

## Governing Body Meeting

**Monday 28 November 2022 5.30–7.30pm**

**Meeting held in school**

**Present**

Ruth Willis	RW	Chair
Kerry Oakley	KO	Headteacher
Jennifer Orchard	JO	Parent governor
Charlotte Williams	CW	Staff governor
Matthew Tucker	MT	Parent governor
Kevin Standish	KS	Co-opted Governor (virtual)
Clare Lysons	CL	Co-opted Governor
Bal Hegedus-Pickvance	BHP	Co-opted Governor
John Elford	JE	Co-opted Governor
Anthony Evangelista	AE	Co-opted Governor
Amy Blackwell	AB	AHT T&L

**In attendance:**

Mike Lockhart	ML	DHT KS4
Tim Poole	TP	Chair SESSET
Ariana Akhavan	AA	DHT KS3
Steve Rolt	SR	DHT
Mirella Basso	MB	Senior DHT
Sarah Walters	SW	Observer
Adrian Hill	AH	Observer
Colin Hill	CH	Observer
Sepha Brook	SB	Observer
Ellen Maden	EM	SBM
Lynn Atkins	LA	Clerk, Strictly 4S

	TOPIC	ACTION
<b>1</b>	<p><b>GOVERNING BODY BUSINESS</b></p> <p>a) <b>Receive and agree apologies for absence</b> Apologies were received and accepted from Hilton Vera and Jayne Dickinson (observer). Victor Lewanski was also absent.</p> <p>b) <b>Update register of interests and declare any interest in specific agenda items at this meeting</b> TP declared an interest in Item 8. It was agreed that he would leave the meeting during this Item.</p> <p>c) <b>Receive update on governors’ appointments, vacancies, terms of office</b> There are currently four co-opted vacancies. Anthony Evangelista was nominated to be co-opted and Jayne Dickenson will be nominated as co-opted in March 2023 The following were in attendance as observers:- Sarah Walters, Adrian Hill, Colin Hill, Sepha Brook</p> <p>d) <b>Terms of Reference to be agreed</b> The Terms of Reference had been shared and were agreed.</p>	
<b>2</b>	<p><b>MINUTES &amp; MATTERS ARISING</b></p> <p>The minutes of the meeting held on 26 September 2022 were agreed as an accurate record and were signed by the Chair.</p> <p><u>Actions</u></p> <p>(Item 7) TP said that there is still a need for a representative from Carrington’s FGB to become a Trustee and attend SESET meetings three times a year. There is a role-share currently. BHP said it will be a helpful link to see how Carrington relates to the other Trust schools. CH said that he may be interested in this going forward.</p> <p>(Item 8) Open Meetings Protocol had been shared.</p> <p>(Item 10) All apart from two governors had now confirmed having read and understood KCSIE 2022. RW had signed the Code of Conduct on behalf of the Governing Board.</p> <p>(Item 11) KO still to answer questions from CW and circulate. <b>Action: KO to circulate.</b></p>	<b>KO</b>
<b>3</b>	<p><b>CHAIR’S EMERGENCY ACTION</b></p> <p>No emergency actions had been taken.</p>	

