**Public Minutes of the Full Governors Meeting**

**of Sir John Cass’s Foundation and Red Coat**

**Church of England Secondary School & Sixth Form**

**held on 5th December 2019 at 5.30pm at the school**

**Present:** Angela Hancock Parish of St Dunstan & All Saints Stepney (Chair) Hendrika Santer Bream Bishop of Stepney’s Representative (Vice Chair)

Ann Slater Sir John Cass’s Foundation

John Thurley Area Dean of Tower Hamlets

Rev. Trevor Critchlow Rector of St Dunstan

Dermot O’Brien Sir John Cass’s Foundation

David Richard London Diocesan Board for Schools

Julia Clarke Local Authority

Nicki Regan Staff Governor

Paul Woods Headteacher

**In attendance:**

Nichola Ahmed School Business Manager

Shereka James Deputy Headteacher

Ben Siaw Deputy Headteacher

Nick O’Brien Deputy Headteacher

Katie Carr Observer

Janice Faldo Education Space – Clerk

1. **Opening Prayer**

The meeting opened with a prayer led by Rev. Trevor Critchlow.

1. **Welcome and Apologies**

Governors and those in attendance were welcomed to the meeting and introductions were made.

1. **Declaration of Interests**

Dermot O’Brien advised that he applied and received a grant from the Sir John Cass Foundation to work with Looked After Children and that his wife has been appointed as a Trustee for the Sir John Cass Foundation. There were no declarations of interest on any agenda item.

1. **Minutes of the previous meeting**

The minutes of the meeting held on 10th October 2019 were **agreed** as a true and accurate record and signed by the Chair subject to the following amendments: -

**Min 5** –page 3 3rd paragraph should read: “*The Safeguarding and Child Protection Team consists of a Designated Safeguarding Lead (DSL), a Deputy DSL, a Prevent lead, an E-Safety Lead and 4 Safeguarding Officers”.*

**Min 8.5** –Ann Slater will visit Year 8 termly not weekly.

**Min 8.6** – Julia Clarke wanted it noted that she had attended training induction training.

**Min 10** – Decision 2nd bullet point should read that “*Fatema Ahmed will do a report on the role of parent governor for the Chair of Governors”* not for the Governing Body.

**Matters arising**

Governors noted that Hendricka Santer Bream is now on the Finance Committee and Nicki Regan is now on the Personnel and Curriculum Committee.

1. **Governance Business**
   1. **Approval of Co-opted Governor**

The Chair advised that, as per her report at the previous meeting, Katie Carr has visited the school and is interested in becoming a governor. Ms Carr works for the Education and Skills Funding Agency and applied to become a school governor through Aspiring Governance to support a school with her knowledge.

*Ms Carr left the meeting to enable governors to vote.*

**DECISION**

* Governors unanimously **AGREED** to appoint Ms Katie Carr as a Local Community Governor for two years. Ms Carr will join the Finance Committee. David Richard agreed to “buddy” her.

*Ms Carr re-joined the meeting.*

* 1. **Parent Governor Election**

The Chair advised that the election had to be re-run as it was not clear on the original paperwork that both parents were eligible to vote. 5 nominations were received and their statements were sent circulated to parents. Subsequently Mr Abzal Ali and Mr Nurur Chowdhury were appointed as Parent Governors for 4 years

**DECISION**

* Governors unanimously **AGREED** to appoint Mr Abzal Ali and Mr Nurur Chowdhury as Parent Governors for four years.

**c. Draft Process for Co-opting Governors**

Governors consider the draft proposal written by the Vice Chair on the process to co-opt local community governors.

**DECISION/ACTION**

* Governors will submit comments on the draft proposal to the Vice Chair by 19th December 2019.

**d. Skills Audit**

The Chair advised that, as new governors have been appointed, she will re-circulate the Skills Audit.

**e. Governors’ Code of Conduct**

It was noted that governors have returned their signed declaration form to the school. New governors will be supplied with the document to read and sign for.

