



BIRCHWOOD HIGH SCHOOL
Parsonage Lane Bishop's Stortford CM23 5BD
Company No: 07791971

**Minutes of the Full Governing Body meeting of the Academy Trust Governing Body held
remotely via Teams on Wednesday 3rd March 2021 at 19.00**

	Name	Category	End of Term
	Annie Swanepoel – Vice Chair	Community	08.12.24
	Alison Wilson	Community	14.03.23
	Leigh Lloyd-Warren	Community	22.01.24
	Jane Mansfield	Community	22.01.24
	Fred Gray – Vice Chair	Community	08.12.24
	Jim Winter	Community	06.07.24
*	Ruth Bamlett	Community	14.03.23
	Catherine Gater – Chair of Governors	Community	13.07.24
	Charlotte Sear	Community	22.01.24
	Richard Townsend	Community	03.03.24
	Vacancy	Parent	
	Jane Wach	Parent	09.09.24
	Gill Turner	Parent	04.12.22
	Hilary Scotcher	Parent	30.06.22
	Lisa Watkins	Parent	30.06.22
	Ruth Crowland	Parent	06.03.21
	Chris Ingate – Principal	Staff	Ex-Officio
	Ross Noblett	Staff	01.04.23
	Claire Pressland	Staff	02.11.24
	Lee Bothwell	Staff	30.06.22
	Vacancy	Co-opted	
	Nicola Coop – Finance Director	Advisory	

* Denotes absence

Also Present

Charlie Gilbank – Deputy Principal

Sam Stopps – Deputy Principal

Ivan Shepherd – Clerk

Item	Action
1. Welcome and receive apologies for absence No apologies were received	
2. Declarations / pecuniary interests There were no new declarations of any new pecuniary interests, gifts or hospitality. There were no interests declared that related to matters being discussed at this meeting.	
3. Notification of any urgent business not covered in this agenda No AOB was put forward.	

4.	<p>MLM and action points</p> <p>The minutes of the last FGB meeting held on 20.01.21 were AGREED and signed off as a correct record of that meeting.</p> <p>Action Points from 20.01.21</p> <p>AP1 – All governors to read the Strategic Priority Document ,which is on the governor portal, before the next FGB meeting which is due to be held on 03.03.21.</p> <p>Completed</p> <p>AP2 – The Principal to circulate the subject link governor list. This will include any vacancies which governors are encouraged to fill</p> <p>Completed</p> <p>AP3 – All governors to register on the Governor Hub</p> <p>Carry forward</p> <p>AP4 – Clerk to circulate the new school consultation document to all governors.</p> <p>Completed</p>	
5.	<p>Principal's report</p> <p>The Principal's report was circulated prior to the meeting for governors to read and attend the meeting with questions and constructive challenges.</p> <p>CI summarised the report, the key areas covered were as follows:-</p> <ul style="list-style-type: none"> • The plan and risk assessment covering the return to school on the 8th March has been shared with parents and any queries raised have been answered. The Principal added that the intention is to make the return as normal as possible within the constraints that exist. Aa governor asked if advice had been taken on the way that the Lateral Flow Tests are being processed. CGk told the meeting that the school are following government guidance on how the Lateral Flow Tests are being processed. The tests themselves are voluntary and within two weeks pupils / parents will be doing the tests at home. • The three weeks between 8th March and the Easter holidays will be used for planning, assessing needs, establishing routine and creating a positive school environment. Catch up work and interventions will take place after the Easter break. The Principal added that the time will be used to tailor the right approach to catching up and working on what is known rather than what is assumed. Governors were supportive of this approach. • A governor asked how many laptops were given to pupils. CGk told the meeting that 90 laptops were given to pupils; some of those came from the DfE and some from a local IT company. • The Principal told governors that a huge amount of work is being done on formulating Yr.11 and Yr.13 grades. After the Easter holiday there will be two assessment windows for Yr.13 and one for Yr.11 (Yr.11 sat mock exams in November / December 2020). The Principal added that the windows will be flexible, no new content will be taught and the time will be spent revising and preparing. Teachers will assess on what pupils know and what has been covered. 	

