

**PRESENT:**

James Bray, Chair	JB
Angie Smith, Vice-Chair	AS
Laurie Keane, Outgoing Chair	LK
Andrew Gladwell	AG
Patricia Snook	PS

**IN ATTENDANCE:**

Sarah Broadfoot, Your Clerk	YC
Russell Arnold, Headteacher	RA
Joseph Curtis, Deputy Headteacher	JC (left at 17:00)

ITEM		ACTION
<b>1.0</b>	<b>WELCOME &amp; APOLOGIES</b>	
<b>1.1</b>	<b><u>APOLOGIES (accepted)</u></b> Jack Galloway (JG)	
<b>2.0</b>	<b>DECLARATIONS OF INTEREST</b>	
	Governors are reminded to please visit <a href="http://www.yourclerk.org.uk/forms">www.yourclerk.org.uk/forms</a> to complete and return their annual business and pecuniary declaration form.	
<b>3.0</b>	<b>APPOINTMENT OF CHAIR &amp; VICE-CHAIR</b>	
	<p>Prior to the meeting, YC invited nominations for the role of Chair of the Local Governing Body (LGB) for the Quay School. One nomination for JB was received. At the meeting, YC invited any further nominations. None received. JB confirmed that he is happy to assume the role of Chair and left the meeting, while Governors considered the proposal.</p> <p><b>DECISION: LK proposed that James Bray assume the role of Chair of the Local Governing Body (LGB) for the Quay School (Delta Education Trust). This was seconded by AG and unanimously agreed.</b></p> <p>JB returned to the meeting. Prior to the meeting, YC invited nominations for the role of Vice-Chair of the Local Governing Body (LGB) for the Quay School. No nominations were received. At the meeting, YC invited nominations. AG and LK nominated AS. AS confirmed that she is happy to assume the role of Vice-Chair and left the meeting, while Governors considered the proposal.</p> <p><b>DECISION: AG proposed that Angie Smith assume the role of Vice-Chair of the Local Governing Body (LGB) for the Quay School (Delta Education Trust). This was seconded by PS and unanimously agreed.</b></p> <p>AS returned to the meeting.</p>	
<b>4.0</b>	<b>LOCAL GOVERNING BODY MEMBERSHIP</b>	
	JB reported that he has contacted a few people who have expressed an interest to join	

	the LGB. JB has invited one of them to attend the next LGB meeting as an observer. JB to provide YC with the email address for this person, so that they can be included on the meeting invitation.	JB
<b>5.0</b>	<b>MINUTES OF THE PREVIOUS MEETING (18 June 2020)</b>	
	Prior to the meeting, Governors received a copy of the minutes, which were agreed as an accurate record of the meeting.	
<b>6.0</b>	<b>MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)</b>	
<b>6.1</b>	<p><b><u>WEBSITE UPDATE</u></b></p> <p>LK confirmed that, as requested, the school website has been updated to remove Ian Alexander as a member of the LGB. LK advised that he will ensure the website is updated to show the new Chair and Vice-Chair, as per item 3.0.</p> <p><b>GOV Q (JB): Is LK still going to update the school website going forward?</b></p> <p>No, this will be for the Chair and the Headteacher to liaise on going forward.</p>	
<b>6.2</b>	<p><b><u>STAFF RECRUITMENT</u></b></p> <p>At the last meeting, RA was asked to please notify the LGB if any recruitment is required. RA advised that one interview is scheduled for 21 October 2020. AS has volunteered to attend this.</p>	
<b>6.3</b>	<p><b><u>MEETING ARRANGEMENTS</u></b></p> <p>Governors discussed the impact of the Covid-19 (coronavirus) pandemic on the ability to host and attend physical meetings. The LGB confirmed that all meetings will take place in a virtual environment (<i>Microsoft Teams</i>) unless there is a specific, extenuating circumstance requested by the school or Trust; however, all attendees are welcome to join meetings via <i>Microsoft Teams</i> if they feel comfortable attending this way.</p>	
<b>7.0</b>	<b>NOTIFICATION OF AOB</b>	
	<ul style="list-style-type: none"> <li>Single central record (AS)</li> </ul>	
<b>8.0</b>	<b>UPDATE ON LINK GOVERNOR VISITS &amp; REPORTS</b>	
	RA advised that the school is currently limiting the number of visits to the school; so, no Governors visits have taken place so far this academic year. JB will arrange a virtual meeting with RA to discuss pupil attainment.	JB
<b>9.0</b>	<b>APPOINT PUPIL PREMIUM GRANT (PPG) LINK GOVERNOR</b>	
	<p>JB invited a volunteer to undertake the role of the Pupil Premium Grant (PPG) Link Governor role. RA advised that the school's Pupil Premium Statement is on the school website; RA is confident that it is currently fit for purpose with no changes are required. This document will be reviewed later in the academic year, with support from the appointed PPG Link Governor.</p> <p><b>DECISION: JB proposed that Andrew Gladwell assume the role of Pupil Premium Link Governor for the Local Governing Body for the Quay School (Delta Education Trust), with immediate effect. This was unanimously agreed.</b></p>	

