

**HODGSON ACADEMY (02502)**

**Governors Meeting**

**ACTION**

Minutes of the meeting of the full governing body held via zoom on Tuesday 8<sup>th</sup> September 2020 at 4.30pm.

**Present:**

**Mrs N Galloway (Chair)**  
**Mrs H Benwell**  
**Mrs J Harvey**  
**Mr C Jackson**  
**Mr I Lindsay**  
**Mrs A Preston**  
**Mr T Rimmer**  
**Mrs J Vila**  
**Mr A Walker**  
**Mr I Siddall (Headteacher)**

**Also Present:**

**Mrs E Wallace (Clerk to Governors)**  
**Mr P Marsden (Observer – Deputy Headteacher)**  
**Mr M Pickles (Observer – Finance Director)**

**Apologies:**

**Apologies were received and accepted for Mr C Feeny.**

**A resignation for Mrs S. Benson had been received and accepted. A formal communication will be issued to Mrs Benson to thank her for her contribution to the governing body throughout her term of office.**

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**The meeting was conducted via the Zoom platform. The Chair welcomed participants to the meeting and asked all to note the following guidance which had been issued with the agenda**

**Please note the Department for Education ‘urges governing boards to be pragmatic in what they cover in meetings during this time, and to be proportionate in the decisions that they are planning to take’. They expect governors to focus on ‘urgent, time-bound decisions’ and understand boards will want to ‘defer non urgent decisions/agenda items until future meetings’.**

**In addition, the National Governance Association (NGA) has advised that paperwork be scaled back and verbal updates be provided wherever possible during this time.**

**2) Election of Chair and Vice-chair**

**It was agreed by all Governing members that Mrs N Galloway be re-elected as Chair and Mrs H Benwell be re-elected as Vice-chair, both to serve until the first meeting of the Autumn term 2021.**

**3) Governing body matters**

**a) Declaration of Interest**

There were no declarations of interest regarding the agenda items.

**b) Register of interest.**

**Mr Pickles confirmed** he would issue forms to Governors via email for completion for the annual Register of Interests.

**c) Membership**

The Governing board acknowledged two vacancies on the Governing board.

- A Parent Governor – This position will be advertised during the Autumn term.
- A Co-Opted Governor – No action to be taken at the present time

**The chair requested** a skills audit be issued to governors.

**Clerk**

**d) Code of conduct/Attendance/Induction, Training and Development policies – Annual Renewal Committee membership**

The governing board approved the annual renewal of the Code of Conduct, Attendance, & Induction, Training and Development policies.

**The Chair discussed** committee memberships and acknowledged some Governors were not associated with any committee. The Chair concluded this would be addressed at the next governors meeting, after the skills audit had been completed. Summaries of Committees and Terms of Office had been noted and will be updated as necessary following review.

**Clerk**

**Mr Siddall continued** discussions, explaining Appraisal, Audit and Pay committees will need to be convened.

**Mr Pickles**

**Clerk**

**The Chair confirmed** the members of aforementioned committees. She invited governors to consider their individual memberships of committees

**4) Minutes of the previous meeting and any matters arising**

It was resolved that the minutes of the previous meeting held on Tuesday 13<sup>th</sup> July 2020, having been circulated, be approved and signed by the chair (when possible to do so).

Membership of committees had been discussed in the above agenda item.

The Safeguarding policy brought to Governors and approved – see agenda item below

Dates of governor meetings for the academic year were confirmed by Mr Siddall.

**5a) Finance & Buildings Update**

**Mr Pickles stated** the majority of work that occurred in the Academy had been mainly related to hygiene practices, in relation to COVID-19. He explained this included new sinks fitted at exits around the academy for student and staff use.

**Mr Pickles continued** by detailing the installation of a new fire escape from the Technology block, with additional fire proofing works completed in that area also. Mr Pickles explained that full details of these works will be brought to the next governors meeting, upon completion. He added this is all in line with the building control officer's report, that the Academy have worked in conjunction with, as well as the fire brigade.

**Mr Pickles discussed** the replacement heating project, which will commence in evenings and during school holidays to prevent crossover with students. He continued to explain that ordinarily, further work would have been completed, including ICT works during the summer break, however due to circumstances this was not possible.

**A governor sought clarification** whether the academy had obtained a full asbestos audit.

**Mr Pickles replied** informing the board there is a full asbestos audit for the school, however any new demolition works, requires a further asbestos survey. Mr Pickles continued to explain there is asbestos within the school, as with most schools/academies, which is perfectly acceptable to keep in situ, if it is not being disturbed. Mr Pickles discussed the location of asbestos within the academy with regards to the heating works explaining this was mainly in relation to old pipework runs and works completed many years ago

**5b) Annual Accounts 2020/21 update**

**Mr Pickles discussed** he was preparing the end of year account information for the 31<sup>st</sup> August 2020 in preparation for meetings with the Auditors during the Autumn term, enabling the year end accounts to be reported to the governing board. He added the ESFA had extended the deadline for the production of accounts, however Mr Pickles would remain with the original deadline date.

