

**Meeting of Full Governing Body
12th September 2016
Training Room
4.30pm**

MINUTES

Governors Present:	Martyn Allen, Mick Baker, Richard Bradford, Alison Frost, Les Gunbie, Jeremy Holtom, Reg Hook, Dick Knight, Jenny Poore (Chair), Alan Sanders, Elaine Stoner, Derek Swindells, Sarah Windsor
Associate Members Present:	Sue Middleton
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Andrea Cumming, Chris Lee, Ros Stephen

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction - The Chair of Governors welcomed all to the first meeting of the academic year.</p> <p>a) Apologies for Absence Apologies for absence received from Jennifer John. Emma Farrell was also absent from the meeting.</p> <p>b) Declarations of Interest Governors were asked to review and confirm their previous declarations of interest and to complete a new form where there were any amendments.</p>	
2	<p>Last meeting Dated 11th July 2016</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 11th July 2016. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda The actions arising were reviewed noting that two actions were scheduled for Autumn term:</p> <ul style="list-style-type: none"> • Governors to support development of a fundraising plan. <p>ACTION - Business Manager to advise Alan Sanders and Dick Knight when the bid writer arrives in 2/3 weeks time with a view to setting up a meeting.</p> <ul style="list-style-type: none"> • Governors to analyse the impact of the revised funding formula. <p>Item 8b - Governors were advised that a hardship fund had been set up with £1000 collected to date.</p>	
3	<p>Chair's Update to include:</p> <p>Reminder of Consultation regards Brighton & Hove City Partnerships The Chair of Governors and Headteacher updated Governors on progress with the various Local Authority initiatives and consultations.</p> <ul style="list-style-type: none"> • Term Dates - City councillors had agreed to add an additional week to the October half term by reducing the holiday at both Christmas and Easter. It was noted that this arrangement was not supported by many staff members and would cause personal difficulties for those with children attending school within other Local Authorities. Governors were disappointed that councillors had not fully considered the professional views from school leaders and impact on their employees when reaching the decision and publishing the revised term dates just before the summer holiday 	

	<p>commenced. A data collection was requested to gather evidence of any impact to children's learning as a result of the extended half term in Autumn and the Headteacher was asked to gather views from his colleagues at the next Head's meeting before a co-ordinated response to the Local Authority was considered.</p> <p>ACTION - Starting point data to be collected after October half term holiday in the current and next two years to compare how students had settled in and whether the extended holiday had any effect of their learning and wellbeing.</p> <p>ACTION - Seek other Headteacher's views on changes to term dates before any collective response sent to the Local Authority.</p> <ul style="list-style-type: none"> • Formal Partnership - The current informal partnership between secondary heads was effective and there was no appetite for forming a formal partnership with the Local Authority under the models that had been outlined in an early consultation. • Catchment Areas - The outcome from consultations had led to a revised model of catchment areas that was very similar to the current model though with the addition of the new free school within the Stringer/Varndean area. Due to some difficulties in pinning down a precise location for the free school a decision had been taken to defer the changes to catchment for a further year to the 2019 entries and to open the free school with no catchment area in 2018. This was of great concern to Governors who were aware of a population bulge within the School's catchment area and the likelihood therefore of over 100 students without places locally. In view of these concerns the Headteacher was asked not to sign a Local Authority prepared statement that indicated the School's support for it. 	<p>SLT</p> <p>RBr</p>
<p>4</p>	<p>School Development Items Student Outcomes 2015/16 Andrea Cummings presented to Governors on the GCSE outcomes for 2015/16 highlighting performance against key measures.</p> <ul style="list-style-type: none"> • 5 GCSE grades A* - C including English and maths - 73%. The same as last year but with a cohort of lower prior attainment. • 50% of students achieved 5 GCSEs and grade A* - B. • 61 students attained at least 8 GCSEs at A or A*. • Attainment 8 estimated at B-. • Progress 8 estimated at +0.25 (+0.13 in 2015). • 60% of students exceeded national expected progress in English, a stunning result. • Ebacc 29%. • On average the students had achieved higher than national averages in 25% on their examinations. <p>ACTION - Governors asked the Headteacher to pass on their thanks and congratulations to the English Department for their hard work in achieving such excellent results.</p> <p>Having achieved a very pleasing result in many areas it had been disappointing to note that the 60 students eligible for pupil premium funding had made less progress than their peers and that the gap between outcomes for disadvantaged children and others had widened despite huge efforts to reduce it through the School's pupil premium first initiatives. Progress 8 performance for specific groups were advised to Governors as follows: Pupil premium cohort -0.58 Non pupil premium +0.44 Whole cohort +0.25 Girls +0.5 Boys +0.04</p> <p>The leadership team advised it had not been possible to identify through analysis any trends or links with particular factors and that there had been issues with pupil premium students across all abilities, genders, attendance and subjects. Identifying the obstacles and removing them for each individual with the support of provision mapping remained a priority for the school.</p> <p>From analysis on engagement it had been difficult to identify whether transport arrangements were a contributing factor though there was evidence that where students were engaged in extra curriculum</p>	<p>RBr</p>

