

**Meeting of Full Governing Body
20th January 2020
Training Room
4.30pm**

MINUTES

Governors Present :	Mick Baker, Jane Dickson, Alison Frost, Les Gunbie, Vanessa Hickey, Matt Hillier, Reg Hook, Jennifer John, Dick Knight, Millie McDevitt, Jenny Poore (Chair), Rosie Reekie, Bronagh Shevlin, Haydn Stride, Derek Swindells
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Andrea Cumming , Roshan Dias

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Welcome - New Governor - Confirm Appointment The Governing Body considered the appointment of two proposed Governors. Both had met with the Chair of Governors , Headteacher and Clerk to Governors as part of the recruitment process and following these meetings their appointment had been recommended.</p> <p>AGREEMENT - The Full Governing Body agreed to the appointment of Millie McDevitt and Jane Pegler as Co-opted Governors for a 4 year term of office.</p> <p>4.56pm - Millie McDevitt joined the meeting and was welcomed by the Governing Body.</p> <p>b) Apologies for Absence Jane Pegler had advised that she would not be able to attend the meeting prior to her appointment. All other Governors present at the meeting</p> <p>c) Declarations of Interest The declarations register was circulated with a request to Governors to check their entries and note any amendments on the register.</p>	
2	<p>Last Meetings Dated 30th September 2019 and 11th November 2019</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 30th September. There were an additional four pages of confidential minutes from a strategic , priorities and projects meeting that were reviewed and approved. The Chair signed both sets of minutes as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Governor Responsible Areas - Governors reminded to let the Clerk know what areas of the school development plan they preferred to be aligned to. • Business Group - A decision had been made to not convert the business group to a committee with delegated powers. <p>AGREEMENT - The minutes from the meeting of 11th November 2019 would be published as they included business items agreed by the Full Governing Body.</p>	
3	<p>Chair's Update The Chair of Governors provided an update on business conducted on behalf of the Full Governing Body since the last meeting.</p>	

	<ul style="list-style-type: none"> • Pay Panel - The Chair with one other governor had formed a pay panel with delegated power to review and approve the proposals for senior leadership team and teaching staff. • Complaints Panel - A stage three complaint panel had been held and would be brought to conclusion shortly. • Staffing Issue - The Chair had been supporting the school with one outstanding staff issue that had since been escalated to the Local Authority. 	
4	<p>Headteacher's Report</p> <p>The Headteacher and leadership team presented the report on an assumed read basis commencing with an overview of student progress data highlighting the following points:</p> <ul style="list-style-type: none"> • The school has used 4matrix a management tool for school performance data. Summary reports for year 11 whole cohort and pupil premium, SEN and Boy's groups had been provided. • At collection point 4 the predicted progress 8 score for the whole cohort was +0.29 against the target set of +0.3. Basics measure 79% for grade 4+ and 55% for grade 5+. • The Ebaac measure for current year would be the first to not be affected by the legacy of early entry French GCSE. • Differential between Maths and English mocks data which was likely to be due to exam practice not yet being fully covered in maths and some pessimism in that subject. <p>There were questions from Governors on the student data provided.</p> <ul style="list-style-type: none"> • Given the discrepancy in maths and English how confident were school leaders that the assessment allowed them to focus on the right students. • Given the school were so close to hitting the Progress 9 target was it stretching enough. • Were other schools achieving a progress 8 score of +0.8 <p>Responses to Governors questions on student data.</p> <ul style="list-style-type: none"> • Predictions at the school had a three year trend of accuracy. Maths topics had not been fully covered at this early point. The predictions matched last year. • The school had set itself a longer term goal of a +0.5 progress 8 score. Year 10 data not coming out as positively as year 11. Focus was on making sure that all students making progress. Some danger areas within the data had been factored in. • In East Sussex there were schools achieving a +0.8 progress score so there was potential. Currently the highest achieving school in the city was just above +0.3. The head of maths from that school would be providing some guidance to Dorothy Stringer. <p>The inspection data dashboard for 2019 was presented with and explanation to assist Governors with interpretation. It was noted that the school was in the higher quintiles for many measures giving a positive picture.</p> <p>5.25pm - Andrea Cumming left the meeting.</p> <p>Other points highlighted from the Headteacher's report included the following:</p> <ul style="list-style-type: none"> • There had been a push on curriculum design with an inset day dedicated for departments to develop its curriculum. • Monitoring through lesson observation would be completed for current term with alternatives to be trialled for future use. • The school had 6 places on the Pavilion and Downs Teaching School aspiring to middle leaders programme. • A number of student teachers coming to the end of their placements. • Newly qualified teachers had been well supported by their mentors. • Increasing numbers of students coming into the school with special educational needs putting pressure on the school's resources. Trial started with a different rooming to support students better. • Current number of students in year 7 had reduced to 350 , with some students moving abroad. The pupil admission numbers (PAN) was 330. 1110 preferences had been submitted for the 360 school places from September 2020. 	

