

Meeting of the Thomas Hardy Governing Body Via Teams – 7th July 2021 – 4.30pm

Present: David Grassby (Vice-Chair), Hugh Griffiths, Tony Moore (Chair), Hilary Over, Rachel Turberville-Smith (Parent Governor), Alan Trowbridge, Nick Rutherford (Headteacher), Neil Johnston, Rachel Glennie (Teaching Staff Governor), Jo Stoker (Parent Governor)

In attendance: Vicky Smyth (Clerk), Iain Cornell (Deputy Head), Michelle Matthews (Finance and Business Manager), Tom Hardinge (Assistant Head), Jon Dean (Assistant Head)

Apologies (Item 2): Simon Conibear, Nick Thornley, Mike Faulkner (Support Staff Governor),

Late Arrivals/Early Leavers: Mike Foley (for agenda items only), Jon Dean (for agenda item only), Michelle Matthews (for agenda item only).

Item	Minutes	Action
20/61	Declaration of Business Interests (Item 3): None	
20/62 20/62.1 20/62.2	Elect Chair and Vice Chair (Item 5): Chair - The Clerk read out the nominations received in advance of the meeting and called for any further nominations for the position of Chair. Mr Moore was asked if he is willing to serve as Chair if elected and he agreed that he is. The nomination was put to the vote and Mr Moore was unanimously appointed Chair by Governors. Vice Chair - Mr Moore assumed the Chair, asked the Clerk to share nominations for the position of Vice Chair received in advance of the meeting and called for any further nominations. Ms Turberville-Smith and Mr Johnston were asked if they are willing to serve as Vice Chair if elected. Mr Johnston expressed his preference for Ms Turberville-Smith in light of her experience as a Governor. Ms Turberville-Smith confirmed that she is willing to serve and the nomination was put to the vote. Ms Turberville-Smith was unanimously appointed Vice Chair by Governors. All Governors were thanked for their participation.	
20/63 20/63.1 20/63.2	Review (Item 6): Terms of Reference (Item 6.1) – Circulated in advance. Unanimously approved, no comments Link Governor Roles (Item 6.2) – Circulated in advance. Governors unanimously agreed that Link Governor roles will remain as is until new Governors are appointed and then preferences will be reviewed at that stage. Q: A Governor suggested there should be a link role for middle school collaboration to link with the SIP. This was unanimously agreed by Governors. Clerk to amend the table to include new role. The Chair reminded Governors to cc in the line manager of their link staff member when arranging Governors visits as a courtesy.	VS GOVS
20/64 20/64.1	Minutes of the meeting 19th May 21 (Item 7.1 Circulated in advance): were unanimously approved and signed as an accurate record. Matters arising (Item 7.2): 20/56.2 (Item 9.2) Governors Action Plan – RAG rate plan – on agenda 20/60 AOB – Create THS organisation chart including support staff - ongoing	
20/65 20/65.1	Budget (Item 8) circulated in advance Budget and Cashflow Monitoring (Item 8.1) – Ms Matthews explained to Governors some of the variances including the increase in Free School Meals	

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(FSM) and £54k for the mass testing.

Q: A Governor asked what the impact was of mass testing on the budget. Ms Matthews explained that the school received slightly more in funding than it cost in basic terms but not all overheads were calculated to come to a true cost, for example, the management time used to organise and oversee. The expected loss on catering was £60k but the actual was £45k. The school is £45k down on lettings. The £51,460 teaching school money is due to differences in the timing of receiving and spending the funding but will be reinvested in the teaching school. Staffing costs are up higher than usual but this is partly due to site team overtime to cover staff absences. The windows project is almost complete. There is a £143k surplus which is £65k less than the original budget (£208k) but still good considering the year schools have had.

Ms Matthews went through the actuals in comparison to the forecast and discussed any matters arising. Ms Matthews confirmed she is not concerned about the income though it is marked as amber because it is down; some is received quarterly and the school is waiting on last payments. GAG is on track and the CCN and PD base income is down slightly but a payment is expected in the summer. Indirect staffing expenses seem high but this is expected to level off as we reach the end of term. This category covers subsistence, travel, recruitment, training – anything that is not normal pay. Salaries are all on target. The spend is at 81% which is still at the budgeted amount and expected at this time of the year.