<p>activities of any kind their progress was better. As a result the year 7 club fair was established to encourage participation.</p> <p>School Development Priorities for Raising Student Outcomes 2016/17 An action plan for improving progress for pupil premium students was tabled together with a detailed plan to raise student attendance, which was an area that the leadership team considered critical to student outcomes.</p> <p>Governors were reminded that the School together with 5 other local schools had signed up to the closing the gap challenge and that a programme was being set up around a group of year 9 students partially funded by the Local Authority with the aim of building aspirations. There was interest in hearing more about the programme at a future meeting.</p> <p>ACTION - School Lead for Challenge the Gap to be invited to speak to Governors at a future meeting.</p> <p>Other areas to support raising student outcomes that were discussed including the following:</p> <ul style="list-style-type: none"> • Provision of a breakfast club with activities could be set up for those students arriving early on the school bus with support from parents and corporate sponsorship. • Learning from other schools, i.e. Blatchington Mill on pupil premium. • Giving freedom to experienced staff members to be inventive in their teaching to engage students. • Evidence that mixed ability teaching works well. The current year 11 would be the first group to have had mostly mixed groups. • The Stringer Learning Culture whilst very positively impacting had taken a while to refine and may have been alienating for some students at first. • Looking for ways to engage parents i.e. generic learning guides, making the grade evenings, parent seminars. <p>ACTION - It was agreed that challenge the gap progress and initiatives should be a standing item on Governors' agenda for the academic year. Support was offered to help to facilitate change as appropriate.</p>	<p>JP/RBr</p>
<p>5 Business Manager's Report The Business Manager's report was accepted on an assumed read basis.</p>	
<p>6 Other Governance and Regular items</p> <p>a) Safeguarding Audit Governors were advised that the safeguarding audit had been completed and submitted to the two link Governors. As both these Governors were not present it was not possible to confirm that Governors had reviewed the audit.</p> <p>ACTION - Report from safeguarding link Governors on the annual audit to be carried forward to the next meeting.</p> <p>b) Associate Members - Appointments No further Associate Member appointments required for the year. Sue Middleton's appointment had been for 4 years.</p> <p>ACTION - Staff Governor election required as Jeremy Holtom had decided to step down once a successor had been elected.</p> <p>c) Declarations Register and other Information for Publishing Governors were advised that an additional column on the meeting sign on sheet would be included for Governors to tick as confirmation that their declarations were up to date.</p> <p>d) Skills Audit</p> <p>ACTION - Governors were asked to complete and submit a skills audit form so that the register could be updated and an analysis of gaps with action plans be identified. By 11th October 2016.</p> <p>ACTION - Governors interested in being involved with the skills analysis and action planning to contact the Clerk.</p>	<p>EF, JJ</p> <p>TD</p> <p>All Govs</p> <p>Govs</p>

e) Governors Work Plan and Responsibilities

The Chair reminded Governors of the schools development areas that they had indicated an interest in.

