

**Minutes of the Governors meeting held on**  
**Monday 21<sup>st</sup> June at 6pm**

**Present:**

Mrs J Causer (Chair of Governors) - JC  
Mr J Johnson - JJ  
Rev John Davis - JD  
Mr L Thomas - LT  
Mr B Phillips – BP  
Mr J Lotz - JL  
Mr T Carson – TC  
Dr M Bush - MB  
Mrs J Colman - JC  
Mr R Baum – RB

**In Attendance:**

Miss C Martin – CM  
Mr R Green - RG  
Mr A Firth - AF

**Apologies:**

Mr B Baggott – BB  
Mrs S Burns – SB  
Mr D White – DW  
Mr D Pearsall – DP

**Chair's Opening Address - JC**

JC welcomed everyone to the meeting and gave a summary of the informal Governors meeting held on 15<sup>th</sup> June for the benefit of new Governors. Apologies received as above.

- New era, more professional and business like
- Much to be done (for example, Terms of Reference for the Committee's, Governors induction process, getting the committee work going again)
- Making the Governing body fit for purpose

**Approval of the minutes from last meeting**

Minutes approved by JD and seconded by JL.

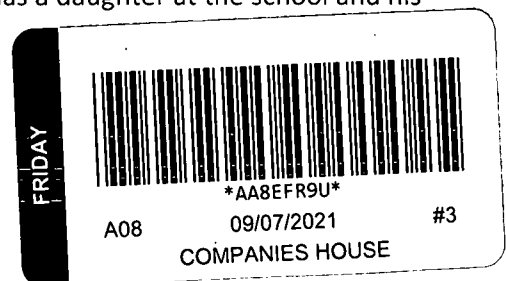
**Matters arising not covered by the agenda**

JC made the following comments,

- Pointed out that MB shadowing her for LT's appraisal hadn't happened but at some convenient time a debrief meeting could be held tomorrow and MB could be shown the documents used in the appraisal process.
- Appraisal in hand and currently WIP.

**Conflicts of Interest - JC**

TC confirmed that he had a conflict of interest as he currently has a daughter at the school and his younger daughter will be starting in September 2021.



### Update on new Governors - JC

Alistair Firth was waiting outside the meeting and was subsequently admitted and introduced to the committee.

Richard Knowles had requested a 6 month deferment to starting as a Governor for family reasons.

### Safeguarding Report - RG

#### Updated Government Guidance:

- Currently the government is consulting on the new KCSIE 2021 which is expected to come into effect from September 2021.

#### Staff Training Record:

- Safeguarding team Level 3/4 training is up to date.
- All staff and governors have up to date level 1 safeguarding training
- Sexual harassment and Sexual Violence awareness update provided at staff meeting on 16th Jan 2021.
- Staff responsibilities with regards to FGM update delivered January 2021
- Targeted governors have completed Safer Recruitment Training / one still needs completing
- On-going on-line safety CPD via monthly newsletter
- On-going safeguarding awareness via monthly safeguarding 'quiz'

#### Training plan:

- Level 1 safeguarding training and other essential safeguarding training for new staff who start in September (within 3 months of employment)
- Level 1 safeguarding training due for all staff and governors in April 2022 (3 years since last whole school training)
- VE & GE Graded care profile 2 – neglect training with SSCB in September
- Staff training on 'making a referral' planned for next Staff Training session.
- Staff training on CCE/CSE planned for next academic year
- Staff training - Update on handling allegations of sexual harassment / violence (in light of 'everyone's invited website' planned for next academic year.
- Staff training – Domestic Violence planned for next academic year.
- Encourage all Governors to complete on-line governors safeguarding course (Andrew Hall)

Safeguarding disclosures from Jan 2021 to June 2021 (most of the below concerns are disclosures since lockdown – March 2021)

Note these are new formal disclosures to members of the safeguarding team.

