

**Meeting of Full Governing Body
16th March 2015
Meeting Room
4.30pm**

MINUTES

Governors Present:	Martyn Allen, Mick Baker, Richard Bradford, Emma Farrell, Alison Frost (from 5.03pm), Les Gunbie, Reg Hook, Jennifer John, Jenny Poore, Alan Sanders (Chair), Elaine Stoner, Marilena Ward, Sarah Windsor
Officers Present:	Teresa Carter (Clerk)
In Attendance:	Richard Baker, Suzanne Lewis, Sue Middleton, Ros Stephen, Paul Watson, Mark Wood

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Apologies for Absence Apologies from absence received from Jeremy Holtom and Derek Swindells. Alan Sanders (Vice Chair) chaired the meeting in the absence of the Chair of Governors.</p> <p>b) Declarations of Interest None</p>	
2	<p>Last meeting Dated 15th December 2014</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved seven pages of minutes from the meeting held on 15th December 2014. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda Challenge Partners Update - To a future meeting. Student Survey - To summer meeting.</p>	
3	<p>Reports from Governors for Noting</p> <p>a) Chairs Report The contents of the Chair of Governors report were noted.</p> <p>b) Governor Visits - Notes Posted to SLG A revised proforma for recording Governors Visits should be used to record Governor visits to school and following agreement on contents posted to the learning gateway. The Clerk would be available to assist with this process.</p>	
4	<p>School Improvement Items - Improving the Standards of Behaviour and Safety</p>	
	<p>a) Progress with Raising Attainment Plan Priorities Governors were updated on progress made towards achievement of the following raising attainment priorities:</p> <ul style="list-style-type: none"> • Update rewards and behaviour policy. • Re-design inclusion provision in line with the Children and Families Act 2014. • Clarify expectations to ensure a consistent approach across the school towards Behaviour for Learning. <p>The following points were specifically noted/discussed:</p> <ul style="list-style-type: none"> • Consistent school uniform expectations across the school and rewards provided for meeting required standards, being on time and having the right equipment ready for learning. • The behaviour policy had been updated with a rewards section and required further updating to include aspects of restorative justice and the types of behaviour that would lead to specific sanction. • Set format for reporting behaviour incidents to Heads of Department or members of the pastoral team. • The number of students in receipt of attitude for learning (ATL) awards had increased 	

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significantly.

- Governors queried whether staff were able to identify positive ATL in the quieter students and were advised that the criteria was not about which students were speaking up in class and more about engagement in learning. Further Staff Development to make staff aware of the expectations so that they use the systems consistently was being planned.
- Following challenge partner reviews it had become clear that levels of low level disruption was an area of focus for the school.
- Maintaining a standard of uniform throughout the school continued to present difficulties in part due to inconsistency of staff in dealing with uniform code breaches.
- Governors asked about consistency regarding sanctions and rewards for students who having been challenging and were then perceived to be bad behaving. The leadership team explained the training that had been delivered on providing opportunities for children to demonstrate good behaviours.
- The Children and Families Act 2014 had impacted greatly on what schools were expected to deliver and much of the work had already started as Brighton and Hove were one of the local authorities (LA), which took part in the piloting as a pathfinder LA. The special educational needs and disability (SEND) part of the act moved legislation to more social model and person centered approach empowering the children to learn alongside peers in the environment of lessons.
- From September 2014 a single entry referral and review process had commenced with weekly meetings looking at the intervention support for particular individual and groups of students. Examples of the types of interventions in place were provided.

5.03pm - Alison Frost arrived at the meeting.

- Governors asked about the numbers of students involved in the single entry referral process and what had been useful about it. In summary governors were advised that 180 students were on the SEND register and that the process had increased the capacity for working with more students and enabled earlier recognition and support.
- The school monitored students through a vulnerability index held in SIMS on each child's page

b) Reorganisation of Pastoral Support

The Headteacher advised that following agreement to change contracted hours of senior staff within the pastoral support team the structure of the pastoral team had been reviewed and a proposed restructure drawn up for consideration. A paper had been circulated in advance of the meeting and some key points from this were highlighted:

- The role of the Year Head is critical in our system and this role has also expanded in recent years. The role has always involved building excellent relationships with students, developing personal and social skill and coping sensitively with difficulties which arise. However, the Year Head has to also lead, develop and support a large team of tutors and co-tutors. This can involve leading and managing up to 24 staff. They also have an enhanced role supporting the academic development of students in their Year group and need to be able to interpret data and work with staff and students to raise achievement and attendance. Each HOY was responsible for 340 students and it was difficult to know this number of individuals. A move to two HOY for each year group was suggested to reduce the ratio.
- In the current structure there were 25 teaching and learning responsibility (TLR) points allocated to HOY and their deputies. In the revised structure this would increase to 32 points.
- An additional two pastoral assistants, one for upper and one for lower school were proposed. These positions would be for teachers.
- Governors asked about the cost in terms of financial and lost teaching time and were advised that one additional teacher would be required to cover the teaching commitments and that following a settling in period to enable the smooth redistribution of tasks responsibilities there would be a cost saving each year.
- Following some further questions and answers regards the redistribution of tasks and processes to ensure consistency Governors were asked for support to the proposed