Capital Projects – Improvement works to the school to improve accessibility and create a PD store are ongoing. Once they are complete, the school will be refunded by the council, who are paying for the works. The school has contributed £75k to the theatre project from its reserves. It is hoped that this money will be recouped at a later date. £500k investment is coming from Section 106 money from the Local Authority and the Foundation Trust will fund the difference. £75k is still a good deal considering the amount of external investment coming from the Local Authority.

Q: A Governor asked if the windows project is coming in on budget. Ms Matthews confirmed that she has not been made aware of any concerns.

Q: Another Governor commented on the huge amount of work that has gone into this and thanked Ms Matthews and all involved on behalf of the governors.

Q: A Governor asked what a reasonable amount of reserves is, generally. One Governor suggested £500k for the size of the school. Mr Cornell added that the auditors have always advised at least one months' salaries.

20/65.2

Review and Recommend Budget 21-22 (Item 8.2) – circulated in advance

Income - The teaching school main grant of £40k has been stopped. The teachers grant and pay award has gone down but is now included in the main GAG. The school will get the FSM grant again next year and more students need FSM. The CCN and PD base funding is related to the number of EHCP students attending, which is known. The sports lettings are not back up to full level. The canteen income has been estimated on previous years.

Expenditure – A little is expected back with regards to the MAT contribution due to the resources being taken from the school. Staffing has been based on where we are at this point in time and there is not much scope in the bottom line to add. £25k has been allocated to capital projects; this is not for a specific project at present but things that are likely to come about throughout

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the year. Gas costs have gone down. An extra £10k has been added to the IT budget as the previous amount didn't suffice. A £258k surplus is forecast. £44,455 has been ring-fenced for site security improvements. Exams budget has a little bit more though JCQ have agreed a 42% refund and it is hoped the others will do the same. Staff costs are at 83% which is high and is expected to be high. The school employs a high standard of staff and to reduce this may have an impact on the subjects delivered. The school is not at the point where it needs to make changes to staffing yet.

Q: A Governor commented that if the school was in a deficit situation with little surplus, this conversation would be needed. Mr Rutherford opined that the last thing the school would want to touch is the breadth of the curriculum. KPIs are based on national benchmarks and the Governors are monitoring against the school plan. It is important to bear in mind the national benchmarks but key for Governors to monitor the school plan to ensure that what has been budgeted for, is affordable.

Q: A Governor referred to the in-year deficit in future years shown in the forecast. Ms Matthews confirmed that she is not worried at this stage and does not believe Governors should be. Mr Rutherford explained that some of this is to do with recruitment. He told Governors that the best time to recruit is January which can mean there is a certain amount of estimating and second guessing required, that can impact upon budget planning. Ms Matthews informed Governors that the forecast has been produced on lower sixth form numbers.

Q: A Governor asked if the school can manage an 83% staffing to income ratio on the lower numbers. Mr Rutherford explained that the school has access to income streams that some other schools won't have. The school does feel the funding difficulties, and to maintain staffing has come at the cost of some things that will manifest longer term, citing IT as a really good example.

Q: Another Governor suggested the school should move to planned replacements rather than reactive, perhaps using some surplus.

Mr Foley joined the meeting

Mr Foley commented that Dorset is one of the worst funded LAs in the country. Mr Cornell added that since 2010, the school has cut 25 teachers through natural wastage. Mr Rutherford added the school also had large class sizes now and had dropped the International Baccalaureate. Mr Foley informed Governors that a 6th form class must have 18-19 pupils in it now to make it viable, whereas it used to be around 12. The government agreed to offer education a 3-year settlement in order to allow schools to plan better but it has not been released so no one knows what is going to happen with funding in education. Mr Rutherford agreed, adding that nowhere else in the public sector do they not know their budget until 6 months before.

