

**Meeting of Full Governing Body
24th March 2014
Library
4.30pm**

MINUTES

Governors Present: Mick Baker, Anne Barker, Richard Bradford, Alison Frost, Jeremy Holtom, Reg Hook, Jennifer John, Ros Lomax, Jenny Poore, Alan Sanders, Derek Swindells (Chair), Marilena Ward.

Officers Present: Teresa Carter (Clerk)

In Attendance: Richard Baker, Rajia Begum. Geraldine Moffat, Ros Stephen

<u>Agenda item</u>	<u>Action</u>
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- 1 Introduction**
The Chair welcomed Geradine Moffat and Rajia Begum to the meeting as observers.
- a) **Apologies for Absence**
Apologies for absence received from Emma Farrell, Nick Lomax and Elaine Stoner.
 - b) **Declarations of Interest**
None
- 2 Last meeting Dated 9th December 2013**
- a) **Approval of Minutes**
The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 9th December 2013. The Chair signed them as confirmation of their accuracy.
 - b) **Matters Arising Not Included Elsewhere on Agenda**
 - The Vice Chairs requested that all Governors complete a chair performance review form and return to the Clerk in sufficient time for feedback to be provided by the meeting scheduled for 16th June.

ACTION - Clerk to circulate the chair of governors' performance review form for governors' completion and return in time for the Vice Chairs review and feedback at the Full Governing Body meeting scheduled for 16th June. **ALL**

- The Clerk had reverted to attaching documents to email notification of meetings following feedback from Governors.

3 Chair's Report
The Chair of Governors had provided a written report on the activities that he had been engaged in on behalf of the Governing Body. These activities included providing support within school and representing the school with external partners. The positive comments about the Governing Body from Ofsted were highlighted and the ambition to become an outstanding governing body stated. Governors asked the Chair what he felt needed to be done to achieve outstanding Governance and he advised that regular visits and an increase in engagement with the school community would help and that learning from other successful colleagues in an outstanding Governing Body would be beneficial.

- **Complaints Procedure**
The Governing Body had recently dealt with a parental complaint and having put the complaint procedure into practice the panel of governors involved had found the process to be over formalised. The Chair proposed the inclusion of a governor in an

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

earlier informal stage of the complaints process with a view to complaint resolution.

AGREEMENT/ACTION - The Full Governing Body agreed to the inclusion of an additional stage in the complaints process where a governor would review the complaint with a view to resolution before a formal panel. Complaints process to be amended and passed to Full Governing Body for approval.

DS

4.52 pm - Rajia Begum left the meeting

4 Headteacher's Report

The Headteacher's written report had been circulated prior to the meeting. The Headteacher highlighted the key areas and provided information as a result of questions as follows:

- The latest data collection for year 11 achievement had caused some concerns and it was apparent that attitude to learning of some children was impacting on their outcomes. The assessment of achievement based on teacher assessments was estimated at 67% achieving 5 A*-C GCSEs including maths and English with a forecast outcome for the year of 71% against target of 77%.
- A number of initiatives had been introduced to raise aspirations including learning awards, which were starting to have a positive impact on attitudes to learning.
- Over 90% of teachers had been judged to be good or better using a range of measures including joint lesson observations with peers, challenge partners and external verifiers.
- Three work scrutiny sessions had been undertaken during the year to date, which confirmed that marking in most subjects good with, clear targets for improvement.
- Teacher appraisal process strengthened to support performance related discussions and pay decisions,
- Student attendance improved on previous year with overall attendance at 95.34%.
- Number of fixed term exclusions down overall but an increase seen in year 11 due to a one off incident involving a number of students. There were no areas within the building where poor behaviour was particularly prevalent.
- Progress data for the 13 looked after children was provided within the report.
- Admissions for September 2014 were a concern as it had not been possible for all children within the catchment area to be allocated a space at either Varndean or Dorothy Stringer and the Local Authority had directed each of the schools to take increase their intake on a temporary basis by an additional eleven students. The increasing numbers of children within the catchment area and the city were likely to create ongoing issues requiring substantial investment in infrastructure together with long term planning. The position for Dorothy Stringer in September 2014 was that 345 students had been allocated a place in year 7 against the published admission number of 330. There had been 496 first choices for the school so appeals were likely, which if successful could lead to an intolerable situation.

5.15pm - Geraldine Moffat left the meeting.

- Secondary Heads were working together within the secondary School and this had led to a funded challenge partners hub of schools whose leadership teams would visit each other supported by an Ofsted accredited inspector to evaluate each other. The resulting reports would be owned by the schools and would not form part of the performance review for individuals. Governors were supportive of this initiative and interested in becoming involved in some way. Partnership Governors

5 Consent Agenda Items

a) Minutes from Committees

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

No discussion required. Contents of committee minutes noted.

