



Minutes of the Uffculme School Local Governing Committee Meeting held at 5.30pm on 29 April 2021 via Microsoft Teams

Attendees	Initials	Attendees	Initials
Caroline Wigley (Chair)	CWI	John Roberts	JRO
Alan Blackburn	ABL	Martin Syvret	MSY
Leo MacKenzie	LMA	Cameron Tonkin	CTO
Matt Pearce	MPE		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Jill Larcombe (urgent work commitment)	JLA	Fraser Wallace	FWA
		Liz Mitchell (Clerk)	LMI

Signed as a correct record of the meeting:

Date:.....

Prior to the meeting Lyndsey Poortman, Assistant Headteacher, Curriculum, delivered a training session on Centre Assessed Grades.

CWI welcomed FWA, who will be joining the LGC in September. It was confirmed that the meeting was being recorded.

1. Apologies for Absence

Apologies were received and accepted from JLA.

The meeting was informed that Andrew Woodward has unfortunately had to resign from the LGC with immediate effect. The committee recorded its thanks to him for his work and contribution to the LCG and the school.

2. Declaration of Business Interests

2.1 No business interests relevant to agenda items were declared.

3. Minutes of the Last Meeting

The minutes of the previous meeting held 11 February 2021 were agreed as a true record and signed by the Chair.

4. Matters Arising from those minutes

4.1 Progress with actions from the last meeting

- Final Induction document to be distributed as soon as possible.
- Review of portfolio areas - is agenda Item 7.1.
- All other actions are complete.

4.2 Any other matters arising from the last meeting

Referring to item 15.2 on the minutes of 11 February, ABL explained that there has not yet been another Year 10 data drop but there will be updated data for the next meeting. He assured governors that the SLT continue to work extensively with the Year 10 students and generally feels that good progress is now being made.

5. Safeguarding

5.1 Behaviour and Attendance Review

In JLA's absence, ABL reported on the document. Attendance was not included for last term because of the disruption due to lockdown.

In contrast to the first lockdown the second was more stressful for many students: some struggled with home learning, some have found returning to school difficult, some have been struggling with problems at home. The focus has been on getting these students back into school, settling them and re-establishing expectations for behaviour. Things are progressing and the school is moving forward.

It was requested that a note to be added to the report as a reminder that, though the headline figures look low, students were only in school for a limited time in the spring term.

5.2 SCR Check

The Chair would normally have undertaken a check of the SCR during the Spring Term but was unable to do so because of lockdown. Will do it in the Summer Term and Babcock will be contracted to complete an annual check during the next academic year.

5.3 Safeguarding Action Plan

ABL reported that he had met Chris Lepper to go through the action plan drawn up from the annual safeguarding audit in the autumn. All actions are now complete.

6. Headteacher's Report

6.1 ABL highlighted a number of points in his written report:

- Attendance – really pleased with the level this term. Only 5 or 6 pupils have not returned to school following the last lockdown owing to covid anxiety, which is very low compared to other schools.
- Testing – the team led by Katie Francombe and Laurence Eve has done an excellent job getting testing systems embedded. There is good buy-in from both students and parents to testing as well as to all other covid safety measures.
- Year 11 data is from a final snapshot before pupils take mocks and the allocation of final grades in the coming few weeks. Data is up to date, realistic and looks strong.
- Staffing – Liz Hawkins the SENDCO, is retiring in September and ABL recorded his thanks on behalf of the school and all the young people she has helped over the years. She has led the school to become a centre of excellence for SEND. The school is now recruiting for a replacement and the new role will be at Assistant Headteacher level with increased focus on inclusion, to draw all aspects of support provision together. It will also add capacity to the SLT.
- Extra-curricular activities are a vital part of the ethos of Uffculme and ABL is delighted that such activities can now again be run for students. JRO has done a great job putting together an Activities Week programme for Years 7-9 and also Year 10 who missed out last year and for whom it is not possible to run a Work Experience week this year. Activity options are more restricted than in previous years, but the week is really important for school culture and building relationships. Some of the activities in this term's Outdoor Activities programme sold out in minutes, a reflection of the demand from students.