(There are other cases where disclosures may have been made by individual pupils to the school nurses of a medical nature which may be kept confidential to the school nurses. They are shared with the rest of the safeguarding team when it is an obvious safeguarding issue)

- |  |   |
|--|---|
| • Drugs / Alcohol Abuse:               | 1 |
| • Physical Abuse:                      | 0 |
| • Sexual Abuse:                        | 0 |
| • Domestic Abuse:                      | 1 |
| • Emotional Abuse:                     | 1 |
| • Honour based abuse & forced marriage | 1 |
| • Neglect:                             | 0 |
| • Self-harm / suicidal:                | 2 |

• Self-esteem/ anxiety:	2
• Eating Concern:	2
• Inappropriate sexual activity:	1
• Prevent / Extremist concerns:	1
• Sexual harassment / violence:	0
• CCE / County Lines:	0
• On-line grooming concerns:	4
• Inappropriate posts on social media (including sexting):	2
• Parental Concerns:	0
• Concerning behaviour:	4
• Parental Relationship Issues (separation, etc):	1
• Absence concerns:	2
• Concerning home life:	4
• Stranger danger reports	2
• Other (currently unknown)	1

Number of allegations made against staff:	0
Referrals to First Response / Police	0
Children in Need Meetings:	2
Child Protection Meetings:	0
EHCP:	1
LAC:	0
Number of bullying incidents:	3

#### Serious Safeguarding / Discipline Concerns or Incidents:

1. Suspension imposed on Y10 girl who physically assaulted another pupil at lunch time.

#### Additional Notes

- LT had set up a liaison with Dixie Grammar School in Leicestershire in order to share ideas and best practice. A trip to Dixie Grammar had been made involving staff and pupils, led by LT.
- PHSE revitalised and driven forward by Lisa Griffiths.
- JD asked if the honour based abuse case had resulted in a child being taken abroad, RG said No but it was an ongoing issue including the police and the child was being supported by a range of strategies. JC said she had been involved throughout the development of this case.
- The online safety newsletter was now being taken much more seriously by parents.
- MB asked if Governor safeguarding training was still in place. RG said he was looking for an alternative provider and was costing up a whole suite of safeguarding training.
- MB asked what support measures were in place for both parties involved in the suspension of the Yr10 pupil, RG stated that Mrs Shaughnessy had been in regular contact with both pupils as well as the pupils' form teacher. The parents were eventually supportive of the action taken in what was essentially a case of assault.
- RG stated that he'd asked SB to come in and talk to Yr8 & Yr9s about sexting in her police role.

RG left the meeting.

#### Head of Prep Report

##### Current Pupils

Numbers currently in the Prep School have risen to 111 from 107 since my last report at the end of March

Y6 – 30; Y5 – 19; Y4 – 20; Y3 – 15; Y2 – 12; Y1 – 8; R – 7

#### Numbers for September 2021

Y6 - 21; Y5 - 22; Y4 - 15; Y3 - 11; Y2 - 9; Y1 - 7; R - 6.

Total = 91

Enquiries for September 2021 continue to come in which is promising. We welcomed two children after Easter into Year 4 and one into Year 5. Another child started in Year 4 after the May half term.

This will mean that next year Y5 will be taught in two classes for English, Maths, Science, ICT and DT. The latter two are due to space in the rooms as they are practical subjects. Year 6 will be taught in two classes for English and Maths. Provisional plans are in place if we need to expand at the top end further.

Recruitment into Reception has gone to 6 after staying at 1 for so long. One of these is a pre-school place although it is a very confident little girl.

'Little Explorers' which is Forest School specifically for Pre-School children was really successful and we recruited one of the 6 from this with a couple in the pipeline for September '22. We also ran a taster morning for children and their parents which also received positive feedback. The last three Tuesdays have seen the registered 6 children spend the afternoon with us as transition afternoons.

The Open days were very successful. I showed 10 families around the Prep School. Some of whom have already signed up for taster/assessment days.

#### Staffing

Mr Thorley returned after Easter, however he has relinquished his responsibilities. He will continue to be a DSL for the Prep School. Miss Frances Wright joins us in September as the Year 2 class teacher.