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4	<p><b>COMMITTEE MINUTES SINCE LAST FGB</b></p> <p><b>Quality of Education 07/11/22</b> Governors were informed that there had been a visit from a National Leader of Education (NLE), who came in to do a review of the school, preparing for Ofsted. It was a really good visit, with things for the school to work on, including Assessment.</p> <p>The Committee went through the SEN Policy. They also talked about Early Careers Teachers (ECT) and went through the process. Amy, who oversees Teaching and Learning, talked about community learning groups that they have for staff development.</p> <p><b>Finance and Resources 26/11/22</b> BHP reported that the budget was reviewed. Last year there was a good surplus (£152k). This year two things are a risk. One is the increased electricity bill. There is a £10k deficit as well.</p> <p>A large amount of work has been done on Health and Safety and issues around premises, including the new management system.</p> <p>The Committee talked about the new perimeter fence. The school will propose a bid for works up to about £200k. The bids have to be in by early December, with a decision by early April. If successful, the works will be done in the summer holidays.</p> <p>JE asked whether the leak identified in the sports hall had been repaired. He was informed that it was but there had since been two more. Some of the defects were not found when the building was not occupied. They cannot access the roof because the stairwell was not fitted properly. The school are in discussions with Kier about solving that problem. There is no room to fit it correctly now. It is frustrating to have to make structural changes as the building is only 18 months old.</p> <p>MT asked who was liable. KO explained that the school is not the direct client, it is the DfE. They may say that the school need to ensure that the maintenance schedule is up to date, as with the Cat 5 system but the malfunctioning steps prevent them maintaining the roof.</p>	
5	<p><b>HEADTEACHER REPORT</b> A report had been circulated and some items were highlighted.</p> <p><u>Admissions</u> KO confirmed that the PAN is 210 in each year group. It was agreed last year to extend for one year (for the current Y7) to 240 and they offered to take an 8<sup>th</sup> group. They cannot remove it until the end of the year. The number in Y7 is 211 currently. The school is now closer to PAN than they have been in 13/14 years but the additional group is not very cost-effective. They can drop the PAN year on year and can cap at 180. KO explained that they want to keep the balance right and ensure they can keep high aspirations. Y9, Y10 and Y11 are capped at 180. Y7, Y8 and Y9 have spaces.</p> <p>Accepted places for 2022/23 were 227 but they lose a few to other schools. For 2023/24 there are 30 more applications that are first and second choice preferences. There is a place planning meeting early in January but they are unlikely to go to 240.</p> <p><u>Faculty Reviews</u> KO explained that they have five of these with SESSET. They have just started the Review of Expressive and Supportive Arts.</p> <p><u>Appraisals</u> Appraisals were completed at the end of October. KO met with a panel of governors to go through those going up to UPR, all other teachers automatically progress unless extra support is needed.</p> <p><u>Intervention Groups</u> A list of intervention groups running was provided.</p>	

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	<p><u>Outcomes for students</u></p> <p>The results were discussed at Quality of Education Committee. RW asked whether the final published results would include RE. KO said that they will not, it will look like those students have done one less subject. MT asked whether they would provide a narrative around that gap. KO said that they will as the students took it in Y10, through teacher assessment, so it is not accepted as part of this year's results.</p> <p>KO said that the table showed the subjects that have improved.</p> <p>CH asked if there was anything noticeable around Covid-19. KO said that there was in the students' attitudes around school and some of the grounding they have missed. Some missed KS1 SATs, some were affected in ways they may never notice and they will catch up. When comparing results they cannot blame Covid-19 as all were assessed on the same basis. Most schools have dropped in outcomes but not all to the same degree.</p> <p>MT asked whether Maths and English were being focussed on. KO said that they were. There will be a Maths audit in the summer and English in September. Maths has a new scheme, White Rose, and it will take some time to pull through. Currently KS3 are following that scheme, the current KS4 will benefit from the change in the method of teaching. It is more about discussing Maths and looking at different ways of tackling problems and applying mathematical understanding when they get harder questions. They should be able to take on multi strategy maths questions.</p> <p>BHP asked if there was anything that governors could see. KO said that they will bring to Quality of Education Committee how they are tracking students, using FFT. As parents they will see it on the next set of reports. <b>Action: KO to bring to next QofE meeting.</b></p> <p>MT will do a learning walk in January with SR. It was explained that MT has the PP and Managing Standards governor link role and will look at standards in lessons, not the standard of work but PP and non-PP and if any difference can be seen in the way they engage and the difference in standards in the lesson. He will look at books, exam data and how strategies are transferred into outcomes.</p> <p><u>Behaviour for Learning</u></p> <p>KO said that there had been one permanent exclusion for one student who was only in school for ten days and for whom Carrington was not the right setting.</p> <p>A table was provided showing what some of the areas of behaviour are. Some of these are supported by interventions, giving more focus for students and there are 'preparing to learn' areas and 'ready to learn' areas, to reduce suspensions. There is sometimes a need to remove students from school to re-set boundaries and see how to match their needs in school.</p> <p>BHP asked about mixing pupils with different abilities. KO said that they moved Y7's into learning groups and stream Y9 and Y10. They use the KAD data and they try to only make moves at holiday times. There are mixed streams. ML added that they do mixed ability teaching in class and take off the top bands and review it after data drops.</p> <p>CH asked what the grounds were for permanent exclusion. KO said that it was physical assault. She explained that she had spoken to the LA and they have had conversations about in-year admissions because they are under PAN and have been told they cannot say no. However, they can say that they cannot meet a student's needs if there are any behaviour concerns.</p> <p>KO said that there is an agreement as local SESSET headteachers that if a student has been away from school and home educated, they should go back to their original school or even have a Managed Move, which can work well. They have agreed that if they can get enough information and feel they would ruin the learning environment, they can refuse to take them.</p> <p>In addition, they are considering taking on their own admissions, to better manage this.</p>	<p>KO</p>