Q: A Governor commented that this has not shown in the results and related this to the extraordinary commitment of teachers.

Q: A Governor asked how pay awards are monitored. Mr Rutherford explained that movement on the main scale is automatic. To move to and along the upper pay scale a collection of evidence is required and a teacher will remain on each point for at least 2 years.

Q: A Governor asked if the school can refuse to make a pay award if it can't afford it. Mr Rutherford said that this is not possible and the school must budget for every teaching staff member being awarded a pay increase. If they are not, this is then a saving to the budget. Mr Cornell added that the school

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	<p>is not allowed to withhold a pay award with Mr Rutherford stating that the school must also budget for everyone staying, even though it is likely some staff will retire or move elsewhere throughout the year. The budget was unanimously approved. Ms Matthews left the meeting.</p>	
<p>20/66</p>	<p>MAT Levy – Mike Foley, MAT CEO (Item 4) Mr Foley agreed to circulate the presentation he had prepared but could not show due to technical difficulties. Mr Foley began by explaining the history of academisation. Wessex MAT currently has 4 schools with Purbeck and DMS joining in January 2022. More schools are likely to follow fairly quickly and it is possible the Trust will have 11 schools by the end of 2022 and 20 plus schools the year after. He opined that Mr Williamson’s recent speech has changed much in the education landscape. Mr Foley outlined the reasons THS converted to MAT status. 1) Governors knew the direction of travel and made the decision to convert rather than join another Trust. They felt that becoming a MAT fit with the values and philosophy of the school, particularly the continuous improvement of the school and the desire to help and support other schools if it can. 2) Pupils attend THS at 13 and have had the bulk of their education elsewhere prior to attending. If they have a poor experience, what would be the impact as they move through the system 3) Outstanding continual challenge – being involved in school improvement elsewhere allows the school to learn from others and challenge itself. Working in other schools enables staff to test and challenge themselves which is good CPD as well as to spot and develop talent. He added it is really important to have influence and impact in the first and middle schools and that DASP was way ahead of its time. However, as it stands, DASP is not set up to ensure identified improvements are made. Mr Foley explained that the MAT is about maintaining its schools but the most important element is school improvement. The MAT is a charity and a company and it is a growing Trust, which is like starting a business from scratch. There is no external funding, the only source of income is contribution from the schools that join and it is up to each Trust how much they ask. Wessex is currently 5%, Harris is 10% and Redstar is 7.5%. The MAT does provide some central services by paying for school SLAs centrally, e.g. HR, Grounds Maintenance, Payroll and the MAT does have some central staff. Approximately 1-1.5% of the 5% pays the salaries of the CEO, CFO, Company Secretary, Health and Safety Manager, MAT Clerk and members of the Finance Team. The payback for schools is not as great during the initial start-up and growth phases as it will be. The Directors have asked for a growth plan to be published by December. There will be staffing models for each phase of growth under the bands Maintenance and School Improvement Offer. These plans will be detailed and fully costed including job description, pay grade and adverts. This will be circulated to all schools in draft form prior to final approval. Mr Foley stressed that the MAT is not a £1 in £1 out model. Phase 5 will be the most extensive offer. The Trust is good at supporting schools experiencing difficulty but more work is needed to ensure the offer is just as relevant to schools such as Purbeck and THS, that are good or better. Q: A Governor asked if there will be a need to increase the levy or will the MAT just scale up. Mr Foley commented that this is a question Directors are considering – how do you jump in growth when you have a small team but the money from new schools isn’t part of the income yet. The MAT needed</p>	<p>MF/VS</p>

