. This lockdown there are many more key worker children accessing places.</p> <p>There is a focus on persuading vulnerable students into school. Safeguarding issues are identified and monitored with the safeguarding team.</p> <p>This is a huge task led by TH and governors thanked him for all his efforts.</p> <p>Q <i>How many key workers' children are coming in?</i> A We are getting about 30 pupils</p> <p>Q <i>Are they having vouchers or packed lunch?</i> A We are providing packed lunch for those eligible for FSM when in school. Those not in school get vouchers.</p>	
10.	New Pupil Referral Unit (DB) Staff welfare	
	<p>Queen Edith's Way Pupil Referral Unit</p> <p>A proposal is being made to set up a separate unit based at Netherhall for those students unable to access mainstream schooling. The associated paper explains the proposal in more detail.</p> <p>TBAP has become increasingly expensive and there are questions over both the quality of provision and safeguarding issues. Netherhall has built relationships with its challenging pupils and feels better outcomes can be achieved by investing in an onsite unit. It can be run as an independent facility with different hours to the main school.</p> <p>It is proposed that the Pavilion Room be used which is separate from the main school. 2-4 pupils would be accommodated in the first instance with a maximum of 6.</p> <p>The managed move process is voluntary which can be difficult if parents don't agree and the school will only exclude as a last resort. This unit would provide a short term solution. It would also allow them to get the best provision until a managed move happens. In the future it might be offered to other schools to generate income.</p> <p>Q <i>Is this for pupils at risk of exclusion?</i></p>	

	<p>A Yes, primarily those who have refused a managed move There is also the issue of those who do take managed moves coming back into main school if the move fails</p> <p>Q <i>How will we deliver a full curriculum with 15 hours?</i></p> <p>A This will be classed as alternative provision which has a required minimum of 15 hrs/week</p> <p>Q <i>Is the curriculum limited?</i></p> <p>A They are already on a limited curriculum with study support and vocational skills. We would carry on with a similar curriculum.</p> <p>Q <i>What about support for those with specific issues?</i></p> <p>A There will be mentoring with Phil Priestley or Nikki Parker as part of the pastoral team.</p> <p>Q <i>Would it be completely separate from the school with its own management committee and separate finances?</i></p> <p>A No, that would be an independent PRU. Alternative Provision can take many guises. We would be inspected by the LA and they would be involved with this from the outset.</p> <p>Q <i>Are there examples of schools offering this sort of provision?</i></p> <p>A DB clarified that he ran something similar at another school. Also there are some examples around and we have talked this through with the LA.</p> <p>Q <i>Might staff be overstretched, and do they have the right skills?</i></p> <p>A We will start small and ensure we have the right staff.</p> <p>Whilst it is an ambitious project it presents the best solution in terms of cost and pupil outcomes.</p>	<p>Report back to future meeting, including LA feedback on the project</p> <p>Costing to be brought to Resources Committee</p>
11.	Governance	
	<ul style="list-style-type: none"> • Risk Register Governors had received the most recently updated version (reviewed by SM and CT) and were able to compare with the previous version. Governors agreed with the updates. CJ has added some comments to the version in the meeting folder. It was suggested that another website audit is carried out to ensure website is compliant. (can be done annually) • Link governor reports PBS had completed a report following a meeting with Karim Marsaoui to discuss the Oakes. • Asking challenging questions SM will send a sheet to highlight helpful advice from the NGA. • Training feedback PBS has completed training on remote learning and shared feedback. CJ has completed the NGA Learning Link module on Pupil Premium which was helpful in preparing for introductory link meeting with TH, although some information was out of date NO completed the NGA Learning Link SEND course. Safer recruitment training – need to ensure we have governors trained. 	<p>SM will finalise the risk register to submit to the Trust</p> <p>SM/KJ to send out questions guidance</p> <p>KJ to check who has completed training and offer to others (EPM)</p>
12.	Policy approvals	
	<ul style="list-style-type: none"> • Safeguarding Covid-19 addendum This was approved. • Managing Medical Needs & First Aid There are some Netherhall specific appendices still to be added to the Trust policy 	<p>Appendices to be approved by email</p>

	<ul style="list-style-type: none"> • Attendance Covid-19 addendum This was approved Q <i>If a parent was very vulnerable what would happen with child who didn't attend?</i> A The LA are sending a clear message to avoid a large number of parents from using this inappropriately. We would start a dialogue and expect evidence from a parent in this position. Then we will provide online learning and authorise absence Q <i>What is the feasibility of going to people's homes to see absent pupils?</i> A It is always difficult and time consuming, and requires 2 staff. Where necessary police or social services are involved. It is particularly challenging at this time. • E safety This is a Trust Policy and was adopted. 	
13.	AOB	
	There was no other business.	
14.	Date time and venue of next meeting	
	Resources 2 23 Feb 6pm TLB 2 25 Feb 6pm LGB 4 23 Mar 6pm	

Items for Future Meetings	
Meeting	Item
LGB	Update on Pupil Referral Unit including LA feedback on the project
Resources Committee	Update on Bungalow sale Costing for Pupil Referral Unit

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
11	Finalise the risk register to submit to the Trust		SM
11	Challenging questions - send out guidance		SM/KJ
11	Check who has completed training and offer to others (EPM)		KJ
12	Medical Needs Policy appendices to be approved by email		KJ