



BOLDER ACADEMY

FULL GOVERNING BODY MEETING MINUTES

Company Registered Number: 8932893

Chair: Andrew Dodge
Clerk: Rebecca Wilson (RW)
Date of meeting: 6th October 2020 at 8:00am
Venue: Remote meeting due to COVID-19

Attendance:

Name	Governor	Other	Present / Apologies / Absent
Rob Collie (RC)	Appointed by Trust		Present
Andrew Dodge (AD)	Appointed by Trust		Present
Victoria Eadie (VE)	Appointed by Trust	Also a Member	Present
Bethan Jones (BJ)	Staff Governor		Present
Jo Killingley (JK)	Parent Governor		Present
Wendy Smith (WS)	Appointed by Trust		Present
Heidi Swidenbank (HS)	Ex-officio	Headteacher	Present
Eileen Sheedy (ES)	Appointed by Trust		Present
Birinder Tember (BT)	Parent Governor		Present
Kate Biant (KB)		School Business Manager	Present

The meeting was declared quorate.

Agenda item	Action
<p>1. Election of Chair and Vice Chair</p> <p>Following an anonymous poll conducted on Zoom, AD was elected as Chair and RC was elected as Vice Chair; both are appointed for a year.</p>	
<p>2. Apologies for absence</p> <p>All Governors were present.</p>	
<p>3. Declaration of interest</p> <p>No Governor declared an interest that may conflict with the meeting agenda.</p>	
<p>4. Minutes of previous meeting (30 Jun 20)</p> <p>The minutes were approved as a true and accurate record of the meeting. The Chair signed the minutes and emailed them for filing.</p>	
<p>5. Matters arising/actions</p> <p>All points from the previous meeting were closed.</p>	
<p>6. Register of Interest</p> <p>RW explained that the Register of Interest was being updated by email and reminded Governors that they must respond even if there are no changes; emails will be filed as electronic endorsement, in lieu of a physical signature.</p>	
<p>7. Governance structure</p> <p>AD referred to an updated document detailing the governance structure, highlighting that WS name has been added. He confirmed that the Board continued to support this structure.</p>	
<p>8. HT verbal update</p> <p>HS highlighted that staff and students have been remarkable in their approach to new routines that have been established for the start of the school year. She confirmed that the second site at Busch Corner has opened and is spacious and well suited for a school; staff are happy. She explained that Adam Bones spends four days at Bush Corner with Adam Walthaus attending for the fifth day, allowing Year 7 to get know both Deputy Heads; HS spends time at both sites.</p> <p>HS confirmed that the new building was progressing well, and the contractors are actively working additional hours. She highlighted that 24 new members of staff started this year. A full induction has taken place and they have settled well. HS recognised the requirement to build on a culture of success whilst taking new staff on the journey. She highlighted that staff are moving between two sites and also between classrooms, which is tiring. Every effort is being made to support staff and all staff are engaged in an individual CPD programme. BJ confirmed that she was overseeing a CPD programme to support inexperienced teachers, including Teach First, NQTs, NQTs +1 and cover supervisors. The programme is based on the</p>	

Walk Through programme and is going very well. HS highlighted that pastoral managers have been attached to each year group. This has ensured greater support to vulnerable students and has also helped track student absences, generating additional safeguarding capacity.

A significant amount of work has gone into developing the curriculum, which is ongoing. HS highlighted that 92 students in Year 7 have had to isolate, with a further 18 students isolating individually. Heads of Department have dynamically managed risk assessments. HS acknowledged that the restrictions resulting from COVID-19 measures are impacting on curriculum delivery, explaining that Year 9 is very much classroom based. She highlighted that a quarter of staff are currently working from home or self-isolating. Every effort has been made to provide online learning, with staff and students receiving ongoing training. HS confirmed that students are due back on Thursday with no confirmed cases, although some families have received a positive test result. She highlighted that Public Health Hounslow and Adam Stonely from H&S in the Local Authority have provided excellent support. HS also highlighted that availability of testing has impacted on initial parental concerns. ES and VE gave further background to the issues they have managed at their schools and VE highlighted the benefits of ensuring staff and students can join classroom lessons remotely. HS highlighted that 70 lessons are team taught which generates additional capacity.

Q: A Governor asked how many students were not able to access remote learning and highlighted the availability of laptops within the primary sector.

A: HS confirmed that a survey was sent home in the first week to families to gain an understanding of IT and internet access. Currently 120 students are lacking access in some way. She confirmed that KB has requested further laptops. VE highlighted that the DfE laptop support can only be accessed if there is a local lockdown, although it is important to ensure the application has been submitted. She also highlighted that every child requires access in order to join live learning, which is more of an issue for families than IT access was over the national lockdown.

