

Bacon's College

Minutes of the Meeting of the Full Governing Board

14 December 2021 at 3.15pm via MS Teams

Sir Simon Hughes (SH)	SDBE Governor, Chair of Governors	Present
Revd Joshua Rey (JR)	SDBE Governor, Vice Chair of Governors	Present
Sam Adofo (SA)	SDBE Governor and Health and Safety Lead UL	Present
Jamie Burns (JB)	Governor and Finance Lead	Present
Khiet Cheung (KC)	UL Governor and Training Lead	Apologies
Isabelle Gregory (IG)	SDBE Governor and SEND lead	Present
Suzanne Howard (SHow)	UL Governor & UL Dep Dir Strategy and Performance	Present
Nicky Myers (NM)	UL Governor and Safeguarding Lead	Apologies
Revd Canon Mark Nicholls (MN)	B&R Deanery SDBE Governor	Present
James Wilson (JW)	Principal	Present

In attendance:

Tracey Terry (TT) - UL Governance Support
Adam Crosier – Clerk

AGENDA ITEM	PART A MINUTES	ACTION NO:
1	<p>Welcome and apologies for absence</p> <p>SH opened the meeting at 3.15 pm and welcomed everyone in attendance. JR opened the meeting with a prayer. He reminded governors that the meeting fell on the day of the feast of John of the Cross, of the 'dark night of the soul' renown. He said that John was remembered in the Christian church because of the association of finding the light of God through darkness, which he said was an apt metaphor for the world's current predicaments. He prayed for light to guide the LGB.</p> <p>Apologies had been received from KC and NM. These were accepted.</p> <p>The meeting was confirmed to be quorate.</p>	
2	<p>Declarations of interest</p> <p>There were no declared interests in the current agenda.</p>	
3	<p>Safeguarding pupil welfare</p> <p>SH said that a report on safeguarding had been circulated to governors in advance of the meeting. This included a RAG rated list of items. He asked JW to review those items marked as 'Red'.</p> <p>He reminded governors that the reason the Ofsted inspectors had rated the school as 'inadequate' in 2017 was because of a failure related to paperwork and safeguarding. This area was a therefore a priority to address.</p> <p>JW said that the 'Red' item concerned safer recruitment: this related to a DBS item where a member of staff had been moved from an agency/supply member of staff onto the school's complement of staffing. When this happened, the school should</p>	

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>have arranged for a new DBS certificate to be provided, rather than relying on the checks conducted by the agency. This matter had now been resolved. A full audit of all staff personnel files had been conducted and he reported that no further concerns had been identified.</p>	
<p>4</p>	<p>Minutes of LGB meeting 13 July 2021</p> <p>The minutes were APPROVED as an accurate record of the meeting and signed by the Chair.</p> <p><u>Actions and matter arising</u></p> <p>13.07.21/A01 CoG and VCoG to discuss further appropriate small and subtle wording changes to the Vision and Values(V&V) and confirm in October. UPDATE: wording to Vision and Values to remain unchanged.</p> <p>13.07.21/A02 KCH to confirm next term that governance-related information on the College's website has been updated. UPDATE: SH to work with SA and JW to improve the website. Currently, access to governor minutes is restricted and not available to the public. SH to work with UL to ensure access is open (to Part A minutes only).</p> <p>13.07.21/A03 NMY to circulate DSL's safeguarding report for latest period in 21/22. UPDATE: completed and closed.</p> <p>13.07.21/A04 Clerk to return examination of Report to Governors from the SEND Link Governor.docx and SEND in a Nutshell 2020-21.pptx to agenda for consideration at LGB1 21/22. UPDATE: Ongoing. Review at next LGB.</p> <p>13.07.21/A05 SAD to arrange to visit the school and liaise with Mick Hassett asap in Autumn 21/22, preparing a nominated governor report for subsequent receipt by LGB UPDATE: SA reported he met with Mick. SA to produce a written report of the visit.</p> <p>13.07.21/A06 Clerk to liaise with Tanya Wilkins to obtain updated version of Charging and Remissions Policy for review at 2021/22 LGB1. UPDATE: On agenda for adoption.</p> <p>Q. SHow asked whether it was possible to reduce the amount of paperwork sent to governors and ensure that papers are identified which documents require governors' attention and which are sent for information mainly. A. TT said that, once the policy schedule was established this would spread the workload over the course of the year. Agendas should also identify whether papers are for information or require action by governors.</p> <p>13.07.21/A07 CoG and VCoG to consider views expressed by LGB on staff and parent governors and provide recommendation at LGB1 21/22. UPDATE: The recommendation is for UL to appoint a parent as one of the UL governors, but not to include a staff governor.</p>	

