

**Meeting of Full Governing Body
7th July 2014
Library
4.30pm**

MINUTES

Governors Present:	Mick Baker, Richard Bradford (from 4.52pm), Emma Farrell, Alison Frost, Reg Hook, Jenny Poore (from 5.03pm), Alan Sanders, Derek Swindells (Chair), Marilena Ward.
Officers Present:	Teresa Carter (Clerk)
In Attendance:	Richard Baker, Sue Middleton, Ros Stephen

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Apologies for Absence Apologies for absence received from Jeremy Holtom, Jennifer John and Elaine Stoner.</p> <p>b) Declarations of Interest None</p>	
2	<p>Last meeting Dated 16th June 2014</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting of 16th June 2014 subject to the addition of the initials to identify which Vice Chair the point under 2 related to.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • A new instrument of government had been issued under the name Dorothy Stringer School with 15 Governors. • The Local Authority Governor appointment panel had met and approved the re appointment of Derek Swindells as the Local Authority Governor. • The Parent Governor election had been completed and three candidates identified as having the most votes. Following some additional verification checks the Clerk would officially announce the result of the ballot. <p>ACTION - Clerk to email Governors with the personal statements of the newly appointed Parent Governors.</p> <p>ACTION - Chair of Governors to meet new Parent Governors for an introductory meeting accompanied by Emma Farrell and Alison Frost who offered to be buddy governors during the induction period.</p>	<p>TC</p> <p>DS, EF, AF</p>
3	<p>Chair's Update</p> <p>The Chair of Governors provided an update on his activities representing the Full Governing Body since the last meeting.</p> <ul style="list-style-type: none"> • Routine and planning meetings with the Headteacher, Business Manager, Vice Chair and Clerk and meetings about the artificial turf pitch and canteen. • Representing secondary schools on the schools forum at which the issue of disparity of end of financial year balances across schools was discussed. <p>ACTION - Governors requested a copy of the papers and minutes from the schools forum meeting. Clerk to circulate.</p>	TC

Signature.....Date.....

	<ul style="list-style-type: none"> Elected as Chair of the secondary and colleges group of governors for 2014/15. Attended the Local Authority's governor strategy partnership meeting at which there were three major initiatives introduced being, early help co-ordination, ethnicity survey and integrated service for special needs. <p>5.52pm - Richard Bradford arrived at the meeting.</p>	
4	<p>Headteacher's Report</p> <p>a) Review of the Year</p> <p>The Headteacher had provided an end of year report summarising the progress against plan in the areas of standards and achievement, quality of teaching, behaviour and safety and strategic priorities and projects. Governors attention was drawn to the main points in the report and questions welcomed:</p> <ul style="list-style-type: none"> The outgoing year 11 group as a whole had not been so focussed on their own achievement and as in previous years and school staff had to work harder to support them in order to maintain results. A letter from Ofqual regarding the latest GCSE examinations had led to further concerns that the year 11 results would be lower than hoped. The 2013/14 forecast had therefore been dropped to 71% achievement of 5= A* - C including English and maths. <p>5.03pm - Jenny Poore arrived at the meeting.</p> <ul style="list-style-type: none"> In response to a question Governors were advised that outcomes for Year 11 students eligible for pupil premium was likely to be lower than hoped. All teachers were aware of the concerns regarding the year 11 cohort and it had been recognised that they had done all that they could. Quality of teaching at the school was high with 96% of teachers judged to be good or outstanding. Quality of feedback to students had been identified as a priority issues and four whole school work srutiny sessions had taken place which had highlighted some variances in the quality between departments. A whole school policy was being developed which departments could adapt to suit. The aim was to provide some base line data and expectations regards feedback. A survey of students had confirmed that the majority felt that they were already getting good feedback. The teacher appraisal system had been embedded and those identified as requiring improvement had been made aware and were being supported. Learning technology and the introduction of I pads had been slowed whilst the school carried out further research around integration. Student attendance over 95% in all year groups and overall 95.4% (93.9% in 2012/13). Behaviour measured by logs of incidents, number of callouts and exclusions. School exclusions at 3.07% which was an improvement on previous year (5.59%0 and better than national average (8%). Different ways of supporting students with behaviour issues had been used including external provision such as the Connected Hub. Governors asked whether the installation of the canteen canopies had impacted on behaviour and were advised that there had been an improvement in lunchtime behaviour. The secondary heads and college principles had met three times during the year to explore options for accommodating an increasing number of secondary age children requiring a place at the Brighton schools. It had been clear that there was no easy solution and that the Dorothy Stringer/Varndean catchment area faced the most difficulty. A priority remained to ensure that all existing schools 	

