

**Meeting of Full Governing Body  
15<sup>th</sup> December 2014  
Meeting Room  
4.30pm**

**MINUTES**

<b>Governors Present:</b>	Martyn Allen, Emma Farrell, Les Gunbie, Reg Hook, Jennifer John, Jenny Poore, Alan Sanders, Elaine Stoner, Derek Swindells, Marilena Ward, Sarah Windsor
<b>Officers Present:</b>	Teresa Carter (Clerk)
<b>In Attendance:</b>	Richard Baker, Andrea Cumming, Chris Lee, Sue Middleton, Ros Stephen

	<u>Agenda item</u>	<u>Action</u>
1	<p><b>Introduction</b> The Chair welcomed all to the meeting and congratulated Reg Hook whose voluntary work had been recognised by two achievement awards.</p> <p><b>a) Apologies for Absence</b> Apologies for absence received from Mick Baker, Richard Bradford, Alison Frost and Jeremy Holtom.</p> <p><b>b) Declarations of Interest</b> The Clerk presented the completed annual declarations of business and pecuniary interests register and the declarations and potential conflicts of interest were noted.</p>	
2	<p><b>Last meeting Dated 15<sup>th</sup> September 2014</b></p> <p><b>a) Approval of Minutes</b> The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 15<sup>th</sup> September 2014. The Chair signed them as confirmation of their accuracy.</p> <p><b>b) Matters Arising Not Included Elsewhere on Agenda</b></p> <p><b>ACTION - Governors were asked to provide a personal statement by the end of the term. The full statement document with photographs would then be published on the school's website.</b></p> <p><b>AGREEMENT - The Full Governing Body approved the scheme of delegation subject to the change in date to 2014/15</b></p> <p><b>ACTION - Date on scheme of delegation to be amended.</b></p> <ul style="list-style-type: none"> <li>The policy for supporting children with medical needs had been updated further following Local Authority recommendations and would be subject to final check by the responsible Governor before proposing for approval.</li> </ul> <p><b>ACTION - Policy for supporting children with medical needs to be finalised and presented to Full Governing body at the March meeting.</b></p> <ul style="list-style-type: none"> <li>The Local Authority had also just recommended changes to school pay policies and these would need to be incorporated before presentation to Governors for approval. It was confirmed that the changes would have no impact on the current pay arrangements for teachers. Further confirmation was received that the appraisals had been completed and it was understood that there were no appeals against pay decisions.</li> </ul> <p><b>ACTION - Pay Policy to be updated in line with recommendations and presented to Full Governing Body for approval.</b></p>	<p><b>ALL/TC</b></p> <p><b>TC</b></p> <p><b>MB/SM</b></p> <p><b>JP/RBa</b></p>

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

	<ul style="list-style-type: none"> <li>The Chair proposed some changes to the agenda including an additional item for RAISEonline. The minutes are recorded in original agenda order with the additional item inserted under reports from school.</li> </ul>	
3	<p><b>Governor Updates - Receive Written Reports</b></p> <p><b>a) Chairs Report</b> The Chair had provided a written report on business conducted on behalf of the Governing Body in advance of the meeting and provided verbal supplementary information on the meetings that he attended including the following:</p> <ul style="list-style-type: none"> <li>Chair of Governors Secondary and Colleges Group that he was chairing for 2014/15.</li> <li>Partnership in Leadership and Learning Governors group/ Local cluster.</li> <li>School's Finance Forum as representative for secondary schools.</li> <li>Equalities Focus Group.</li> </ul> <p><b>b) I Pads</b> Contents from the visiting Governor report were noted.</p>	
4	<p><b>School Improvement Items - Improving the Quality of Teaching &amp; Learning</b></p>	
	<p><b>a) Challenge Partners Quality Assurance Review</b> The written report from the Challenge Partners quality assurance review carried out on 17/18 October 2014 was circulated in advance of the meeting. The leadership team provided a verbal summary of some of the highlights from the review as follows:</p> <ul style="list-style-type: none"> <li>A team of six challenge partners including an Ofsted trained team leader had visited the school. The team interrogated data and asked questions and carried out joint class observations with members of the leadership team.</li> <li>The judgements and questions asked matched many of those that the leadership team had asked themselves following observations and data analysis as did the suggestions made for target school improvement areas. One of these target areas was around improvement of the quality of assessment and feedback, which the school had already been working on.</li> <li>The experience had been a very positive one and the summary recognised that the school was in a strong position and moderated as good in line with the previous Ofsted inspection.</li> <li>The team commented highly upon the positive feel around the school and the impact and participation of the shadow and junior leadership teams.</li> </ul> <p>In response to questions from and discussion with Governors the following information was provided:</p> <ul style="list-style-type: none"> <li>Individual progress was measured in small increments of + and - the grades A - G so that each child's progress how ever small could be recognised. School policy also encouraged the highlighting of specific areas for students to focus on for improvement.</li> <li>Challenge Partner reviews would be carried out annually and it was possible for the school to request a review of a particular area and there would be a benefit of requesting a review of an area judged by the school as requiring improvement. The leadership team were also benefitting from having experience of taking part in partner reviews at other schools.</li> <li>All the suggestions from the review had been considered by the leadership team.</li> <li>Most of the actions for improvement had been included within the self evaluation form, which Governors would be able to monitor.</li> <li>The student view on assessment and feedback would be considered along with those from middle leaders.</li> </ul>	

