

**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 8 June 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  
Prof. Kevin O 'Dell  
Ms Margaret Orr  
Mr Graham Short  
Mr Andrew Tinkler

**ATTENDING**

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

**VISITING**

Ms Allison Gibson (Azets)

**39/20/2021 APOLOGIES**

Mr Gerry Sludden

**40/20/2021 PREVIOUS MEETINGS**

Mr Alexander welcomed everyone to the meeting and extended a special welcome to Allison Gibson from Azets.

Miss Grant took over and offered an introduction to Ms Gibson and the School's new team of auditors.

Ms Gibson introduced and talked through the audit report and confirmed that Azets had issued an unqualified audit opinion which offered the Board comfort in the knowledge that the school finances were very much in order and the Board compliant in its governance role.

She shared the audit evidence gathered to mitigate risks and once more offered the Board comfort as all results produced satisfactory assurances to Azets in respect of all risks measured.

The key areas of risk measured included:

- Fraud and revenue recognition
- Management override of controls

- Going concern including consideration of the impact of the COVID-19 pandemic
- Key accounting estimate – valuation/impairment of property
- Key accounting estimate – valuation of the pension scheme liability
- Fund accounting
- Expenditure
- Opening balances

Further information was shared with Board on the assurances received by Azets during the audit on matters related to going concern, fraud, accounting policies and disclosures, controls, related parties, misstatements and independence.

She explained that it was quite exceptional for new auditors to undertake a first-year audit to have little or nothing to report by way of error or correction and recognised the work delivered by the school finance team in delivering such results.

Ms Gibson thanked Miss Grant and her finance colleagues and offered the Board the opportunity to ask questions and engage.

Miss Grant thanked Ms Gibson and the team of auditors deployed to undertake the audit work remotely as a result of Covid-19's quite challenging circumstances.

#### **41/20/2021 PREVIOUS MEETINGS**

The minutes 27 April 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.

One item is on the action grid at present, the Exclusions Policy which is dated for discussion in tonight.

#### **42/20/2021 MATTERS ARISING**

No matters arising not on the agenda.

## **43/20/2021 RECTOR AND CONVENOR: ORAL UPDATE**

Mr Anderson shared an informative update on life in school at present and a number of meetings hosted with external colleagues. He summarised discussion under the following headings with some detail to support the Board's understanding of priorities at present:

### **Covid-19**

- On-going restrictions
- Masks must be worn by secondary pupils and teachers
- Social distancing in place between adults
- Restrictions on changing rooms and music lessons
- Door and windows must be kept open (noise)
- Staggering of classes
- Return to normal remains unclear

### **SQA and Secondary In-service**

- Two main sources of evidence for SQA grading (mocks and final May/June assessment)
- Study leave for senior pupils (3 weeks)
- Staff marking to SQA standards
- Work sampled by both SQA and departments from other schools
- Results to be released on Monday 14 June
- SQA appeals opens Friday 25 June
- Pupils can appeal directly to the SQA
- Facility in school for pupils to talk to teachers

### **Pupil Support Strategy**

Mr Brown, Depute Rector, shared an update on a recent development and working day out of school the pastoral and support for learning teams engaged in. It allowed the team the time to self-evaluate and reflect, in order to set new objectives for the new academic session that is forthcoming.

Mr Brown shared some of the challenges associated with the leadership of pupil support and the case load meetings that were being encountered.

He also talked about the Health and Wellbeing curriculum and its importance to the team's objectives. The full team are committed to delivery of a framework that offers both targeted and universal support.

The school's new link social worker is visiting the school shortly.

The Board welcome the update and commented on this complex area of school activity.

### **Meeting Glasgow City Council**

Mr Anderson shared with the Board a productive and positive meeting he had with Maureen McKenna and their approach to partnership working.

### **Meeting the Scottish Government**

Mr Anderson relayed the summary of discussion he and Miss Grant had at a recent meeting with colleagues in the Scottish Government, most specifically about SNP manifesto pledges. Colleagues in the Scottish Government agreed to keep the school abreast of any updates.