10.0	HEADTEACHER'S REPORT	
	<p>Prior to the meeting, Governors received a copy of the report. RA reported that pupil attendance is good, and that the majority of staff have returned to work. All staff and pupils are adhering to the government guidance to help mitigate the risk of transmission of the Covid-19 (coronavirus).</p> <p>RA advised that in the event of another national or local lockdown, the school will not close; however, because of the increasing number of staff who are absent due to Covid-19 related issues, it is likely that the school will not have enough staff to enable the school to function. This may mean the school has to close for operational reasons, rather than because any government directive related to the pandemic.</p> <p>RA reported that the school has received twenty-nine laptops via the government scheme; these have been given to a number of pupils.</p> <p>RA reported that staff received their annual training update for safeguarding at the September INSET day.</p> <p>RA reported that the school is trying to prevent unnecessary movement of staff and pupils around the school, and that staff are no longer getting together for continued professional development (CPD) and training sessions; instead, this is being done withing the individual bases. RA advised that in the coming weeks, staff will be getting more training on delivering online learning.</p> <p>RA updated Governors on staff appointments and vacancies, as detailed in the report.</p> <p>RA updated Governors on the school's condition improvement fund (CIF) bid, to replace all windows and undertake the roof repairs. RA advised that the initial window survey has been done.</p> <p>RA updated Governors on the school's finances, advising that it has a £50,000 surplus from last year (2019-2020) and a £170,000 surplus, which is highly unusual. The Trust is currently devising a policy for surplus investment and expenditure.</p> <p>RA reported that the medical pupils places are all full; however, the school is down on the number of permanently excluded pupils. There are fifteen fewer permanently excluded pupils compared to this time last year, and previous years. RA advised that it is unknown what will happen with permanent exclusions because some schools are managing better with some of the more challenging pupils not having returned to school full-time. This will potentially negatively impact the school's funding.</p> <p>RA reported that last year (2019-2020), the school received £210,000 of income for Special Educational Needs (SEN). The school began the year with a £90,000 deficit and decided to set an optimistic challenge for itself to achieve income of £300,000 for SEN this year (2020-2021). RA remains confident that this is achievable, which would mean the school does not need to use its surplus; however, operating costs are increasing year-on-year.</p> <p>RA reported that pupil attendance is good. RA advised that the local authority have</p>	

asked for attendance data from pupil referral units (PRU), stating that it is low. The school has fed back to the local authority that its attendance is 79% (the national average is 67%). RA advised that the school ceased recording data for attendance and progress in March 2020, owing to the Covid-19 pandemic. RA reported that the school has not issued any exclusions to its pupils to date. Last year, there were only two incidents across the whole year, with a low number of exclusions.