ABL invited questions about his report:

- **MSV asked whether the school monitors rates of home testing for covid by students. ABL confirmed they do as the school asks families to record completed tests on a simple online form in addition to the NHS portal. Currently the rate of students testing regularly is in the low 90%. About 2% of families have refused consent for testing and there will be a few who forget to test or to record it. The school keeps reminding families of the importance of the testing programme.**
- **LMA questioned what impact the SENDCO leaving at a time when there is a forecast increase in the number of students joining the school with SEND will have. ABL explained that by advertising the role at Assistant Headteacher level it is hoped candidates who already are experienced and qualified SENDCOs who want to progress in their careers will apply. Therefore, though they would need to learn the school and its context, they would be able to step into the SENDCO role easily. If there is an increase in the number of pupils with EHCPs as expected, it is anticipated that 3 additional TAs will need to be recruited, funded by the additional income from those students. ABL expressed his confidence in the strength and capability of the entire Learning Support Team.**

6.2 Data – KS3

There has not been a full collection of data for Year 7 yet, and for Year 8 data is an early indication, due to last year's disruption and staff not yet having robust assessment data. However there is a greater level of confidence in the Year 9 data. They are a strong, positive year with good buy-in and culture and worked well through the lockdowns. They have a great platform for starting KS4. Staff will continue to strive to ensure they achieve their potential. The indicators are that the year will achieve outcomes in line with a normal year group of their ability, despite the disruptions.

Year 8 basics figures are a bit low, because of staff caution. Need to watch and identify and address any gaps in their learning as a result of lockdowns.

LMA referred to the Year 9 5-9 Basics including maths and English, which is 68.2% and asked whether this could be the year to push through 70%. ABL agreed that achieving 70% has been an aspirational target for some years now, and the school has been close to it a few times. The indicators are very close for Year 9 and reaching 70% would be an amazing achievement, particularly as the national average is around 50%. It will always be an aspiration and something the school will drive towards.

6.3 Covid Safety Measures

ABL reported that, so far, there have been no Covid cases in school since the return from the second lockdown.

- The school is still signed up for the pilot study of daily contact testing, so that close contacts of a case could test every day rather than isolating and not attending school. Of the 50 schools on the pilot, Uffculme is the only one which has not yet had a case.
- Students are still sticking to the rules relating to covid safety.
- Masks will have to be worn until at least 17 May. ABL hopes that the rules will then be relaxed as they will be uncomfortable for students and staff in the warmer weather. Students will not have to wear masks in the mock exams as desks can be set out with adequate space between them.
- Year group bubbles are still in operation but are now having an impact on the students. There is limited space at break and lunchtimes. Also younger students are not seeing and interacting with older ones who would normally be their role models. If this requirement is removed, it will help re-establish the school culture.

6.4 Health and Safety Report

The report was prepared by the Premises Manager, Lisa Batten.

- ABL noted that the CIF (Condition Improvement Fund) would not be available to the school in future years as funds will be delegated annually to the UAT to whom the schools will have to bid for capital. The directors will have to decide how the funds will be allocated. The project to upgrade site security, which has been really positive, was funded by a CIF bid and one is currently in for £750,000 to repair the flat roofs in Main and Page blocks. There are also two temporary classrooms by the maths block which will need replacing as their structure is breaking down.
- **CTO questioned whether either of these were emerging H&S risks. ABL confirmed there was no imminent danger just damage from long term water ingress into the structures (despite an enormous amount having been spent on the roofs over the years). A full survey of the roofs was carried out by drone and it showed the roof condition to be worse than anticipated, with Main and Page blocks the worst affected. CTO further asked if there is a risk register for works. ABL confirmed there is.**
- **LMA noted that the report shows failure of 2 heating pumps and asked if there is an ongoing problem with the heating system. ABL explained that the main block system dates to the 1950s. Ideally it would be upgraded but the cost is prohibitive. School has to deal with the breakdowns as and when they occur as there is not sufficient money in the budget for a rolling repair plan.**
- ABL explained that part of the reason for the new site/environment portfolio is to have a governor who can get to grips with the site needs and support him in presenting strong cases to put to the UAT for capital funding.

7. School Improvement

7.1 Review of Portfolios

A revised list of portfolios has been circulated to governors. It had been hoped to reallocate these at this meeting but as a result of AWO's resignation and FWA not joining till Sept the decision was taken to defer this until the September meeting and for links to remain as they are at the moment. AWO's resignation has left a vacancy for a SEND governor which must be covered. CTO volunteered to cover this portfolio.

7.2 Governor Visit Reports

There have been no visits since the last meeting but a number are scheduled in the near future.

