

**Meeting of Full Governing Body
10th July 2017
Training Room
4.30pm**

MINUTES

Governors Present:	Martyn Allen, Richard Bradford, Emma Farrell, Alison Frost, Les Gunbie, Reg Hook, Jennifer John, Dick Knight, Jenny Poore (Chair), Alan Sanders, Bronagh Shevlin, Elaine Stoner, Derek Swindells,
Associate Members Present:	Sue Middleton
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Robert Smith

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Apologies for Absence Apologies for absence received from Mick Baker and Sarah Windsor.</p> <p>b) Declarations of Interest None. The declarations register was circulated for Governors to check their entries.</p>	
2	<p>Last meetings Dated 13th March & 15th May</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved 4 pages of minutes from the meeting held on 13th March subject to one typing error in section 3 and three pages of minutes from the extraordinary meeting held on 15th May 2017. The Chair signed both sets of minutes after the one amendment was made to confirm their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda Schools Financial Value Standard had been submitted to the finance team at the Local Authority.</p>	
3	<p>Chair's Update</p> <p>The Chair of governors provided a verbal update on activities on behalf of the Governing Body since the last meeting including the following:</p> <ul style="list-style-type: none"> • Fortnightly meetings with the Headteacher. • Supporting with staffing issues. • Assisting with letter to parents following receipt of a briefing from the Local Authority on child exploitation. 	
4	<p>Headteacher's Report</p> <p>The Headteacher introduced his report to Governors noting that it had grown in length over the year and asked Governors opinion on its range and depth of reporting. Governors confirmed that the report was suitable for their requirements in its current format. The report was presented on an assumed read basis with highlighted items as follows:</p> <p><u>Standards and Achievement</u></p> <ul style="list-style-type: none"> • Improved forecast for end of year 11 exam results. As this was against the trend coming from other Schools and in light of too many unknowns School Leaders were cautious. • Progress 8 (P8) measure was showing an improved position but the actual outcome would not be known until December 2017 when national P8 data was released. • Disadvantaged students appeared to be doing better. • Secondary schools locally had been agreeing what they would report on results day (24th August). Three or four measures that made sense to the public were likely. 	

	<ul style="list-style-type: none"> • A permanent appointment had been made for an Assistant Headteacher with responsibility for disadvantaged children. <p><u>Quality of Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> • Open door observation day for teachers to learn from observing colleagues. Staff had found this a positive experience. • 31 teachers trained through the Initial Teacher Education programme and feedback positive from exit evaluations. • One of the biggest workloads for teachers was feedback and assessment and would be a key focus for 2017/18 to ensure that it was effective and helped students make progress. Emma Farrell advised that she would like to be involved in this area. • A programme on Inset and twilight training was planned for the whole of the following year (details in HT report). There was a question about how action research topics would be decided and the advice was that the topics came from the staff members. • Students with education and health care plans (EHCP) increased again with 10 in the next year 7. The school now had the second highest of students with EHCP out of the city's secondary schools. <p><u>Personal Development, Behaviour and Welfare</u></p> <ul style="list-style-type: none"> • Student attendance expected to be around 94.5% for 2016/17. Some interventions had impacted on the attendance of the disadvantaged group but not sufficiently to diminish the difference. The work of the education welfare office would continue during the summer holiday. • The school had worked hard to reduce fixed term exclusions against a trend of rising exclusions across the city. The school had the lowest rate of exclusions reflecting the positive impact of the efforts to find creative alternatives to manage behaviour, including 3-6pm seclusion and managed moves. Governors noted that it was still a majority of boys (87%) that were excluded at the school. • Governors were disappointed to hear that the police liaison service was being taken away and instead schools were required to make a call to a central team for support. There was suggestion that a joint letter from several Governing Bodies objecting to the change would be appropriate. • There had been several assemblies focused on equality and diversity and the school would be involved in a project enabling refugee migrants to create a video record of their stories. <p><u>Leadership and Management</u> Reported on below under item 5.</p> <p><u>Punctuality - Additional Report</u> As requested Governors were provided with a presentation on student punctuality at the beginning of the day and to classes throughout the day.</p> <ul style="list-style-type: none"> • It was noted that late arrival for school was more of an issue in year 11 as students' started to take more responsibility for getting themselves up and out. • Punctuality in year 7 was good. • Disadvantaged students' punctuality overall was higher than their peers with the majority of late arrivers being boys. 	
5	<p>School Development Item - Leadership and Management</p> <p>a) School's Self Evaluation The School Leaders reported in depth on the school development area of leadership and management and had provided a self evaluation (SEF) summary with the meeting papers. The following points relating to leadership and management from the SEF and Headteacher's report were highlighted:</p> <ul style="list-style-type: none"> • Maintaining the momentum of the Stringer Learning Culture (SLC) had been a challenge as had ensuring consistency. • Visitors commented positively on behaviour throughout the school but leaders still had worries about it. • The new school to be based at Brighton General Hospital site would not be open 	