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	<p>There have been 21 new children since the beginning of term. KO explained that some are moving into the area, sometimes families relocating and some only stay a few weeks. The school invest a lot so this is frustrating. They do not want to take all children that cannot be accommodated elsewhere. Cutting the PAN helps but the LA can still ask for goodwill. Sometimes it is possible to take a student and make a difference.</p> <p>KO was asked if there were any benefits to the school. She explained that it was only their funding but they cannot deny a child an education. SW asked if there were many children from Ukraine. KO said that they had about 7-9 but there are more due.</p> <p><u>Attendance</u> KO reported that current attendance is 92.5%, in line with national and an improvement on last year.</p> <p><u>Leadership and Management</u> A news report 'Carrington Headlines' goes out to parents monthly. A blog for students goes out weekly.</p> <p>Complaints were explained. If they cannot settle these informally there is an official complaints procedure. There is currently an issue with a fan on the roof which is creating a noise nuisance and this is being actioned. Compliments were also reported, which are far higher in number.</p> <p><u>Staff Sickness Absence</u> It was noted that there are still some children and adults off school with Covid-19.</p> <p><u>Staff Recruitment</u> KO said that they had to make some changes to the curriculum in Y10. There are two support vacancies and they are offering finders fees to any staff who can help them recruit. They are having to pay up to 25% to agencies for this service.</p> <p><u>Marketing and Communications</u> KO drew governor's attention to two 'wall wraps' on the first floor of Astra, one near the Reception entrance celebrating the Carrington provenance and the other by the Headteacher's Office, showcasing the school's values.</p> <p><u>GDPR</u> There had been one data breach reported to the DPL/DPO, none reported to ICO. All staff have been trained in Cyber Security.</p> <p><u>Premises Report</u> Work completed over October half term was highlighted. The Cat 5 replacement work is completed.</p> <p><u>Finance</u> CFR Report was provided.</p> <p>KO was thanked for her comprehensive report.</p>	
6	<p><b>OFSTED/SDP</b> The SDP 2022-23 was shared. KO said that Ofsted are due to visit by Christmas. LF will be emailing governors and she asked all to respond with their availability as the Ofsted Inspector will want to speak to governors.</p>	
7	<p><b>SATELLITE HUB DEVELOPMENT</b> There was a presentation on the Satellite Hub Development. KO spoke about the Woodfield/ Carrington collaboration. Woodfield is a school in Merstham with students from Y6 to Y12/Y13. They are currently extending with a sixth form to increase numbers. There are lots of children in mainstream schools or in PRUs, when they should be in specialist facilities. Because there are not</p>	

