

**MINUTES OF THE VIRTUAL MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING  
BODY HELD ON 14<sup>TH</sup> SEPTEMBER 2020**

<b>PRESENT</b>	Joyce Slack	Foundation
	Sian Hopkins	Foundation
	Ian Mcilquham	Foundation
	Max Vine	Foundation
	David Collins	Foundation
	Dr Paul Bulpin	Community
	David Roylance	Community
	Hayley Jeans	Parent
	Ashley Collins	Parent
	Kelly Vanstone	Parent
	Lisa Williams	Parent
	David Greaves	Parent
	Prof Peter Kille	Parent
	Nicola Davies	Local Authority
	Mark Powell	Headteacher
	Nick John	Teacher
	Noreen Linforth	Teacher
	Wayne Lilly	Observer
	Gareth Coombs	Clerk to the Governors

(Gareth Coombs in the Chair)

**1 APOLOGIES**

Ceri Reed.

**2 GOVERNING BODY MEMBERSHIP**

- Joyce Slack was re-appointed as a Foundation Governor.
- Ian Mcilquham was re-appointed as a Foundation Governor.
- The term of office of Nicola Davies, LA Governor, would end on 24<sup>th</sup> November 2020. Nicola was aware of this and would be considering whether she would put herself forward for another term of office.
- The term of office of David Greaves as a Parent Governor had come to an end. There would need to be an election to fill this vacancy.
- The term of office of Prof. Peter Kille as a Parent Governor had come to an end. There would need to be an election to fill the vacancy.

**3 ELECTION OF CHAIR: 2020-2021**

The only nomination was Joyce Slack who was duly elected as Chair.

(Joyce Slack in the Chair)

**4 ELECTION OF VICE CHAIR: 2020-2021**

The only nomination was Sian Hopkins who was duly elected as Vice Chair.

**5 BUSINESS INTEREST FORMS: 2020-2021**

These would be sent by email to all governors by the Clerk for completion.

**6 MINUTES**

The minutes of the meetings held on 4<sup>th</sup> June 2020 and 16<sup>th</sup>/17<sup>th</sup> July 2020 were confirmed as a correct record. There were no matters arising.

**7 RETURN TO SCHOOL UPDATE – Mark Powell**

The following presentations were given by the Headteacher:-

**(i) Return to school update:-**

- Attendance Report up to 11<sup>th</sup> September 2020 which showed 95.13% whole school attendance.
- Retention Rates.
- A Positive ID Case report which included a report on school procedure in such cases and strategy report.
- Reflections on Return to School. Most aspects of return had gone well with most pupils compliant with new regimes. The school had decided to adopt a stronger line on face coverings which would be implemented immediately.
- More immediate access was required with regard to seating plans in light of the positive case.
- PE changing room protocols would need to be adapted.
- A different approach would be taken with regard to the distribution of disinfectant wipes.

**(ii) Summary Results 2020: KS4 and KS5:-**

- KS4 Key Performance Indicators.
- Comparisons with CAG's.
- eFSM Statistics (39 mainstream pupils)
- KS5 Headline Figures
- Comparisons with CAG's.

In response to a query regarding the use of volunteers and the gathering of large groups of pupils in the car park, the Headteacher replied that he was aware of the situation and that there was no easy solution to the problem. However the school would continue to do its best to ensure that pupils complied with health and safety requirements and that the use of volunteers was a key factor in this process.

When asked what plans there were for pupils who needed to self-isolate, the Headteacher replied that a "blocked" approach to educational provision would

be taken so that pupils would have access to on-line teaching. Pupils would also be the priority recipients in respect of the “catch-up” grant.

Governors wished to record their congratulations to the school for the planned and measured approach taken in coping with the Covid-19 crisis. It was felt that it was very important for pupils’ mental health that they attend school.

The Headteacher thanked governors for their continued support.

## **8 CATCH UP GRANT: SPENDING PLAN SEPTEMBER 2020 – MARCH 2021**

A presentation was given which concentrated upon the following areas:-

- Strategy: KS4 and KS5 Students.
- Staffing Requirement.
- Timescale.
- Cost.
- Number of pupils involved.

It was noted that the school would receive £120,000 in the form of a grant. A further £600,000 would be provided for Cardiff Schools which meant that the school would receive further funding in the region of £200,000.

The spending plan was broken down and went through in detail by the Headteacher. It would be used to increase staff which would benefit pupils. This would include extra subject specialist support. The Headteacher proposed appointing a school colleague as a Spending Plan Coordinator.

The following questions/comments were raised by governors to which the Headteacher gave a response where required:-

Q. Ashley Collins noted that there didn’t seem to be much planned spending for KS3 pupils. What was the reasoning behind this?

A. The Headteacher weighted spending in the favour of KS4 and KS5 pupils on the basis of concern for examination groups. However he would look at some provision for KS3.

Comment: Nicola Davies expressed the view that the Catch up Spending Plan provided exam pupils with much needed support and felt that the plan was really well thought out and fit for purpose.

Comment: The Chair felt it was a really good plan and focused upon the right areas of educational provision.

Q. Paul Bulpin asked whether the grant could be used to purchase equipment?

A. The Headteacher replied that it could only be used to provide additional staff.

Comment: Lisa Williams felt that Year 12's had missed out a lot and it was good to see that additional support would be provided for this year group.

Following discussion it was

**AGREED that the School Catch Up Grant Spending Plan be approved.**

## **9 ESTATES UPDATE**

A presentation was provided which reported upon the following developments:-

- Ty Seren: Development works had been completed and Key Stage 4 pastoral team was in situ.
- New 3 Classroom Block Upper School: Works commenced on May 18<sup>th</sup> 2020. The superstructure was in place and internal works had commenced. The estimated finishing date was Christmas 2020.
- Health & Safety: All H&S checks were up to date. Covid-19 H&S works were ongoing. RAMIS school responsibilities were fully compliant.
- Incidents: 9 classrooms were flooded in August in the Main Block Lower School, resulting in damage to the furniture and flooring. 6 rooms had been brought back into use with the remaining 3 rooms hopefully being in use by 22<sup>nd</sup> September 2020.

## **10 POLICIES**

The following Policies were adopted and would become School Policies:-

- (i) Discipline Policy and Procedure
- (ii) School Leave Policy and Procedure
- (iii) School Carers Policy
- (iv) Attendance and Wellbeing Policy
- (v) Attendance and Wellbeing- Employee Guide
- (vi) Attendance and Wellbeing- Employers Guide
- (vii) Mental Health- Managers Guide
- (viii) New and Expectant Mothers H&S Guide

## **11 ANY OTHER BUSINESS**

- (i) **Predicted Grades** – The possibility of the date of the assessment of pupil's grades being put back was raised by governors, bearing in mind the UCAS timescale for applications. The Headteacher felt that this was a good point and would look into this possibility and report back to governors.
- (ii) **On-Line Provision** – The Chair, on behalf of the governing body wished to record their appreciation for all the hard work undertaken by Richard Burge and fellow staff in ensuring such a robust on-line system.

(iii) **Thanks to Staff** – The governing body and Headteacher wished to record their appreciation to all Whitchurch High School staff for all their hard work and support during such very difficult and unprecedented times.

**12 CONFIDENTIAL ITEMS**

None.

**13 DATE OF NEXT MEETING**

30<sup>th</sup> November 2020.

Meeting concluded.

Signed:

A handwritten signature in cursive script, appearing to read "Slack", written in blue ink. The signature is underlined with a single horizontal line.

Chair of Governors