

**Meeting of Full Governing Body
15th June 2015
Meeting Room
4.30pm**

MINUTES

Governors Present:	Martyn Allen, Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Les Gunbie, Jeremy Holtom, Reg Hook, Jennifer John, Jenny Poore, Alan Sanders, Elaine Stoner, Derek Swindells (Chair), Marilena Ward, Sarah Windsor
Officers Present:	Teresa Carter (Clerk)
In Attendance:	Richard Baker, Chris Lee, Sue Middleton, Ros Stephen,

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Apologies for Absence All governors present.</p> <p>b) Declarations of Interest None</p>	
2	<p>Last Meetings Dated 16th March and 18th May</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 16th March and two pages of minutes from the meeting held on 18th May. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda None</p>	
3	<p>Reports from Governors for Noting</p> <p>a) Chairs Report</p> <p>The Chair's report with diary extracts for the period detailing all business carried out and meetings attended on behalf of the Governing Body since 10th March was tabled.</p> <p>The Chair offered to take questions and provide more information regarding any of the items listed and drew attention to two particular matters as follows :</p> <ul style="list-style-type: none"> • The School were working closely with the planning department and the contractors as the artificial turf pitch development progresses. Work on the installation had commenced with completion expected in August 2015. • The School had been invited to enter into two separate collaborative arrangements whereby governors of one school named in the agreement would be able to sit on panels required by another to hear, Pupil disciplinary, Staff disciplinary, Grievance and Complaints issues. The proposed terms of reference for which had been circulated in advance of the meeting. One collaboration was with our "Partnership in Leadership and Learning' cluster group comprising Vardean School together with 9 primary feeder schools. Governors felt that here there was natural fit with our cluster group due to existing partnerships and relationships and an opportunity to further our mutual working and support The other related to a request for a similar working relationship directly from Homewood College, which governors felt less comfortable with due to the limitation on the agreement to two schools and their own lack of experience and knowledge of processes and behaviour expectations within a specialist provision. It was suggested that Homewood would be better placed formally collaborating with governing bodies of schools with similar provisions to their own or with schools within 	

their own existing partnerships

AGREEMENT - The Full Governing Body agreed to enter into the collaborative agreement with the Partnership in Leadership and Learning schools and to not enter into a similar arrangement with Homewood College.

b) Governor Visits - Notes Posted to SLG

Governors were reminded that any visits to school should be reported on a proforma visit report available on the governors' learning gateway site. As some governors had difficulty posting directly to the gateway it was agreed that all completed and approved visit forms should be emailed to the clerk for posting and recording. It was confirmed that access to the visit forms would be limited to those with a login for the governors' gateway site but if there was any concern about the confidentiality or sensitivity of the contents of a report reference should be made to the clerk. Governors noted the contents of a report from the finance group of governors following their visits in March and April.

4.55pm - Reg Hook left the meeting

4 School Improvement Items - Ensuring Good Leadership and Management

• Progress with the Key Priorities - First draft of the self evaluation summary (SEF)

The Headteacher advised that an evaluation of progress against and impact of the RAP priorities was underway and would be shared with governors once completed which would be after the GCSE results. He further advised that the previous annual raising attainment plan (RAP) would be broadened beyond attainment for 2015/16 into a school improvement plan in the same four sections within the RAP. Some highlights from these four sections was provided as follows:

Achievement

- The more aspirational target of 4 levels of progress for each student from year 7 to year 11 was being considered.
- The attitude to learning programme would be developed further during 2015/16.
- Further focus to pupil premium students' engagement, attendance and achievement.
- Forecasting and intervention with the aim of "closing the gap".
- In response to a governors question it was advised that criteria was being developed to enable all teachers and particularly form tutors to objectively assess attitudes to learning particularly.

Teaching and Learning

- Routines and habits to be applied consistently throughout the school as seen during challenge partner visits to other schools.
- Governors asked about logging of behaviour issues across the school and how a consistent approach could be applied to which the leadership team responded that the student-learning gateway (SLG) could be used to simplify the process for recording and escalation of reporting.
- Quality of feedback to remain an area for further development regards consistency of excellent practice across the school.

Behaviour and Safety

- A key priority was to continue to develop a positive "Stringer Learning Culture".
- A prevent strategy aimed at stopping young people being radicalised would also be a high agenda item.

Leadership and Management

- Consultation with stakeholders on strategic priorities.
- To ensure routine and habits in place to promote a positive Stringer Learning Culture. This was highlighted as a key theme going through the whole of the improvement plan for 2015/16.

The Chair concluded this item by reminding governors that the school improvement priorities would inform the Governing Bodies own work priorities and focus of school visits for the year in addition to regular reporting from the school leadership team.