- Student attendance overall was around 95% an increase on previous year though lower than 96% target set.
- CPOMS a safeguarding reporting system had been introduced and was giving school leaders a better overview of what was happening with students.
- Remaining basic needs funding spend being finalised. The security fencing had been put back into planning following receipt of an arboriculture report. Additional toilet facilities being explored along with improvements to reception and some relocating of teaching and SEN space.
- Staffing appointments had been on a like to like basis.
- Staff absence issues within the science department leading to need for supply at an extra cost of around £20k. Those incidents of stress had been reviewed and found not to be relating to work related issues.

Questions from Governors on the main Headteacher's Report

- Disadvantaged student attendance showed higher levels of persistent absence. Given that was the group that had impacted on the school's overall performance the most what action was the school taking to address.
- How was disadvantaged student progress being monitored in class?
- Was lateness an issue for the school in view of the wide catchment area.
- Had it been made clear to parents that persistent lateness might result in a fine.
- What support available for families with lateness issues.
- From the data report received it was difficult for Governors to assess the impact of strategies to improve attendance and the impact of this on progress of the disadvantaged student group. How did those with poor attendance in year 7 progress through the school and did the strategies work on reducing absence.
- What was the impact on the SENCO of additional students with SEN.?
- Did the school see the student numbers reducing more in line with PAN and was consideration being given to newly qualified teachers not automatically being placed in year 7?
- Were there any things in common for those students with lower attendance.
- Was the staffing structure appropriate for the changing cohort size within year groups.
- What was the average number of students per class?

Responses to Governors' questions on the main Headteacher's report.

- Within the classroom when a disadvantaged student was absent their books were being marked with information relating to the learning that had been missed. This might be a post it or a photo of the material. Revision guides had been made available to the year 10 and year 11 students within that group. Catch up sessions were also being planned for after school.
- The last round of observations had focussed on three areas and in addition included SEN and boys groups. Ofsted focus had moved more to SEN group. Good practice from lesson observations was shared.
- Buses were occasionally late and affected a few students, these were not necessary the persistent late students. Each case of lateness dealt with on an individual basis with persistent late fines being applied within guidance with an occasional exception based on individual circumstances.
- The school policy includes a section on fining for lateness.
- Some children have anxiety about leaving home, support for families is available from the education welfare officer and wellbeing services.
- In terms of data for disadvantaged student group in year 11 their progress score was current at -0.11 compared with -0.3 the previous year and -0.8 the year before that. This demonstrated progress from the strategies used when students were in school, but attendance was not where the school would like it to be for this group. The strategies used were individualised for each student dependent on their personal circumstances.
- The SENCO does not have a teaching commitment and has an assistant to help with paperwork. There were plans to adapt lesson observation so that the SENCO could be involved to see in practice the support being provided in class. Regular meetings were

	<p>held with the Business Manager to assess and plan the teaching assistant capacity within available funding.</p> <ul style="list-style-type: none"> • The numbers in would be around 360 in 2020 , this was likely to be the last year of the bulge in student numbers. Experienced year teachers were being considered for year 7. There was some challenging behaviour in the current year 7 cohort. • Within the lower attending group there had been some mental health referrals. • Overall the school had the right number of teaching staff. There were some timetabling Implications and in some areas there was overstaffing which might lead to a requirement to for teaching out of subject as the bulge of students moves through the school. • Average students per class was around 24.8 though practical and nurturing classes with lower numbers were included within this. The school had a broad curriculum that it would not wish to compromise by increasing class numbers. <p>6.17pm - Derek Swindells left the meeting.</p>	
5	<p>School Development Area - Behaviour & Attitudes and Personal Development The Headteacher talked governors through the area of the school development plan relating to behaviour, attitudes and personal development. The plan had been colour coded with progress made. Explanations about the sections coded amber or red were provided, noting that these were mainly due to timing regards planned actions.</p> <p>Questions and comments from Governors</p> <ul style="list-style-type: none"> • The school would not have the statistical analysis until the end of year 8 and 9 to assess how the Attitude to Learning (ATL) process had impacted on the school GCCE outcomes. • ATL was difficult to assess as the criteria was subjective, how aware was the school of this and what was being done to build in consistency. • Were Governors invited into process of curriculum reviews. • Some reservations about asking students about the quality of teaching. A change in process would needs to fit in with performance management. <p>Response to Governors comments and questions</p> <ul style="list-style-type: none"> • The current year 11 had the same criteria for ATL and it was possible to match up the impact. The system needed to be embedded and adaption would be made. • Feedback has a big impact on young people moving forward. The leadership team carry out termly drop ins with a bit of work scrutiny, talking to students and providing feedback to departments on anything picked up. Looking to develop whole year group curriculum reviews taking in attitudes for learning, feedback to students and quality of teaching. 	
6	<p>Business Manager's and Business Group Report The Business Manager presented the report on behalf of the Business Group covering the four agenda items.</p> <p>a) Scheme of Delegation The scheme of delegation had been updated with some changes to reporting requirements to Governors and the financial limits of school staff.</p> <p>AGREEMENT - The Full Governing Body approved the scheme of delegation as presented.</p> <p>b) Schools Financial Value Standard (SFVS) SFVS was in a revised format from 2020 with an earlier submission date for submission. There was one "in part" answer relating to outstanding audit actions with a deadline for end of spring term completion.</p> <p>AGREEMENT - The Full Governing Body approved the SFVS return as presented authorising its submission.</p> <p>c) Financial Outturn</p>	

