

## Graham School and George Pindar School

### Joint Local Governing Committee Meeting Held via Zoom on Tuesday 7<sup>th</sup> July at 12 noon

**Present:** Mrs Helen Dowds (Executive Principal)  
Mr Malcolm Dawson (Chair of Governors)  
Mrs Mandy Gething (Governor)  
Mr Richard Benstead (Governor)  
Mr Brian Crosby (Governor and CEO of HTL)  
Mr Marcus Towse (Governor)

**In attendance:** Ms Emma Robins (Principal Graham School)  
Mrs Lesley Welsh (Principal George Pindar)  
Miss Isabella Kvist-Hansen (Governance Support Officer at CYC and Clerk)

		Action
1.	<p><b><u>Welcome, Apologies for Absence and Declarations of Interest</u></b> The Chair welcomed everyone to the meeting. Apologies for absence were received with consent from Mr Gerry Swain, Rev Samantha Taylor and Mr Philip McElwee. There were no declarations of interest.</p>	
2.	<p><b><u>Minutes of the Meeting held on 10<sup>th</sup> June 2020 Including Confidential Item</u></b> – Previously Distributed The minutes were agreed to be a true and accurate record of the meeting and would be signed by the Chair at the earliest opportunity.</p> <p><u>Matters Arising from the Minutes</u> Related to the confidential minutes, the Principal of George Pindar reported that a serious case review would take place but only the PRU had been invited to partake. She had not received any further information from the Headteacher of the PRU at this point.</p>	
3.	<p><b><u>Principals' Reports</u></b> It was reported that the plans for wider re-opening in September and updated risk assessments were currently under review and would be shared with governors once agreed. The CEO of HLT added that there were still a lot of uncertainties and the updated risk assessments were more complex than the first assessments to prepare for the initial round of reopening on 15<sup>th</sup> June 2020. He outlined that the Trust Board would have final overview of the risk assessments once agreed within the schools and by the Chair of Governors. The aim was for the initial plans to be ready before the end of term so teachers, SLT members and all other members of staff could get some time off over the summer holidays.</p> <p><u>George Pindar</u> The Principal outlined the following:</p> <ul style="list-style-type: none"> <li>• Year-group bubbles were currently being prepared and most year-groups could fit into five classrooms</li> <li>• For teaching in specialist subjects and options in years 10 and 11 they needed up to 10 classrooms. Mrs Catherine Prentice were currently working on plans</li> <li>• ICT equipment would have to be cleaned after usage to prevent cross-contamination between bubbles</li> </ul>	

- Form Tutor time would be maintained to allow 30 minutes wellbeing time. There would not be staggered start times but students would use all entrances to the school and then be directed to their classrooms immediately
- Teachers would follow the bubbles and move between classrooms
- The CPD day would be used to let teachers prepare for the new systems and measures in place
- Collaborative courses with Graham School would be challenging as students would not be allowed to move between the two school sites. They were looking into options for students to be taught by teachers at Graham School remotely
- The Cleaning Lady would be on site each day, which would have a slight financial implication, also due to the additional cleaning products needed
- The plan was to teach as much of the curriculum as possible and SLT members had meetings to discuss how to amend and deliver the curriculum

**A Governor asked if teaching in option subjects would be possible at all with the zoning in place.**

The Principal replied that they had worked on a plan and for years 10 and 11 and it would be possible if they went beyond five classrooms. They had to look into if it would also be possible for year 9.

**A Governor asked how sustainable the plans were in practice, taking into consideration that these measures might have to be in place for a prolonged period.**

The Principal replied that in some subjects, especially science, students might have to observe demonstrations rather than actively performing activities themselves. She added that they had to plan according to the guidance currently available and then review what was possible as they went along. The Executive Principal advised that Ofqual had started a consultation to amend the GCSE content for assessments next summer and each subject area and they hence had to make adjustments accordingly. Part of the consultation was to have no practical work or fieldwork, which would change and guide teaching in these subject areas.