	<p>Their assessments will be moderated and sent to the exam boards at the start of June.</p> <p>Because Birchwood offer a three year GCSE most of the content has been covered and Teachers are in a good position to make their assessments.</p> <p>Yr.11 will be offered the opportunity to complete bridging units at school during July.</p> <p>Student engagement and pastoral - SS</p> <ul style="list-style-type: none"> SS told the meeting that online pupil attendance is at 96%, a figure that the school are very proud of. The school have been very rigorous and quick in contacting those pupils who have not been attending, offering support, encouragement, interventions and alternative ways of learning. SS told governors that the feedback about online learning / lessons from pupils and parents has been very positive; however everyone is ready to come back to school Mental health will be a very important part of the return to school, in considering that the school will adopt Trauma Informed Practice within its day to day work. It's very important that the school understands and has a full picture of how students are feeling. The school will work on a Strategic Vision post lockdown, in doing this SS will consider the three things that make a great school that is academic achievement, welfare and enrichment. Part of this will be to encompass the positives from online learning and how to best support parents with remote learning. SS told governors that the school are creating a working group to address gender inequality, teaching & learning and behaviour and asked for governors to join the group. <p>AP1 – Any governor who wants to join the working group addressing inequality, teaching & learning and behaviour to contact the CoG and SS</p> <p>A governor thanked SS for his work in pastoral and student support.</p> <p>Curriculum update</p> <ul style="list-style-type: none"> The Principal, Assistant Principal and Chair of the Curriculum Committee have evaluated and formulated the curriculum post lockdown so that it best meets the needs of pupils in all year groups. One area of discussion is the provision of literacy for the 21/22 incoming Yr.7. One view is to assess the incoming Yr.7 and support with a range of strategies based on those assessments; the other view is to embed the additional literacy strategies in the curriculum so that all benefit from day one. This is a small point, overall governors AGREED that the support for all pupils will be in place and that this will be communicated to parents and pupils effectively. The Principal told the meeting that the catch up policy will encompass classroom, one to one work and enrichment and that this will be data led. Quality assurance has been very difficult to do during lockdown; however some monitoring and observations of online learning has taken place and will continue when pupils are back in class. <p>Finance</p> <ul style="list-style-type: none"> GT told the meeting that cost savings such as furlough are being made where 	All Govs
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	<p>appropriate and expenditure is monitored.</p> <ul style="list-style-type: none"> • GT told the meeting that there will be a small in year deficit this year although knowing exactly what that figure will be is difficult because of the many variables associated with lockdown. GT added that overall the school's finances are very stable and that next year's budget is being worked on. • Student numbers are high, 270 Yr.7 pupils are coming in as part of a "bulge" year with a further 37 on a waiting list. There are always short term costs with a bulge year because the school gets the money the following year. • The installation of a fence is being completed. • The site team continue to work very hard. • The boiler has been mended. 	
6.	<p>Committee reports</p> <p>Curriculum This was covered earlier in the meeting.</p> <p>Finance and estates Finance was covered earlier in the meeting, in addition to that the finance committee have approved the new debt recovery system and budget virements have been confirmed LLW confirmed that Estates have a number CIF bids to be processed later in the year.</p> <p>Personnel There has been a re-organisation of the site team</p>	
7.	<p>Articles of association GT updated governors on the progress since the last meeting. In advance of the meeting GT posted a paper outlining the process on the governor portal. The draft Articles and Funding agreement prepared by Stone King LLP were circulated prior to the meeting.</p> <p>GT summarised this process, the differences between Trustees / Members and what governors will be asked to approve at this meeting.</p> <ol style="list-style-type: none"> 1. Governors were asked to approve that the new Articles should allow Members to appoint up to (15) Trustees. APPROVED 2. Governors were asked to approve that the Trustees appointed following the adoption of the new Articles should be in line with current appointments and in particular that the current Community Governors should remain as Trustees appointed by the Members and the current Staff Governors should continue their terms as Trustees appointed by the Members. APPROVED 3. Governors were asked approve that it is in the best interests of the School for the Members following the adoption of the new Articles to be the current Members, with the exception of employees. It being recognised that the current Members are all persons interested in the Objects of the company and all current Members 	