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	<p>another high school partner for THS and school improvement, this has the added benefit of bringing in 5% of a larger budget. The levy may go up but it would need to come with increased services. Harris is 10% but offer a huge amount of services. The Trust has to be good value for money for its schools and their communities.</p>	
20/67	<p>Presentation to Mr Grassby (Item 1) Mr Foley and Mr Moore made a presentation to Mr Grassby for his many years of service to Thomas Hardy School as Governor. Mr Foley described Mr Foley's generosity of spirit, community service and service to the town of Dorchester, both professionally and through his voluntary work. He commented on Mr Grassby's ability to ask the best questions and being able to hold the leadership team to account whilst also enabling them to feel supported. He informed Governors that Mr Grassby would always visit towards the end of results days and ask how it had gone for both the students and staff which demonstrated his depth of care. Mr Foley concluded by thanking Mr Grassby for being the most fabulous and fantastic Governor. A gift of artwork produced by students and a plaque was presented to Mr Grassby. Mr Foley left the meeting.</p>	
20/68	<p>Safeguarding Update – Jon Dean, Assistant Headteacher (Item 9) Mr Dean began by thanking Ms Turberville-Smith for her recent visit and the good discussion they had had. The Single Central Record was checked and it highlighted a few improvements required, such as having more than one staff member trained to access and update the record. Mr Dean informed Governors that there have been 53 concerns raised on MyConcern this half term, many of which are not particularly serious. He opined that the lower number of concerns are likely a result of Year 11 and Year 13 leaving – this has resulted in a lower number of mental health and self-harm incidents. Some of the students with more complex issues were also part of that cohort. Students also felt that the tests used as part of the evidence for Teacher Assessed Grades were not exams and this has made a difference to student mental health. Mr Dean referred to the priorities for 21-22 and highlighted: 1) Sexual Harassment and Rape Culture - in terms of digesting the guidance in KCSiE and gaining student voice as to how the school should look at this issue. 2) Mental Health – in terms of how the school can support students to improve their own wellbeing. Staff are being trained to spot students that may be struggling, early, and there is a need to educate the students to look after their own mental health as there is a lack of resource available in the NHS. The school is also taking part in a safeguarding review along with all the schools in the MAT and has visited St Osmund's. St Osmund's will visit in September and Mr Dean will report back to Governors. Mr Dean informed Governors that generally, there is a lot going on; students are back into the normal structure of the school day and there have been concerns around COVID. Relationships and Sex Education will be looked at next term with the new PSCH Co-ordinator, Mr Matthews, regarding the curriculum. Mr Dean left the meeting.</p>	
20/69	<p>Early Career Framework – Laura Cheney, Assistant Headteacher (Item 10): Ms Cheney explained the existing system for Newly Qualified Teachers to Governors and informed them that the government have opted to move to the Early Career Framework system instead, for various reasons including retention. Many new teachers are leaving within 5 years of being trained. Ms Cheney explained that THS already do much of what is in the new</p>	

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	<p>framework. The main differences between the NQT system and the new system are: 2 year programme instead of 1; 10% reduction in teaching timetable the first year and 5 % reduction the second, both funded; support from two staff, a mentor and the induction tutor. There will be regular feedback from lesson observations and regular reviews of progress through the induction tutor, this will be Ms Cheney initially but it will depend on how many early career teachers THS supports. The MAT will play a role to help early career teachers, for example, to observe other teachers in other schools example and Ms Cheney has a meeting with the person in charge of early career teachers at Purbeck to discuss this further. There will be a new teaching school hub in Poole in September called South Central. They would like THS to be a strategic partner and will train Ms Cheney to deliver the programme to a group of early career teachers. They will also be our appropriate body. Teachers will achieve QTS after 2 years.</p> <p>Q: A Governor asked if this will create more pressure. Ms Cheney opined it will create less as the teachers will not need several folders of evidence. It also means the support is spread out rather than having a year of lots of support and then all taken away and a full teaching timetable. There will be consistent support and mentoring over 2 years instead of one. It is also a bit more prescriptive which will make it more consistent across schools.</p> <p>Q: Another Governor asked how many early career teachers THS will have in September. Ms Cheney confirmed there will be 3 starting in September.</p> <p>Q: A Governor asked what the impact is for teachers who are also mentors. Ms Cheney explained that the school is heavily involved in teacher training and that the teaching school funds some time for mentors to undertake their role and tries to protect them for one meeting per week on their timetable if possible. There is no shortage of volunteers among the staff. Governors thanked Ms Cheney for attending the meeting.</p>	
<p>20/70 20/70.1</p>	<p>School Improvement Plan – Tom Hardinge, Assistant Headteacher (Item 11):</p> <p>Review School Improvement Plan (Item 11.1) – circulated in advance. Mr Hardinge informed Governors that the goals remain largely unchanged as they are broad, ambitious and long term. He advised Governors that there is a brief summary of progress, the plan has been RAG rated and that where there has been limited progress this has been marked red, amber indicates some progress and green indicates significant progress citing the skills staff and students have developed re online learning as an example. Linking the SIP to the link governor roles has been really useful and a great way of giving feedback to Governors. Small changes are being made to the performance management process to tie it in more closely with the SIP. The CPD groups will also be linked to each of the aims. Mr Hardinge confirmed that he and Mr Rutherford had looked at the actions and impacts column and noted literacy in boys and disadvantaged students as an issue in the last 12 months.</p> <p>Q: A Governor asked if SLT and staff ever visit similar schools to see what can be learned from them. Mr Hardinge confirmed that they do and are speaking to a school in Woking with a high percentage of students eligible for Pupil Premium funding.</p> <p>Mr Hardinge asked Governors to email any questions about the SIP so he can produce a Q&A document as before for Mrs Smyth to circulate to Governors.</p> <p>Q: A Governor asked if are any positive outcomes from the pandemic. Mr Hardinge noted that students are more independent and staff are looking at</p>	

