



**MINUTES OF THE HARINGTON SCHOOL  
LGB MEETING HELD ON  
THURSDAY 12 NOVEMBER 2020 FROM 8AM  
VIA MICROSOFT TEAMS**

**Present:** Rob Guthrie (Chair), John Harrison (Head of School), Peter Moody, Tom Foxall, Andrew Wright, Dyl Powell, Geoff Thompson, Briege Slattery, Margaret Miles, Tessa Leuchars, Henry Price

**In attendance:** Sara Kane (Clerk)  
Natalie Ray (Chief Finance Officer, RDSF)  
Andreas Menzies  
Matthew Holt

- |  | <b>Action</b> |
|--|---------------|
| <p><b>1. Election of Chair and Vice Chair</b><br/>Following an email sent to governors in which expressions of interest were invited for the positions of Chair and Vice Chair, Rob Guthrie was nominated as Chair and Peter Moody was nominated as Vice Chair. These appointments were unanimously approved by those present.</p>   |               |
| <p><b>2. Welcome, introductions and apologies for absence</b><br/>Rob Guthrie welcomed governors to the Microsoft Teams LGB meeting. It was explained that the last meeting was cancelled due to the logistics around Covid. Governors thanked school staff for their work during this unusual and challenging time.</p> <p>Rob Guthrie welcomed Margaret Miles appointed by Oakham School and Matthew Holt as a potential new governor to be appointed by the Trust. The governing body formally appointed Tessa Leuchars as the new staff governor. Margaret Miles, Matthew Holt and Tessa Leuchars introduced themselves to the governing body and were formally welcomed.</p> <p>Apologies were received and accepted from Ben Solly and Jay Banerjee.</p> |               |
| <p><b>3. Declarations of interest</b><br/>None.</p>  |               |
| <p><b>4. Minutes of the meeting held on Thursday 2 July 2020 and matters arising</b><br/>The minutes were agreed as a true and accurate record subject to the following amendment.<br/>14. Any Other Business- Andreas Menzies<br/>In accordance with the LGB Terms of Reference Andreas Menzies appointment as an appointed governor will need to be ratified by the Trust at the next meeting on 10 December 2020.</p> <p>There were no matters rising.</p>  |               |
| <p><b>5. Clerk's business</b><br/>Governors were reminded of the importance of regularly checking their governor emails and that correspondence would only be sent to their Harington emails due to confidentiality. Also, in the event of governors' meetings needing to be held via Microsoft Teams</p>  | Governors     |

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governors would only be able to access the meeting via their governor email address.

The attendance record for governors at the Harington LGB 2019-2020 meetings was shared with governors and they were advised that this is published on the website, together with the Register of Business Interests. The link for the annual safeguarding update had been emailed to governors in order for them to complete at home.

Governors

**6. Return to School – Covid-19 update**

It was reported that initially in June, 25% of students were in School at one time. This was the maximum allowed under government guidance. At the start of this year all students had been allowed to return and attendance has been strong 95% +) A number of measures have been put in place. Such as reminding students to wash hands regularly, sanitise, socially distance and follow the one-way system.

Seating plans for each lesson were recorded. At the start of term there were two distinct year group bubbles formed. It was explained that due to the subject and lesson combinations following government guidance this was the correct approach.

The School has introduced a tier system which has been shared with governors in previous correspondence.

There had been two cases of Covid-19 in School just before the second national lockdown. John Harrison explained that the School had sought guidance from Public Health England and had shared the School risk assessment with them. Students were asked to self-isolate if they had been in close contact with a student who had tested positive, eating plans were used for this purpose. 35 students across both year groups were asked by the school to self-isolate. From this point onwards, students have been wearing face coverings in School in public areas, this will continue until the end of the second lockdown following government guidance. Students are currently allowed off site at lunchtime in pairs following guidance. At the end of the national lockdown, the tier implemented at the School will be reviewed. Attendance has continued to be strong.

**7. Implications of reduced numbers and strategy to improve position 2020/21**

Stuart Williams referred to the documentation shared with governors. It was explained that the financial implications and resources of the School are the responsibility of the Trust. Stuart Williams reported that the shortfall in numbers this year had had some financial implication which was addressed by the Trust. Stuart Williams explained that there was no performance issues and it is felt that recruitment numbers are lower than predicted due to Covid-19 and students being unable to visit the School or have an interview.

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It was agreed by governors that the marketing of the School for the 2021 admission was a priority.

John Harrison reported that a survey for UCC and Catmose students had been undertaken in which they were asked to rank A Level providers and the subjects that they wished to study. As a result of this Business Studies has been added to the curriculum for next year due to the perceived demand. Both partner schools and their heads had been supportive of the early marketing and running taster sessions after school. John Harrison had also visited both partner schools and had spoken to Year 11 students. Bespoke marketing material for UCC, Catmose and John Ferneley had been produced. This was shared with governors. The website had been updated and new material regularly added (<http://www.haringtonschool.com/online-prospectus/>). Applicants had been acknowledged and the School is in the process of organising individual interviews.

Tessa Leuchars left the meeting.

Governors noted the possible risk to some MFL subjects due to application numbers. The potential in the future to offer theatre studies was discussed. The governors agreed for subjects to be added or withdrawn according to financial viability. It was agreed that the marketing strategy was robust and that the tailored targeted approach was good.

Governors discussed the demographics, it was explained that the number on roll at Catmose is likely to increase and there is not likely to be a demographic dip in numbers long term.

**8. Transformation Plan**

The School's Transformation Plan was shared with governors prior to the meeting. John Harrison explained this is a full analysis of every aspect of the School's work with respect to standards around teaching, behaviour, leadership and achievement. It contains a detailed review of each of these aspects in order to priorities the areas which required further improvement.

John Harrison drew governors' attention to the key priorities section of the document.

Governors approved the Transformation Plan and commented that it is a very robust document.

**9. Policy review**

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

The below policies were ratified by the governing body.

- Admissions 2021
- Child Protection
- First Aid



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- Examinations

**10. Any Other Business**

**Safeguarding Review**

John Harrison explained that it was a requirement for the School to have a governor responsible looking at the safeguarding procedures in place. This role is to support the role of the DSL. It was agreed that Liz Birchall would undertake this role. Liz Birchall, Dyl Powell and Margaret Miles will conduct a review of the safeguarding of the School this would take place at the next scrutiny panel on 21 January 2021.

**Key Dates**

Virtual Presentation Evening – Tuesday 15 December

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Term 3: Thursday 21 January 2021

Term 4: Thursday 11 March 2021

Term 5: Thursday 6 May 2021

Term 6: Thursday 1 July 2021, 5pm