**5c) Academies Financial Handbook 2020**

Governors were updated with regards to the Handbook – details of amendments had been brought to governors attention at the July meeting.

**6a) Safeguarding/Child Protection Policy and Procedures**

It was resolved that the Safeguarding/Child Protection policy, having been circulated, be approved by the governing board.

**6b) SEND Policy**

It was resolved that the SEND policy, having been circulated, be approved by the governing board.

**6c) Educational Visits Policy and approval of visits**

It was resolved that the Educational visits policy, having been circulated, be approved by the governing board.

**The Chair sought clarification** on whether the Academy was continuing with school visits.

**Mr Siddall replied** that currently there were no school visits being allowed to go ahead.

**A governor** sought clarification on whether the Academy would be allowing Geography fieldtrips to continue after the recent change from OFQUAL.

**Mr Pickles replied** stating whilst these are now not compulsory it is still advisable for students to gain experience. These would be looked into at the appropriate time.

**Mr Marsden added** some visits in PE will be re-arranged, as it is compulsory to the OCR studies course.

**A governor questioned** whether Duke of Edinburgh visits would continue during the current climate.

**Mr Siddall replied** explaining no overnight visits would go ahead, however plans were under construction for day visits.

**A governor asked** whether sport fixtures were occurring.

**Mr Siddall replied** stating currently, they are not going ahead. He added, he would need to address the national final of the U14 girls football.

**A governor questioned** whether the Academy was allowing trips to proceed in the future, where there had already been a cost to parents.

**Mr Pickles replied** explaining all visits had been cancelled or re-scheduled, with all parents reimbursed for any visit where a cost had been incurred and the trip was not to proceed.

**6d) RSE Curriculum approval**

It was resolved the RSE Policy and Curriculum be approved by the governing board.

**7a) Headteacher's report (Verbal Update)**

**Mr Siddall explained** his intention is to re-arrange a prom for the last years year 11 cohort, allowing normality in these unprecedented times when the time is right to do so.

He continued by advising governors the academy had formulated plans for re-opening and these were now fully operational. He acknowledged there had been a few issues regarding student movement around the Academy, which required review and amendment to processes. He added parental feedback had been very positive. Mr Siddall added face coverings are optional for staff and students, there is a small number of students and staff who are choosing to wear face coverings.

**Mr Siddall stated** attendance had been very good, with the percentage of school attendance figure over 95%. New staff had started and all staff had returned except two members of staff from the same department, due to medical reasons, not connected to COVID-19. He added future Governors meetings would return to a written Headteacher's update.

**A governor asked** the ways in which Year 7 had been welcomed into the Academy.

**Mr Siddall explained** the staggered re-entry to the start of school after the holidays. Y7 and Y11 had started on the Wednesday the day before other students, which enabled Y7 students to have an induction and become acquainted with staff. He continued that there had been a number of Steps to Success parental briefings where one parent or carer from each Y7 family had been permitted to attend the Academy for an information briefing from Mr Siddall, various other members from SLT and information from the SENCO.

**A governor asked** about SEND students.

**Mr Siddall explained** the SENCO lead had been in contact with SEND students and their families with a presentation regarding SEND shown on each of the Steps to Success briefings. He confirmed the Academy had received the usual transition information from Primary schools.

**A governor enquired** whether any staff or students had tested positive for COVID-19.

**Mr Siddall replied**, explaining no staff or students had tested positive, although some students were self-isolating.

**A governor questioned** how self-isolating students were accessing work set.

**Mr Siddall confirmed** work was set via Microsoft teams, enabling students to continue their education from home and maintain contact with teaching staff. He added all students have access via their own resources or with assistance from the Academy.

**A governor queried** if the Academy had received support from external sources.

**Mr Siddall replied** confirming there had been quality information and guidance received from Lancashire County Council.

**A governor questioned** if a time scale was in place to identify students who may need extra support.

**Mr Siddall replied** this was on-going and teachers had been briefed on identifying said students. He added this was expected to be finalised by the end of the Autumn term. The Academy is still waiting for updates regarding the national tutoring service; the Academy is signed up and have been informed it will begin after the October half term.

## **7b) Year 11 Exam results 2019/20 Overview**

**Mr Marsden started** discussions clarifying the method used to calculate results for students.

He explained these grades were originally centre-assessed grades, resulting in no specific teacher being responsible for any specific grade of a student. Mr Marsden continued explaining the process following the submission of the centre assessed grade to the exam boards and the external moderation and standardisation that will have taken place. He explained that whilst the algorithm in use may have created grades in line with previous year's exam results, the analysis showed grades were potentially inadequate and unfair, as numerous students nationally were downgraded by approximately half a grade. As a result the awarding of exam grades and the process behind it was amended to reflect the outcomes that governors were now aware of.

**Mr Marsden explained** to governors that the Academy delivered a GCSE results day to students, within the guidelines of social distancing. Staff had been approached prior to results day confirming attendance to staff the event and only those staff were allowed into the Academy on the day. Mr Marsden added the students were extremely grateful for the delivery of results day.

**A governor discussed** the inflation of the progress 8 figure and questioned whether the Academy had significant data and figures to support the high achieving cohort if questioned.