Some members of the current staff have expressed a wish to have more responsibility. They have been given tasks to carry out and follow through. This will determine if the assistant head role can be split up with the current staff.

#### Events

Following the announcement on Monday 14th June I revised the events that we had scheduled and put in place the appropriate measures. All governors should have received a copy of these and are welcome to join us at any events.

#### PTA

The PTA have provided every Prep. child with a coaster for the children to personalise and give to their fathers/someone special on Fathers Day. Committee members are working hard for the Fun Day/Summer Fair on Saturday 26th June. Myself and Mr Martin will be in the stocks at some point!

MB asked about Mr Thorley relinquishing his responsibilities wrt his DSL role, LT reassured her that it was due to matter totally unrelated to his job and was but one of 5 DSLs.

MB pointed out an item in the Prep newsletter about children choosing to go home with parents rather than on the minibuses and raised the potential risk of a minibus driver alone on a bus with a child. CM stated that this was often the case and was the nature of the set up. Nevertheless at the end of each route there are occasions when a driver is alone on the bus with a child. After discussion it was agreed that the bursar would investigate fitting internal cameras in the minibuses.

**Action: Bursar to investigate fitting internal cameras inside each minibus.**

**Action: CM will discuss with the Transport Manager if the situation actually arises and in how many cases. Priority would be given to these routes.**

#### Headmaster's Report - LT

##### Current Pupil Numbers

We currently have 418 pupils on roll (414 at the time of the last report in March). 307 in the Senior School and 111 in the Prep. School. We started in September of this academic year with 405 pupils, so mid-year growth has been positive.

The current Year 8 will be split into 4 teaching groups for September to allow for further growth in Year 9 during the next academic year. We currently have 61 registered for Year 9 in September and 3 more potential new pupils for Year 9 in the pipeline. We would not want to be in the situation of turning people away and these numbers are very encouraging for the Sixth Form in September 2023.

##### Year 7 Recruitment for September 2021

At the time of my last report in March, we had 57 registrations for Year 7. Since then, 4 have cancelled to accept places at non-fee-paying selective schools. We are now on 53 for Year 7 in September. However, there are now 4 fresh enquiries in the pipeline for Year 7 and we have potential to grow over the summer.

Even with the current 53, this will only be the third time we have exceeded 50 pupils in Year 7 during the last 11 years.

##### Anticipated Numbers for September 2021

On the basis of registrations to date, we are looking at a potential pupil roll of 406 in September. We started with 405 in September 2020 and so we will sustain the position from last year and aim to grow again from September. There is also the potential for further recruitment during the summer, and we usually recruit several pupils over the summer each year.

We are expecting 316 (an increase of 9) in the Senior school and 90 in the Prep. School (a reduction of 21).

##### Marketing and Website

The website is almost ready to launch. We are awaiting the final homepage image and animation before the test site is sent to us for checking.

A video company is booked to film a promotional video (to include a whole-school and Prep. video) on 28th September. This will be used on the website, social media and Youtube.

We had a visit from a former headteacher and educational consultant earlier this term, and she will be delivering a session to the staff on school promotion and PR in September.

Since the last meeting, the Headmaster's PA has resigned. Childcare and personal issues have proven too much. However, this has given us the opportunity to re-structure. Her roles will be divided between the following posts:

Head of Marketing & Admissions – Ruth Millington, joining us from Derby Grammar School

DBS and Pre-employment checks – Jo Turner, School Secretary

Administrative Assistant to the SLT / Library Supervisor – Sophie Sheehy

Having a Head of Marketing & Admissions has been an aspiration for some time, and so this re-structure has allowed us to bring that appointment forward.

The Head of Marketing and Admissions will be based in an office that is currently the staff workroom, and the upstairs office will become the staff workroom.

## Inspection

We had a very productive governors' meeting on 15th June, and plans are in place to begin governor visits from September. The Chair and I will put together a plan of visits and questions for governors to pursue on visits. A regular agenda item for governor visits and inspection questions will be included on future governors' meeting agendas.

