

MINUTES OF SUMMER 1 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 7 MAY 2020 AT 5PM VIRTUALLY VIA MICROSOFT TEAMS

PRESENT ("A" denotes absence)

Mr N Melton (Chair)
Mr C Richards (Vice Chair)
Mr J Sale
Mrs M Lovell
Dr W Pearce
Mrs J Caswell
Mrs S Tryner
Ms P Shanahan
A Mrs S Garratt
Mrs K Kerry (Headteacher)
A Mr I Greenaway (Linked Trustee)

IN ATTENDANCE

Mrs N Barsby (Clerk to Governing Body)
Mr R Gladwin (Deputy Headteacher)

Meeting begins: 17:00

1 Welcome & Apologies for Absence

The Chair opened the meeting and welcomed those in attendance to the fourth meeting of the academic year, acknowledging the unprecedented circumstances that have required the meeting to be held virtually and thanking all in attendance for joining.

Apologies were received and accepted for one governor who was unable to attend.

a) Declaration of Interest

None declared

b) Quoracy Check

Quoracy confirmed – 90% of the Local Governing Board in attendance

2 Review of Spring Minutes and Matters Arising

The Chair highlighted that it had been requested that any comments or questions for this meeting should be provided in advance.

The Vice Chair had asked:

Were we successful in the completion of the mandatory training before 30.04.2020?

The Clerk provided an overview of completion records, emphasising that the completion rate had risen significantly and only a small number of modules remain outstanding. The clerk offered help to individuals that may require further support.

Have all governors completed their annual Skills Audit?

The Clerk shared that not all skills audits had been received but in light of the circumstances the clerk would provide a reminder of all matters arising by 1 June for all governors to have sufficient time to complete the necessary actions which will be formally reviewed at the next meeting on 25 June 2020.

ACTION - Clerk to provide by 1 June.

When will we receive feedback on the skills audit identifying any issues or skills shortage?

The Clerk advised that once all skills audits have been received, these will be analysed by the Trust Governance Officer who will provide feedback for discussion at the beginning of the Autumn term in the new academic year dependent upon the current circumstances.

Minutes of Spring LGB **APPROVED.**

During the ratification of the Spring minutes, a governor raised the provision of recent financial information from the Trust. The Headteacher provided further insight to support the information had been recently provided and highlighted the measures that have been taken so far along with the impact of the site closure in relation to the budget.

The Headteacher shared the newly appointed CFO is working closely with all schools within the MAT and has been working specifically with the academy finance team to ensure all information is accurately reflected in financial forecasts. The Headteacher shared that the CFO has offered to hold a meeting with the Chair and Vice Chair to further update prior to the budget ratification on 25 June.

A governor asked if it was possible to delay the meeting on 25 June if lockdown measures are still in place. The Headteacher shared that decisions regarding governance meetings will be provided by the Trust CEO at a time where further information is provided from the government regarding the status of lockdown.

The Headteacher offered to hold an additional meeting to discuss the budget further face to face should lockdown measure allow for this to take place safely.

3 **Headteachers Report**

The Headteacher introduced the context of the report sharing the Trust have asked that all schools follow the National Governance Association guidelines for governing in challenging circumstances, business continuity and holding virtual meetings at this time.

The Headteacher emphasised the information within the report would be outside of the normal reporting framework however, the information is designed to provide governors with a comprehensive overview of the measures that have been implemented and work undertaken.

Coronavirus School Closure

Overview of impact & actions taken as a result of the closure

Upon closure, staff have worked very closely with our student and their families, the MAT, Local Authority and the DFE. All events planned up until the end of the academic year have been cancelled. There is a skeleton crew of staff in to keep the site open to a small number of children who continue to attend in-line with government guidelines.

A rota has been devised where all staff are scheduled to work on site one day in every four weeks. Support staff are working on a separate rota.

Caretakers and technicians are still working on site, ICT technicians are working remotely, there is one cleaner on site daily and contractors are permitted onsite to carry out essential maintenance.

Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHP plans the children of key workers, associated attendance figures, risks, issues

The Headteacher provided details of the number of children in each defined vulnerable category. The SEND and Safeguarding teams are working closely with these students and their families to ensure all are kept safe and well.

In terms of key workers children, the number attending site has been lower than anticipated as most have opted to allow their children to complete school work at home. The number using on-site provisions ranges between one and nine each day.

To try and minimise the risk whilst the students are on site we have outlined strict routines for handwashing on a regular basis and they work within the defined areas so the majority of the site can remain locked down once cleansed. Parents of those using the on-site provisions are informed that if their child displays any symptoms they will need to be collected immediately.