### **HMI Visit**

The school's link inspector Celia McArthur met Mr Anderson on 24 May for an introductory meeting and catch up on current school priorities and the Covid impact on schooling.

Both discussed the current SQA assessment arrangements and the School Improvement Plan.

### **Development Update**

The Educational Amenities Trust fund have approved up to 5-years funding for Jordanhill School to appoint a development manager.

The school will also fill a vacancy in the admin team to incorporate some aspects of operational support for the development office.

### **Progress with Policies**

The targets set for 2020-21 have been met:

- New complaints policy
- New unacceptable actions policy
- New exclusions policy
- Safeguarding update
- BoM 1:1 meetings (June)

Appropriate policies for 2021-22 will be set on the workplan issued next session.

### **Annual Report, AGM and Conference**

Mr Anderson updated colleagues about the annual report which will follow the same format of previous years: reflection on the previous year with commentary on COVID recovery.

Parents' conference topics were discussed, and possible themes include: Digital, Wellbeing and Literacy. The themes will be confirmed in August.

## **44/20/2021 FINAL SCHOOL IMPROVEMENT PLAN**

Mr Anderson referred to the final school improvement plan and offered a high-level summary and took any questions from Board colleagues. The Board were content with the progress and actions outlined.

#### **45/20/2021 EXCLUSIONS POLICY**

Jordanhill School's Exclusion Policy has been refreshed and updated to take account of guidance issued by the Scottish Government. Mr Short presented the policy in detail to the Board explaining the changes or adaptations that had been made.

He commented on the policy taking appropriate account of the promotion of a positive ethos in the school and strength of very multi-disciplinary approaches incorporating pupil support.

Mr Short also described some of the terminology in the policy and specifically discussed and engaged Board colleagues on temporary and permanent exclusions and re-admissions processes. He also discussed the appeal process documented.

A number of questions were raised by Board members and discussion confirmed a very thorough and robust policy.

The Board approved the policy for publication.

#### **46/20/2021 BUDGET AND FINANCE UPDATE 2021-22**

The rector updated the board on the Scottish Government's recurrent grant settlement including information on the funding for staff pay rises when confirmed, the rollout of free school meals to primary and Covid recovery funding to support pupils.

He detailed the SNP manifesto, all of which has to be further teased out:

- One to one devices for pupils and staff
- Free school trips
- Free music tuition
- Increase in teacher and pupil support assistant numbers
- Lowering of teacher contact time by 90 mins per week
- School clothing grants / ending 'expensive insistence on exclusive suppliers'

Information on the manifesto pledges has yet to be shared and details not agreed or clear at this early stage.

The rector further expanded on some of the risks to the budget this year which included probationers and refectory.

Miss Grant presented a summary of finances for the first two months of the financial year and offered information on key income and expenditure streams. Nothing exceptional has emerged in these early stages of the year.

The Board were invited to ask any questions of the details shared.

**47/20/2021 APPOINTMENT OF BOARD MEMBERS**

The bursar confirmed that 3 candidates had been nominated for the Board as parent members and the 3 had been successfully been appointed. An announcement would be made to all members of the school congratulating and welcoming these colleagues.

Mr Russell Davidson  
Mr Ewen White  
Dr James Yu

Mr Gerry Sludden has been re-nominated and appointed to the Board for a further 3 years as staff member.  
The Board welcomed this positive news and update, and the new members will take up post in September following the AGM.

**48/20/2021 MEETING DATES 2021-22**

Meeting dates were circulated for next session.

**49/20/2021 DATE OF NEXT MEETING**

24<sup>th</sup> August 2021.

**50/20/2021 CONFIDENTIAL ITEM**

The staff members left the Board meeting, and a confidential item was discussed.

**51/20/2021 OTHER BUSINESS**

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

Convenor \_\_\_\_\_

Date \_\_\_\_\_