In light of the Everyone's Invited website and the focus on sexual harassment in schools, we have engaged in a cross-schools project with Dixie Grammar School in Leicestershire. We visited Dixie Grammar earlier in the term and they will visit us in September. The aim is to train sixth form students as mentors and to prepare resources at an age-appropriate level for discussion during form periods.

## Exams and Grading 2021

Teachers have awarded GCSE and A-level grades based on the evidence of assessed work gathered over the past term. This evidence has been moderated within departments and signed-off by SLT line managers. Grades have to be submitted to the exam boards by 18th June.

Students are able to appeal, but this is an administrative check followed by an appeal to the board if necessary. Such an appeal would involve sending the folder of evidence to the board for review.

Year 11 and Upper Sixth left on 17th and 18th June respectively.

A whole school trip has been arranged for Tuesday 29th June – Prep. School to the Crocky Trail and Senior School to Alton Towers.

## Staffing Changes for September 2021

SLT:

The SLT will pick up 12 teaching periods to keep costs down.

Maternity Cover:

Mrs Carley Slater (Head of Girls PE) will be on maternity leave and will be covered by Miss Celia Peck.

Mrs Katy Fletcher (Head of Drama) will be on maternity leave and will be covered by Miss Carly Smith

English:

Miss Lucy Berrisford (full time NQT) is leaving and will be replaced by Miss Susie Jones (part time 0.5)

Maths:

Mrs Penny Patrick (Head of A-level Maths and Examinations Officer) is leaving and will be replaced by Mrs Rebecca Vicary (full time). Mrs Ruth Godwin-Bratt will become Head of Mathematics and Examinations Officer.

Prep. School:

Mrs Corrinne Noble is leaving and Mr Tom Thorley has relinquished his post as Assistant Head of the Prep. School. Miss Frances Wright has been appointed to teach in the Prep. School (Part time 0.9).

## Events

Sports Day – Friday 25th June. We are awaiting confirmation as to whether we can go to Rowley Park as usual. If not, then we will hold Sports Day in school.

PTA Family Fun Day – Saturday 26th June

Summer Concert – Monday 28th June (outdoors)

Whole School trips – Tuesday 29th June

## Development Planning and Site development

The new Dance and Drama studio has proven very popular, with the lessons for the peripatetic dance teachers filling up very quickly.

The work on the theatre renovation has already begun and will continue throughout the summer holiday.

We still await planning permission for the installation of the MUGA on the old bowling green.

We received a donation of £5000 (plus gift aid) from a parent for use on sixth form related materials / training.

The SLT has been working on ideas for the next phase of the school's development and these will be presented and discussed at a full governors' / SLT strategic meeting on 15th September.

LT reported that the open days went well and would be repeated next summer.

### **Target pupil numbers in the Prep School of 100 by Christmas**

#### Update from the Education and Standards Committee - MB

Meeting tomorrow morning

Members: Mrs Causer, Mrs Colman, Mr Thomas, Dr Johnson, Miss Martin, MB Chair

To clarify - the committee will have oversight and monitor educational standards throughout the school that includes a focus on curriculum, teaching and assessment

This monitoring will be framed by the appropriate ISSRs (Standard Regulations)

Includes reviewing evidence of pupil achievement in these areas and the factors that contribute in a positive or perhaps negative way, and how these are managed effectively

Key questions for the Board as a whole - concerns how Governance influences/promotes the achievement & personal development of pupils - so from this committee's perspective (though not necessarily exclusively so) e.g. supporting events, investment in resources/teaching rooms, review of pupils' work, visits to lessons

The committee will capture this evidence base/these developments and share with Board

Tomorrow's meeting will include a focus on

- School preparation for inspection - including developments since the last inspection
- SGS learning principles/observations/work scrutiny
- Gove's perspective - review of processes/monitoring in preparation for inspection

#### H&S Report – JJ

- The core suite of school Risk Assessments and other H&S documentation has been updated.
- Review of policy & Fire Risk assessment to be undertaken over the summer.
- No fire rescue visit has happened for quite a while so that maybe possible next school year.
- No serious incidents in the past year.
- First H&S committee meeting tomorrow evening since before lock down tomorrow evening
- All statistics are completely anonymous.
- Consultation with members of staff is important.
- Building work in the main hall is going well.