Support being given to parents and carers to help them educate their children at home

All students have been provided with new learning material on a weekly basis for each of the subjects they study in school. The Heads of Faculty are making sure a stock set of printable resources are prepared each week to be posted out for students that do not have access printing facilities; they are also checking each of their subject teacher's feedback regarding any concerns they have about students not completing the work set, then taking step to establish what the barriers to learning are to ensure all students access learning material at home.

The Vice Chair asked if the teaching that is taking place using Microsoft teams is new content or a recap of material already taught in school. The Headteacher shared that the teaching of new content is taking place via MS Teams.

The Deputy Headteacher and the staff governor shared their experiences of teaching virtually, highlighting that the method is working much better than anticipated. A governor asked how many students were participating, the Headteacher shared that across the subjects', attendance approximately 80%.

The Deputy Headteacher shared that of twelve students due to participate only one did not.

The staff governor shared that they had trialled virtual teaching earlier than the planned roll out and had held five sessions so far, receiving 100% attendance in all five. The staff governor also shared that she had received positive feedback from the students who had participated.

Monitoring the wellbeing and welfare of pupils, staff and stakeholders

Mrs Meredith has created a weekly well-being newsletter to offer further support during the current lockdown period. A governor offered praise in advance of the excellence of the newsletter.

Mrs West has shared brilliant PSHE resources with students and their parents. As part of our continuing PSHE education, the academy is following the recommendations from the PSHE association as to what aspects of PSHE education is appropriate to be delivered remotely. The academy is currently providing pupils at both KS3 and KS4 with the PSHE Association 'Mental health and emotional wellbeing pack', designed to help students explore different strategies they can use to help manage their mental health and emotional wellbeing, both during this challenging time and beyond. The lessons explore the importance of resilience, and have been sent directly to parents together with a guide to enable them to support their child through the work. The feedback received from this has been positive, and we have seen some good examples of students work.

Moving forward, the academy will be looking at how to share information safely online, as well as ways in which students can build healthy habits during this unprecedented time.

To support our staff in school the leadership team have ensured that line managers are in contact with their teams on a regular basis and have provided information for accessing the Trust well-being service.

Any issues arising from how the building is currently being used and remote working for staff

Our site staff have been incredible throughout the lockdown period, they have ensured appropriate access can be gained for anyone needing to work or learn on site. The NHS facility onsite has remained accessible and the staff have been extremely grateful that this has been kept open to allow them to continue their vital work in supporting families in need. The team have taken the opportunity to deep clean the site and the grounds are looking excellent.

The ICT technician team have worked incredibly hard to support all staff and students to be able to work remotely. The government have agreed to support Year 10 disadvantaged students by providing them with Laptops and Wi-fi dongles. Trust are coordinating the ordering and distribution of these.

A governor asked in advance, in the light of government not fulfilling its pledges where are we with laptop orders and do we have a plan B questioning what are these pupils doing currently?

We have gathered information from our 55 Yr10 PP students regarding their access to a digital device to receive and complete work on and as a result have applied through the MAT for 27 devices and 4G dongles. An Assistant Headteacher will contact the MAT central team early next week for an update before putting a plan B in place. At present students who cannot access work can request paper copies and these can be posted to students. If we do not receive the laptops and the school remains shut to these students we may have to look at loaning out faculty laptops for those with an internet connection at home. A parental agreements for the loaning of a laptops would have to be would have to be in place before being provided to the students.

The Vice Chair had asked in advance of the meeting if a risk assessment is in place for operating the school under the unique circumstances of closure due to COVID19 pandemic. The VC acknowledged that they had been sent a copy of the documentation that has been implemented to support the management of risk during the current pandemic. A second governor suggested in advance of the meeting that when the academy resumes with more pupils in a phased manner, the process and mechanism of daily sanitation of buildings and work stations will need to be revisited.

The LGB offered congratulations to the Clerk on her completion of the Health & Safety IOSH course and asked if further CPD was planned. The Clerk shared that the Headteacher had been supportive of her development and had agreed to further CPD opportunities.

Free School Meals update

Due to the speed at which the lockdown was imposed a large amount of food remained in our café; the NCC were able to continue to provide orders of sandwiches, which were used to continue to provide packed lunches for our FSM children.

A governor asked in advance of the meeting if the voucher scheme was working well.

As food stocks ran low Mrs Robinson set up a voucher scheme independently with Asda. Following on from this, the Government released their own voucher scheme which are now sent to all Pupil Premium students in years 7-11. A huge well done, to Mrs Robinson for all her hard work on getting the vouchers out to support our disadvantaged students.

Number of vulnerable students not attending

Out of our vulnerable students we have 8 attending, all others are risk assessed as safe to remain at home, educated by their parents or carers.