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20/70.2	<p>how this can be sustained including moving on to more metacognitive approaches. A member of the sixth form staff, Ms Allner has a plan as to how she would like to push this on. Study skills are key.</p> <p>Q: A Governor referred to the book 'Boy's don't try' that Mr Hardinge had recommended to him and suggested other Governors may like to read it if they have time.</p> <p>Q: A Governor asked if the Careers appointment has been filled. Mr Rutherford confirmed that it has and that they are a MAT employee. The bulk of the work will be at THS initially so they will work closely with Jon Dean to ensure THS is where it needs to be and then they will go out to the other schools in the MAT. This is a full time post.</p> <p>Governors' Visits Reports (Item 11.2) – circulated in advance – questions arising</p> <p>Q: A Governor referred to their sixth form report and asked Governors to note the issue with recruitment due to event cancellations and other impacts of COVID. She explained that Mr Nicholls has a plan going forward that she will continue to speak with him regularly about. Mr Rutherford added that a professional photographer has been engaged to take photos and videos of the school, staff and students for professional marketing materials. Any reduction in numbers in Year 12 affects the funding a year later. Ms Over confirmed that prospective students will come into school on the final day of term to meet their teachers but the final number on roll won't be known until the end of September.</p> <p>Q: A Governor asked if there is much change in numbers once term starts. Mr Cornell opined that there is some change as people start courses and change their preferences or move from other providers. This year, there was change with regards to pupils dropping to 2 courses. Mr Rutherford added that there is a risk of grade inflation and that with external students, the teachers won't know if they are capable until they are some way into the courses. A Governor opined that speaking from parental experience, remote learning for A Levels is harder.</p> <p>Q: Another Governor asked the number of students coming from Weymouth. Mr Cornell confirmed there is around 90 but this is lower than usual</p> <p>Q: The Governor asked if transport was an issue and whether the operation of a bus should be considered to make it easier for students from Weymouth to attend. Mr Cornell explained that running a bus is prohibitively expensive and won't necessarily improve the numbers coming from Weymouth.</p> <p>Q: A Governor asked whether the risk of grade inflation is included in the SIP in some way and what action the school has taken to address it. Mr Cornell explained that the BTEC Business Qualification has been reworked and that the school has opted for Core Maths. Flexibility has been built into the system over the last few years by broadening the offer to include BTECs.</p> <p>A Governor noted that the SEND attendance figure at 90.7% is below where the school wants it to be. They added that they are aware that children with EHCP that didn't attend had to be marked as absent despite engaging in home learning. They also informed Governors that the fire door at the nursery has been fixed.</p> <p>Governors thanked their link staff members for welcoming them so warmly into school. They also thanked their fellow Governors for the written reports and it was noted that they are enjoyable to read and informative.</p>	
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20/71	<p>Headteacher’s Report – Nick Rutherford, Headteacher (Item 12): Mr Rutherford asked Governors to provide feedback upon how useful they find his report and the information contained therein. This will enable him to tweak it to ensure it meets their needs.</p>
20/71.1	<p>Attendance – Considering the year the school has had the attendance figure at 93%, when 95% is the standard, is not bad. Q: A Governor enquired about the persistent absence figure and asked how much is due to COVID and how much is due to other issues. Mr Rutherford confirmed that Mr Dean is going to be looking at this as part of his safeguarding role. Q: Another Governor queried the exclusions figure and asked Mr Rutherford if this is related to defiance and behaviour and what this looks like in practice. Mr Rutherford explained that an exclusion for defiance would be due to open and sustained refusal to follow an adult’s instructions. He opined the importance of taking action regarding this for two main reasons 1) how can you run a school if the pupils won’t follow instructions 2) others see the consequences of this behaviour and moderate their own. He opined that this is an impact of the lockdowns. Mr Rutherford added that he could see the jump in the numbers of exclusions will be concerning for Governors and assured them that it is deliberate, short term use of fixed term exclusions in order to reset behavioural expectations. This has worked and the number of incidents and exclusions have reduced. The school is now seeing mainly persistently challenging students being excluded. Q: A Governor asked if pupils might see it as a way of getting out of school and thus exclusions will have a counterproductive effect. Mr Rutherford opined that if the deliberate spike caused by addressing the behaviour did not reduce incidents then it would be clear that exclusions are not working and a new approach is required. Parental support becomes key in these circumstances. It is important to be clear with the students that there is a line they must not cross. Overall, parents have been supportive; there have been a couple of letters from displeased parents but the majority are in support and it has had the desired effect.</p>
20/71.2	<p>Curriculum Recovery – Mr Rutherford informed Governors that he is not so concerned about curriculum as on the whole, the students engaged well during home learning periods. The greater concern is the impact on the pastoral, behavioural and social needs including mental health concerns. Q: A Governor enquired as to the plans for exams in 2022 and asked if they will adjust the assessments for knowledge. Mr Rutherford confirmed that he has no information at present and thinks that they will. Mr Cornell added that the government seem to be hinting that they may go back to last year’s plan for exams. Mr Rutherford suggested that may remove a book from English and drop a unit from History, for example, but has no concrete information to say for certain.</p>
20/71.3	<p>Looked after Children and Pupil Premium – Mr Rutherford confirmed detailed reports on educational progress will follow in the Autumn term.</p>
20/71.4	<p>Staffing matters – The school is fully staffed for September. There are a couple of Teaching Assistant and Cover Supervisor posts to fill. One resignation has been accepted after the deadline due to exceptional circumstances and there is no need to replace at present.</p>
20/71.5	<p>SLT – Mr Rutherford highlighted the roles and responsibilities of the SLT and informed Governors he may look to redistribute responsibilities and/or expand</p>

