

**Meeting of Full Governing Board
28th November 2022
4.30pm in School Library**

MINUTES

Governors Present:	Mick Baker, Philip Brown, Emma Grose, Matt Hillier, Dick Knight, Millie McDevitt, Hiba Nour, Catherine Packham, Bridget Taylor (Chair)
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Richard Baker, Roshan Dias-Jayasinghe, Loretta Lloyd

	<u>Agenda item</u>	<u>Action</u>
	<p>Pre-Meeting Presentation - Pupil Premium Governors were provided with a presentation on the provision for the pupil premium group of students along with the school's pupil premium strategy statement for 2022-23. A question and answers session followed.</p> <p>ACTION - Follow up report to governors around student voice in relation to attendance of pupil premium group.</p> <p>5.11pm - Loretta Lloyd left the meeting.</p>	LL
1	<p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome.</p> <p>b) Apologies for Absence Apologies for absence received from Lara Coleman. Bronagh Shevlin was also absent from the meeting.</p> <p>c) Declarations of Interest There were no declarations relating to items on the agenda.</p>	
2	<p>Last Meeting Dated 10th October 2022</p> <p>a) Approval of Minutes The Full Governing Board reviewed and approve six pages of minutes from the meeting held on 10th October 2022, the Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Actions and Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Skills Audit forms - Five completed forms submitted. <p>ACTION - Reminder to those governors who had not submitted a skills audit form.</p> <ul style="list-style-type: none"> • Governance Evaluation - Nine responses to the survey. 	TD

3	<p>Chair's Update</p> <p>The Chair provided an update on business conducted on behalf of the board since the last meeting and a summary of current issues and priorities for the board.</p> <ul style="list-style-type: none"> • Curriculum learning walk - Attended the maths curriculum walk which was both useful and interesting providing an opportunity to spend time in a class seeing school strategies in practice and to meet with students to find out more about their experience. Another governor had attended two learning walks for English. Governors were encouraged to attend future learning walks. • Confidential matter - Recorded on supplementary confidential minutes. 	
4	<p>Head's Report</p> <p>The Headteacher presented report on an assumed read basis highlighting the following points:</p> <ul style="list-style-type: none"> • Predicted outcomes from the current year 11 were looking positive and were in line with the predictions of the previous year's cohort at the same point in time. Matching up the maths and English GCSE outcomes would improve progress further. • Some teachers leaving at the end of the year, one due to promotion and two moving to the independent sector, the school was fully staffed for teachers from January. • The business manager would be leaving the school at the end of the term. It was put on record that one of the reasons for his decision to leave were challenges faced in respect of the confidential issue discussed earlier in the meeting. Recruitment had commenced with one of the business group governors supporting. • Environmental work continuing with tree planting the following day and meetings to discuss the long-term carbon neutral strategy. • Student attendance just above national at around 93%, but lower than where the school would like it to be. Attendance for the disadvantaged group of students was the main issue. • Reduction in race prejudice incidents of bullying, however race, ethnicity and SEND were still the highest recorded type of incidents recorded. Support from the local authority lead on anti-racism strategy secured in the form of training for staff at a future inset session. <p><u>Comment and questions from Governors</u></p> <ul style="list-style-type: none"> • If a child is in seclusion after school they are not in during the day, are they marked as absent and does that feed into the data? • What was the contingency plan if the school were unable to recruit a Business Manager? <p><u>Response to governor comment and questions</u></p> <ul style="list-style-type: none"> • Students in after school seclusion are marked absent during the day but if they turn up for seclusion they are marked in as present. It does feed into the data and is within our behaviour policy. • The existing Business Manager would be retained on a zero hours contract and if needed to do the end of month work would be available to support. The biggest issue would be the budget setting process with challenges of rising energy costs and pay awards. <p>The Chair on behalf of the board advised Roshan Dias -Jayasinghe the Business Manager leaving the school, congratulated and wished him well in his new appointment and thanked him for everything he had contributed to the school over a breadth of different activities.</p>	

5	<p>School Development Plan - Attendance</p> <p>Richard Baker gave a presentation to governors on attendance highlighting the following:</p> <ul style="list-style-type: none"> • Current attendance to date at 92.4%, 0.1% above national average. • Year 7 and 10 were the main groups causing concern with some students not having attended school at all during the year. • Female student attendance was at 92.2% and lower than the male student group (93.3%). • Free school meal students group attendance lower than the national average comparison data. • Persistent absence had improved on the previous year currently at 21%, national average 25%. • The inclusion mentors were overall having a positive impact reaching out to students both in school and out of school allowing a virtual teaching alternative for those unable to physically attend school. <p><u>Governor comment and questions</u></p> <ul style="list-style-type: none"> • Will the school leaders come back with a target for attendance? <p><u>Response to governor comment and questions</u></p> <ul style="list-style-type: none"> • The target had been set three years ago pre covid, at that time it was more realistic but now it made more sense to compare to national data. 	
6	<p>Other Reports - Governors and School</p> <p>a) Pay Panel The pay panel responsibilities had been delegated to the Business Group, however when the group had met it was not quorate for pay panel. It was proposed that three governors be appointed as the pay panel and meet at the end of the board meeting to consider the Headteacher’s recommendations on pay increments.</p> <p>AGREEMENT - The Full Governing Board appointed Mick Baker, Philip Brown, and Emma Grose as the pay panel for 2022/23 in place of Business Group Governors.</p> <p>b) School Finance A brief verbal update on the school’s budget was provided following the business groups review of the latest monitoring report.</p>	
7	<p>Policies and Other Documents for Approval</p> <ol style="list-style-type: none"> Teachers’ Pay Policy Appraisal Policy Anti-Bullying Policy Health and Safety Policy Premises Management Policy Exams Whistleblowing Policy Safer Recruitment Policy <p>AGREEMENT - The Full Governing Board approved the seven policies listed above subject to the following amendments:</p> <ul style="list-style-type: none"> • Appraisal - change headteacher’s reviewers to “a minimum of two governors” • Health & Safety - list names of individuals as recommended by the Local Authority. • Exams whistleblowing - delegation to the school for future approvals. <p>It was noted that as part of the safer recruitment process a search of social media was required for candidates to check that nothing inappropriate publicly available.</p>	

8	<p>Governance</p> <p>a) Nominations Panel The nominations panel had completed a round of recruitment and proposed the appointment of Rachel Borland as co-opted governor.</p> <p>AGREEMENT - The Full Governing Board appointed Rachel Borland as a Co-opted Governor on a four-year term with immediate effect.</p> <p>b) Governance Evaluation & Skills Audit - Outcomes Skills audit discussed earlier in the meeting. Governance evaluation was proposed as a strategic discussion item for the spring term within a separate facilitated meeting. 23rd January from 4.30pm was suggested as a possible date dependent on availability of a facilitator.</p>	
9	<p>Any Other Business</p> <p>a) Parent Governors There was a query on process around what to do when approaches were made by parents to individual governors. The process was clarified with reference to the raising of concerns section within the complaints process. Where in doubt the Chair was available to provide advice.</p> <p>b) Curriculum Learning Walks Schedule of learning walks to be checked for a governor interested in visiting media and art departments.</p> <p>Meeting ended at 6.36pm Date of next meeting - 30th January 2023</p>	

Minutes approved

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