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<p><b>ACTION - The Chair requested a brief report at a future meeting on progress towards addressing the findings of the Challenge Partners review.</b></p>	<p>SLT</p>
<p><b>b) Improving Quality of Feedback</b> Chris Lee reminded Governors that during the last Ofsted some inconsistencies in the quality of student assessment had been identified and that this had been confirmed by the student voice survey in Spring 2014. Following these two pieces of intelligence action was taken and plans implemented to enable the high quality of assessment and feedback seen in some groups and departments to be filtered throughout the whole school. As a result of joint heads of department work a set of guidelines had been introduced from September 2014. These guidelines included the following:</p> <ul style="list-style-type: none"> <li>• Colour coded feedback in books for ease of recognition.</li> <li>• Minimum of detailed feedback twice a term.</li> <li>• Ensuring evidence of student acting upon feedback and making progress recorded in workbooks.</li> </ul> <p>In addition to the guidelines inset time in September and October had been dedicated to assessment and feedback, short observations and year 10 work scrutiny had been undertaken to monitor effective implementation.</p> <p>In response to questions from and discussions with Governors the following information was provided:</p> <ul style="list-style-type: none"> <li>• There was an awareness of potential increase in time pressures on teachers and support was being provided to raise quality of assessment and feedback rather than increase the amount of additional activity required.</li> <li>• Once a dialogue has been started with a student it becomes clear whether they understand the nature of the feedback and adjustments can be made if necessary. Some differentiation is required when giving feedback to suit the individual learners.</li> <li>• Moderation of levelling is undertaken within each department.</li> <li>• Impact of the feedback can be assessed through the workbooks, which would show evidence of the feedback given and the actions taken. Mock exams would also evidence impact.</li> <li>• Some use of quick coding is used in departments to speed up the feedback process and some have target sheets.</li> </ul>	<p>SLT</p>
<p><b>ACTION - The Chair requested future reporting to Governors on assessment and feedback once the results from the next student survey had been completed.</b></p>	