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<p>20/71.6</p>	<p>the team. He added that it is difficult to gauge a role at this stage and will spend more time getting to know the team and school better. He informed Governors that staff have been fantastic and attendance is high. He expressed his thanks to staff and Governors for their support this term and opined that THS has a phenomenal team.</p> <p>Health and Safety – Governors were informed that there is an external audit tomorrow. The MAT Health and Safety Officer has been absent long term and as a result, Governors should expect the audit to note issues that are still to be addressed.</p> <p>Q: Governors asked that Mr Rutherford add information about Extra-Curricular Activities to his report.</p> <p>Q: A Governor noted the stunning online artwork and asked if there are any other upcoming events that Governors can support. Mr Rutherford expressed his hope that there will be more in the coming year as the school returns to normality.</p> <p>Q: The Governor also asked how Mr Rutherford is settling in. He informed Governors that he has met most staff and felt he knew around 100 out of the 265 team by name. The staff and students have been very welcoming. Due to COVID isolations, Mr Rutherford explained that he has enjoyed teaching this week and was looking forward to taking his own class from September.</p>	
<p>20/72</p>	<p>Risk register (Item 13): circulated in advance Mr Rutherford explained that he had met with SLT and has added some additional financial risks, site security risks and the risk of falling standards. He will send this to Mrs Smyth who will circulate to Governors via the portal.</p>	<p>NR/VS</p>
<p>20/73 20/73.1</p> <p>20.73.2</p> <p>20/73.3</p>	<p>Governors Self-Review (Item 14) Review Board SWOT Analysis and Questionnaire Outcomes (Item 14.1): - Governors discussed the anonymised SWOT analysis and questionnaire outcomes and agreed to return to this in September. Governors asked the Clerk to prepare individual training recommendations according to individual responses and to draft a group-training plan according to the anonymised Board responses. Governors also asked the Clerk to identify any recruitment priorities. Clerk to email Governors their personalised training plans and share the draft Board training and recruitment plans via the portal in September for discussion at the next meeting</p> <p>Review Governors' Action Plan (Item 14.2): – The Chair called for volunteers to form a working party to review and update the action plan for September 21. Ms Stoker, Mr Johnston and Ms Turberville-Smith volunteered. Chair to arrange meeting date via the Clerk</p> <p>Training Feedback (Item 14.3): Thanks to Ms Morrison for the excellent data training session in June.</p>	<p>VS</p> <p>AM/V S</p>
<p>20/74 20/74.1</p>	<p>Policies – to be received (MAT) (Item 15): Maternity (Item 15.1): Received by Governors</p>	
<p>20/75 20/75.1 20/75.2 20/75.3 20/75.4 20/75.5 20/75.6 20/75.7</p>	<p>Policies – to be approved (THS) (Item 16): Attendance (Item 16.1) Drugs (Item 16.2) Intimate Care (Item 16.3) Managing Contractors (Item 16.4) Managing the Behaviour of Parents, Carers and Visitors (Item 16.5) Physical Intervention (Item 16.6) Provider Access (Item 16.7)</p>	