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>13.07.21/A08 Clerk to return receipt and consideration of UL RTS Assessments – School Totals EnMa Y7.pdf; UL RTS Assessments - School Totals EnMa Y8.pdf Bacon's T3 Meeting 17.06.2021 Version Final Version.docx; and KS4 & KS5 Results Headline Comparisons.xls to LGB1 21/22. (JW to provide). UPDATE: JW reported that the T3 minutes had been circulated in the Summer. Y7 and RTS assessments had not been circulated to governors. He said that they would be sent in due course. Ks4 and KS5 headlines had been included in the Principal's Powerpoint slides.</p> <p>13.07.21/A09 Incoming substantive clerk to liaise with Richard Tutt to organise Dashboard training at 21/22 LGB1 and return consideration of Bacon's T3 Meeting 17.06.2021 Version Final Version.docx to the agenda. (RT to provide) UPDATE: SH said that there would be a Dashboard training session for governors. TBA. Training was also required for governors to sit on panels.</p> <p>ACTION: TT to organise training session for governors on Data Dashboard and training for governor panels.</p> <p>13.07.21/A10 CoG and VCoG to agree dates for LGB meetings 21/22 with Principal and circulate to governors. UPDATE: SH proposed the following dates for LGB meeting to the end of the school year. Tues 8 Feb, Tues 23 March, Weds 11 May, Weds 13 July (at 16.00).</p> <p>11.05.21/A05 NMY to examine use of term 'victim' in Safeguarding Policy (whether it connotes a lack of agency), and if there should be reference to concept of restorative justice within the policy, raising with UL if necessary. UPDATE: Ongoing</p> <p>23.03.21/A01 CoG and Clerk to include agenda-setting and review dates in Governance Planner for 21-22, as well as schedule of dates for lead governors to report. UL advice awaited. UPDATE: TT to work with new clerk and arrange policy schedule and other dates for governors.</p> <p>23.03.21/A02 Clerk to raise linking of lead governors to their peers with the UL Governance Lead (e.g. Is there a SEN governors' group, or could one be set up?), and also whether there are any models of good practice within UL that the LGB could look towards. UPDATE: Ongoing. TT reported that there was a SEND network in UL, and a safety network. There were no other networks for governors, but governors were welcome to set up such networks if they wished.</p> <p>23.03.21/A03 Clerk to diarise appointment of governors with remit for inclusion and diversity, Pupil Premium, and to assume role of Chair of Anglican Dimension Group at LGB1 21-22, and circulation of information to ensure all nominated governors are clear about remits. UL/Clerk to assist.</p> <p>23.03.21/A07 Clerk to liaise with Principal's PA to produce a policy review schedule, to be integrated with the BC LGB Agenda Planner 21/22, the planner to include a schedule indicating which lead governors had ownership of the various policies relating to their areas of focus, and lead governors to examine and confirm implementation of various policies as an integrated element of scheduled governor visits in accordance with updated Agenda Planner.</p>	<p>14.12.21/ A01</p>