	<p>were filled which may lead to a review of the secondary admissions process and current catchment area boundaries. Dorothy Stringers' position remained that it did not wish to grow and that if it had too the provision of adequate public space in addition to more classrooms was essential and would need a large amount of investment.</p> <ul style="list-style-type: none"> • The school was fully staffed for September with one unfilled post being covered on a temporary basis. The list of leavers at the end of July along with their start dates demonstrated a stability of staffing and low turnover. • Staff absence data showed a slight decline with 24 stage 1 absence management meetings and none at stage 2. <p>5.54 - Alan Sanders left the meeting</p> <ul style="list-style-type: none"> • Members of the leadership team had been trained as challenge partners and it was thought that the training would be very beneficial to the school in evaluation of its own quality of education. <p>The Full Governing Body was appreciative of the level of detail in the Headteacher's report and thanked all that had been involved in its preparation.</p> <p>b) School Priorities for 2014/15 Governors had been provided with a self evaluation summary, which had identified the key development areas that had been incorporated within the raising attainment plan for 2014/15. The key priorities on page three of the RAP were considered by Governors. The omission of homophobic bullying in the section on reducing bullying incidents was queried and Governors were advised that a recent report from Stonewall had congratulated the school on its highly effective work with regards homophobia and was therefore not us much a priority. It had been noted that a casual use of racist words and expressions had crept into student's language, which was the rational for making this area a priority.</p>	
<p>5</p>	<p>Business Manager's Report The Business Manager verbally reported that she had met regularly with the finance link governor and that one of their tasks had been to finalise the 2014/15 budget statement for governors' approval. Since approval at the meeting of 16th June it had been necessary to make some minor adjustments due to a reduction in the pupil premium income (30k). A revised budget plan for 2014/15 was tabled from which Governors noted that the school were still projecting a positive outturn position. The planned summer building projects were also noted.</p> <p>AGREEMENT - The Full Governing Body approved the amended budget plan for 2014/15 as presented.</p>	
<p>6</p>	<p>Reporting and Recommendation Process for Governors The Chair of Governors and Vice Chair of Governors provided verbal advice on the process to be used for individual and group work by governors, covering delegations, reporting and recommendations. Individual Governors had indicated their own areas of interest, which would enable the Governor Business Planner to be populated with the names of those responsible for ensuring a task is completed and providing assurance to the Governing Body.</p>	
<p>7</p>	<p>Policies for Approval a) Whistleblowing Policy The proposed whistleblowing policy was considered and Governors suggested that the inclusion of both a male and a female contact be included within section 6.2.</p> <p>AGREEMENT - Subject to the addition of Ros Stephen and Jenny Poore within section 6.2 the Full Governing Body approved the whistleblowing policy.</p>	

	<p>b) Complaints Policy The proposed amendments to the complaints policy were considered.</p> <p>AGREEMENT - Subject to an amendment in one typing error the Full Governing Body approved the amended complaints policy.</p>	
8	<p>Any Other Business</p> <p>a) Access to Wi-Fi Governors were advised that the school's Wi-Fi could be accessed by Governors using their logins for the learning gateway.</p> <p>b) Paperless Meetings It was agreed that only printed copies of the agendas would be available at future governing body meetings.</p> <p>Meeting ended at 6.44pm Date of next meeting - 15th September 2014</p>	

Actions Arising from Full Governing Body Meeting on 7th July 2014

Actions Agreed	By Who	By When
Clerk to email Governors with the personal statements of the newly appointed Parent Governors.	TC	Within one week
Chair of Governors to meet new Parent Governors for an introductory meeting accompanied by Emma Farrell and Alison Frost who offered to be buddy governors during the induction period.	DS, EF, AF	September 2014
Governors requested a copy of the papers and minutes from the schools forum meeting. Clerk to circulate.	TC	By next meeting