

Minutes of the remote Meeting held on Monday 9th May 2022
at 5.15pm using Google Meet .

Present: Amanda Arrowsmith (Chair), Glen Balmer (Head), Sean Bailey, Chris Baldwin, David Hayward, Eilis Cope, Ian Townsend, John Gilbert, Nick Lythgoe, Alison Campbell-Black (from 17:35), Caryn Roberts & Rob May

Apologies: Becky Castledine

Absent: Tiegan Bingham-Roberts

In Attendance: Hannah Kelly (clerk), Emma Gray (until 18:26), and Lisa Harris (until 18:10)

1. Apologies

Apologies have been received from BC. These were accepted by all.
TB-R was not at the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Governor resignations / appointments

There have been no resignations since the last meeting. AA welcomed Rob May to his first SDB meeting.

4. Minutes of the last meeting dated 28th March 2022.

➤ *Subject to minor amendments made, the minutes for the meeting dated 28.03.2022 were proposed by JG; seconded by EC and unanimously approved.*

AA signed the minutes as an accurate record of the meeting.

Q: The Government announced funding to help schools upgrade their Wi-Fi. Is this something we can tap into, to help with some of the issue we have had?
<https://www.gov.uk/government/news/all-schools-to-have-high-speed-internet-by-2025>

GB to investigate whether this is a possibility.

- **Action (SDB87): GB**

5. Action Point Checklist

SDB52: Ongoing
SDB55: Completed
SDB71: Completed
SDB73a: Completed
SDB73b: Completed
SDB73c: Completed
SDB77b: Ongoing
SDB82: Completed
SDB83: Completed
SDB84: Completed
SDB85: Completed
SDB86: Completed



6. Governor Ratification of Decisions by email between SDB meetings

The following decisions were ratified by governors between 29.03.22 and 08.05.22:

- Approval of decision re: Y7 in-year test candidate - 06.05.22 (Admissions)

7. Matters Arising

There were no further matters arising.

➤ *Item 22 was taken here, out of turn*

8. Health, Safety and Wellbeing

There have been no RIDDOR reportable incidents

9. GDPR

There have been no reportable breaches since the last SDB meeting.

10. Risk Register (Confidential Paperwork)

The Risk Register had been circulated prior to the meeting. No changes have been made since the last SDB meeting.

11. Finance & Facilities update inc. Budget (Confidential paperwork)

The March 22 budget and forecast were circulated to governors prior to the meeting. EG explained some of the detail. There are no areas of concern at this point in the year.

Q: Do we have a record of what we are spending PP money on?

A: There is an annual expenditure plan. We then review actual spend against the proposals. This information is on the school website and presented to the SDB annually.

Q: The cost of refuse collections has increased significantly, why is that?

A: The cost of refuse collections has increased across all three schools this year; we have also had skips which has added to the expense. We will need to review the forecast figures to reflect the increase.

Q: The spend on School promotion is low compared to budget. Do we need to do more?

A: There is a plan for promotional expenses; such as the prospectus, flyers etc... More work will be done towards the end of the year.

Q: The 16-19 bursary fund is underspent – is that a timing issue?

A: It is expected that this will be spent by the end of the year. There is usually a slight underspend which is allocated against administration costs.

12. Educational Visits

There was no further update. Trip proposals are beginning to filter through. Details will be forwarded to governors following SLT approval.

➤ *Item 19 was taken here out of turn*

13. Safeguarding

Included as part of the HT Report (Item 24)

14. Link Governor Update

Link governor visits have continued to be on hold due to governor involvement in recent interviews. Laura King has been appointed as Headteacher's PA, which will help to facilitate the re-introduction of governor visits in T6.

Any governors who might be able to undertake a governor visit in T6 to contact HK to arrange a date.

- **Action (SDB88): All**

15. Annual Declaration of Interest Forms

All governors were requested to complete and return the annual Declaration of Interest forms before the next SDB on 28th June.

- **Action (SDB89): All**

16. Annual Skills Audit Forms

All governors were requested to complete and return the annual skills audit forms before the next SDB on 28th June.

- **Action (SDB90): All**

17. Parental and Community Engagement

Some governors recently attended a webinar when Simon Rowe (Senior HMI) spoke about The Education Inspection Framework. During this session, governor parental and community engagement was raised. The governor role is not to solve operational issues, but to be accountable and have some insight into the issues parents face; taking feedback.

To better meet this requirement, the proposal is to develop a 3-5 year plan. An extra-ordinary SDB meeting will be arranged in the new school year to review the School's vision, strategy and ethos, and how this is aligned to that of CBAT. Alongside this, it is proposed that an annual report to parents will be produced to highlight what has been undertaken by governors during the previous year.

Q: To help with transparency, some organisations put redacted minutes on the website. Could this be something we might consider?

A: The public minutes from SDB meetings are available on the School website.

Q: It is difficult for Marling to engage the wider local community, as we don't have a distinct, local catchment area as other schools do. We get students from as far as Swindon, Bristol and Cheltenham etc...? Our student population doesn't mirror the local population.

A: With respect to representing the school within the community in which we are physically situated, it must be about how Marling positively contributes to this community; how students conduct themselves outside of school etc...

It was agreed that this should be an area for discussion in Term 1 /2

GB invited governors to the PTA quiz on the 30th June, followed by the Year 13 prom.

18. Policies

No policies were brought to the SDB for ratification

AA gave a brief update on the proposals for a policy review within CBAT Trust, to try to reduce the number of policies needing SDB review by migrating them to Trust Policies.