Graham School

The Principal updated governors on the following:

- There would be two routes in and out of school to prevent funnelling and gatherings
- To prevent students moving around the school site, teachers would be moving between classrooms. This meant that students would be left alone for some time without supervision, which had to be considered to avoid behavioural concerns
- They were still working on plans to allocate rooms for the individual year-groups but would follow a similar model as the one at George Pindar. Form Tutor time would also be continued
- The risk assessment was to be reviewed to address having more students on site
- PE and use of changing room were concerns that had to be addressed. A solution might be for students to attend school in their PE kits on the day they had PE lessons
- The expectation was that all members of staff would return to work in September. She still had conversations with members of staff that had been shielding
- The re-opening plans and risk assessment were to be reviewed on a daily basis

In response to a question the Principal reported that learning support would be divided into three zones for different year-groups and the alternative provision would be a separate bubble. The Executive Principal added that outdoor spaces would also be divided into zones and they would introduce staggered break and lunch times.

The Executive Principal further reported that both the NYCC and City of York risk assessments specified that books could be marked by teachers, who would have to ensure good cleaning and

sanitising to limit the risk of contamination. She concluded that all aspects had been thought through carefully and as they progressed with the planning, small things would come up which they had to deal with accordingly.

**A Governor asked about transport to and from the schools under the regime in September.**

The Executive Principal replied that only vague descriptions were included in risk assessments. The schools would however not be responsible for students queuing or the seating organisation on busses. This was regarded as a parental responsibility and beyond the scope of enforcement of school rules and guidance.

**A Governor asked if this meant that school busses counted as public busses and further, whether more busses would be available to prevent overcrowding.**

The Executive Principal replied that it was NYCC's responsibility to have plans in place for transportation and not up to the schools. The Principal of Graham School added that once the children left the school premises, they could not enforce any rules. She raised that children with siblings in other year-groups and bubbles was another issue that the school could not control. The Chair summarised that the overall planning by the schools was comprehensive, but there were certain external responsibilities that could compromise this planning, of which the transportation to and from school was one. He added that governors had to accept that this was a NYCC responsibility.

**A Governor raised a question about remote learning and curriculum delivery.**

The Executive Principal replied that they planned for 100% curriculum delivery in classrooms as well as blended-learning. They would continue to develop and extend the models in place. She added that they had seen good attendance in online lessons trialled in year 10 and better use of Google Classrooms. She further reported that they had found ways to have Tutor meetings in person while ensuring social distancing and all children had now been invited into school for a meeting.

**A Governor asked, in the event of a year-group being asked to isolate for 14 days, if sufficient online learning provision would be available.**

The Principal of Graham School replied that this would be ensured through recorded lessons that could be distributed to students isolating. The Principal of George Pindar added that they still faced issues with access to online devices for disadvantaged students and that this remained a concern if bubbles had to go into lockdown. She advised that it was important to eliminate this barrier and that it would also be easier for the school to monitor students and address non-engagement if they knew that students had the devices and equipment available.

**A Governor asked about the current vulnerable and key-worker children bubbles.**

The Principal of George Pindar replied that they had 35 students on average per day and a maximum of 40. She added that they had also received some additional requests. She further reported that the behaviour conduct was important and that the first exclusion had been issued the previous day. This incident had been a very challenging situation, where she had to make the decision to exclude to ensure the safety of everybody on site.

Year 10 students were also attending provision in school and had more teacher led sessions now supported by online learning, which provided a better understanding of catch up needs.

The Principal of Graham School reported that they had up to 30 students in the keyworker/vulnerable group. The provision was both structured timetables as well as enrichment activities. She further reported that 60% of year 10 students had returned and 80% of them were now attending. They had received lots of positive feedback.

Form Tutor meetings had taken place, as mentioned, and this had provided a very good point of

contact for the students. They were all very keen to return to school. She concluded that staff had been excellent during this challenging time and very creative. The Executive Principal raised that the Form Tutor meetings gave students a chance to have a private conversation away from home. She expressed that during phone calls, students might not disclose all their worries, if their parents were listening in on the calls. The meetings were hence a way to touch base and get everyone psychologically ready for September. She advised that some referrals had been made during lockdown and they had been able to support some students with their home environment. Form Tutor meetings were to be held next week at George Pindar.

