

# JORDANHILL SCHOOL

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**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 22 September 2020 in the Learning Zone.

**PRESENT**

Mr Ken Alexander  
Mrs Julie Carrie  
Mr Neil Francis  
Dr Helen Kelly  
Mr Kenny MacRae  
Mr Joseph McKenna  
Ms Margaret Orr  
Mr Gerry Sludden  
Mr Graham Short

**ATTENDING**

Miss Wendy Grant  
Dr Paul Thomson  
Mr Richard Buchan

**85/2020      APOLOGIES**

Mr Alister Cameron, Mrs Christine Robertson, Mr Anthony Daye, and Professor Kevin O'Dell.

**86/2020      PREVIOUS MEETINGS**

Minutes and confidential minutes of the 25 August were approved with a minor amendment to an error in the sederunt.

The work plan was discussed and potential changes to future dates for agenda items noted. It was noted that the Insight Data scheduled to be discussed in October has been delayed nationally with no indication as yet as to when or if it will be published. and will be shared when it does become available. The Primary Relationships, Sexual Health and Parenthood topic will also move to January.

**87/2020      MATTERS ARISING**

No matters arising not already on the agenda.

**88/2020      RECTOR AND CONVENOR: ORAL UPDATE**

- **Covid-19**

The Rector discussed the school's handling of its first positive case of Covid-19 in school on Monday 21 September. The management team worked well together and have after this first occasion logged lessons for the handling of any future case. Following PHPU guidance standard letters had been sent to the parents of pupils directly affected. All other parents had also received a standard letter. The Rector had written a follow-up letter to all parents today.

- **Scottish Outdoor Centres**

The Rector shared a communication that had been issued to schools to support the survival of outdoor education centres in Scotland. Board members noted the many benefits of outdoor education for the development and education of young people both within Jordanhill School and across society. It was agreed that the item be circulated to parents in the next e-bulletin.

- **Transforming Learning**

The Rector delivered a short presentation on what has been learned during the lockdown and our experience of remote teaching and learning. An interesting discussion ensued about digital capacity, engagement, and the best ways to learn. The school has already provided to parents on the website a leaflet and toolkit to support their child's learning in secondary.

Office 365 is now embedded and continues to evolve and the school issue of over 400 Chromebooks to S3-S6 has been welcomed. New models of teaching and learning are emerging.

Ms McDade and Dr Thomson hosted a couple of zoom meetings in recent weeks for parents of pupils in the senior phase in S4 and S6. Parents are highly engaged in these sessions and keen to understand how to best support their child.

It was noted that Zoom meetings, when large numbers are subscribed can be difficult for one person to host and our recommended practice going forward would be to have a number of colleagues who are supporting the chair in capturing text comments and hands up as had happened for these two events.

Further information on this will evolve and be shared with Board colleagues in due course.

## **89/2020      TERM DATES 2021-22**

Proposed term dates were discussed. These reflected a previous policy decision by the Board to commence the session on a Monday. It was noted the school would return 2 days later than Glasgow Schools and finish in line with Glasgow on a Friday in June. The days of difference will be accounted for by Jordanhill School returning one day earlier after Christmas and the school sports day which falls on a Saturday.

## **90/2020      SCHOOL IMPROVEMENT PLAN 2020 EVALUATION**

Board members reviewed the evaluation and Dr Thomson offered a commentary on key items. Digital literacy progress featured, continued use of electronic platforms to incorporate online parents' meetings and the important aspects of health and wellbeing and in particular mental health and wellbeing amongst pupils.

Dr Thomson shared the latest development in wireless microphones and developing capacity for teachers to offer access to aspects of 'live' lessons to pupils isolating at home via Teams. The lessons can also be recorded.

The Board approved the evaluation and commented on strong progress throughout.

## **91/2020      ANNUAL REPORT 2020**

The Board received the near final version of the Annual Report for review. Mr Alexander's commentary would be inserted into the opening pages and the report issued as part of the AGM papers in due course. A final look at the report will take place at the October Board meeting.