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>23.03.21/A10 Clerk to confirm with Governance Lead whether there is a new governor induction checklist or to produce one in consultation with CoG. UPDATE: Ongoing. To be reviewed once clerk is appointed.</p> <p>23.03.21/A11 KCH to collate training information from Southwark Governors' Association, SDBE and UL, and forward this to governors in an email on a termly basis, and to add dates for relevant training events to governors' shared MS Teams calendar (especially any training on school-specific HR; see 23.03.21/A17). UPDATE: Ongoing.</p> <p>23.03.21/A18 Clerk to include receipt and examination of surveys of pupils, parents and staff in the annual agenda planner. UPDATE: reports had been circulated to governors. Q. IG asked how the findings compared to other UL schools. A. JW said the results had been received within the past week and to date little analysis had been done.</p> <p>ACTION: Surveys to be included as an item on the agenda at the next LGB for detailed discussion. JW to provide benchmark comparative information from other UL schools.</p> <p>16.03.21/A01 All governors to identify areas in which they require training and communicate these to KCH for training log. 16.03.21/A03 KCH and Clerk to set up shared calendar of training UPDATE: Ongoing. To be reviewed once clerk is appointed.</p> <p>14.12.20/A05 Principal to update SDP to make explicit reference to V&V. (Principal has indicated he will make explicit links to the V&V in the course of preparing the SDP 2021-22.) UPDATE: Closed.</p>	<p>14.12.21/ A02</p>
<p>5</p>	<p>Feedback from informal governors' meeting October 2021</p> <p>SH reported that a substantive meeting could not be held as planned because of the lack of a clerk. Instead, an informal meeting had been held, at which no business could be approved.</p> <p>JW had provided governors with an update at that meeting on returns, results, Covid and figures for the new school year, and had answered questions.</p>	
<p>6</p>	<p>Principal's report</p> <p>JW had circulated a written report to governors in advance of the meeting. He highlighted the following areas and invited questions:</p> <p><u>Staffing</u></p> <p>Q. SH asked about the staff who had left the school.</p> <p>A. JW reported that there had been two departures: a trainee and a new teacher, both of whom realised very early on in the school term that they did not wish to pursue a career in teaching. He said that the 3 substantive appointments (Deputy SENCO, Teacher of Geography and Teacher of English) were all developing well.</p> <p>He reported that there had been two staff dismissals (non-teaching staff) for gross misconduct.</p>	

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>Q. JR asked whether either of these cases involved a safeguarding concern.</p> <p>A. JW said that one of the two involved a member of staff who had not been transparent about their work history on their application for employment at the school, and they had failed to disclose information that had subsequently come to the school's attention. The case did not involve any harm, or allegation of harm to any young people.</p> <p>Q. JB asked what level of risk there might be as a result of either of these individuals appealing against the dismissal.</p> <p>A. JW said that the risk level was low to very low. One of the two had decided not to appeal.</p> <p><u>Teaching and learning</u></p> <p>Q. SH asked JW to explain the packages identified in the report.</p> <p>A. JW said that Sparx and Hegarty were both Maths online teaching programmes that the school used. The former was for KS3 and the latter for KS4. They operated on an automated basis, whereby as the student made progress, the programme adjusted to become more challenging. They were used for homework and enabled teachers to see who had/not completed tasks.</p> <p>Seneca was another online learning platform advocated by UL and provided lessons on a range of subjects including History, Geography and Science.</p> <p>He reported that parents were very happy with these online programmes and with the school's approach to homework.</p> <p>SH noted from the report that the school appeared to be performing in the top 3 in some subjects and in the top 12 in all subjects, when compared with the 48 schools in the UL group. He commended JW on this performance.</p> <p>Q. IG asked whether analysis of the online learning had led to any surprises, such that some students may be performing unexpectedly better or worse than was evident from their performance in class?</p> <p>A. JW said that it was too early to assess the impacts in terms of attainment, but that it was evident that engagement had improved. This was also due to the use of the Chromebook scheme and improved individual study time for students.</p> <p>Q. SHow asked about the school's approach to literacy. She asked what schemes were used to assess reading.</p> <p>A. JW said that the school used a reading age assessment tool. It implemented literacy interventions and a direct instruction (DI) programme. This latter presented a challenge for the school in terms of timetabling, as students were required to attend but could not be removed from certain classes. The overall position was that the school had literacy programmes in place, but the practical aspects of implementation were very difficult. He reported that once students recovered their reading ability to their reading ages (by January 2022), the situation would be much improved.</p> <p>Q. SHow said that there was a new national professional qualification (NPQ) on leading literacy that might support the school in this area. She asked about the area marked as 'Red' in the SIP, relating to the rank order of students.</p> <p>A. JW said that the rank ordering of students had not taken place to the timescale set out, hence the 'Red' rating. He said that the school did rank order students in KS3 but had chosen not to publish and display this information. He reported that</p>	