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	<p>enough, some children are sent to independent special schools, costing up to £27k a year in and out of Borough so Surrey need more appropriate facilities.</p> <p>The proposal is to establish a satellite centre at Carrington, in line with Woodfield. The current capacity would be 30 but it could increase to 40. The admissions process would be via Woodfield. Students will have to have an EHCP for the SEN admissions process. They will be dual-registered for safety and sharing of documents. Woodfield will carry their results.</p> <p>Some of the reasons that this is being supported:-</p> <ul style="list-style-type: none"> <li>• A special school that is closer to home for some</li> <li>• Currently Woodfield do not offer GCSEs</li> <li>• It supports the agenda in Surrey</li> <li>• There is a need</li> <li>• A flexible teaching offer that also allows Carrington students to access provision supporting their readiness to learn</li> <li>• Their pupils may be able to access some Carrington classes</li> <li>• Woodfield offer a lot of trauma based work and their teachers are trained in this</li> <li>• Good sharing of practice between the two schools</li> <li>• A new building extending current building (still awaiting feasibility study)</li> <li>• New facilities as a result which both can benefit from</li> <li>• Working with the CEO of Woodfield</li> <li>• Students will wear the Carrington uniform</li> <li>• The provision would run with Y7 to begin with</li> </ul> <p>Some logistics are still to be finalised. Next steps were shared:-</p> <ul style="list-style-type: none"> <li>• Informal consultation from 5<sup>th</sup> December until 20<sup>th</sup> December 2022. This will go to parents and any questions are submitted to the LA.</li> <li>• KO will present on 12<sup>th</sup> January 2023 at 6pm at the public consultation</li> </ul> <p>CH asked what exams Woodfield students did currently instead of GCSE's. He was informed that they were usually vocational awards. There are lots of children with clear special educational needs but there are others who do not feel able to recognise others like themselves. There is lots of community work. KO said that they had also spoken about getting a farm in the longer term. This provision can be a bridge for those who are not ready for college.</p> <p>JE asked if they were sure that they wanted to use the current building as indicated. KO said that it is standing and strong and purposeful. It needs to be overhauled and have new cladding and doors. The challenge will be cars, transport and parking.</p> <p>MT asked about there being more students with SEND needs, if there was an impact on quality of teaching and what the strategy was to manage that. KO said that they do not know yet. There will be some impact but they will plan for the size of the group. They will come with their own TAs and it will be on a trial basis, Y7 only to begin with. As it happens, they can take decisions. It will not impact exam classes. Carrington are not starting up a new school but will be bringing in experience.</p> <p>ML said that PRUs are full because Surrey do not have anywhere else for these children. Moving them to more appropriate provision will also free up PRU spaces.</p> <p>BHP asked about staffing. KO said that they will be part of the same consultation and this will be shared with them this week. BHP asked if there would be any redundancies. KO said no, they will not be asking their staff to do anything different. Woodfield have their own governors and they are in effect just renting the space on the Carrington site. They will sort out any flexible teaching.</p>	

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	<p>RM asked whether it would be 'trial and error' regarding which children come to Carrington. KO said that initially it would, there might be some swopping over of which children would be able to cope. KS asked, if the students are on the Woodfield roll, what about disciplinary matters and the code of conduct? KO said that on the Carrington site, they would follow the Carrington rules. There are also great things going on at Woodfield and some things that Carrington might be able to use, especially for KS3 students, they can merge some systems together. It will primarily be the Carrington policies that run the site and Woodfield will pay for the space.</p> <p>MT asked if there were any issues about energy usage. KO said that there will be an agreed rate every half term that any other school would use in this way. CH asked about the feasibility of solar panels. This was felt to be outside the remit of this meeting.</p>	
8	<p><b>SESSET UPDATE</b> TP left the meeting for this item.</p> <p>KO explained that SESSET was set up in 2017 with an agreement by the three headteachers. They now have to focus on the best way forward. The Trust gives peace of mind, helps with finance, with having people to turn to and supports what is needed in school, doing improvement projects.</p> <p>SESSET has had a governance review. The reviewer met with RW and KO. The benefits of being in a collaborative Trust were seen. The schools keep their autonomy and they have to report up and down. They now have to consider what they want to look like now and in five years. In February there will be a training session and governors will have the opportunity to pose any questions they want to be discussed at that meeting.</p> <p>BHP asked what the options are. RW said that it is more about the direction of travel. KO explained that some Trusts have an oversight group and are more branded. They all put the SIP together as a group. Despite RI, the school has strong aspects of teaching and learning.</p> <p>BHP suggested that there is also collaboration with things like career guidance, DSLs and Cyber group meetings. AB said that there are other staff visits and training at other schools. RW said that they have not yet done much about getting governors together. There could be more formal get-togethers and sharing across individual boards if there is a purpose for that.</p> <p>MT said that it is good for shared learning with teachers but he was less sure about the benefits from a governor point of view. KO pointed out that this is a LGB, so it is about Carrington but talking to other governors in similar roles and visiting other schools could be useful, looking at the strengths of each of the schools. The improvement project has helped staff.</p> <p>MT asked whether the Trust was considering more schools and if there was a plan for expansion. KO said that there is the plan for Woodfield but other primary schools may be interested, so getting an agreed process may be useful. Some schools are looking around at the moment. This would be considered at Trust level. When primary schools are asking to be taken on, it is usually because they need something. Secondary schools tend to already be set up. MT said that they would want to be feeder schools and KO agreed that they would want that too.</p> <p><b>Questions to take to March 2023 Meeting was: What are plans for expansion as a trust?</b></p> <p>Some governors had negative experiences of other Trusts. It was agreed that the leadership vision was important.</p> <p>SR said that as a LGB they have to think about how their strengths as a Trust work for them. They want autonomy, like the support and collaboration but are not at risk of giving up making their own decisions. RW agreed that they have a school personality.</p>	