Dr Thomson shared a paper highlighting some content within the Memorandum and Articles of Association that the Board understood to be dated or in need of refresh. Any changes being recommended must go to the AGM for approval. The Board reflected and discussed the amendments which they described as pragmatic and sensible and supported their presentation at the AGM subject to the school's solicitors' comments.

The background and summary of changes are below:

*The Memorandum and Articles of Association were last reviewed in detail in 2010. They are constructed on the assumption that the AGM of the school is held in June at the end of each academic session. Ordinary members (parents/carers) remain so for as long as they have a child attending the school. Accordingly, membership would effectively terminate at the time of the AGM.*

*The annual audit of the school continues to be undertaken in April. However, the complexities of pension requirements mean that it is no longer possible to prepare the Financial Statement for an AGM in June. Strathclyde Pension Fund cannot provide the auditors with the information at an early enough date.*

*Some years ago the AGM therefore moved to September. An associated Education Conference for Parents was also introduced.*

*The difficulties associated with acquiring the necessary pension information to complete the Financial Statement are getting ever more challenging. In 2020 this information was not received until late August. As a consequence, it has been necessary to move the AGM back further from September to November 2020.*

*Board members do not take up office until the AGM following their election and do so for a period of 3 years followed by a second and final term of 3 years if re-elected.*

*This creates a mismatch in timing between the period of office of parent members of the Board and their eligibility to hold such office as "ordinary" (parent) members of the company. That is, at present a parent Board member may have to stand down at the end of June when their oldest child leaves the school some 5 months before the AGM. Board members are unable to see through their period of office.*

*It would not be unusual for 2 or 3 members to have to stand down in this way. It may thus be that the parent membership of the Board is diluted in the first part of a session leading up to the AGM.*

*It is therefore proposed that parent members of the Board of Managers be allowed to continue in membership as ordinary members and in office as Board members until the AGM following the end of session. This extension would last for a period of up to 6 months. This would allow them to see out their final 3-year term of office.*

### **Additional Changes**

#### **AGM Quorum Clause 15**

*In addition to the main change set out above, it is proposed to amend the quorum for the AGM to 40 members.*

***Election of Board Members Clauses 32-33***

*The changes also clarify that the ballot to elect Board members need not be postal. It should be noted that OSCR has previously confirmed that it is perfectly acceptable to use online ballots even where a constitution states postal. The school has used secret online ballots for several years.*

***Co-option of Board Members Clause 36***

*The demands on the Board in terms of corporate governance have increased considerably since the school first attained Grant Aided status. There is a need, indeed requirement, on the Board to have a range of expertise which cannot be guaranteed to exist within the parent members.*

*It is important that the Board has sufficient latitude to co-opt members with the necessary expertise and/or to appoint suitably qualified persons as professional advisers.*

**93/2020            FINANCE UPDATE**

The Bursar provided an update on income and expenditure to 31 August 2020. She commented on the impact of Covid-19 on loss of income from the Refectory and Lets which were of concern. She also shared the reductions apparent in a number of recurring grants – YMI, ML 1+2 and the Pupil Equity Fund.

A budget review submitted to Scottish Government in July projected a deficit due to COVID-19 of £180,000. The school had been able to identify savings of £81,000 with around £60,000 arising from transient savings in staff costs. Scottish Government had recently agreed to provide an additional £100,000 in recurrent grant to offset the net losses. It was noted that these projections made assumptions about income from the Refectory and Lets which may not be realised. The school continues to monitor the budget closely during these uncertain times.

The Bursar reported budgets must remain under close review and positively confirmed that staff savings had emerged in line with estimates submitted in July, however, they must be contained to arrive at a break even budget for the year end. It was evident that following the first positive case of Covid-19 in school that costs could emerge very quickly if a number of staff were to go into self-isolation for 14 days at a time.

**94/2020            DATE OF NEXT MEETING: 20 October 2020**

**95/2020            CONFIDENTIAL ITEM**

All staff members of the Board departed except Dr Thomson.

Convenor \_\_\_\_\_

Date \_\_\_\_\_