

**ST HELENS COUNCIL
COWLEY INTERNATIONAL COLLEGE**

**MINUTES OF THE VIRTUAL MEETING OF THE GOVERNING BODY
OF COWLEY INTERNATIONAL COLLEGE
HELD ON THURSDAY 15TH OCTOBER 2020 VIA TEAMS**

Present:

Co-opted Governors

- * Mrs Margaret Bellis
- * Mr Paul Worthington
Mr Mike Rush
- * Mrs Elaine Hardie
Mr Geoffrey Appleton
- * Mrs Kathryn Campbell
Colonel Stephen P Boardman MBE DL
- * Mr Russell Cormack
- * Mr Innes Arnold
- * Mr Garry Anders
- * Mr Carlo Amadio

Parent Governors

- Mrs Lena Denny
- * Miss Shana Begum

Staff Governors

- * Mr Cameron Sheeran (Headteacher)
Mr Paul Livesey

Local Authority Governor

- * Cllr Mancyia Uddin

- * Denotes members present

Also present:

Mrs M Foster, Governor Support Services, Acting as Clerk to the Governing Body

PART 1

1. APOLOGIES AND CONSIDERATION OF CONSENT TO ABSENCE

Apologies were received and accepted from Mr Geoffrey Appleton.

2. DECLARATIONS OF INTERESTS AND ANNUAL DECLARATION

Governors were invited to declare whether they had any interests in any items on the agenda for the meeting. No declarations were made.

Governors were also asked to complete their annual declarations of interests, either on GovernorHub or via the forms which had been sent out in the post.

3. ELECTION OF CHAIR AND VICE CHAIR

It was noted that the term of the office of the current Chair and Vice Chair were not due to expire until 10th October 2022. Therefore no election was required this academic year.

4. GOVERNOR MEMBERSHIP

It was noted that there were currently three Co-opted vacancies on the Governing Body.

It was also noted that there were currently three Parent Governor vacancies on the Governing Body.

After discussion, it was agreed that Governors were happy with the current size (ie without filled vacancies) and skillset of the Governing Body. Therefore, it was agreed that it was not necessary to recruit further Governors at this time but if an opportunity arises the Audit and Governance Committee with discuss and agree. It was also agreed to reconstitute the Governing Body to 16 members, removing three Co-opted and two Parent Governor positions.

Action: Clerk to liaise with Governor Services regarding reconstitution.

Governors also agreed to adopt the School Governance Collaborative Arrangements for the current academic year.

Review of Committees and Membership

Committee membership for the academic year were approved as tabled in the pack sent out prior to the meeting.

Committee Terms of Reference

The Committee Terms of Reference were approved as tabled in the pack sent out prior to the meeting, subject to the removal of the requirement for a Parent Governor on the Complaints Committee and the additional requirement that Governors who were also members of staff could not be members of the Complaints, Pupil Discipline and Grievance and Dismissal Appeals Committees.

Link Governor Roles

Link Governor roles were approved as tabled in the pack sent out prior to the meeting. Numeracy governor remains vacant.

Code of Conduct

The Code of Conduct was approved, and it was agreed that the Executive Principal would send the document to the Clerk for uploading to GovernorHub. Governors agreed to then declare their individual acceptance of the Code of Conduct on GovernorHub.

5. MINUTES OF THE MEETING HELD ON 25TH JUNE 2020

The minutes of the meeting held on 25th June 2020 were approved as a correct record.

6. MATTERS ARISING FROM THE ABOVE MINUTES

The following matters arising were discussed:

Policy updates: It was noted that the SEND and information reports were still being updated and would be circulated to the Quality of Education Committee for approval when finalised.

7. MINUTES OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 1ST OCTOBER 2020

The minutes of the Finance, Personnel and Premises Committee meeting held on 1st October 2020 were noted and approved. Governors welcomed the news that the financial position had improved since earlier predictions.

8. MATTERS ARISING FROM THE MINUTES OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 1ST OCTOBER 2020

There were no matters arising from the above minutes.

9. RECOMMENDATIONS FROM THE MINUTES OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 1ST OCTOBER 2020

Governors accepted the eight recommendations from the Committee meeting:

1. Finance, Personnel and Premises Committee terms of reference without change.
2. Balance from 2019-20 to fund future year deficits and the ongoing saving of £25k per annum to replace the 3G surface; £225k as at the end of the 2019-20 financial year.
3. Recode 2020-21 revenue expenditure to capital for ICT and building improvements to spend at least required amount of Devolved Formula Capital (£106,748.35).
4. Final 2019-20 end of year balances of £753,518.15 (revenue) and £136,782.36 (capital).
5. Internal Financial Regulations with outlined changes.
6. School Delegated Budget Financial Procedures Manual with outlined changes.
7. School Fund Policy and Procedures for full Governing Body approval.
8. Virement 4.