- Lockdown training would be practised at some point next academic year, this is not a legal or regulatory requirement. Beforehand the pupils have to be trained and understand the two types of alarm.
- Security of site with respect to the public footpaths on the site.

**Action: RB to contact the relevant County Council footpath officer and see what can be done.**

#### F&D Report Update – BP

BP reported back on the meeting held on 10<sup>th</sup> May,

- Excellent briefing by Dave Potts with respect to the school transport operation.
- The transport operation is a major selling point for the school and very highly rated by the parents.
- The drivers have a part to play in the safeguarding organisation of the school.
- The drivers tend to be ex-police officers.
- Parents has been notified of the fee increase for next year of 1.8% with no adverse reaction.
- Theatre project approved by Stafford Council.
- SGS compliant with IR 35 regulations.
- TOR's required for FD&A
- Potential investment of cash will be looked at over the summer by BP & RB.
- On track to make a surplus of £85k this FY.
- Credit control in good shape and well managed.
- Drivers pay increased to £10.50 per hour from 1<sup>st</sup> September to aid recruiting.
- New heating system approved for the main building.
- RB looked at implications of paying off the loan early but there was no advantage to doing so.
- BP & RB to develop KPI's and Risk Register over the summer.

RB reported that,

- The new heating system in the main building would be a modern glass boiler.
- Over the summer he intended to look at PV for the larger buildings such as the 6<sup>th</sup> form centre & sports hall.
- All new builds would be with energy conservation in mind e.g. Air or ground source heat pumps, PV or a combination.

#### To appoint auditors for the year ending 31<sup>st</sup> August 2021 - BP

JC reported that RSM would not be re-engaged for this financial year.

BP had done a lot ground work for looking at other companies.

BP reported that,

- Four companies invited to tender – Dyke-Yaxley, Crowe, Dains and Cooper Parry.
- All four could have done the audit.
- After tender review and extensive interview the panel (formed of BP, TC, JJ, JC & RB) recommend Cooper Parry to be appointed as auditors for this year.
- References for Cooper Parry were positive.

**The Governing body voted in favour of appointing Cooper Parry as the school auditors for 2020-2021.**



#### Approval of the revised Articles of Association – JC

These had been circulated to the Governors prior to the meeting and DW had confirmed they were ready to go. Governors stated that they were content with the administrative changes and unanimously voted to adopt the changes.

**The resolution to adopt the revised Articles of Association was approved by the Governing Body.**

#### AOB - JC

JC – asked for a closed meeting after the Governors meeting.

RB – Reported that full planning consent was required for the Astro Turf project.

**Governors agreed that there was no merit in progressing the project until full planning consent was received.**

JC – We would try to build good relationships with local councillors.

Post meeting – JD volunteered to foster good relationships with our local councillors.

RB – Sought retrospective approval for the outright purchase of two new minibuses next April but to be ordered immediately to avoid a price rise by Ford.

**Governors agreed to the outright purchase of two new minibuses in April 2022.**

RB – Pointed out to the Governing body that the 1% pay increase in addition to the annual STRB pay award to the Teachers awarded from 1<sup>st</sup> September 2020 for one year as a result of withdrawing from Teachers Pensions was not 1% extra per year in perpetuity but neither would the 1% for 2020-2021 be taken away in future years. This means the SGS Teachers Pay scales would permanently move away from the national pay scales.

**Governors noted this point.**

RB - Reported that he'd made a mistake filing last years audited accounts with Companies house. The Registrars dept. at Companies House had advised sending a copy of the audited accounts with a covering letter to them so that they could correct the error.

**Governors noted this.**

JC – Gave a vote of thanks to JL for his many years of service to the governing body when he retires on 2<sup>nd</sup> July and looked forward to seeing him at future events.