<b>5</b>	<p><b>Reports from School</b></p> <p><b>Additional Agenda Item</b></p> <p>At this stage the additional agenda item was introduced by the Chair who had requested a presentation on the schools unvalidated RAISEonline report that had been published the previous week. Andrea Cummings presented by power point with comment and extracts from the RAISE online report to demonstrate the school's performance and progress during 2013/14. The following points were raised and noted by Governors during the presentation:</p> <ul style="list-style-type: none"> <li>• Several sources of external data for Governors were available annually including RAISE, FFT Governor data dashboard and Ofsted's own data dashboard.</li> <li>• The FFT dashboard had been published once analysed this will be shared and explained to Governors. Governors were advised that RAISE online was the official data source used by Ofsted.</li> <li>• Changes to curriculum and measures of performance had been changed which made some comparisons with previous years more difficult.</li> <li>• Both attendance and exclusion had seen an improvement and a reduction had been seen in the percentage of persistently absent students (PAPs) from 6% to 4.9%. Monitoring for ethnicity trends in absence had been undertaken but no specific trends identified.</li> <li>• The attainment of Dorothy Stringer's students was consistently high as demonstrated by extracted pages from RAISEonline highlighting areas marked green as being significantly in excess of national levels.</li> <li>• A comparison of RAISEonline pages from both 2012/13 and 2013/14 were shown to evidence an improving value added progress situation particularly in science.</li> <li>• 60 students during 2013/14 did not take 8 approved qualifications, which had affected outcomes on the best 8 measure. This compared with 7 students in the current year, which would likely positively impact on outcomes.</li> <li>• Where negative significantly out of line with national average positions were reported investigations had not identified any patterns or trends to be concerned about.</li> <li>• It was confirmed that the definition of lower ability students related to those with prior attainment at level 3.</li> </ul> <p>5.31pm - Andrea Cumming left the meeting</p> <p><b>a) Headteacher's report</b></p> <p>Richard Baker presented the Headteacher's report on an assumed read basis highlighting some key bits of information as follows:</p> <ul style="list-style-type: none"> <li>• Attitude for learning (ATL) had been fully embedded and staff were reporting more stringently. Students were required to have a minimum achievement of ATL points to become prefects or sports captains.</li> <li>• All teacher appraisals had been completed and all those due for increments within the pay scale had been granted them.</li> <li>• There had been four consultation meetings around the introduction of new learning technology. Sarah Windsor was thanked for had attending all four meetings on behalf of Governors. Her written reports had been circulated to Governors. It was noted that the inset training planned in January would go ahead on the basis that iPads would be introduced from September if the required percentage of parents had responded positively to the consultation.</li> <li>• A page of comparative absence and exclusion data for all mainstream secondary schools in the city was tabled demonstrating that Dorothy Stringer had low levels and reducing levels in both areas reflecting student enjoyment. Governors asked whether the PAPS had anything in common and were advised that whilst the children were getting support in school there was usually some external influence on their attendance.</li> <li>• The Local Authority had sent representatives to meet with the leadership team and predictions were that both Varndean and Stringer would be oversubscribed in September 2015. A full discussion followed and individual Governors were able to express their view on whether to accept the additional admissions.</li> </ul>	
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	<p><b>AGREEMENT - The Full Governing Body whilst not wanting to turn any children away agreed by a majority that admitting above the School's Pupil Admission Number without appropriate infrastructures and staffing would have a negative impact on the whole school.</b></p> <ul style="list-style-type: none"> <li>• The application for grant funding from the football association had been successful and with the agreed loan from the Local Authority the installation of the artificial turf pitch (ATP) could commence subject to planning conditions being met.</li> <li>• The canteen provision was going well with a substantial increase in turnover. Ros Stephen was congratulated with this and the ATP success, both of which had been achieved about as a result of her extensive efforts.</li> </ul> <p><b>a) Business Manager's Report</b> Ros Stephen advised Governors that the usual financial reporting had been included within the Headteacher's report. In addition to this Governors had visited the school to evaluate financial risks and controls and to oversee the financial outturn position. Reports from these visits had been circulated in advance of the meeting together with audited school fund accounts and risk and control reports.</p> <p><b>AGREEMENT - The Full Governing Body accepted the financial reports received in respect of risk and controls and audit of school fund accounts.</b></p> <p>Governors enquired about the schools outdoor activity centre at Dolawen and were advised that the centre was let to other schools mainly from the area near to it.</p> <p><b>ACTION - The Chair suggested that Governors visit the centre for themselves and asked to be given potential dates with a view to organising a Governors trip.</b></p>	RBa
6	<p><b>Other Governance &amp; Regular Items</b></p> <p><b>a) Performance Management Outcomes</b> The Chair requested verbal feedback on the outcomes and objectives resulting from the Headteacher's appraisal. In response the Headteacher review group lead gave a brief summary to confirm that a positive appraisal had been completed and objectives had been set in line with the school improvement priorities.</p> <p><b>b) Pay Panel</b> The Pay Panel confirmed that they had met to consider and approve the recommendations made for pay awards for members of the senior leadership team.</p>	
7	<p><b>Policies &amp; Other Documents for Approval</b></p> <p><b>a) Medical Conditions - Statutory Policy</b> Item discussed under 2b above.</p> <p><b>b) Pay Policy - Statutory Policy</b> Item discussed under 2b above</p> <p><b>c) Statement of Procedures for Dealing with Allegations About Staff - Statutory Document</b></p> <p><b>AGREEMENT - The Full Governing Body agreed to formally adopt the Local Authority model of statement of procedures for dealing with allegations of abuse against staff.</b></p> <p><b>d) Staff Discipline, Conduct and Grievance - Statutory Policies/Procedures</b></p> <p><b>AGREEMENT - The Full Governing Body agreed to formally adopt the Local Authority model policies for grievance and disciplinary.</b></p>	
8	<p><b>Any Other Business</b></p> <p><b>a) Child Protection Policy</b> A minor amendment was required to the child protection policy, which would be circulated to Governors.</p>	

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	<p><b>ACTION - Updated child protection policy to be approved at next Full Governing Body meeting.</b></p> <p><i>There were no additional financial or safeguarding implications as a result of decisions made or actions agreed.</i></p>	<p><b>RBa</b></p>
<p><b>9</b></p>	<p><b>Next Meeting</b> Next Full Governing Body meeting 16<sup>th</sup> March 2015</p> <p>Governors invited to attend a strategy and projects meeting scheduled for 19<sup>th</sup> January with a topic of “Progress 8 and life without levels”</p> <p>Meeting ended at 6.26pm</p>	

**Action arising from the Full Governing Body Meeting on 15<sup>th</sup> December 2014**

<b>Actions Agreed</b>	<b>By Who</b>	<b>By When</b>
Governors were asked to provide a personal statement by the end of the term. The full statement document with photographs would then be published on the school's website.	ALL TC	End January
Date on scheme of delegation to be amended.	TC	End term
Policy for supporting children with medical needs to be finalised and presented to Full Governing body at the March meeting	MB/SM	March 2015
Pay Policy to be updated in line with recommendations and presented to Full Governing Body for approval.	JP/RBa	March 2015
The Chair requested a brief report at a future meeting on progress towards addressing the findings of the Challenge Partners review.	SLT	March 2015
The Chair requested future reporting to Governors on assessment and feedback once the results from the next student survey had been completed.	SLT	End spring term
The Chair suggested that Governors be given the opportunity to visit the centre for themselves and asked to be given potential dates with a view to organising a Governors trip.	RB, DS	Next meeting
Updated child protection policy to be approved at next Full Governing Body meeting.	RBa	Next meeting

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