	<p>until September 2018. The numbers in catchment were over what the catchment schools could accommodate and there had been a number of appeals with 8/9 additional students being admitted through the appeal process.</p> <ul style="list-style-type: none"> • The secondary partnership was working well and with this and the teaching school alliance up and running there was no longer believed to be benefit in remaining members of challenge partners. • The structure for the Pavilion and Downs Teaching School was provided and it was advised that Ellen Mulvihill had been appointed as Director of the Alliance from September. Dorothy Stringer would hold the funding for the Alliance and paying the salaries though ultimately there would be trust as the legal entity. Governors asked about their part within the structure and were advised that there was no requirement for Governors to part of it legally. Each Headteacher would be a trustee with responsibility to their Governing Body. • Seven teachers left or leaving the school equating to 5.4 FTE and 5% which was considered low. Governors asked whether the numbers leaving the teaching profession was significant and were advised that it was unusual to see good teachers leaving and it was thought that this was due to pressures within the profession generally. Staff workload would be a priority for the school and changes had already been made to parental reporting at key stage 3 to alleviate work pressures. • Staff absence data included a couple of long term sick staff. Incidents of depression and anxiety were higher than previously. Then school provided generous support to staff on sick leave. • Governors asked whether in light of recent major fires the school buildings had been checked and were advised that there were no similar issues at the site and that as classrooms were being refurbished the cladding was being safety checked. • The installation of fencing around the school site was still under consideration and quotations would be provided to Governors. • Tutor time was seen by some as a high workload but considered a priority for the School. It would be looked at to ensure that it worked for everyone. • Consideration was being given to taking whole forms to Dolawen in an attempt to impact positively on friendship groups. This would be a challenge in view of the numbers involved. <p>b) School Development Priorities 2017/18 Governors were provided with a one page summary of the key priorities for 2017/18 in the four key areas used previously. The Headteacher talked Governors through the rationale behind the priorities emphasising that tackling under performance of disadvantages students was the main theme throughout.</p> <p>AGREEMENT - The Full Governing Body approved the key priorities for 2017/18 as presented.</p> <p>AGREEMENT - Governor links to school development priorities were agreed as follows: Leadership and Management - Alan Sanders, Dick Knight and Jenny Poore Quality of Teaching, Learning and Assessment - Emma Farrell and Sarah Windsor Personal Development, Behaviour and Welfare - Jennifer John, Alison Frost and Derek Swindells Outcomes for Students - Les Gunbie, Emma Farrell and Alison Frost</p>	
6	<p>Business Manager's and Finance Governors' Report The Business Manager presented his report to Governors on business matters since the last meeting.</p> <p><u>Budget Approval Update</u> Final budget for 2017/18 submitted on 8th June and at that time there was an indication that the projected deficit of £140k would be approved. A letter had since been received from the local authority advising that only £125k would be approved. This was disappointing, as the school had previously forensically examined the budget alongside 2 colleagues from the local authority before the proposed budget was submitted and further reductions would create an unrealistic budget. The Headteacher provided a draft letter in response to the Local Authority for Governors consideration, which was agreed subject to some minor amendment.</p>	

	<p><u>Financial Projections</u> Current budget projection in line with the original submitted budget for 2017/18 though income was looking lower than expectations. A more realistic view of financial outcomes would be available six months into the financial year. Security of the site issues had been raised by officials and in response a phased plan was being worked up commencing with fencing that had been recommended by the Authority's safeguarding manager. The cost of this work could be escalated by the need for a variation agreement with the PFI contractor.</p> <p><u>Financial Benchmarking</u> Benchmarking data had been provided comparing the school with other secondaries in the city highlighting the following:</p> <ul style="list-style-type: none"> • Teachers' average salaries were relatively high due to the numbers at the top of their pay scales. 54% of teachers were on upper pay scale. The ratio of students to teachers was the second lowest at 15.6:1. • Average non teaching salaries were the highest in the city staffing costs but the school had the lowest staffing numbers and second highest student ration at 29.4:1. <p><u>Summer Works</u> A significant amount of small summer works planned detailed in the accompanying written report. The authority were funding the refurbishment of two mobile classrooms and installing skylights at the swimming pool.</p> <p><u>Fundraising</u> The fundraising group had been established including staff, governors and parental representation.</p> <p><u>Pavilion & Downs Teaching School Alliance</u> A proposed delegation of authority document had been circulated providing the Headteacher with authority to act on behalf of the Governing Body in entering contracts relating to the Alliance up to a value of £50k and for maximum 3 year duration.</p> <p>AGREEMENT - The Full Governing Body approved the delegation of authority relating to the Teaching Alliance as presented.</p>	
7	<p>Other Reports and Recommendations from Governors</p> <p>a) Governors Conference Les Gunbie and Bronagh Shevlin gave positive feedback following their attendance of the annual governors' conference.</p>	
8	<p>Approved Policies and Documents for Noting</p> <p>a) Data Protection Policy The data protection policy was due for renewal but with a number of changes in legislation imminent it had been decided to postpone the review until the Local Authority had provided further guidance.</p> <p>b) Freedom of Information Publication Scheme As the freedom of information publication scheme was linked to data protection the review/renewal would also be postponed.</p>	
9	<p>Any Other Business</p> <p>a) School Sanctuary Process in hand for becoming a school sanctuary.</p> <p>b) Parent Governor Parent Governor election to take place in autumn for the one vacancy.</p>	
10	<p>Election of Chair and Vice Chair of Governors for 2017/18 The Clerk chaired the meeting for this item. In advance of the meeting nominations had been invited for the positions of Chair and Vice Chair of Governors. Nominations had been received for Jenny Poore as Chair and for Mick Baker as Vice Chair. Jenny Poore left the room whilst a vote was taken on her appointment. Mick Baker was not present. Votes were taken by a show of hands.</p>	

<p>AGREEMENT - The Full Governing Body elected Jenny Poore as Chair of Governors and Mick Baker as Vice Chair of Governors until the end of the final meeting of 2017/18.</p>	
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6.58pm - End of meeting

Date of next meeting - 18th September 2017