Q: A Governor asked if the Board needed to consider funding laptops, recognising that RC is trying to access support from Sky.

A: HS confirmed that catch up funding has been received and can be used to purchase laptops, although availability can be an issue.

Q: A Governor questioned the response from parents having sent a bubble home.

A: HS confirmed that all but one of the parents have been incredibly supportive and acknowledged that she has been managing one related complaint. She also highlighted that one parent does not allow their child to wear a face mask; this point is also being managed.

Q: Referring to a document capturing current school contextual data, a Governor asked if PP numbers were higher than FSM because it includes previous FSM students.

A: HS confirmed that this was the case.

Q: A Governor queried attendance in the 5th week of term, highlighting that it appears low.

A: HS explained that students had not completed the full week and were having to isolate, although they continue to work from home. She confirmed that a daily DfE return is completed ensuring a daily picture.

9. Safeguarding

AD referred to his report and confirmed that the SCR was up to date. From his recent meeting with the Designated Safeguarding Lead, Adam Walthaus, and other evidence seen, he was confident that all staff knew what to do if they suspected a student was vulnerable or if a pupil made a disclosure. He highlighted that Adam

had made an extremely positive impression as the Designated Safeguarding Lead and HS confirmed that she is very confident in his abilities.

10. Website compliance

AD explained that the internal termly audit will check website compliance and HS highlighted that she had recently updated the website. RC confirmed that a website check list had been circulated by the auditors.

11. GB self-evaluation feedback

AD referred to the summary of governors' individual self-evaluation recently completed. He highlighted the need for governors to find ways to engage with the school in the absence of being able to undertake visits, given the current situation. In addition to AD's meeting the DSL, RC had recently completed H&S visits. It was agreed that ES meet with Fran Gibney to consider SEND and WS also attend. It was also agreed that JK conduct a PSHE visit and BT a SMSC visit; Adam Walthaus will put these governors in touch with the appropriate staff lead.

ES / WS
JK / BT

AD asked RW to maintain a training log for the Governing Board and asked that Governors report all training that they have completed. He highlighted the need to prepare for Ofsted and HS explained that staff needed to settle and balance curriculum planning. AD confirmed that the Governing Body will start looking at this end of November / start of December, noting that Ofsted is due to start in the New Year.

RW
All Govs

Q: A Governor asked if there was a role regarding staff wellbeing.

A: AD confirmed that the Board would continue to regularly consider staff wellbeing and it was important staff were aware of this.

AD highlighted that BJ was interested in seeing governance in another school and confirmed that, if possible, WS will arrange a visit to Three Bridges Primary School. HS asked for clarification on a number of specific points raised in the evaluation summary and AD explained that they were personal points which did not need following up.

12. Chair's Report

AD referred to his report and highlighted that he had welcomed new staff on behalf of the Governing Body. He also gave further detail regarding his engagement with the ESFA to ensure Ndulle Stevens can continue as Chief Financial Officer as part of the SLA with TPET.

13. Pay Policy changes

Referring to the proposed Pay Policy, AD explained that the Board had to decide if the school should align with the STPCD or continue with the current pay scales. HS confirmed that she wished to bring Bolder on par with other schools, highlighting that teacher recruitment remained challenging. The Board unanimously agreed to align with the advisory points in the STPCD.

14. Finance paperwork

RW confirmed that Governors have seen the finance paperwork up to August. RC highlighted that there was capacity to support the purchase of laptops if this was thought necessary.

15. Policies

After clarifying the points below, Governors ratified the following policies:

- Critical Incident Policy
- Maternity, paternity and adoption leave pay

It was confirmed that the Critical Incident Policy was amended to capture COVID-19 specific points. HS highlighted that Browne Jacobson support the school with HR policies and have recommended the Maternity, Paternity and Adoption Leave Pay Policy.

Q: A Governor asked if the school had insurance cover for staff absence.

A: HS confirmed that they did not. VE explained that it was no longer possible to secure this cover.

Q: A Governor asked how the points from the Critical Incident Policy will be communicated to staff.

A: HS confirmed that this will be captured in a body of work regarding specific roles that will be chunked down and delivered to staff.

16. AOB

AD asked the Board for their preferred approach to the meeting in December. RW highlighted that the auditors will access the meeting remotely. The Board agreed to continue with remote meetings.

Next meeting date

- Tue 1 Dec 20 at 8am, AGM & FGB, remote meeting

Meeting ended at 9:05 am.

Signature: Andrew Dodge

Name of Chair: ANDREW DODGE

Date: 01/12/2020