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>there were alternative views on the wisdom of publishing such information. Some felt that all students' results should be published, others that all minus the bottom 20% should be published and some that no information should be published, because of the risk of demotivating students.</p> <p>He reported that there was another 'Red' relating to mastery sessions planned for Y7 and Y11 due to knowledge lost as a result of Covid. He said that these sessions were planned but that there had been delays due to lack of space for audio-visual sessions. It was 'Red' due to slippage but would take place in January 2022.</p> <p>Similarly, there was a 'Red' in the SIP for sessions planned to engage parents who currently were not well engaged with the school. This had slipped due to Covid, but these would be held in the new year. This work would link to White British parental engagement and the goal was to raise aspirations among a group of parents whose own educational experiences may have been negative.</p> <p><u>Exam results and destinations</u></p> <p>JW said that the presentation had been circulated. He reported that analysis was currently taking place and that he would provide a detailed report at the next meeting.</p> <p>ACTION: JW to report to the next LGB on the analysis of Mock exam results.</p> <p>Q. SH asked how the school compared with other schools either in the UL group or nationally.</p> <p>A. JW reminded governors that all grades over the past 2 years had been awarded by teachers and that there were no national comparable figures for this period. This was the result of a government decision.</p> <p><u>Pupils on roll</u></p> <p>JW reported that the current Y11 group included 158 students and was lower than the published admission number (PAN) of 180. This was because the group had been recruited to the school when the school was in Special Measures. The current Y7 group was 188 students, above PAN. The net increase of the additional 30 students when year 7 join in September 2022 would bring in an additional £240,000.</p> <p>SH reported that in LB Southwark there was a reduction in the number of school students. One primary school had closed and another was the subject of consultation about closure. Other schools were not full. He invited JW to comment on the current position.</p> <p>JW said that for the 6th form, there was a high academic bar to entry. He said that he expected numbers to increase as more students achieved good grades at GCSE, but the current position of 120-130 students at Y12 was sustainable regardless.</p> <p>Overall, there was a flight of families out of inner London as more people worked from home and lived further out where accommodation was cheaper. This was something that was affecting many schools and it was a concern to several inner London boroughs. Inevitably, there would be closures of primary schools in particular. JW said that he was not complacent but was reassured by the fact that the school had high numbers of parents putting Bacon's College as their first choice and that secondary school aged children were able to travel further to attend their desired school. He reported that the school had received 193 first choice applications, up by 70 on the previous year. He attributed this to the strengthening</p>	<p>14.12.21/ A03</p>