8. Policies

8.1 Centre Policy for Determining Centre Assessed Grades and Awarding GCSEs:

ABL explained that this is a different policy to the Exams policy for this year only and is a requirement of Ofqual and JCQ, as part of the quality assurance of the grading system. The policy is based on a template provided by Ofqual and SLT adopted it at their meeting yesterday.

Governors agreed this policy. It will be uploaded to the exam boards tomorrow.

8.2 Assessment Policy

This has been updated to bring it in line with current practice.

Adopted by SLT yesterday. Governors agreed the policy.

8.3 Educational Visits and Off-Site Activities

This policy has been delegated back to LGCs from the Trust. LMA questioned whether the risk assessments are used in quality assurance. ABL explained that the risk assessments are part of the monitoring system and are submitted for scrutiny to the LA. They are all recorded and reviewed to take any learning from them.

LMA proposed that the policy be adopted by the LGC, seconded by ABL. Approved unanimously.

8.4 Security Policy

LMA questioned the definition of 'lone worker' in the policy. ABL responded that it is limited to those on-site who are entirely alone (ie not those who are the only adult with a group of students or when off-site). There was discussion of the definition of lone-workers and the meeting asked that the policy be amended to clarify the definition. Clarification of how to contact the site team and the need to discharge to the team when no longer lone working was also requested. Clerk to refer the policy back to Head of Business Support for amendments.

There was further discussion of the use of USB sticks on school computers and whether they should be prohibited. The school is working towards the use of the cloud rather than memory sticks, but some staff and students still rely on sticks. ABL and IT will look at drawing up a time frame for disabling their use on the school system.

8.5 Appraisal Policy for Support Staff

ABL proposed that the policy be adopted by the LGC, seconded by LMA. Approved unanimously.

9. Governor Development

9.1 Report on any training/development undertaken

LMA has undertaken training module on strategy and planning through Coventry University.

9.2 Training needs to be addressed

Induction document to be finalised and distributed.

A review the existing School Improvement Plan (SIP) will be undertaken at the next meeting. This will be an opportunity for LGC to re-familiarise with it and to review progress. ABL plans to start a rewrite later this term.

10. Any Urgent Business Brought Forward by the Chair

ABL informed the meeting that it may be necessary to convene a Discipline Committee.

11. Items for the next agenda

- Security Policy
- Review of SIP
- Grading process update
- Year 10 Data

12. Impact of this meeting

12.1 Impact on outcomes for pupils

- Centre Assessed Grades – Governors were assured that the process for generating the CAGs is underway and there is a good system in place that will ensure grades are accurate and fair.
- There is the opportunity to capitalise on this after the process – illustrate excellence at Uffculme and identify how to use it to the school's advantage.
- Governors were reassured that there has been a positive start to the summer term and behaviour issues are moving back towards their normal level.

- Year 10 – governors received assurance from ABL that Year 10, whose achievement was of concern, are now making progress.
- Culture and ethos of the school has been boosted by the restart of extra-curricular activities and outdoor pursuits. This will improve further with Activities Week.
- Review of staffing arrangements prompted by need to recruit a new SENDCO will potentially have positive outcomes in ensuring coordination of student support and also increasing capacity of SLT.

12.2 Risks and Concerns

- The fabric of the building (specifically flat roofs and temporary classrooms) is going to need significant capital expenditure.
- Loss of Andrew Woodward as a governor – his expertise as a school leader in a similar school has been very valuable and would be missed if not replaced by a governor with comparable experience. Recruitment of new community governor is a high priority.
- Potential risk from use of USB sticks in school.

13. Date of next meetings

24 June 2021.

Clerk to distribute the draft agenda for the Trust wide governance training day, scheduled to start at lunchtime on 25 June. Will be held at Uffculme School.

There being no further business the Chair thanked all for attending and the meeting ended at 7.15pm.

ACTIONS

Item	Action	Who	Deadline
5.1	Note to be added to B&A report	Clerk	ASAP
5.2	Chair to carry out SCR check	CWI	Summer Term
5.2	Babcock to be contacted to carry out annual SCR check and provide support for next academic year	ABL	Summer Term
8.4	Amendments to Security Policy	Clerk	Next meeting
12.2	Start recruitment of new Community Governor	Clerk	ASAP
13.	Draft agenda for Trust-wide governance day to be distributed	Clerk	ASAP