

Batley Multi Academy Trust

Meeting of the Batley Girls' High School (BGHS) Local Governing Body

Held virtually on Thursday 18 June 2020 at 6:00pm

GOVERNORS:	
Pamela Pickles (PP) (Chair)	Janice O'Hanlon (JOH)
Jean May (JM)	Michelle Barker (MBa)
Sajid Ghani (SG)	Fozia Riaz (FR)
IN ATTENDANCE:	
Julie Haigh (JCH) (Co-Head)	David Cooper (DC) (Co-Head)
Laura Bland (LB) (Clerk)	Alan Brown (Trust Finance Director) (ABr)
Elaine Milligan (EM) Clerk (Observer)	Debbie Hockett (DH) Clerk (Observer)
APOLOGIES:	
Carole Sallery (CS)	Inam Laher (IL)
Stephanie Holt (SH)	Ahmed Vali (AV) Vice-Chair

1.	Chair's Welcome	Action
	<p>The Chair welcomed all to the meeting, the first virtual LGB meeting held due to COVID-19 pandemic.</p> <p>DH and EM were welcomed (to observe), taking meeting minutes following recent employment by the Trust as casual Governance Officers.</p> <p>DC placed on record his thanks to the team of staff and Governors for their support over recent months as a result of having to shield throughout the pandemic.</p>	
2.	Apologies for Absence, Consent and Declarations of Interest	
	<p>Apologies for absence had been received from Stephanie Holt, Carole Sallery, Ahmed Vali and Inam Laher with consent.</p> <p>The Chair reminded Governors of the code of conduct in relation to attendance.</p> <p>The Chair confirmed that the meeting was quorate.</p> <p>Governors did not declare any conflicts of interest.</p>	

3.	Representation - Term of Office	
	LB confirmed all Governors had submitted their vote (IN FAVOUR) of re-electing CS for a further term of office (4 years), effective 30 June 2020.	
4.	Minutes of the LGB Meeting held on 19 March 2020	
	IT WAS AGREED that the minutes of the previous meeting were a true and accurate record.	
5.	Matters Arising	
	There were no matters arising from the minutes.	
6.	Co-Heads' Report including COVID-19 update	
	<p>JCH and DC highlighted the key points from the report.</p> <p><u>COVID-19</u></p> <p>JCH and DC provided a summary of steps taken from the start of lockdown and the quick actions taken by staff to ensure swift communications with parents, to ensure students could continue to learn from home and to ensure all families were safe and supported. JCH noted that all staff had been superb in every respect.</p> <p>Some of the strategies that had been put in place over recent months included:</p> <ul style="list-style-type: none"> - Supportive assemblies with all students prior to school closing. - Hampers and e-vouchers set up for our most vulnerable families. - CPD available to all staff. - Two rounds of form tutor calls to students. - Network of Trust Heads' has been established. Meetings have been very positive and ensured a consistent Trust approach. - JCH placed on record her thanks to the site, data and finance teams who have not been able to work as flexibly as other areas in school, but have been incredibly committed during very difficult times. - Much work had been undertaken across the Trust and with Unions creating an effective and thorough risk assessment. - JCH made reference to the changes to the Behaviour policy as a result of the pandemic and the importance of ensuring this is effectively implemented for the health and safety of everyone in school. - Reporting attendance has also changed over recent months for all schools. - There is a robust Trust-wide risk assessment in place, with relevant school-specific amendments. <p>In relation to exam grades and moderation, JCH noted that grades had been on an upward trend over recent years and in line with Ofqual guidance, this data will form part of the overall awarding of grades this year. Guidance also advises all schools to moderate down. JCH acknowledged it had been a very difficult and complex process and all staff had engaged really well with the data team. MB echoed this and reassured Governors it had been a very thorough and robust process.</p>	

JCH reported that school had reopened this week (w/c 15 June) for Year 10 and that it was going well - all students had been respectful and followed the social distancing rules well. Year 12 had also returned earlier that day and had integrated well. A lot of work had gone into ensuring school was COVID-19 secure (signage, hand sanitisers, separate entrances for students).

Developing New Curriculum

JCH explained to Governors, the focus remains developing a knowledge-rich curriculum with a view to offering students a wider learning experience, by embedding a deeper and broader meaning of culture within the curriculum. Addressing gaps in the curriculum is the next key focus for staff.

JCH encouraged Governors to read and fully engage with all curriculum related material and their support to-date on this has been encouraging. Training on this will continue to be offered to Governors.