RA reported that recovery planning for the Covid-19 (coronavirus) crisis is now the main focus for the school, including developing curriculum plans, base development plans and learning walk, etc. RA advised that nothing has stopped because of the pandemic but, the leadership team are exhausted.

RA advised that at the moment, it is unknown what will happen with examinations this year; however, the school is gathering evidence earlier than usual, so that in the event that pupils cannot take their examinations, there will be sufficient evidence to help with teacher-based assessments.

RA reported that the Aweigh School is a concern. Last year (2019-2020), the school was due to break-even but, ended up making a loss of £20,000 because it did not receive the predicted income from other schools. RA is confident that the Quay Schools meets the local need; however, the bigger it grows, the greater the risk. Unless something changes, the growth of the Aweigh School will stall.

RA talked Governors through the attainment data, as detailed in the report. For progress across the whole year, the average for non-disadvantaged pupils was 88%; and for disadvantaged pupils it was 86%. RA explained that a lot of information about the vocational curriculum is included in the report.

RA advised that the big change this year is that a lot of pupils did not achieve literacy and numeracy as expected (around a third of pupils did not achieve this), because there wasn't any evidence to submit for functional skills. In response to this, the school has increased the number of maths and English lessons per week, and all instructors are being taught the lessons on the preceding Friday, ready to teach to pupils in the following week.

RA advised that functional skills would not allow anyone under Y11 take these examinations. RA reported that there has been a large influx on the number of pupils taking GCSEs over the last couple of years. Numeracy has also increased.

Overall, RA is happy with what the school has achieved, especially with everything going on around the pandemic. RA advised that there not being enough opportunities for the functional skills was the only downside; the school is planning to mitigate this for the current academic year (2020-2021).

RA updated Governors that 'Tess', the learning support dog, has been a big positive for the school, featuring in some positive publicity for the school in the local press. JB invited any questions from Governors to RA. None received. JB invited RA to please raise any concerns he may have to the LGB, assuring him that the LGB is here to support the school throughout this challenging time and the anticipated forthcoming disruption.

	<p>JB to send a letter of thanks and congratulations to the staff, and to also introduce himself as the new Chair of the LGB. LK advised that he will be writing to all staff to advise them of this retirement from the LGB but, that he will remain Trustee and is here for them to provide help and support.</p> <p><b>GOV Q (AG): The school was almost to point of having to close recently due to staff absence. Is there a contingency in place for pupils if you have to close on the day and cannot get hold of their parents?</b></p> <p>The school would not send home any pupil whose parent(s) they could not contact. All staff are being asked to let the school now as soon as possible if they feel that may be unable to attend work the next day. The school is aware that it is safer for some pupils to stay in school, rather than go home.</p> <p><b>GOV Q (AG): How much is the CIF bid for?</b></p> <p>At the moment, the precise figure is unknown; it is for all windows to be replaced and works to two rooves. As part of the bid process, multiple quotations are sought and are submitted with the bid, along a statement of any financial contribution that the school can make. JB advised that most schools use an external provider to undertake the bidding process.</p> <p><b>GOV Q (AG): Did all leavers get to where they wanted to go?</b></p> <p>The information officer has just returned from maternity leave and the data has yet to be compiled; this information will be sent to Governors as soon as its available. RA advised that pupil destination figures are usually not finalised until mid-October.</p> <p>As the parent of a former pupil of the school, AG thanked the school for all the support received during the pandemic and its help to assist his child in moving on to the next stage of their education. Governors thanked RA for his report.</p>	JB
<b>11.0</b>	<b>TRUST UPDATE</b>	
	<p>LK reported that policy editing has been set-up on <i>Microsoft Teams</i>, with all Governors from all school within the Trust set-up to see Trust-wide policies via the channel; there is another 'private' channel with policies specific to the school that can only be viewed by the individual LGB. LK offered support to anyone who needs it in the use of <i>Microsoft Teams</i>.</p> <p>LK report that all policy editing is encouraged to be done via <i>Microsoft Teams</i> rather than via email because this is more robust way to doing this and provides an audit trail. LK advised that the Trust is expecting to achieve 100% at all governance (LGB and Trust Board) meetings using <i>Microsoft Teams</i>. In future, please bear this in mind if you feel that you are unable to attend a meeting in person (when these are feasible again); there is always the option to attend via <i>Microsoft Teams</i>.</p> <p>LK advised that like all LGB Chairs, JB is member of the <i>Microsoft Teams</i> channel for all Trustees and Chairs. As the Trust grows, all LGB Chairs will have access to all Trustees, as a group or individually, via <i>Microsoft Teams</i>, to raise questions in-between meetings.</p> <p>JB invited any questions to LK. None received. Governors thanked LK for his update.</p>	