	<p>Financial outturn report to end of November had been circulated for the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> • Direct staffing costs reduced by £13k due to a long term absence coming to an end. • Term time only back pay adjustments had been finalised at £66.5K though some repayment was expected for overpaid national insurance. • Progress made on the salary forecasting tool. • Supply and agency costs impacting significantly. Not anticipating any increase in the forecast outcome. • Projected carry forward deficit reduced by ££6.9k. • Increase in budget share in 2020/21 anticipated with additional 6.2% on baseline funding. • The swimming pool refurbishments had been put back and forecasted loss of income for February and March. • Uniform tender group had met and agreed Sussex Uniform as the supplier from Easter with new uniform in school from September. • Risks to budget were continuing absences and maternities. <p>d) Financial Benchmarking Financial benchmarking information noted.</p>	
7	<p>Other Reports from School/Governors</p> <p>a) Special Educational Needs (SEN)Report The SEN report was noted. This would be published on the website. There was a vote of thanks to the SENCO.</p> <p>b) Private Financial Initiative (PFI)Report The PFI report was noted. There had been recent discussions within the business group regards the PFI contract coming to an end.</p>	
8	<p>Policies and other Documents Approved under Delegation or for Approval</p> <p>a) HR Policies including capability, disciplinary and grievance The staff capability procedure was proposed for approval with no revisions.</p> <p>AGREEMENT - The Full Governing Body approved the staff capability procedures as presented.</p> <p>b) Child Protection Policy A revised child protection policy was presented. Inclusion of a section on CPOMS requested. There was a question about who had access to CPOMS with the advice that everyone could make an entry with senior staff having overview access.</p> <p>AGREEMENT/ACTION - The Full Governing Body approved the child protection policy subject to the inclusion of a section on CPOMS.</p> <p>c) Relationship & Sex Education The relationship and sex education policy was proposed for approval.</p> <p>AGREEMENT - The Full Governing Body approved the relationship and sex education policy as presented.</p> <p>d) Trips Policy The school's trips policy had been updated to include the recommendations from the Local Authority.</p> <p>AGREEMENT - The Full Governing Body approved the trips policy as presented.</p> <p>e) Year 7 Literacy and Numeracy Catch Up The year 7 literacy and numeracy catch up report was noted.</p> <p>f) Health & Safety Policy</p>	

	<p>Policy to be returned at next meeting as further amendments required around insurance when travelling for work and use of hands free mobiles when driving.</p> <p>ACTION - Health and Safety policy to come to next Full Governing Body meeting.</p>	
9	<p>Governance</p> <p>a) Governors' Code of Conduct</p> <p>ACTION - Governors' code of conduct to go to the strategic priorities and projects meeting.</p> <p>b) Skills Audit The summary Governing Body skills audit for the year was presented with some additional commentary on the findings including recommendations for training and development.</p> <p>c) Training and Recruitment No vacancies. The school had purchased the national governors association optional training package available to all governors.</p> <p>d) Co-opted Governor - Nomination for Appointment Item discussed at beginning of meeting.</p>	
10	<p>Any Other Business</p> <p>a) Profile of Governing Body Input of young people was an aspiration for the Governing Body and something for future discussion at a strategy meeting.</p> <p>b) Carol Service Thanks to the music department for the Carol Service.</p> <p>c) Diamond Fund Governors invited to have trustee representation on the Diamond Fund.</p> <p>Meeting ended at 7.06pm</p> <p>Date of next meetings - 9th March Strategic, Priorities and Projects and 4th May Full Governing Body</p>	