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20/75.8	Anti-Bullying (Item 16.8)	
20/75.9	Dealing with Allegations (Item 16.9)	
20/75.10	Looked After Children (Item 16.10)	
20/75.11	RSE (Item 16.11)	
20/75.12	Careers (Item 16.12)	
20/75.13	Social media (Item 16.13)	
20/75.14	Work Experience (Item 16.14)	
20/75.15	Visiting Speakers (Item 16.15)	
	The Clerk outlined the changes to each policy. All were unanimously approved by Governors.	

Action Log

Person	Action	Timing	Outcome/Update
Vicky Smyth	20/63.2 Link Governor Roles (Item 6.2): Clerk to add middle school link role to list and republish	ASAP	
Governors	20/63.2 Link Governor Roles (Item 6.2): CC in link staff member's line manager when arranging a governor visit	Ongoing	Ongoing
Mike Foley/Vicky Smyth	20/66 MAT Levy (Item 4): Circulate Mr Foley's presentation	ASAP	Complete
Nick Rutherford/Vicky Smyth	20/72 Risk Register (Item 13): Mr Rutherford to send updated risk register to Clerk. Clerk to circulate	ASAP	Complete
Vicky Smyth	20/73.1 Review Board SWOT Analysis and Questionnaire Outcomes (Item 14.1): Clerk to prepare individual training recommendations according to individual responses and to draft a group-training plan according to the anonymised Board responses. Clerk to identify any recruitment priorities. Clerk to email Governors their personalised training plans and share the draft Board training and recruitment plans via the portal in September for discussion at the next meeting	01/09/2021	
Vicky Smyth/Tony Moore	20/73.2 Review Governors' Action Plan (Item 14.2): Organise working group meeting	ASAP	
Vicky Smyth	20/74 & 75 Policies (Item 15 and 16): Publish policies	01/09/2021	Complete

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