

**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 16 March 2021 by Zoom.

**PRESENT**

Mr Ken Alexander  
Mr Alister Cameron  
Mr Anthony Daye  
Mr Kenny Hastie  
Mrs Deborah Hughes  
Dr Helen Kelly  
Mr Kenny MacRae  
Mrs Emma Miller  
Professor Kevin  
O'Dell  
Ms Margaret Orr  
Mr Gerry Sludden  
Mr Graham Short  
Mr Andrew Tinkler

**ATTENDING**

Mr John Anderson  
Mr Dougie Brown  
Mr Richard Buchan  
Miss Wendy Grant

**13/20/2021 APOLOGIES**

None

**14/20/2021 PREVIOUS MEETINGS**

The minutes and confidential minutes of 19 January 2021 were approved.

The work plan offered a flavour of work to come to the Board over the course of the year, noting its fluidity and confirmation that it would be adapted to re-order or introduce items as or when necessary. Several items would be delivered this evening as part of the agenda.

No items on the action grid at present.

**15/20/2021 RECTOR AND CONVENOR: ORAL UPDATE**

**Covid-19 Disruption**

Mr Anderson presented a summary of the school's response to COVID and in line with the guidance which continue to evolve and adapt:

### Monday 15 March

- Full return for all Primary pupils
- Part-time return of secondary with 2m social distancing
- Masks for all secondary pupils and staff always
- Priority to S4-S6 pupils
- Lateral flow testing for S4-S6 and staff
- Continue with secondary hub provision for keyworkers

### Implications

- Timetable re-write
- Limited in-school provision for S1-S3
- Disruption to on-line learning
- Disruption to Primary timetable
- Significant operational demands on all staff

### **Digital Infrastructure**

Mr Anderson offered insight into the school's digital journey to members and offered information on the shaping of the school's digital infrastructure:

- Replacement of Primary promethean boards started
- Plans in place for secondary replacements after the Easter break
- Chromebooks for S1 and S2 in 2021/22
- Investigating tablets for a pilot project in Primary (See-Saw) in 2021/22

### **Digital Pedagogy**

Mr Brown presented a summary presentation on digital pedagogy including staff and pupil wellbeing. He provided insights into supporting best digital practice [which buttons to press] and best pedagogical practice [discussing learning] including reinforcing best classroom practice and increasing connection through twilight sessions, 1:1 peer support and staff MS Teams area.

He shared staff learning and the initiatives that teaching colleagues were using including the importance of pencil and paper, MS forms for quizzing, the use of break out rooms and our very rough guide to online learning and shared the following examples.

- Randomisers
- Exit Quizzes
- Paying attention to cognitive load
- Starter quizzes
- Whole class feedback
- Video clips in the form of interviews/podcasts
- Pupils make up their own question paper and marking scheme

Mr Brown summarised the techniques in use that were aiding the delivery of online learning including recording audio feedback on One Note, using interactive whiteboards formatively, using a digital pen and slate in live lessons and for feedback, using marking rubrics to improve (and speed up) feedback and using Achieve # Learning and Scholar.

The depute rector then went on to update the Board on how the school was addressing staff and pupil wellbeing and offer the opportunities available to staff during these exceptional times.

### **SQA Assessment and Additional Inservice Days**

The rector shared a presentation with the Board on examinations and assessments and Jordanhill School's approach to delivering a cohesive and robust set of teaching methods. He offered some comparisons of models in other schools and confirmed that grades will be awarded on 'demonstrated attainment'. Mr Anderson explained that the school had received some correspondence from a few parents who were concerned at the timing of mock exams for S5/6. He also shared that other parents had contacted the school to express gratitude at the plans for mock exams. Mr Anderson explained the school's rationale for assessment with the board.

The Jordanhill School draft SQA Timeline for assessment, including grade report dates and results to pupils, were presented. As part of the process, the Scottish Government have authorized an additional two in-service days for all secondary schools. The board approved of the school's decision to opt for Monday 7 and Tuesday 8 June 2021 for the additional days. These are to help departments work on quality assurance and finalization of grades.

Mr Anderson went on to advise the Board on internal and external quality assurance for examinations and course work.

Dr Kelly and Mr Sludden both shared their views on the school's SQA arrangements, the approaches adopted to online learning, the timing of exams and the additional in-service days which are being offered to all secondary schools to deliver this exceptional year of assessment away from the norm. Both endorsed the approaches shared and the challenges that particular practical subjects have had in recent months with online learning and its limitations. It was clear that teachers were glad to be back to teaching in the classroom.

Board colleagues shared in some discussion offering comment and congratulated the school on delivering an excellent job in very difficult circumstances. There was disappointment that the SQA had not yet offered any information on its appeals procedures.

Mr Short asked two questions around contingency planning and the timing of mock exams and reporting results and the tight turnaround then into full final exams. Mr Anderson reassured Mr Short offering a commentary on the fallback position departments have in place by way of assessment and work submissions over the course of the year. All coursework is nearing completion. He also confirmed that live lessons to date had contributed to pupils being assessment ready for the mock exams.

Professor O'Dell shared information on bitesize films that are just about to be made available made by the universities for the 3 sciences and these would support teaching and learning resources in school during this period.

Mr Anderson concluded by reassuring the Board of the expanse of SQA expertise in school amongst many teaching colleagues, who hold senior positions in marking, assessing, setting exams etc. within SQA. He also confirmed a robust approach on quality assurance being exercised by heads of department and the SMT to track targets through quality assurance surveys for example.

