



**MINUTES OF THE HARINGTON SCHOOL
LGB MEETING HELD ON
THURSDAY 2 JULY 2020 VIA MIRCOSOFT TEAMS**

Present: Rob Guthrie (Chair), John Harrison (Head of School), Andreas Menzies Peter Moody, Tom Foxall, Andrew Wright, Dyl Powell, Geoff Thompson, Briege Slattery

Absent: Jay Banerjee, Henry Price

In attendance: Sara Kane (Clerk)
Natalie Ray (Chief Finance Officer, RDSF)

- | | Action |
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| <p>1. Welcome, introductions and apologies for absence
Rob Guthrie welcomed governors to the Microsoft Teams LGB meeting.</p> <p>Apologies were received and accepted from Liz Birchall, Joan Gibson, Ben Solly and Stuart Williams.</p> | |
| <p>2. Declarations of interest
None.</p> | |
| <p>3. Clerk's business</p> <p>Register and Business Interests
Those governors that had not yet returned the Register of Business form were urged to do so asap. It was explained that it was critical that each governor completed the register of business interests for the financial audit.</p> | Governors |
| <p>Code of conduct for governors and trustees
Governors were asked to read the previously circulated conduct of conduct.</p> | Governors |
| <p>Finance handbook
Governor attention was drawn to the handbook, governors were asked to read the updated handbook and pay close attention to page 60 onwards.</p> <p>Question: Can employees be trustees?</p> <p>It was explained that as stated within the handbook whilst the members can decide whether to appoint the trust's senior executive leader as a trustee, the Department's strong preference is for no other employees to serve as trustees, nor for trustees to occupy staff establishment roles on an unpaid voluntary basis, in order to retain clear lines of accountability. This does not prevent trustees from carrying out internal scrutiny.</p> <p>Andreas Menzies joined the meeting.</p> | |
| <p>Clerk's Survey</p> | |

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Sara Kane asked governors to complete the survey which had been circulated via email prior to the meeting.

Governors

4. Minutes of the meeting held on Thursday 21 May 2020 and matters arising

The minutes of the last meeting held on Thursday 21 May 2020 were agreed to be a true and accurate record. The Chair agreed to approve and return a signed copy of the minutes of the last meeting.

Rob
Guthrie

Matters arising

There were no matters arising.

5. Policy review

Governors' attention was drawn to the policy overview document which detailed any amendments.

Question – The Behaviour and Learning Policy originator is S Preen, as S Preen is leaving a governor asked which members of staff would fulfil the pastoral role. John Harrison explained that a restructure would be taking place. Chris Raine will be the DSL from August 2020 and will carry out some of the pastoral role supported by the Academic Support Advisor.

The below policies were ratified by the governing body.

- PHSE
- Assessment and Reporting
- Admissions 2021
- Attendance and inclusion
- Examinations
- Behaviour and Learning

6. Parent Survey and Student Survey

Governors' attention was drawn to the parent survey summary.

John Harrison shared the results from the student survey with governors and explained that the survey had only been live for three days so more data was yet to be received. Staff, students and parents are surveyed once per year Federation wide. So far there had been 135 responses across both year groups. The results are not anonymised and filters can be added, this level of data adds value in discussions.

Question: A number of students have skipped a number of questions do we know why? John Harrison explained that the survey had only been in circulation for three days and hopefully students would go back and complete the survey.

Student surveys were taking place on a termly basis prior to lockdown. Subject based questions enables conversations with teachers and enables trends to be picked up. Sara Kane to add the

Sara Kane

VLE in summary form. Governors were in favour of carrying out regular student surveys.

7. **Head of School Report**

John Harrison referred to his previously circulated report. The following items were discussed.

Admissions

234 applications have been received which is comparable to last year. John Harrison explained that each applicant usually receives a one-to-one interview. However due to lockdown only a third have been interviewed; telephone and virtual interviews have been offered. A virtual induction was being held on Wednesday 1 and Thursday 2 July. The link to the material had previously been shared with governors. Each subject had recorded a video, carried out a live lesson and a Q and A session. All sessions had been well received, approximately 60% of students that had applied had accessed the material. As detailed within the previous minutes transition materials had also been shared with prospective students.