Outcomes for Students - Emma Farrell, Alison Frost and Les Gunbie.

Quality of Teaching, Learning and Assessment - Emma Farrell, Alison Frost, Sarah Windsor.

Personal Development, Behaviour and Safety - Martyn Allen, Alison Frost, Jennifer John, Derek Swindells.

Leadership and Management - Dick Knight, Jenny Poore, Alan Sanders.

In addition to the school development areas a number of business areas had been identified and Governors were allocated to these as follows:

Buildings & Resources	Reg Hook	Derek Swindells	Martyn Allen	
Community	Sue Middleton	Dick Knight		
Equalities	Martyn Allen	Jennifer John		
Finance	Mick Baker	Sarah Windsor	Reg Hook	Derek Swindell
Governance Development, Recruitment & Evaluation	Chair and Vice Chairs			
Governance Procedural Matters	Teresa Dee			
Health and Safety	Sue Middleton	Derek Swindells		
Performance, Pay and Staffing	Jenny Poore			
Pupil Premium and Other Vulnerable Groups	Alison Frost	Sarah Windsor		
Safeguarding /Child Protection	Emma Farrell	Jennifer John		
School Improvement Strategy	All Governors			
Special Educational Needs	Jennifer John			
Stakeholder Engagement	All Governors			

7 Policies and Other Documents for Approval

a) Relationship & Sex Education Policy

The reviewing Governors reported that the Relationships and Sex Education Policy required an additional section regarding support for transgender students before it was complete.

AGREEMENT/ACTION - The Full Governing Body agreed that the Relationships and Sex Education Policy would be completed and submitted to the next Strategic Meeting where those Governors present could approve it.

SM/MB

b) Whistleblowing Policy

It was thought that the Whistleblowing Policy based on the Local Authority model had been recently approved by the Full Governing Body and that a copy should be published on the website as it covered members of the public with concerns.

ACTION - Approved Whistleblowing Policy to be published on the School's Website.

School

8 Any Other Business

a) Indemnity

The Full Governing Body had been requested by the council to enter into a back to back indemnity regards the artificial turf pitch and other building works that had been completed. Copies of the deed of indemnity given by the council and the proposed back to back

indemnity were available for inspection. Governors were advised that the indemnity was to prevent the School building on the developed land by requiring it to return any funding if building took place. The School's legal adviser had advised the School to enter into the indemnity as part of the terms and conditions of funding and to avoid the need to return any funding by being in breach of conditions.

AGREEMENT - The Full Governing Body agreed the back to back indemnity and authorised the Chair of Governors to sign it on its behalf. The following wording was read out at the meeting and agreed to be included within the minutes to confirm assent:

"We, the Governing Body of Dorothy Stringer School, being quorate in number & duly convened, hereby confirm that we have considered the terms of the proposed Deed of Indemnity (identified as version F. Back to Back Deed of Indemnity) with the Providers Indemnity (version 08.09.16) duly attached (with both of its own schedules duly completed) & taking into account all material considerations & disregarding all irrelevant considerations we are agreed, resolve and authorise that a duly appointed representative of the Governing Body execute the Deed of Indemnity & forward it without delay to the solicitors so that the Deed of Indemnity may be completed on the same day as the Providers Indemnity. It was further agreed & resolved that a minute of this decision be recorded & signed by the chair & that a copy of the same be forwarded at the same time as the executed Deed of Indemnity to the aforesaid solicitors."

b) Fundraising

The Headteacher reported that a significant sum of money had been raised for medical treatment for the spouse of a staff member with a rare form of cancer, Governors wished to thank the local community for the amazing effort in reaching the target amount such a short space of time.

Meeting ended at 6.28pm

Date of next meetings - 17th October - Strategic Priorities and Projects, 12th December - Full Governing Body.