<b>12.0</b>	<b>DATA PROTECTION LOG &amp; GENERAL DATA PROTECTION REGULATION (GDPR) UPDATE</b>	
	<p>Prior to the meeting, Governors received a copy of the report from JC. JC invited any questions on the report. None received.</p> <p>JC provided Governors with an overview of how the school manages the data protection breach register, which is outsourced to an external company. JC explained that he is the conduit for the school for data protection, while the role of Data Protection Officer (DPO) is outsourced. JC to arrange for Governors to have access to the <i>Handsam</i> GDPR training.</p> <p>JC to update the Chair of Governors as and when any data breaches are recorded on the register, once they have been notified to the DPO. Governors thanked JC for his report. JC left the meeting.</p>	<p>JC</p> <p>JC</p>
<b>13.0</b>	<b>POLICIES</b>	
<b>13.1</b>	<p><b><u>SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY</u></b></p> <p>Prior to the meeting, Governors received a copy of the Policy.</p> <p><b>DECISION: JB proposed to adopt the Supporting Pupils with Medical Conditions Policy for the Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.2</b>	<p><b><u>EXAMINATION CONTINGENCY PLANS</u></b></p> <p>Prior to the meeting, Governors received a copy of the Policy.</p> <p><b>DECISION: JB proposed to adopt the Examination Contingency Plan Policy for the Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.3</b>	<p><b><u>(EXAMINATION) PROVIDER ACCESS STATEMENT</u></b></p> <p>Prior to the meeting, Governors received a copy of the statement.</p> <p><b>DECISION: JB proposed to adopt the Examination Provider Access Statement for the Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.4</b>	<p><b><u>CURRICULUM POLICY</u></b></p> <p>Prior to the meeting, Governors received a copy of the Policy.</p> <p><b>DECISION: JB proposed to adopt the Curriculum Policy for the Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.5</b>	<p><b><u>CAREERS POLICY</u></b></p> <p>Prior to the meeting, Governors received a copy of the Policy. JB advised that the link to the policy on the school website does not work. RA will update this.</p> <p><b>DECISION: JB proposed to adopt the Careers Policy for the Quay School (Delta Education Trust), as presented, subject to the removal of staff names, to be replaced by job titles. This was unanimously agreed.</b></p>	<p>RA</p>



## **SUMMARY OF ACTIONS**

### **James Bray**

- please provide YC with the email address for the person interested to attend the next LGB meeting, so that they can be included on the meeting invitation
- arrange a virtual meeting with RA to discuss pupil attainment
- send a letter of thanks and congratulations to the staff, and to also introduce himself as the new Chair of the LGB

### **Angie Smith**

- review the single central register on 21 October 2020
- undertake a termly review of the single central register

### **Russell Arnold**

- update the link to the Careers Policy on the school website
- ensure the work experience sheet is included as an appendix to the work experience policy

### **Joseph Curtis**

- arrange for Governors to have access to the *Handsam* GDPR training
- please update the Chair of Governors as and when any data breaches are recorded on the register, once they have been notified to the DPO