**A Governor asked about year 10 and if they had a sense of students' progress during lockdown as well as engagement with the online learning materials.**

The Principal of George Pindar replied that they had to assess progress in a non-punitive way and that they were using a RAG rating system to understand where children were at. They were further touching on retrieval of tasks uploaded but not completed and emphasised that it was important not to discourage students who had completed the work during lockdown so they were left feeling that their work had been without purpose.

The Principal of Graham School reported that the online live sessions had been very good and added that they had to get the big picture in September. Teachers would then be able to address gaps and manage catch-up support.

In terms of transition for new year 7 students, the Principal of Graham School reported that they had maintained very good communication with feeder primary schools. They had dealt with individual concerns and tried to accommodate visits to the school for as many new students as possible, while giving priority to vulnerable children. Transition videos had been made and a letter from the Principal was to go out to welcome everyone. Form Tutors would further send letters out or make phone calls to welcome all students. She outlined that year 7 students would come in on their own and have a chance to look around the school and see their Form Tutors as well as having an assembly where answers to any questions could be addressed. They would also invite parents in at the end of that day as they had not had a chance to visit the school beforehand. She further advised that work on EHCPs for the new students had been handled by the SENDCo. Three less students than first anticipated would start in year 7, but overall there were stable numbers throughout the year-groups.

The Principal of George Pindar reported that they had embraced the online solution to facilitate welcoming every new student. During the first half-term, the new year 7 students would be taught in tutor groups, which was not normal practice at the school. The SENDCo was involved to support students in the year-group with additional needs. One student had an EHCP and further 10 students were identified at primary level as in need of an EHCP. TAs had been allocated to year 7 to support these students. She concluded that they hoped to secure formalised support for these students going forward.

The Executive Principal outlined that the process of finalising Centre Assessment Grades (CAG), which had included internal moderation and the CAG had then been signed off by the Principals prior to submission to the Exam Boards. It would now be up to the Exam Boards to decide on final calculated grades. She added that some changes to the CAG were expected and that the upwards trend in both schools might not be fully recognised. She advised that a results day in Scarborough was to be held and that it was important to be able to do this in person. She further reported that Ofqual was determined that appeals had to be made to the schools and could only be related to the process and not to the actual grading. At the schools they had decided to allow students to see the internal CAG, if requested. Students would after the results day have a very short timeframe to decide if they wanted to sit an exam or accept their grades. It had been announced that examination was to be available in all subjects and it would be the host school's responsibility to run the exam