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	<p>MT suggested that it would be good to expand within their own location. KO said that they share their work, other schools get good results and Carrington benefits from that experience. She would not want to lose the LGB and be ruled top-down.</p> <p>RW said that how they are able to discuss it is a positive. He queried whether they should share with parents and talk about their active engagement with other schools. As part of their marketing, if there is a benefit, they should tell people. MT thought it would be interesting to know if the other schools were also talking about SESSET.</p>	
9	<p><b>SAFEGUARDING UPDATE</b></p> <p>JE said that there had been two deaths in Surrey of young people by suicide, one had been using a school iPad and school systems not locked down.</p> <p>At Carrington there is a focus on online safety. He was able to find the appropriate policy and check the firewall, which was strong. JE was concerned about school laptops and iPads that go home. It was explained that the school has a policy that when IT equipment goes home, the parent and pupil become the owner of that item. When picking it up they sign a disclaimer so they are responsible for putting any software on it. There is also an online safety lesson.</p> <p>CH asked about any training for parents on online safety and about the cost of security software. KO said that they do online training and safety for parents and they give advice. They keep updated on different online platforms and pass information on. Installing software is up to the parent.</p> <p>BHP said that the school should have some control over Teams and Teams messaging. KO said that it should be picked up by their system. They have to report concerns in the same way as other concerns, also email groups. School Teams was explained.</p> <p>Governors were concerned about groups set up outside of school and also the cost to parents of software for laptops. It was explained that it is up to the parent if they wish to have the laptop or not. If data is a problem, they will also supply dongles and these have some filters.</p> <p>CH said that his company were making an online safety video that could be put onto computers they are giving out. This suggestion was welcomed.</p>	
10	<p><b>POLICIES</b></p> <p><u>Referred from Committees</u></p> <p>ECT Policy Appraisal Policy Scheme of Delegation Policy SEND Policy</p> <p><u>For FGB Approval</u></p> <p>Health, Safety and Welfare Policy Governors Visiting Policy Grievance Policy and Procedures Accessibility Plan Cycling Policy</p> <p>The polices had been circulated and were approved.</p>	
11	<p><b>TERMLY UPDATE AND GOVERNOR TRAINING RECORD</b></p> <p>JE said that he had done KCSIE 2022 training in September. This was very good training and also included online safety. MT will be meeting with SR, with a report to follow. KO said that she would send out a template for reporting and will also send out links for the safeguarding training.</p> <p><b>Action: KO to send</b></p>	KO

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12	<p><b>SELF EVALUATION</b>  <b>What have we done for the benefit of students at this meeting</b>            The LGB discussed SESSET, how to take it forward and the benefits to the school.            They had ensured that all had done safeguarding training with follow up for those who had not yet.            Governors discussed the proposed Satellite Hub and responded positively to the Woodfield collaboration.</p>	
12	<p><b>NEXT MEETING</b>            LSSI - Monday 9 January 2023            QofE – Monday 20 February 2023            F&amp;R – Monday 20 March 2023            FGB – Monday 20 March 2023</p> <p>SESSET – Wednesday 8 February 6.00-8.00 at Ashcombe                              Wednesday 29 March 6.00-8.00 at Therfield                              Wednesday 17 May 6.00-8.00 at Carrington                              Wednesday 12 July 6.00-8.00 at tbc</p> <p>The meeting closed at 7.30pm</p>	