10. MINUTES OF THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE HELD ON 17TH SEPTEMBER 2020

The minutes of the Pupil Behaviour and Wellbeing Committee held on 17th September 2020 were approved as a correct record subject to the amendment of Elaine Hardie as a Co-opted Governor.

11. MATTERS ARISING FROM THE MINUTES OF THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE HELD ON 17TH SEPTEMBER 2020

The following matters arising from the minutes were discussed:

The Committee Chair highlighted the information provided about the processes and procedures put in place to keep the school community safe in the current challenging circumstances and it was noted that Governors would continue to monitor the position. It was noted that staff were working excessive hours and, although this was appreciated, concerns were raised about this not being sustainable. Governors asked for their thanks to be passed on to all staff and pupils for their efforts.

Q: Are we prepared for the fact that half term may be extended by an additional week?

A: We are; home learning has been set up so that there is two weeks work ready to go if a bubble goes down or an enforced closure. Staff would still be in school but would teach from their classrooms remotely.

Q: What would we do about parental support and provision of meals etc?

A: There has been no discussion yet with parents as nothing has been confirmed yet. We would hear about any enforced closure at the same time as parents and would communicate with parents then. We have plans in place which enable us to respond very quickly.

12. MINUTES OF THE QUALITY OF EDUCATION COMMITTEE HELD ON 24TH SEPTEMBER 2020

The minutes of the Quality of Education Committee held on 24th September 2020 were noted and approved.

13. MATTERS ARISING FROM THE MINUTES OF THE QUALITY OF EDUCATION COMMITTEE HELD ON 24TH SEPTEMBER 2020

The Committee Chair thanked staff for their contributions to the meeting and explained that a lot of information was shared about new ways of working. It was noted that learning was continuing, and that process and procedures would evolve over time. Governors advised that it was apparent at the meeting that staff were adhering to policies all precautions were being taken. It was acknowledged that staff were finding it challenging moving between classrooms in school, but it was accepted keeping pupils separate as much as possible was the right thing to do.

**14. LOCAL AUTHORITY STANDARD ITEMS
School Holiday Pattern 2021-22**

The school holiday pattern for 2021-22 was approved as tabled with the following CPD days:

Thursday 2nd September 2021
Friday 3rd September 2021
Monday 20th December 2021
Thursday 21st July 2022
Friday 22nd July 2022

Financial Regulations

The financial regulations were noted and accepted.

15. POLICY REVIEW

Admissions Arrangements

The admission arrangements were noted and accepted.

Keeping Children Safe in Education 2020

Governors were reminded of requirement to read Keeping Children Safe in Education and were asked to declare that they had done so on GovernorHub.

Q: Who is the current Designated Safeguarding Lead?

A: Mike Bennett, and we also have three other members of staff trained to that level.

16. SCHOOL IMPROVEMENT PLAN (SIP) AND SELF-EVALUATION

The Executive Principal advised that a full report about the resumption plan would be brought to the next meeting. It was accepted that Covid was consuming a significant amount of time, however, it was confirmed that leaders continued to look strategically at teaching and learning, quality of education and driving standards up.

17. CHAIR'S REPORT

There were no Chair's actions to report. However, the Chair formally thanked staff for their hard work and resilience and for keeping the children safe throughout the pandemic.

Best wishes and thanks were also conveyed to those staff leaving the school this term.

18. LINK GOVERNOR REPORTS AND MONITORING VISITS

There were no reports or monitoring visits for discussion at the meeting.

19. FINANCE UPDATE

It was agreed that this item should be removed from the agenda as six Finance Committee meetings were held during the academic year.

20. GOVERNORS' FORUM

It was noted that Shana Begum had attended the last Governors' Forum meeting and a copy of the last minutes had been sent to the Chair and Vice Chair.

21. INTERNATIONAL TRIPS

Governors were informed that all international trips had been put on hold, including New York for 2022.

22. WELLBEING OF STUDENTS

Governors were informed that the overwhelming majority of students were handling the situation very well and had shown true resilience coming back into learning. However, a few students had tested positive and were having to self-isolate; staff were maintaining regular contact with these students to ensure their learning continued to at home.

Attendance had been positive, although some students were struggling with returning to school. Those students were receiving care and support from staff.

The Executive Principal explained the process taken once a report of a positive case was received in school and discussion took place about a possible extended closure over half term.

Governors were made aware of concerns over the possibility of a large group of staff having to isolate.

23. GOVERNOR DEVELOPMENT

This item was not discussed at the meeting.

24. FULL GOVERNING BOARD MEETING DATES FOR THIS ACADEMIC YEAR

Dates for Full Governing Board meetings were agreed as follows:

17th December 2020

11th February 2021

1st April 2021

20th May 2021

8th July 2021

25. URGENT MATTERS

There were no urgent matters for discussion at the meeting.

Signed..... Dated.....
Chairperson