The academy has not experienced any students refusing to attend that present a cause for concern about their home environment and social workers are being very proactive. The academy will accept any child into school that becomes 'open' to social care as it is appreciated that their caseload is extremely fluid.

Provisions in place for students

All students are being provided with weekly subject based learning materials, with the Assistant Headteacher for Pastoral supporting with a proposed timetable for students to follow.

Safeguarding update

In-line with DfE requirements, the addition of a COVID-19 addendum to our safeguarding policy has been made.

We currently have 14 students on role who are subject to a child in need, or child protection plan. All CIN, RCPC and core group meetings have continued to be attended remotely. The safeguarding team have continued to liaise with social workers, and welfare checks have taken place weekly with all children who have a social worker.

The academy has EHCP/LAC students, each one has a personalised risk assessment completed by the SEND team.

The governor responsible for reviewing safeguarding commented in advance of the meeting on the risk assessment and queried the low number of students included, none have been risk assessed as red. The governor asked what action is being taken with the children who do not meet the threshold for social care or SEND but are very vulnerable, asking what is being done to support these pupils and are they included on the risk assessment? If not, should they be?

The governor also asked if pupils on the risk assessment or vulnerable students are being offered time in school under the childcare provision offer? Asking with the low numbers reported could specific sessions be offered to those that would benefit from time with teachers? The Headteacher highlighted the further information that had been provided by the Deputy Designated Safeguarding Lead and the Assistant Headteacher for Pastoral to provide transparency. Two students were close, however, changes in circumstance has kept them in amber. Examples were provided. Information has been shared with social workers and they are carrying out extra visits or phone conversations with the students that we are more concerned over.

There has been at least one core group/CIN/CP meeting for every child since we have been on lockdown, and for the majority there has been at least two –each of these has been attended remotely to ensure that staff are maintaining contact and up to date information.

DSLs discuss with the PSO's and Heads of Year students who they are still concerned over yet don't have a social worker and staff are contacting weekly and logging this contact on MyConcern under COVID-19 welfare check.

Some vulnerable students were not attending initially, yet staff have worked with the student, parents and the social worker to encourage attendance. There are others who are struggling with mental health and they are now in school after speaking with their parents or carers and making arrangements to support.

This has been made possible by contact from PSO's, heads of year and mentors.

Exclusion update

The school continues to maintain its record of no permanent exclusions for the last three academic years. In terms of fixed terms exclusions the academy has issued two this academic year. As one is currently active, the academy will follow government guidelines in relation to exclusions that were active as the lockdown was initiated.

Summer results update

We are confident that our overall outcomes will be virtually identical to the Spring predictions for both GCSE and A Level. We will update governors in the Summer 2 meeting with our final grades submitted.

Community & Charitable support

Supporting the NHS and the community has also been a priority for the academy. All PPE equipment from the school was quickly donated to local NHS trusts and leftover food from the school's café has been distributed to local food banks with members of the academy's support team working tirelessly to ensure these items get to the places in need.

The café worked hard to provide Free School Meals to the community at the start of the school closure and has continued to work hard to ensure that food vouchers reach the families that need them.

Every single member of the Manor Academy staff has worked hard to support students, parents and the community at this difficult time and we will all continue to work hard to support all of our children and those in the community.

A governor offered praise in advance to the students for their efforts with the rainbow display and offered congratulations to all for Manor being used by NCC to convey good practice in their countywide newsletter.

Recruitment

The Deputy Headteacher provided the governors with information on recent appointments and highlighted there is currently a live paging for a Science teacher that has already attracted a number of applications whereas other schools have had similar vacancies and lower numbers of applicants.

The vacancy for Assistant Headteacher received a much higher than anticipated number of applicants, requiring significant shortlisting which resulted in a high calibre of interviewees and subsequent appointment to the role.

The academy is proud to have continued with the recruitment process during the enforced lockdown, without the determination and support of those involved in the recruitment process much hard work could have potentially been lost.

The strength of interviewees was exceptionally high and the leadership team greatly valued the input of the two governors who supported with the interview process.

A governor who participated in the interview process shared with the governors further positive aspects of the interviews that were held.

It was agreed by all that the development of the academy in recent years is encouraging an upsurge of strong candidates to apply for positions across the curriculum. Historically recruitment has been challenging.

The staff governor provided further insight, sharing that within their department there are no staff leaving, staff are choosing to remain at the academy evidencing that leadership at the academy is strong and the staff value working within the Manor team.

Of the staff leaving the academy one was on fixed term contract and three are retirees'. The Headteacher shared that their resignation letters were very positive about the school and heartfelt.

The Vice Chair asked if exit interviews would be held with the staff leaving at the end of the school year

The Trust issue an exit interview to any member of staff leaving employment, the feedback is then used to inform the Trust HR Strategy.