	<p>who are not employees would be permitted as Members under the new Articles. It is noted that this results in an overlap of the Trustees and Members which is under wider consideration.</p> <p>APPROVED</p> <p>4. Governors were asked to approve the circulation of a written resolution to Members to appoint Members under Article 16, and the circulation of any other resolutions needed to effect 2 and 3 above.</p> <p>APPROVED</p> <p>5. Governors (as Directors) were asked approve the draft Articles in principle.</p> <p>APPROVED</p> <p>6. Governors were asked to approve to the delegation of finalising the Articles for submission to the DfE to the Working Group, including any amendments to the draft or other actions that following consultation with the legal advisers the Working Group see fit.</p> <p>APPROVED</p> <p>7. Governors were asked to approve to the circulation of the Articles to Members to vote on their adoption by Special Resolution, subject to having received DfE clearance, and request that the Working Group ensures the proper filing of the resolution and Articles.</p> <p>APPROVED</p> <p>8. Governors were asked to approve the draft Funding Agreement in principle and delegate finalising and making any subsequent changes to the draft to the Working Group.</p> <p>APPROVED</p> <p>9. Governors were asked to approve to authorise The Principal, Catherine Gater and / or any other Director member of the Working Group to enter into the new agreement including by execution of the Deed of Variation.</p> <p>APPROVED</p> <p>GT told the meeting that the resolutions needed to appoint Members requires unanimous written consent.</p> <p>GT stressed the importance of responding.</p>	
8.	<p>Link governor update</p> <p>Safeguarding This was covered earlier in the meeting</p> <p>SEND & DA Catch up funding was discussed. There is a planned SEND meeting between RC and SS</p> <p>Health & Safety Nothing to report</p> <p>Other Links</p>	

	Nothing to report	
9.	<p>Membership of the governing body</p> <p>The chair of governors told the meeting that because of the commitments of her new job Annie Swanepoel is unable to continue as a Community governor.</p> <p>AS told the meeting that she will remain supporting the school and will become a Co-opted governor and not attend meetings.</p> <p>AP2 – Clerk to inform HfL that AS has resigned as a governor.</p> <p>Jane Mansfield was appointed chair of the Personnel committee.</p> <p>AS's resignation has created a vacancy for Vice Chair of governors.</p> <p>GT told the meeting that she would like to nominate herself to fill the Vice Chair role</p> <p>Governors were asked to contact the CoG if they wanted to be considered for Vice Chair, if no other nominations are received by 10.03.21 then GT will be considered unanimously elected as Vice Chair of governors.</p> <p>Ruth Crowland's term as a parent governor comes to an end on 06.03.21.</p> <p>Governors voted unanimously to appoint Ruth Crowland as a Community Governor from 06.03.21.</p> <p>AP3 – Clerk to inform HfL that RC's term as a parent governor has come to an end and that she has been appointed as a Community governor.</p> <p>There are two parent governor vacancies.</p> <p>It was AGREED to seek nomination from the parent body at the start of the summer term.</p> <p>There is also a Co-opted governor vacancy.</p>	Clerk
10.	<p>GDPR</p> <p>No freedom of information requests have been received.</p> <p>CGk told the meeting that all Lateral Flow Tests are voluntary and that the school are seeking consent by attendance, therefore if you consent to take the test you will attend.</p>	
11.	<p>Policy Management</p> <p>CGk told the meeting that all policies are up to date.</p>	
12.	<p>Chair's Report</p> <p>There was nothing to report.</p>	
13.	<p>Dates of future full governors meetings all start at 19.00</p> <p>05.05.21</p> <p>13.07.21 – this is a change of date</p>	

Meeting closed at 20.55

Signed:

Date:

Catherine Gater – Chair of Governors Birchwood High School

Summary of action points

AP1 – Any governor who wants to join the working group addressing inequality, teaching & learning and behaviour to contact the CoG and SS

AP2 – Clerk to inform HfL that AS has resigned as a governor.

AP3 – Clerk to inform HfL that RC's term as a parent governor has come to an end and that she has been appointed as a Community governor.