	<ul style="list-style-type: none"> • Stakeholders Feedback - Feedback from Parent, Staff and Student surveys The Headteacher presented the outcomes from the stakeholder surveys with power point presentations. The following points were highlighted: <ul style="list-style-type: none"> • The safe and well at school survey was a city wide survey for students to complete. 85% of students a Dorothy Stringer had completed the return independently either in ICT or PSE lessons. Generally comparisons with the city wide outcomes were positive and indicated that Dorothy Stringer students enjoyed coming to school and engaging in their learning more. An area that was not as positive was the percentage of students that had tried smoking and drunk alcohol; more detail on the regularity of this was included within the school reports, which would be looked at in more detail. <p>5.29pm Alan Sanders left the meeting</p> <ul style="list-style-type: none"> • 360 students completed a student voice survey focussing on the area of feedback in May. The results were an improvement on the previous year for both written feedback from class and homework completed. Particular subjects were highlighted as being considered by students as the best for feedback. The information provided would be considered as part of the teacher appraisal system with targets around feedback being set. • A parent survey based on the Ofsted survey questions similar to that completed the past 3 years had been completed and provided a positive and consistent picture though homework did stand out as an area where there was the least satisfaction, though this was still considered good at around 80%. • The staff survey had previously been reported in January and further work had been carried out around professional opportunities with a more specific set of questions to a group of staff members. The answers provided revealed a split in opinion on professional opportunities within current role compared with development for future roles. Concerns were also around inset day training being too broad, lack of external training and equitability of opportunity. The leadership team advised of plans put in place as a response to this survey. 	
5	<p>Reports from School</p> <p>a) Headteacher's Report The Headteacher's report was dealt with on an assumed read basis with key issues highlighted.</p> <ul style="list-style-type: none"> • Predicted GCSE results at 73% of students achieving 5 a*-C grades including English and maths. This was a rise of 7% the on previous year. • Exclusion numbers had been kept steady. There had been one permanent exclusion decision, which had been upheld by a Governor panel and a subsequent independent panel. • The data for looked after children indicated that many were progressing very well in school. • The local authority wanted to visit to talk about the proposed new school and early indications that it would be within the current Dorothy Stringer/Varndean area and might therefore have an impact on future admission numbers. • Summer term turnover of staff very low including some maternities and sabbaticals. • Recruitment to science positions was proving challenging with limited numbers of applicants available. • The contents of the report detailing actions since the last challenge partners' visit were noted. Next visit scheduled for 16th November. <p>b) Business Manager's Report The Business Manager's report was dealt with on an assumed read basis and the multi year budget plan for 2014/15, 2015/16 and 2016/7 presented for approval. Governors had previous reviewed the budget plan at the May meeting and a group of four Governors had met with the Business Manager to look at the detail (report received under 3b above).</p> <ul style="list-style-type: none"> • Budget Approval 2014/15 The final carry forward budget figure had been confirmed by the Local Authority since the last meeting and it was noted that the surplus represented a very small percentage of the overall budget allocation. Only known and confirmed income and expenditure had been incorporated within the plan with a small amount allocated to contingency. National insurance changes were likely to hit the school's budget hard and were a concern as the cost, which were on a flat budget share equated to five 	

	<p>members of staff. The lower numbers of disadvantaged students at the school compared with other local schools meant that less money was directed for the deprivation factor. Governors asked what the school was doing about the aspirations of disadvantaged students and whether a hardship fund was available to support families in accessing the whole curriculum. In response governors were advised that the pupil premium funding was available for the school to determine how to spend it and on occasion it was used to subsidise essential school trips. Families were also provided with support obtaining affordable uniform and free breakfasts were available during exam periods. Other than that there was no hardship fund due to budget constraints and this limitation on providing enrichment opportunities remained a frustration for the leadership team.</p> <p>AGREEMENT - The Full Governing Body approved the budget plan for 2015/16 and the multi year budget plan as presented.</p>	
6	<p>Policies & Other Documents for Approval</p> <p>a) Medical Conditions Policy</p> <p>AGREEMENT - The Full Governing Body approved the policy for supporting students at school with medical conditions as presented</p> <p>b) Pay Policy</p> <p>AGREEMENT - The Full Governing Body approved the policy for pay policy as presented</p>	
7	<p>Any Other Business</p> <p>a) 60th Anniversary Governors confirmed their enthusiasm for celebrating the school's 60th anniversary in 2016 and received a quick update on the plans so far laid for the event.</p> <p>a) Sue Middleton The Chair made reference to Sue Middleton's leaving at the end of the academic year, and as this would in effect be her last attendance with the Full Governing Body, wanted to take this opportunity to thank her for her support, acknowledge her significant contribution to the school over many years and wish her well in retirement.</p> <p>b) Succession Planning The Chair advised that Sept 2014 School Regulations indicated a preference for the maximum period for one person to be Chair of Governors to be 4 years He reminded Governors of his previously stated willingness (subject to election) to hold the position for one further year only and confirmed that he would be looking during that time at introducing further delegation, succession planning and governor involvement. He invited Governors to consider their own current roles, ambitions, opportunities for change, and wishes over the holiday period.</p> <p>Meeting ended at 7.01pm</p>	
8	<p>Next Meetings</p> <p>a) Proposed Meeting Schedule Governors were provided with the scheduled meeting dates for 2015/16</p>	