The Board were content with dates for additional in-service days and the approach offered by the school to assessments.

### **Development**

Mr Anderson updated the trustees on some work currently commissioned to review our development function. The work is being undertaken by Lesley Boyd, a Development professional and formerly the Development Director at Edinburgh Academy. She has been asked to review of our work done to date with Striving Higher, Alumni and the general development function. She will produce an advisory report on next steps for the school and this will be shared at the April Board meeting.

### **Sports Fees**

The rector and bursar offered an update on sports fees taken by the school for 2020/21 and noted the interruption to service. They offered a suggestion around partial refunds to parents and the option for voluntary donations to the Educational Amenities Trust if the service remains very disrupted after Easter. The Board approved this suggestion.

## **16/20/2021 EQUALITY MAINSTREAMING REPORT**

The Board took the opportunity to review this report in advance of the meeting and approved its publication in April. Very positive comments were made about the presentation of the report and its content by Board members.

The Board approved the content for publication.

## **17/20/2021 ONLINE LEARNING FEEDBACK REPORT**

The Board took the opportunity to review this report in advance of the meeting and Mr Anderson offered some summary commentary on the highlights. The school fared well and will continue to survey should online remote learning continue in the next number of months. The Board commented on feedback evolving as the online learning advanced.

## **18/20/2021 POLICIES**

### **Complaints Policy**

The Board took the opportunity to review this report in advance of the meeting and Mr Short presented an overview of the refreshed policy highlighting areas of importance and any significant changes to this updated version of the existing. He drew particular attention to the theme of resolving issues at the lowest possible level and alerted the Board to the particular guidance regarding a complaint against the Board of Managers or one of the school's senior managers.

The Board approved the new policy.

### **Unacceptable Actions Policy**

The Board took the opportunity to review this report in advance of the meeting and Mr Short presented an overview of the policy highlighting areas of importance. It is hoped that this policy will rarely be activated, however, it is important that it exists in a protective capacity.

The Board engaged with interest and commented on the use of social media in today's society and the ethos set by the school regards dignity at work.

The Board approved the new policy.

## **19/20/2021 CHANGES TO NUTRITIONAL REQUIREMENTS FOR SCHOOL FOOD AND DRINK**

The bursar delivered a presentation on changes that come into effect on 8 April. Miss Grant engaged with the Board on the reasons for the changes and the likely impact and challenges that they will bring to all schools. The refectory team have been working hard to develop menus that comply, and these are being analysed by software which offers the appropriate nutritional analysis statistics.

It is acknowledged that the new menus will be monitored and will take some time to embed to deliver the expected tolerances and compliance. Health and Nutrition Inspectors will quality assure schools and their compliance as they resume inspections from early 2022.

Board colleagues commented on the positive health of children in Jordanhill School who in the main consume food that is nourishing and healthy and commented on the fresh and homemade food that is currently served in the refectory. Primary uptake of meals served is very high throughout all stages.

The rector will be writing to all parents prior to 8 April regards the changes and the need for a holistic all-encompassing approach to tackling the key themes associated with the changes, those being obesity, dental health and health inequalities. Parental

support is paramount to the success and the delivery of these Scottish Government priorities.

## **20/20/2021 BUDGET 2021-22**

### **Staffing and Curriculum**

The rector delivered a short presentation on some expected changes to staffing in the new session.

In Secondary the school is aiming for completion of all secondary course choice procedures by the end of March to allow timetabling to begin with a modest expansion of computing/business.

We welcome Ms Louise Wright as the PT Health & Food Technology (Maternity cover).

The school has applied for 2 probationers for 2021-2022 (Biology and Chemistry) and awaits an update on the likelihood of these being allocated. Finally, under investigation at present is curricular options for August 2022 to include S3/4 Health & Food Technology and S3/4 National 5 PE.

In Primary, we are currently recruiting for 1FTE Primary teacher and 1 maternity cover currently for start in the new school session. The level of interest has been exceptional with over 150 applicants for the permanent teaching post.

Mr Anderson gave the board an update on a Scottish Government meeting he attended with Miss Grant where they presented the school's financial position and submitted a request for COVID support funding.

## **21/20/2021 FINANCE UPDATE 2020-21**

The bursar offered a presentation on the financial year end approaching, she presented a standstill to the end of February and offered an overview on income and expenditure streams. She reminded the Board of the factors affecting savings and costs around Covid-19 for 2020/21. Any new savings coupled in the last quarter are being put to support digital infrastructure and the phasing of new solutions to the now unsupported interactive whiteboards across the estate.

Miss Grant confirmed that the Scottish Government had granted an extra £50k of capital grant to allow the school to progress with the installation of a new boiler in the school sports centre which was tendered in January and will cost in the region of £100k.

Miss Grant confirmed that the school has committed all its income for the year and would be hoping to drive as near as possible a break-even position at year end.

**22/20/2021 CONFIDENTIAL ITEM**

The convenor and Mr Short offered an update on a confidential matter.

**23/20/2021 DATE OF NEXT MEETING: 27 APRIL 2021**

**24/20/2021 OTHER BUSINESS**

Members are asked to advise the rector or convenor of any additional business in advance of the meeting.

Convenor \_\_\_\_\_

Date \_\_\_\_\_