1. **Headteacher’s Report**

Governors considered the report of the Headteacher which had previously been circulated and the following questions were asked:

**Q.** Why did 5 6th form students receive a fixed term exclusion?

**A.** It was a one-off incident of bringing the school into disrepute and involved students from other schools. Receiving an exclusion sent a strong message of the school’s expectations of students whilst in school uniform.

**Q.** What impact have the interventions had on staff workload?

**A.** Study club is an integral part of what the school offers to students who have not got a strong and rigorous routine of study to help them improve their grades. These clubs are supervised by support staff who are attached to the 6th Form and target specific work for individual students which culminates in an assessment.

**Q.** Is thevalue added in the 6th form expected and comparable?

**A.** It is the first time that full synoptic assessments for each subject were carried out, therefore data cannot be compared with last year. Every department has intervention plans in place to address underachieving students.

**Q.** Can termly attendance comparisons be presented to governors?

**A.** Yes, this information can be produced over a two-year period.

**Q.** How does Sir John Cass compare to neighbouring schools?

**A.** In terms of headline figures, we are the 3rd highest in the borough in terms of progress.

**ACTION**

* Progress 8 comparable data to be available at the next meeting.

There being no further questions, governors thanked the Headteacher and SLT for their concise and informative report.

1. **Chair’s Report**

The Chair advised that she continues to have fortnightly meetings with the Headteacher and been part of his Appraisal meeting. She has also met with the school’s NGA Mentor (National Governor Association) to discuss the upcoming Boards Development Programme. Governors were advised that the school has joined the NGA Inspiring Governance programme which links schools with skilled volunteers who are interested in becoming a governor. Governors can now access E-Learning via the NGA which is a secure site offering flexible learning to help governors develop their skills and knowledge.

Governors were advised that, further to agreement at the last meeting, a complaint regarding the school’s legal expenses invoice has been submitted to the Legal Ombudsman’s Office. Issues with Hackney Learning Trust’s clerking service continue and it is hoped that a permanent clerk will be appointed this term. The Chair advised that she attended an excellent prize-giving event.

1. **Personnel and Curriculum Meeting**

Governors were advised that the committee meeting had taken place on 3rd December where the Key stage 5 Teaching and Learning Strategy was presented, Year 13 mock analysis, an update on Curriculum Review and an update on the new SEND Structure were received.

**Q.** Are issues within the NHS having an impact in regards to the SEND students?

**A.** The school has a Medical Needs Co-ordinator who is doing excellent work with the students on a day to day basis, however, the challenges are growing termly, especially with students who exhibit mental health issues and will become a burden on the budget. The school has signed up for a three-year project that will help support students with mental health issues. Governors should be aware however that these students make the strongest progress in the school.

Governors acknowledged the excellent work of staff to support students with SEN, SEND and profound needs.

**ACTION**

* Case studies of low-attaining students to be presented at the next meeting.

**9. Policies**

The Headteacher presented the Complaints Policy which had been adopted from the model DfE policy.

**DECISION**

* Governors **AGREED** to adopt the Complaints Policy subject to slight amendments to wording.

**10.Any Other Matters for Consideration - Draft minutes / Chair of Governors Report**

The Staff Governor asked if it would be possible for the Chair of Governor’s Report and the draft minutes to be shared with staff prior to the minutes being approved at the next meeting. This will enable staff to know what governors are doing and promote good relations.

**DECISION**

* Governors **AGREED** to the Chair of Governor’s Report and draft minutes being shared with staff prior to approval of such minutes.

**11. Self-reflection**

Governors felt that recruiting governors with the skills required, accessibility to E-training resulting in the development of knowledge and skills will better equip governors to support the school further. Governors felt that the excellent presentations from SLT enable them to be more challenging and support the school on its continual journey.

1. **Approval of Confidential Minutes**

This item was discussed confidentially in the absence of staff members and staff governor.

1. **Headteacher’s Confidential Item**

This item was discussed confidentially in the absence of staff members and staff governor.

**The meeting closed at 6.50pm.**