6 Committee - Reports and Recommendations

a) Strategy & Resources Committee

The Chair of Strategy and Resources committee with the assistance of the Business Manager provided a summary of business conducted by the committee including an update on the plans in relation to the artificial turf pitch and the catering arrangements following transfer to the school. The schools financial value standard (SFVS) questionnaire and governors' allowances policy were recommended for approval.

AGREEMENT - The Full Governing Body approved the proposed SFVS submission and the governors' allowances policy as presented.

b) Student Experience & Outcomes Committee

No reports or recommendations.

c) Human Resources Committee

The Chair of Human Resources proposed the Capability Procedure based on the Local Authority model for approval.

AGREEMENT - The Full Governing Body approved the proposed Capability Procedure as presented.

There was a question about the outcome of the staff survey and one question in particular. A staff meeting was planned for 1st April to discuss the actions arising from the survey.

d) Community and Partnership Committee

The Chair of Community and Partnership Committee advised that the feedback from the parents' forum had been very positive.

e) Built and Natural Environment Committee

The Vice Chair of the Built and Natural Environment Committee thanked the Business Manager for her efforts regarding the artificial turf pitch and catering arrangements both of which had greatly impacted on her workloads.

5.40pm - There was a break in the meeting.

5.40pm - Meeting reconvened

7 Main Strategic Items

The Chair of Governors introduced the main strategic items reminding Governors of the agreements made in December regards Governing Body reconstitution and reorganisation of the working structure. The three core functions of governors as identified by the Department of Education were highlighted and Governors were asked not to lose sight of these when agreeing the fine detail of how the agreed principles would be put into practice.

a) Governing Body Constitution

A draft Instrument of Government with effect from 1st July 2014 had been prepared under the 2012 regulations with a recommendation that all Governors that wished to continue beyond 30th June 2014 would either continue their current term of office or be reappointed. The Chair advised that he would be putting himself forward for election as the Local authority Governor.

b) Governing Body Organisation

A task and finish group had been working on the detail of how the governing body could work effectively under the revised constitution and without the current committee structure. The Chair of the group presented the findings and recommendations contained within the written report. A detailed discussion followed to explain the processes of delegations and reporting. There was a concern expressed about the reduced number of elected staff governors and it was agreed that the standing orders would be amended to specify that one co-opted governor position would be specifically be reserved for a staff candidate. Following discussions the proposals were clarified and

a vote taken on each.

The Full Governing Body unanimously agreed to the following:

- To reconstitute with effect from the 1st July in line with the proposed instrument of government with a total of 15 Governors to include:
 - 1 Local Authority Governor
 - 1 Elected Staff Governor
 - 1 Headteacher/Staff Governor
 - 4 Elected Parent Governors
 - 8 Co-opted Governors
- To appoint Nick Lomax and Rosamond Lomax as Associate Members with effect from 1st July 2014 until 31st August 2015.
- To appoint eight co-opted governors with effect from 1st July 2014 for a term of four years. These eight who were existing Governors were confirmed as Jenny Poore, Mick Baker, Emma Farrell, Reg Hook, Jennifer John, Alan Sanders, Marilena Ward and Elaine Stoner.
- The disbandment of committees with immediate effect and the replacement of a system of delegation and reporting in line with that detailed within the task and finish group's report.

There was a query raised regarding the name of the school in the Instrument of Government as it included the word "High" which had become disused. It was thought that the legal name of the school was Dorothy Stringer High School but the Clerk was asked to investigate this further.

ACTION - Investigate the correct legal name of the school and report to the Full Governing Body.

8 Any Other Business

a) Fitness Suite

The Business Manager requested governors' approval to the sale of fitness equipment that had reached the end of its life. This was agreed.

Meeting ended at 8.46pm

Date of next meeting - 16th June 2014

Actions Arising from Full Governing Body meeting 24th March 2014

Actions Agreed	By Who	By When
Clerk to circulate the chair of governor's performance review form for governors' completion and return in time for the Vice Chairs review and feedback at the Full Governing Body meeting scheduled for 16 th June.	Clerk and Governors	1 st June 2014
The Full Governing Body agreed to the inclusion of an additional stage in the complaints process where a governor would review the complaint with a view to resolution before a formal panel. Complaints process to be amended and passed to Full Governing Body for approval.	DS	By next FGB meeting
Investigate the correct legal name of the school and report to the Full Governing Body.	TC	By next FGB meeting