SEND and Inclusion

DC provided an update on SEND, including new appointments to strengthen the SEND team. A strategic planning day will be scheduled over the next few weeks. JM offered to support this.

Much collaborative work with external partners continues and this has contributed to shaping the new inclusion provision.

Data

JCH highlighted the predicted Attainment 8 grading (52.18) and is hopeful this will be approved at external moderation.

JCH confirmed all data collated throughout this year will be for internal usage only as there will not be published league tables for this academic year.

It is anticipated that results will be collected on result day, as normal.

DC explained the difficulties collecting data at A-Level and the impact that moderation of this year's grades may have on students' subsequent choices for their future.

Performance Management

It had been agreed as a Trust that Performance Management this year will not include any pupil progress measures. It would be unreasonable to include progress in relation to targets, as over a term of formal teaching time will have been missed. This is in-line with national and union guidance. It was also agreed that the PM process started last Autumn would be extended until Autumn 2021, with adjustments made where appropriate, to adapt targets. The Autumn review would replace the Summer interim review and the final review would then be in Autumn 2021.

Careers

Work has been ongoing with regards to communicating with students and how to compensate for the lack of missed opportunities as a result of the pandemic.

	<p><u>Finance and Resources</u> ABr summarised the key points from the F&R report.</p> <ol style="list-style-type: none"> 1. The largest area of expenditure continued to be salaries and staff remain to be paid monthly, as normal. 2. Payroll staff are set up to work from home and although there are some challenges working from different locations, there are obligations (for e.g. HMRC and the pension authorities) that must be met. 3. In line with current guidance suppliers continue to be paid where contracted to do so. 4. Legal advice had been sought in relation to the payment of agency staff and invigilation staff - payment to those colleagues for pre-booked hours will be processed. 5. It is anticipated there will be a spike in expenditure in July, in readiness for the whole school to reopen. 6. Work continues on collating necessary information for school trips that did not go ahead, to submit to the insurers. 7. Some capital works had been halted as a result of the lockdown. However, some of these have now recommenced. 8. Changes to audit arrangements from September 2020 means the school is unable to engage the same auditors for internal and external audits. The re-tendering of the external audit has been postponed and BHP will continue with the audit of the accounts for 2020. 9. Further work is being done to finalise the budget for presentation to Trustees. However, a revenue surplus of between £150,000 and £200,000 is anticipated. <p><u>Staff Vacancies</u> JCH updated on recent staff vacancies (as a result of growth to the Y7 and Y8 cohorts as well as maternity cover) and was pleased to report there had been really strong appointments over recent months.</p> <p><u>Transition</u> JCH advised planning for transition in September would begin in July when further detail became available from the Government. However, it had been agreed that the focus year groups upon return would be:</p> <ol style="list-style-type: none"> 1. Year 7 2. Year 12 3. Year 11 <p>All Governors thanked JCH and DC for a very thorough report. Governors placed on record their thanks to all staff and were proud of how the school had continued to meet the needs of the students, staff and families throughout a very difficult period of time.</p>	
7.	Compliance	
	<ul style="list-style-type: none"> ● Lettings Policy IT WAS AGREED to pass with no amendments. ● Behaviour Policy - COVID-19 updates IT WAS AGREED to pass with no amendments. 	

8.	Safeguarding Update	
	<p>JM reported there had been incredibly effective support in place for our most vulnerable children. It was noted that parents had commented on the excellent home-school communications throughout the pandemic.</p> <p>Resources were available via the safeguarding and wellbeing team, the website and the school Counsellor.</p>	
9.	Meeting Dates (2020/21 Academic Year)	
	<p>Dates for the diary for Governors:</p> <ul style="list-style-type: none"> - Thursday 24/09/2020 - 6:00pm - Thursday 19/11/2020 - 6:00pm - Thursday 18/03/2021 - 6:00pm - Thursday 17/06/2021 - 6:00pm 	
10.	AOB	
	<p>PP reminded ALL Governors to complete the Safeguarding training asap. LB to resend instructions.</p> <p>JCH invited all Governors to attend a 'virtual end of term celebration' should they wish to do so. Videos and microphones would be disabled (other than those presenting/talking). Further details TBC and circulated to Governors.</p> <p>All staff will receive individual thank you cards from the Co-Heads'.</p> <p>Y11 will receive a 'class of 2020 - we stayed home to save lives' keyring.</p> <p>Thank you to LB for organising meetings for LGBs and across the Trust.</p> <p>Meeting closed at 7:15pm.</p>	LB
	Date of Next Meeting – 24 September 2020	