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>academic reputation of the school, the approach to discipline at the school and the number of satisfied families.</p> <p>Q. JR said that the current position was very encouraging. He asked whether there should be a response on behalf of the school to the proposed development at Canada Water where 3,000 dwellings were due to be built, and whether the school should be planning for expansion of its 6th form in 5-6 years' time.</p> <p>A. JW said that there was potential for long term growth in the 6th form. This would be improved by a 'Good' Ofsted report. He said that the LB Southwark's projections were for falling numbers across the borough, except in the Canada Water and Old Kent Road areas.</p> <p>SH reported that he had received an invitation to meet with the developers at Canada Water and planned to meet them in the new year.</p> <p><u>Attendance</u></p> <p>JW reported that attendance at the school was above both the UL and the national average, which was at 89.5%. Currently, attendance had dipped because of the increase in Covid cases.</p> <p><u>Exclusions</u></p> <p>The report included details of the numbers of FTE and PEx. There were no questions.</p> <p><u>SEND</u></p> <p>The report included details of the number of students on the SEND register by year group. There were no questions.</p> <p><u>SIP/SEF and inspection data summary report (IDSR)</u></p> <p>JW reported that the SIP was a working document, updated routinely. The SEF was used as repository of everything the school did and the ISDR was the dashboard of data that Ofsted would be likely to request.</p> <p>Q. IG asked about the school's approach to languages. She said that her understanding of the report was that the school was reporting that its performance in languages was very good, but elsewhere there appeared to be problems with this subject.</p> <p>A. JW confirmed that the languages were a concern for the school. While the teaching of languages at the school was very strong and results of students who took a language were very good, there was a low uptake of languages at GCSE. By not achieving 50% or 75% taking a language at GCSE, the school fell down on the Ebacc measure. This would be a concern to Ofsted which was concerned about curriculum coverage. He said that this concern related back to the concern with reading and literacy interventions, which limited the ability of students to opt for a language at GCSE. Also, because Religious Education was a compulsory subject at the school, this removed a choice for students at GCSE.</p> <p>Q. IG asked whether the school supported students to take up apprenticeships.</p> <p>A. JW said that the vast majority of students did not take up apprenticeships. This was a cultural and national concern.</p> <p>Q. SH said that the IDSR showed very high levels of exclusions in 2018 and asked whether this would concern Ofsted.</p>	

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>A. JW said that the school used exclusions judiciously to maintain discipline. Exclusions were high but the numbers were moving in the right direction, and exclusions were necessary for a school with significant challenges that were posed by its student profile.</p> <p><u>Covid</u></p> <p>JW reported that both staff and pupil absence was high. It was likely that January would be very difficult, given the current projections. He said that his personal view was that the case for continuing with exams would be under pressure again in the coming year.</p> <p><u>Pupil Premium and Covid Catch Up</u></p> <p>JW reported that these had been consolidated into the DfE template. This would be published on the school website once approved by UL. The school received a one-off payment of £49,000 from the Covid Catch Up fund.</p>	
7	<p>T1 report</p> <p>Postponed to the next meeting of the LGB.</p>	
8	<p>Finance</p> <p><u>Budget report 2020/21</u></p> <p>JW reported that the headlines were that for the year ending 31 August 2021 the school reported an in year deficit of £119,000. This compared with the original budget forecast of £182,000: so a lower than expected in year deficit had been recorded. At the year end the school held total reserves of £447,000.</p> <p><u>Budget 2021/22 and forecast</u></p> <p>For the current year (to 31 August 2022) the school was budgeting an in year surplus of £63,000. This was currently on track. Overall, the school was in a healthy financial position with a forecast surplus for the current year and a good level of reserves to address any unforeseen contingencies.</p> <p>Q. SH asked whether the school or the UL Trust held the school's monies, including the reserves.</p> <p>A. JW said that the school's funds were held in UL's bank, because ultimately it was their money, but that it was recorded on the school's balance sheet. If the school required the reserves it could draw on them, but this should not be done for the general running of the school.</p> <p>Q. SH asked how much had been spent on the capital improvements over the summer holidays.</p> <p>A. JW reported that around £90,000 had been spent on refurbishing the school, including redecoration of corridors, classrooms, furniture and flooring, to improve the quality of the environment. Also, the school had spent funds to purchase for every Y7 to Y11 student a Chromebook for their personal use.</p> <p>SH commented that the investment in the physical aspect of the school made a big difference and commended JW on this development. These comments were echoed by MN, SA and JB who added that there had been a big and positive improvement in the management of the school's finances over the past three years, and they congratulated those responsible.</p>	