**Mr Marsden replied** stating the internal data and forecast information is available within the Academy. He added there was no expectation for the figures to be under scrutiny.

**A governor asked** how pathways had been had been designed for last year's Year 11.

**Mr Marsden replied** explaining Mrs Foley had pathways in place for all Y11 students and she was available on results day for the sole purpose of answering Y11 queries and providing any necessary support.

**A governor asked** how Hodgson's results compares with other schools and academies and how this will affect last years and next year's cohort.

**Mr Marsden explained** nationally this year simply cannot be compared to previous or future years, as this academic year has been unprecedented and students have not been able to sit GCSE examinations. Mr Marsden continued, explaining local schools and the Academy are not looking to compete over results. Nationally there was a 9% increase in grades, at Hodgson it was 5%.

**A governor queried** the results presented in the summary document for five strong passes for Pupil Premium students and the boy's results questioning whether the results had been mistakenly placed in the wrong academic years.

**Mr Marsden stated** he would look into this and report back to governors.

**Mr Marsden**

### **7c) Unavoidable School closures**

There had been no unavoidable school closures.

### **8. Academy Plan 2020 Presentation**

Mr Siddall explained the first primary goal for 2020/21 is for the Academy to remain fully operational, where it is possible to do so given the restrictions placed upon everybody by COVID-19.

Mr Siddall then shared a presentation with Governors – the key points from this were as follows:

- Two main priorities – Quality of teaching and Culture & Ethos and Climate. This remains the same as previous years, as continually improving on these areas is critical for the Academy.
- Themes – Standards and Expectations. Applicable to students and staff. High expectations of students and staff - These are standards the academy must live up to.
- Quality of curriculum for all students to reach their potential with a focus on embracing SEN students in all aspects of the curriculum.
- Daily classroom practice – crucial, to being able to implement the curriculum planned.
- Routines – these are firmly in place – students are being taught in different rooms, with staff moving around those rooms in line with our current Risk Assessment and arrangements.
- SEN passports are crucial to identify students with SEN needs and eradicate any learning barriers for those students.
- Reading – A longer reading period has been incorporated into the school day. Students will be reading guided texts with their Form Tutor after the October half term and additional CPD linked to reading for tutors will be available. The intended outcome is that this will enrich and develop students understanding of texts further and their reading skills in general thus improving their learning, understanding and memory retention.
- KS3 Transition – Particular focus on the primary curriculum to prevent any curriculum repetition in year 7.
- Student feedback and teacher workload – Students require feedback in an appropriate timescale and in a format they can understand and improve on. Mr Siddall explained this would not result in more teacher marking but may be on a verbal or group feedback basis. Mr Siddall acknowledged his awareness of workloads on teaching staff and whilst feedback is crucial, he would not allow an incremental creep to workloads from previous years.
- Student conduct – behaviour is very good, but continual efforts to improve further and to lessen all exclusions.
- Uniform – the lengths of skirt is still an issue and remains under review
- Parental engagement – engagement with parents is being fully reviewed (both because of COVID-19 restrictions but also for the future.
- Students rewards – establishing further ways in which the academy can actively and frequently reward positive student behaviour and successes.
- Student wellbeing – crucial now more than ever due to COVID-19. Addressing re-integration of struggling students.
- Social Media – increasing the Academies presence on social media without exposing the Academy to risks.

The progression of the above will be brought to governors at the next meeting including the plan in more substantial detail.

**A governor discussed** concerns with the difficulties in a reward scheme.

**Mr Siddall explained** the academies awareness regarding such difficulties. He added, rewards would be proportionate and fair, resulting in the most well behaved students accruing the most rewards.

**A governor queried** transition, questioning the variation with student backgrounds.

**Mr Siddall**

**Mr Siddall explained** the academy have an opportunity to complete their own assessment, as year 7 students were starting without preconceived ideas of ability or settings. CAT tests are completed within the first couple of weeks of term, measuring innate ability as opposed to allowing preparation prior to a test.

**A governor added** non-teaching staff should be incorporated into staff wellbeing and suggested re-wording student wellbeing to student health and wellbeing.

**Mr Siddall agreed** with the comments.

## **9. FCAT/Teaching School**

Mr Siddall confirmed the Fylde Coast Academy Trust (FCAT) could now be an academy sponsor in their own right. As such, the Teaching School would no longer act as sponsor of FCAT.

Mr Siddall confirmed that he and the Chair had both resigned as Directors of FCAT and the Articles of Association for FCAT were being re-drafted.

## **10) Confidentiality**

There were no agenda items deemed to be of a confidential nature.

## **11) Proposed Meeting Dates 2020/21**

The dates of future governors meetings having been circulated, were agreed and confirmed by the Chair with one amendment. The Chair requested that the updated dates be sent to governors.

## **12) Date and time of next meeting**

The next governors meeting will be held on Tuesday 1<sup>st</sup> December at 4.30pm. Mr Siddall stated a preference for the meeting to be in person, if circumstances allowed but if not then meetings will continue via Zoom.

**Clerk**