At the end of the year the Headteacher will receive a report from HR regarding exit interviews for their school.

School numbers

A governor asked if there was any further update regarding the anticipated numbers of students starting at the academy in September.

The Headteacher shared that of the 255 over 200 have accepted their place and lots of transition work has been taking place to provide additional support for those students who are currently learning at home and due to start with the academy in September.

Staff are working hard to establish which of those joining the academy are vulnerable or may have SEND needs so to enable a smooth transition and robust handover to support the student's arrival.

A governor asked if there were any known LAC due to transition. The Headteacher shared that the academy transition lead has personally telephoned parents and carers to establish further information.

A governor asked about the confirmed numbers of 6th form students. The Headteacher shared that follow up has taken place and the new Head of Manor College has been speaking with students to confirm their intentions. A report containing further information will be provided once finalised.

Off the back of the success of Year 12 virtual classrooms, the academy will be looking at bridging work and transition lessons to support those students who are not sitting exams this year and joining Manor College. Student choosing to stay on at the academy are high achievers. The Deputy Headteacher shared that there are currently 69 students on the list not inclusive of external applicants.

The Vice Chair asked if there was anything that governors can do to help or assist the Academy during the current situation and thanked the Headteacher for the very comprehensive report which gives an in depth picture of how the

	Academy has adapted to the current situation, offering praise to all staff involved for the work they have put in to develop strategies to adapt to these difficult circumstances.
4	<p><u>Looked After Children Report</u></p> <p>The Vice Chair shared their views that the report was very comprehensive with a lot of good information indicating that the Academy is caring for its LAC students.</p> <p>The Vice Chair asked in advance of the meeting how the Pupil Premium Plus grant has been used in raising educational outcomes for LAC. The Headteacher highlighted the further information that had been provided by the SLT to provide transparency and that there was appreciation for the question being raised as this allowed for the development of a concise reporting format to be developed to provide governors with key information in simplified format. A governor and the VC offered positive feedback on the clarity of content.</p> <p>Peer feedback from the Springboard meeting was also positive.</p> <p>The Vice Chair asked who the 'Virtual School' are. The Headteacher explained the Virtual School are the team that look after the provisions for LAC children and the coordination of support networks to ensure the Looked After Child is fully supported.</p>
5	<p><u>School/Trust Policies for Review</u></p> <p>The Clerk shared with the LGB drafts of the final two of four new statutory policies to be approved:</p> <ul style="list-style-type: none"> • Designated teacher for looked after children (DTLAC) • Children with Health Needs that Cannot Attend School (CHNCAS) <p>A governor commented that both were good policies with no amendments suggested. Both policies were APPROVED.</p> <p>Three further policies were provided to the governors for information purposes.</p> <p>Anti-Bullying (AB)</p> <p>A governor queried the title of the AB policy suggesting the year be removed. It was also recommended that the draft is formatted prior to publishing. Two sections were raised for possible amendments and a discrepancy highlighted as requiring further revision. A second governor agreed.</p> <p>The Clerk shared that as the suggestions had been received in advance of the meeting, the suggestions had been verified by the lead in this area and the policy has now been updated to reflect the suggested revisions.</p> <p>A governor queried the timing of the review of the AB policy. The Headteacher shared that the review was taking place at present as the academy is nearing the end of a three year improvement plan. It was highlighted that awareness needed to be raised in terms of the definition of bullying and the support available for the students of the academy.</p> <p>The AHT for Pastoral had worked intensively on the behaviour policy and ensuring this is embedded throughout the academy at all levels, which has enabled the focus to be placed on a robust anti bullying campaign which has been quality assured by Lorna Naylor, Anti-bullying and Online Safety Coordinator for the Tackling Emerging Threats to Children Team.</p> <p>A Governor shared that this is a good time for review as this enables any developments to be put in place following review in readiness for launch during transition and the beginning of each new academic year.</p> <p>Safeguarding – addition of COVID19 addendum</p> <p>A governor shared they had reviewed the addition of appendix 22 – COVID19 addendum with no further comments.</p> <p>Suicide Prevention Policy (SP)</p> <p>A governor suggested the SP policy draft is formatted prior to publishing along with two minor amendments to the wording on page 2. A second governor agreed.</p> <p>Cycle Update</p> <p>The Clerk shared that with governors having approved the DTLAC and CHNCAS policies, all statutory policies were now up to date with the next statutory policies due for review in September.</p>
6	<p><u>Determination of Confidentiality</u></p> <p>Not required</p>
7	<p><u>Date and Time of the Next Meeting</u></p> <p>Thursday 25 June 2020 5pm virtually via Microsoft Teams dependent upon the development of government guidance in relation to social distancing and the current pandemic.</p>
	<u>Meeting Ends 17:55</u>