

**Meeting of Full Governing Board
2nd February 2026
4.30pm in School Library**

MINUTES

Governors Present:	Mick Baker, Rob Bradshaw, Eleanor Fagan, Emma Hill, Matt Hillier (stand-in Chair), Matt Nott, Eugenie Teasley, Jessica Verdugo, Neal Young
Officers:	Melanie Chrisp (stand-in Clerk)
School:	Cassie Dale (CD), Tim Bond (TB), Richard Baker (RB)

	<u>Agenda item</u>	<u>Action</u>
	Note - item 9(b) was taken as part of 1(a). The minutes are recorded in original agenda order.	
1	<p>Introduction</p> <p>a) Welcome The Chair opened the meeting with a welcome to Neal Young. Neal was introduced and voting took place (see item 9(b)).</p> <p>b) Apologies for Absence Apologies for absence received from Sarah Bakhtiari, Clare Doran, Alice Killip and Sara Bailey. Emma Morey was also absent from the meeting.</p> <p>c) Declarations of Interest There were no declarations of interest in relation to agenda items. A reminder was given to those who had not yet completed their forms.</p>	
2	<p>AI presentation Tim Bond presented to the Governors on the topic of AI.</p> <p>Key benefits:</p> <ul style="list-style-type: none"> • Time back for staff • Potential for learning for students <p>Key pitfalls:</p> <ul style="list-style-type: none"> • In particular, mis- and dis-information • Ethical considerations <p>TB explained that the starting point was always to assess AI impact from a safeguarding perspective. The school wanted to be ahead of developments and ensure students were taught to critically evaluate AI and to use it with caution. He noted that undergraduates, A</p>	

level students and professionals, including doctors, were already using AI widely. It was therefore essential that students were prepared for life beyond school.

Referring to the recent BETT conference, TB reported that new teacher trainees were now required to be trained in AI use. He emphasised that staff needed to understand AI, regardless of their personal opinions. He also referenced KCSIE guidance, noting that schools were required to teach critical thinking skills.

TB highlighted that AI differed from earlier technologies such as mobile phones. While the school's filtering systems restricted technology use within school, students needed to be educated about using technology responsibly in the wider world. He also pointed out that when using Google, AI-generated responses could not simply be switched off.

Current landscape:

- Surveyed staff and students: the majority were using AI with varying levels of confidence, with concerns identified around a student confidence gap (perceived vs actual knowledge).
- Staff were able to choose whether to use AI.
- BON were producing a half termly newsletter for staff, highlighting the pitfalls and time-saving uses for staff.
- Developing an ethical checklist and risk assessment.
- Exploring hosting a TeachMeet for schools to work together and share knowledge and ideas.
- Encouraging use of Microsoft 365 CoPilot over ChatGPT, Canva, Notebook LM due to open-source considerations.
- Exploring 'Learn your way' to support personalised learning for students.
- Investigating ways to reduce the digital gap for disadvantaged students.
- Provided acceptable use guidance for staff and began developing a student version, including consideration of a traffic light system for AI use in home learning.

Our 4 key principles:

- Human – AI – human
- No personal data can be uploaded
- No AI feedback should create a grade or score
- Human checking

Comment and questions from Governors, with responses from TB below:

- Governors thanked TB for his thoughtful and considered presentation.
- Governors asked whether other Brighton schools had been consulted and what was happening elsewhere.

TB confirmed no schools appeared to be taking a lead and the school aimed to position itself as a facilitator.

- Governors suggested separating risks from rules for students.

	<ul style="list-style-type: none"> Governors asked how breaches of the Acceptable Use guidance would be addressed. <p>TB confirmed, these would be managed under the existing behaviour policy, with graduated consequences depending on the issue. Restorative practice would apply as usual. TB confirmed for home learning, students would be expected to demonstrate what they had done and how they had done it to support learning. It was noted that students were already using AI for home learning.</p> <ul style="list-style-type: none"> Governors asked whether external professional legal advice was needed to support the school. <p>TB said the school had been approved by a company involved in a DfE trial, but this was declined as it required installation of hardware on the school's IT systems.</p> <ul style="list-style-type: none"> The LA Governor agreed to enquire at UCL whether any relevant experience could be offered. Governors suggested Microsoft might offer specialist services for education. Governors asked how AI was looked at within the curriculum. <p>TB confirmed this was planned for a later stage in the proposed timeline, with safety prioritised initially.</p> <ul style="list-style-type: none"> It was agreed that TB would proceed with setting up the proposed TeachMeet and to liaise with LA Governor regarding potential support from UCL. <p>TB left at 5.15pm</p>	<p>LA Governor</p> <p>TB</p>
<p>3</p>	<p>Last Meeting Dated 20th October 2025</p> <p>a) Approval of Minutes The Full Governing Board reviewed and approved 11 pages of minutes from the meeting held on 20th October 2025. The Chair to sign the minutes as confirmation of their accuracy.</p> <p>b) Actions and Matters Arising Not Included Elsewhere on Agenda Actions arising were either complete, on the agenda or not due until Autumn term.</p>	<p>Chair</p>
<p>4</p>	<p>Local Authority update</p> <ul style="list-style-type: none"> All Governors were welcomed to attend and to view LA presentations for Governors, available on BEEM via the Governors' Development Service page. The two items from the LA October meeting were: <p>Whole School Food Approach (with Brighton & Hove Food Partnership)</p> <ul style="list-style-type: none"> Discussed a food strategy action plan promoting healthy, sustainable food and supporting climate goals. Noted Governors' statutory responsibility to promote a culture of healthy eating and sustainability. Considered school food policies and their integration within the curriculum. 	