Governors congratulated staff in the production of the virtual induction and transition materials, the School had done all it could in the difficult circumstances. A governor explained that the online material had been beneficial for their child who plans to come to Harington.

GSCE results

Preparations for GCSE results day are taking place. John Harrison explained how the process had been streamlined and staff would be available at Catmose College, Uppingham Community College and at Harington for students.

John Harrison explained that he expects there to be some challenging conversations as the results this year are based upon projector data not examinations. It is expected that more students will be undecided about subject option choices available.

Timetable

The timetable across the Federation will change for the next academic year essentially due to staff working across the Federation.

Question: Will time be lost?

John Harrison explained that no curriculum time will be lost just the shape of the delivery is changing. Students were having three triples (1.45hrs) per subject, they will now have 1 triple and 3x double lessons (1.10 hrs). This will lead to an increase in private study time and help with the ethos around private study.

Some Year 11 lessons will continue to be delivered at Harington. Younger year groups from Catmose are not taught at Harington.

A Level results

John Harrison explained the process for A Level results day. He advised that he had taken some legal advice in anticipation of potential subject access requests. The School has agreed a procedure if this was the case, giving access to centre assessed grades after the results had been published. This was in line with government guidance. If students asked for their ranking this would be treated as a subject access request and a decision about the appropriateness of this would have to be made on a case by case basis.

Students have been informed by the government that if they are unhappy with the awarded grade then they can re-sit in October.

8. Return to School Update

John Harrison reported that the School was now in its third week of reopening under the 25% model implemented by the government. It had been wonderful to return to some normality. The majority of students were typically on site for one day per week. Students' feedback had been positive regarding returning to School.

Students were sitting mock examinations this week, which due to the circumstances most were sitting exams in all three subject in one day. To mitigate there was one exam per subject and no exams were longer than two hours.

John Harrison reported that the School was awaiting guidance from the government regarding what the provision will be next year, It is expected that no volunteering or activities involving large groups will be able to go ahead.

John Harrison to write to parents shortly with regard to the next academic year alongside the Risk Assessment.

9. Any other Business

Resources

A governor provided feedback from the resources meeting. Financially Harington School would break even this academic year, the picture was positive for next year with a prediction of 300 on roll.

Restructure

John Harrison explained that currently there are 3 cluster leads. A deputy head position will be advertised next term if things are back to normal, with a view to have the post filled by January 2021. The post will be advertised externally although there is a strong field internally. The restructure will lead to a Deputy Head and an Assistant Team Leader, rather than three cluster leads.

John Harrison reported that the cluster leads have done a great job with responsibility for DSL, UCAS and reporting. The creation of the deputy head role will be more strategic role to support the Head of School. The restructure will add capacity.

John
Harrison



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Natalie Henry-Oliver (Assistant Team Leader at Catmose College) will be supporting sciences at Harington. A small team of staff teach the sciences at Harington, John Harrison explained the importance of having a sustainable model.

Governors expressed their thanks to staff for how they have coped during the current situation. It was reported that the Chair of the Trust will be writing to all staff to thank them for their support during the pandemic.

Governors were thanked for attendance and support throughout the year.

10 Key Dates

LGB HARINGTON SCHOOL @ 8AM	SCRUTINY PANEL
Term 1: Thursday 15 October 2020	
Term 2: Thursday 26 November 2020	10am – 11am
Term 3: Thursday 21 January 2021	
Term 4: Thursday 11 March 2021	10am – 11am
Term 5: Thursday 6 May 2021	10am – 11am
Term 6: Thursday 1 July 2021 @5PM	

Other significant dates

- Harington Open Evening – Wednesday 11 November 2020 TBC
- Harington Presentation Evening – Tuesday 15 December 2020 TBC
- Christmas Concert – Wednesday 16 December 2020 TBC