19. Physical Environment Update

Chris Williams, the Operations Manager, was unable to join the meeting, but has been focusing on the following areas:

- Liaising with Cotswold Energy Group regarding renewable energy supplies on-site.
- Starting to test the market following improvements to heating and boiler facilities.
- Working with Lauren Macey (the Mobility TA) to review the site accessibility plan, increasing mobility and accessibility around the site.

20. Support Staff Appraisals Update

These have been approved by the P&C committee at their meeting on 21st March and recommendations implemented.

Q: Have we made sure there isn't a gender pay gap?

It was agreed to address this question at the next P&C committee meeting. HK to add it to the agenda.

➤ **Action(SDB91):** HK

21. Operations Manager Update

CW was unable to attend the meeting. This item has been postponed to the next meeting on 28.06.22

➤ *EG left the meeting at 18.26*

22. RSE Update

Following the recent webinar with Simon Rowe about the Education Inspection Framework, governors requested further detail regarding the RSE curriculum within Marling and what work is being done to reduce sexual harassment within the school community.

Lisa Harris, Deputy Head of 6th Form, gave a comprehensive presentation about the challenges that have been faced since the School became co-educational in 2018/19 and how the PSHE programme has been developed to support a positive, tolerant and inclusive culture within the School as a whole. Finally, following student voice results, LH outlined the next steps to build on the work to date.

Q: Should we emulate the Ofsted questionnaire within school?

A: We can. However, the Ofsted inspectors will talk to some students on the day. The content of these discussions will form the basis of their judgment in this area, rather than any data we provide them with prior to the visit.

Q: I can see that a lot of work has already been done in this area; do you feel that the culture change has been made already?

A: No, we are right at the beginning. It is predominantly a boys' School and it needs to shift to a more respectful environment. We have communicated the messages – students are aware of them, along with the policies and vision, which hasn't always been the case. It is the right time to address this given the wider movement within society as a whole, regarding gender equality and 'me too'.

Q: Do we have a school policy on zero tolerance, does it cover the lower School as well?

A: We do cover this within pre-existing Behaviour, Anti-bullying and hate and Single Equality policies. However, having a policy and people being aware of its contents are two different things. The message is very clear to all students and staff that if they cross the line there will be consequences; each incident is individually assessed.

- Q: Given that you are trying to bring about culture change, that will involve all stakeholders including external stakeholders. How are you going to include everyone, particularly parents?
- A: The external audience will be harder to reach. It will rely on having a strong vision and values. We will share the message directly with new parents at the welcome sessions and re-enforce it in all other communications, such as the prospectus and website. The message needs to be front and centre in key communications with parents.
- Q: I like the idea of the 'don't walk by' message, but have you given the students explicit instructions about what to do in that situation? In reality, it may not be an easy thing to do.
- A: Students know who to report issues to. We need to be clear and keep repeating this message so students feel comfortable in coming forward. We have also started to look at ways on how to challenge unwanted behaviour in a non-combative way. This needs to be built into the curriculum as they are useful techniques with other issues in day-to day life.
- Q: How does this tie in with gender identity and LGBT+?
- A: There is a cross-over in terms of inclusion, also with racism. We need to create a culture whereby the same principles apply across the board. Work is being done with 'Equaliteach' to review our policies, procedures and protocols to ensure they are linked and consistent.

AA also highlighted that Marling is working with Stroud High to produce 'Joint Protocols for Safeguarding Students against Sexual Harassment and Sexual Abuse.'

➤ *Louise Harris left the meeting at 18.10*

23. External Consultants' Reports and Action Plans (Confidential paperwork)

A 'Behaviour and Attendance Review' report, which was undertaken by White Swan Education Ltd was circulated prior to the meeting. The feedback from the review was very positive. There were some areas which can be improved. The action plan is being finalised and will be shared with governors.

Governors requested clarification around the attendance figures and persistent absence data. It was agreed that it is beneficial for governors and the SLT to have an external trusted view on key areas of school provision. The exercise has been good value for money, having experienced professionals review School practice. The reviews have provided reassurance that we are performing well in key areas of School life, whilst also providing some fresh ideas on how improvements may be made.

24. Headteacher's Summary Report (Confidential paperwork)

HT report was circulated for Governors to read prior to the meeting. GB added some additional information around the expected 6th Form intake.

- Q: How are Covid levels within the School community?
- A: Students are not expected to test, so it is hard to tell accurately. There has been very little absence in the student body due to Covid. Since Easter, there have been 2 members of staff off school. It is getting better; it is easier to ventilate the rooms due to the warmer weather and we hope to be running a 'near-normal' school experience in T6.

25. Complaints and Compliments

25.1 Complaints

There are a couple of ongoing level one complaints; nothing that requires governor involvement

25.2 Compliments

A governor congratulated the School on the work done to the red brick building, East Campus. It was noted that the work done on this part of the school has made a huge improvement to the area, and those involved should be congratulated.

26. Any other Business

26.1 Meeting Dates

Governors were thanked for their feedback about meeting availability next year. HK is liaising with the CBAT clerk to confirm and then they will be circulated to the SDB.

26.2 CBAT Conference

AA thanked all those who attended the CBAT conference. The slides have been circulated and videos from the two other schools will be shared soon. AA encouraged governors to look at these.

The meeting ended at 19.02

The next School Development Board meeting is on Tuesday 28th June 2022 at 6pm in School. Room to be confirmed.



28/6/22