	<p>constitution and restructure.</p> <p>AGREEMENT - The Full Governing Body approved the restructure of the Pastoral Team as detailed in the paper ability subject to appropriate consultation with the staff body and its unions.</p>	
5	<p>Reports from School</p> <p>a) Headteacher's Report</p> <p>The Headteacher presented his report on an assumed read basis taking question on each section at a time. The following information was provided verbally:</p> <ul style="list-style-type: none"> • Current predicted year 11 outcomes at 72% for those achieving 5 GCSE's A* - C grades including English and Maths (65.2% in 2014). • Working group including Governors suggested to look at how the school could become outstanding. • Support being provided through capability procedures for the very few teachers judged as requiring improvement. • Work scrutiny and challenge partners had confirmed that progress was being made with quality of assessment and student feedback. • Increasing numbers of children with education and health care plans entering the school. • Attendance slightly down on previous year due to increased sickness. The school were focussing on the pupil premium group's attendance many of who lived some way from the school. • There had been an increase in fixed term exclusions at the beginning of the year. • A behaviour incident in the school grounds had recently been reported in the Argus following a breach of confidentiality from an unknown source. The reporting had been exaggerated and had potentially jeopardised a police investigation. Parent Governors confirmed that they had received timely notification of the incident in general terms in a newsletter and were reassured that it had been dealt with effectively and that there was no risk to their children's safety. Governors were supportive of the action taken by the Headteacher regards managing the communication whilst maintaining appropriate confidentiality. • Staff absence through sickness was also slightly elevated due to a flu virus, which had not been effectively controlled through the flu vaccine for staff. This had a financial impact on the supply budget. • Having noted a % of staff absences due to depression/anxiety Governors asked whether there was any evidence of work place stress. The advice was that indicators such as survey outcomes; requests for reduction in hours and the absence levels did not indicate any issues and the numbers of staff involved were very small. • Governors were asked for their views on Ghana exchange trips for students in October and noted that there had been no advice from the foreign office on health risks due to Ebola and that there had been no known cases in Ghana. <p>AGREEMENT - The Full Governing Body agreed that based on current health information and subject to parent agreement Ghana exchange trips to and from Dorothy Stringer should recommence.</p> <p>b) Business Manager's Report</p> <p>The School Business Manager presented her report to Governors, which included first indicative funding for financial year 2015/16.</p> <ul style="list-style-type: none"> • The funding of £4,667 per student was noted as being low compared the average for Brighton & Hove Secondary Schools. The Headteacher commented that it might not be possible to replace retiring senior staff because of financial constraints. • There had been a number of Governor visits to discuss finance matters in more depth and reports had been posted on the learning gateway. Matters requiring approval from these meetings were summarised within the Business Manager's report and proposed to the Full Governing Body. <p>AGREEMENT - The Full Governing Body approved the submission of the Schools Financial Value Standard return as presented and the Chair signed it as confirmation.</p>	

	<p>AGREEMENT - The Full Governing Body approved the revised letting charges for the school premises and swimming pool.</p> <p>AGREEMENT - The Full Governing Body agreed the setting up of a school bank account at Lloyds Bank in line with recommendations from the Local Authority (previously Co-op).</p> <p>AGREEMENT - The Full Governing Body agreed the free school meals allocation and canteen price increases.</p> <p>AGREEMENT - The Full Governing Body agreed the proposed insurances as scheduled.</p>	
6	<p>Policies & Other Documents for Approval</p> <p>a) Child Protection /Safeguarding Policy An updated child protection policy had been circulated in advance of the meeting.</p> <p>AGREEMENT - The Full Governing Body approved the Child Protection Policy as presented.</p> <p>b) Home School Agreement Governors reviewed the home school agreement and queried why nothing was included within the agreement regards children’s responsibility for internet access. The response was that an acceptable use form was provided to students for signature that covered the use of internet at school.</p> <p>AGREEMENT - The Full Governing Body approved the Home School Agreement.</p> <p>c) Supporting Students at School with a Medical Condition Governors reviewed the supporting students at school with a medical condition policy and commented that in some places it did not read as a policy and that the language required adjustment before sign off.</p> <p>ACTION - Further amendments to be made to the Supporting Students at School with Medical Conditions Policy in line with discussions before bringing back to Full Governing Body for approval.</p> <p>d) Pay Policy As there had been very recent changes to the teachers pay and conditions Governors were asked to postpone agreement of the pay policy until the changes had been incorporated into the pay policy.</p> <p>ACTION - Pay policy to be presented to Full Governing Body at the June 2015 meeting.</p>	<p>SM</p> <p>RBa</p>
7	<p>Any Other Business</p> <p>a) Safeguarding Marilena Ward advised that she had visited the school and undertaken a review of the recruitment safeguarding arrangements including a check of the single central register.</p> <p>b) Artificial Turf Pitch Governors were advised that work would commence on the following Monday. Ros Stephen was thanked for her work in ensuring project conditions met.</p> <p>c) School Events Governors were advised that they were welcome to attend any school events and should contact the Head’s PA if they were attending and/or required tickets.</p> <p><i>There were no identified financial or safeguarding implications other than those discussed as a result of decisions made or actions agreed?</i></p> <p>Meeting ended at 6.41pm</p>	
8	<p>Next Meetings</p> <p>a) Strategic Priorities and Projects Discussion 18th May 2015 - Review of Schools Strategic Priorities 2013/16</p> <p>b) Full Governing Body Meeting 15th June 2015 - Ensuring Good Leadership and Management</p>	

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Actions Arising from Full Governing Body Meeting 16th March 2015

Actions Agreed	By Who	By When
Further amendments to be made to the Supporting Students at School with Medical Conditions Policy in line with discussions before bringing back to Full Governing Body for approval.	SM	June 2015
Pay policy to be presented to Full Governing Body at the June 2015 meeting.	RBa	June 2015