	<p>season in the autumn term. The Principal at Graham School added that they might have to create an additional exam bubble. The Executive Principal agreed that they would need to allocate spaces in school for this to take place. A trust-wide letter would go out to all parents to ensure that coherent information about the appeal process and exams were provided.</p> <p><b>It was raised if the LGC should arrange an exam results catch up meeting in August. Following discussion it was agreed that the LGC would meet virtually immediately after the results had been released so a quick summary could be presented to governors.</b> The Executive Principal advised that a written summary would be distributed as well.</p>	
<p>4.</p>	<p><b><u>Safeguarding, Welfare and Wellbeing Reports</u></b></p> <p>The Principal of George Pindar reported that they were continuing the programme to make phone calls to vulnerable students. Child in need and child protection meetings were also attended by the school and they were in touch with the LA about the attendance plans for vulnerable students, which had been discussed at the previous meeting. She also updated governors on the situation of a looked after child in year 8 which was a main concern in terms of safeguarding. The SENDCo was ensuring that the school was kept up to date with any information. The student had reached out to SENDCo and she had also been in contact with the foster family. In terms of staff wellbeing, she reported that everyone had been brilliant but was ready for a break over the summer.</p> <p><b>A Governor asked if she was comfortable with interventions by the LA.</b> She replied that the child received the highest level of support and that there was good engagement from NYCC.</p> <p>The Principal of Graham School reported that they were in touch with external agencies, including the police, and they continued to making contact with students regularly. She advised that good work had been carried out by the new Vice Principal for Behaviour. In terms of staff wellbeing, she outlined that some members of staff had been tested for Covid-19 but had been negative. There had been no staff absence during this period and everyone would return to work in September.</p> <p><b>A Governor asked about staffing levels for September.</b> The Principal of Graham School replied that they were fully staffed in terms of teachers. They had secured a NQT in English as well as some Teach First students. Recruitment for support staff had resulted in a new Alternative Provision Tutor, two Behaviour Support Officers, a Learning Mentor and a Cover Supervisor. Two TAs were still to be recruited. She expressed that they had seen very good fields of applicants for the vacancies but it had been time consuming to undergo recruitment through online meetings, although the outcomes were positive. The Principal of George Pindar replied that they were also recruiting for support staff; a HLTA in the alternative provision unit, a Behaviour Support Officer, a Senior Cover Supervisor and one TA. They had also seen good fields of applicants for vacant positions and it was a great position for the school to be able to choose amongst many interested candidates.</p> <p><b>A Governor asked about the start date of the new Assistant Vice Principal.</b> The Principal of George Pindar replied that the start date would be in January 2021 but the Principal of the current school had agreed to release them a few days to visit the school beforehand.</p>	
<p>5.</p>	<p><b><u>Proposed Meeting Dates</u></b> All meetings to commence at 5pm.</p> <ul style="list-style-type: none"> <li>• Tues 29th Sept 2020</li> <li>• Tues 1st Dec 2020</li> </ul>	

	<ul style="list-style-type: none"> <li>• Tues 26th Jan 2021</li> <li>• Tues 20th Apr 2021</li> <li>• Tues 15th June 2021</li> </ul> <p>The proposed meeting dates were agreed.</p>	
6.	<p><b><u>Any Other Business</u></b></p> <p><u>Behaviour policies</u></p> <p>The Executive Principal reported that changes had been made by the respective Vice Principals at both school to tailor the policies and make them individual based on the context of each school. She added that they should be approved now to be ready for implementation in September.</p> <p><b>A Governor asked if there were any changes to the behaviour model.</b></p> <p>The Principal of George Pindar replied that the biggest change was to the exclusion tariff. The change would ensure that it took longer before students got close to the critical point of 45 exclusion days within an academic year.</p> <p><b><u>Resolved: the LGC approved the behaviour policies for both schools.</u></b></p> <p><u>Governance Updates</u></p> <p>The Chair reported that a new constitution for the LGC was to be approved by the Trust Board. The constitution would ensure a more standardised structure from September and elections for Parent and Staff Governors were to be held in September. The CEO of HLT added that the CEO would no longer have a seat on the LGC. The Chair concluded that the new constitution was a reflection of the good progress of both schools.</p> <p>The Chair further reported that he would step down from the LGC at the end of term. He expressed that the Trust and the two schools would be moving into a new phase and he therefore felt it was a natural time to step down. He advised that the Trust had started to look for a new Chair. The Executive Principal thanked the Chair for his very good work and expressed that his support and service to the schools had been highly valued. He would be thoroughly missed. Governors expressed agreement. The Chair responded that it had been good to work with everyone on the LGC and that he was confident that both schools would progress further and continue to develop. He would attend the results meeting in August, which would be his last meeting.</p>	
7.	<p><b><u>Date of future meetings</u></b></p> <ul style="list-style-type: none"> <li>• Results LGC update to be arranged in August.</li> <li>• First LGC meeting of the autumn term: Tuesday 29<sup>th</sup> September 2020 at 5pm.</li> </ul>	

*The meeting ended at 1:14pm*

Alan Richards (Chair of Governors  
from 16th September 2020)  
Signed \_\_\_\_\_  
Chair of Governors

Date 29/09/2020