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<p>Q. IG asked whether the investment in the school had led to increases in the number of new applicants for Y7.</p> <p>A. JW reported that the numbers applying were very encouraging (reported later in the minutes), and that the investment in the infrastructure may have been a positive factor.</p>	
9	<p>Health and safety</p> <p>SH reported that he had spoken with JW and SA about SA joining the school's Health and Safety Committee. This was APPROVED.</p>	
10	<p>The management of risk</p> <p>JW reported that the Covid Risk Assessment had been updated in line with national guidance.</p> <p>Q. IG asked that item 9 be amended in the Risk Register to add wording concerning the effectiveness of governance. This was APPROVED.</p>	
11	<p>Governing Board business</p> <p><u>Safeguarding checks to be completed/confirmed</u></p> <p>SH reminded any governors who had not yet done so, to complete and return to the school a range of forms and documents relating to their eligibility to be governors. Details of which forms were required had been sent to governors previously. Governors should ensure that this matter was completed by the end of the current term.</p> <p>ACTION: All governors to check that they have completed and returned to the school by the end of term all required forms and documents relating to their eligibility to be governors.</p> <p>JB reported that he would not be able to complete the paperwork by the end of term as he was waiting for both his passport and driving licence to be renewed. He had discussed the matter with JW and agreed that he would remain on the board while he waited for these documents to be renewed.</p> <p><u>Keeping Children Safe in Education 2021</u></p> <p>Governors were reminded that it was a legal requirement to report in writing that they had read and understood KCSIE21. SH asked any governors who had not yet done so to contact the school by the end of term, declaring that they had read and understood the document.</p> <p>ACTION: All governors to confirm in writing to the school that they have read and understood KCSIE21.</p> <p><u>Annual declaration of pecuniary interests</u></p> <p>SH reminded governors of the requirement to complete and return the annual declaration of pecuniary interests form. This too was a legal requirement.</p> <p>ACTION: All governors to complete and return to the school an annual declaration of pecuniary interests form by the end of term.</p> <p><u>Code of Conduct</u></p> <p>SH asked that governors read and sign the Code of Conduct, which set out rules and expectations of how the governing body functioned.</p> <p>ACTION: All governors to confirm that they had read and signed up to the Code of Conduct.</p>	<p>14.12.21/ A04</p> <p>14.12.21/ A05</p> <p>14.12.21/ A06</p> <p>14.12.21/ A07</p>

AGENDA ITEM	PART A MINUTES	ACTION NO:
	<ul style="list-style-type: none"> - Health and Safety - Safeguarding and online safeguarding <p>JW reported that he would request the Admissions policy for 2023/24 be approved by email. This policy needed to be approved by February 2022.</p> <p>ACTION: JW to circulate Admissions policy for 2023/24 for approval by email.</p>	<p>14.12.21/ A11</p>
13	<p>Any other business</p> <p>JW reported that there were no definite plans regarding the proposed trip to Gibraltar.</p> <p>He said that the school encouraged a wide range of enrichment activities including theatre tips, music events, a visit to the battlefields of northern Europe and a ski trip. He said that he was keen to use funds from the reserves to support children from low-income families to participate in these activities.</p> <p>SH congratulated the school on the recent carol service. He reported that the school's Chaplain was due to leave at the end of the term. JR, JW and SH were aiming to find a new Chaplain to be in place by Easter. SH said that the school had an Advent appeal for refugees and asked governors for support.</p>	
14	<p>Dates of next meetings</p> <p>Tues 8 Feb Tues 23 March Weds 11 May Weds 13 July</p>	
15	<p>Confidential items</p> <p>None.</p> <p>SH closed the meeting at 5.15 pm.</p>	

Signed: _____ Print Name: _____
Chair of Governors

Date: _____