	<ul style="list-style-type: none"> All governors were given fair and equal opportunity to contribute (4 strongly agree, 3 agree) The tone of the discussion was respectful and collaborative (4 strongly agree, 3 agree) I felt that differing views were listened to and managed appropriately (3 strongly agree, 4 agree) <p>Only one question had a disagree response:</p> <ul style="list-style-type: none"> There was the right balance between support and challenge for the school (1 strongly agree, 5 agree, 1 disagree) <p>The Chair to discuss this further at the next FGB.</p>	Chair
6	<p>Headteacher's Update/ Report</p> <p>The Headteacher presented his report to Governors on an assumed read basis, highlighting:</p> <ul style="list-style-type: none"> Y11 Outcomes: Forecasted results looked strong. Funding: School funded from the October census; few gaps remained to fill. PFI Update: Leaks occurred due to rain and other issues; PFI staff are leaving as the contract ends in 2 years, raising concerns that some works may remain unfinished Staffing: History staff member on sabbatical; cover planned internally. Two Science staff leaving; interviews scheduled this week. Attendance: Remains a key priority. Budget: In-year deficit noted, but with stable numbers (330), a balanced budget can be set from April. Staff Survey: Overall positive; staff seek more recognition/reward and reduced workload; some reported change fatigue. Next focus will be attendance. Safeguarding: High-level reviews planned for serious concerns; EF to participate (student names redacted). Staff reminded CPOMS is a recording, not reporting, tool. <p>Governors' Comments/Questions:</p> <ul style="list-style-type: none"> Asked how staff could be rewarded (taxpayer funds cannot be used). Noted increasing survey participation is positive. Emphasised importance of feeding back to staff. Supported combining data with anecdotal feedback. <p>Head to ensure that middle leaders thank staff they line manage.</p> <p>ET left at 6.20pm</p>	
7	<p>Business Group</p> <p>a) Meeting of 24th November 2025 and 19th January 2026</p> <p>Notes from both meetings were included in the pack for information only. It was noted that there was a big swing on budget numbers and this needed to be pinned down more</p>	BGroup

accurately. There was also a proposal to review canteen prices as these had not increased for several years.

b) Budget Monitoring Reports

Outturns for October and November were included in the pack with notes for information only.

c) SFVS Checklist

The SFVS checklist was presented for FGB approval to submit to the LA, with the Business Group's recommendation.

AGREEMENT - The Full Governing Board approved the SFVS checklist as presented. Chair to sign.

d) Health & Safety Policy including First Aid

The updated Health & Safety Policy was presented for FGB approval with the Business Group's Recommendation. It was confirmed that this was a LA model policy.

AGREEMENT - the Full Governing Board approved the Health & Safety policy as presented.

e) Terms of Reference for Business Group

The Terms of Reference were presented for FGB approval following review by the Business Group. The main changes were:

- Quorum increased from 2 to 3 Governors (which can include the Head).
- Changed the scope of the group from 'support and drive' to 'support and monitor' in light of the following (taken from the BG notes):

A broader discussion was held on the Business Group's scope and role in assessing the impact of budget spend on pupils. It was agreed that the Business Group's focus is on organisation matters, including budgeting, delivery against budget, procurement and compliance. Oversight and final accountability for decisions about the impact of spending on pupils sit with the FGB, with the SLT undertaking this work on its behalf. In light of this discussion, Clause 2.1 has been updated. The scope of the group has been amended from 'support and drive' to 'support and monitor' the strategy, progress and impact of school business in relation to budgets and finance, facilities, services, lettings, and health and safety.

AGREEMENT - the Full Governing Board approved the changes to the Terms of Reference for the Business Group as presented.

f) Schemes of Delegation for Group

The Schemes of Delegation were presented for FGB approval following review by the Business Group. The main changes were:

- Scope, as above.
- An increase of the amount the FGB needed to approve from £35,000 to £50,000

AGREEMENT - the Full Governing Board approved the changes to the Scheme of Delegation as presented.

Chair

	<p>g) Appraisal Policy The Appraisal Policy was presented for FGB approval with the Business Group's Recommendation. It was confirmed that this was a LA model policy.</p> <p>AGREEMENT - the Full Governing Board approved the Appraisal policy as presented.</p> <p>h) Teachers' Pay Policy and Pay Panel The Teachers' Pay Policy was presented for FGB approval with the Business Group's recommendation. It was confirmed that this was a LA model policy. It was also confirmed that pay increases had been reviewed by the pay panel (which were now automatic, unless on capability) and the Head's appraisal had been completed.</p> <p>AGREEMENT - the Full Governing Board approved the Teachers' Pay policy as presented.</p>	
8	<p>School Policies for Approval</p> <p>a) Accessibility Plan</p> <p>AGREEMENT - the Full Governing Board approved the Accessibility Plan as presented.</p> <p>b) Literacy Policy</p> <p>AGREEMENT - the Full Governing Board approved the Literacy policy as presented.</p> <p>c) Premature Baby and Neonatal Care Leave Policy (LA model policy)</p> <p>AGREEMENT - the Full Governing Board approved the Premature Baby and Neonatal Care Leave policy as presented.</p> <p>d) Mobile Phone Policy</p> <p>AGREEMENT - the Full Governing Board approved the Mobile Phone policy as presented.</p> <p>6.30pm – MN left the meeting.</p>	
9	<p>Governance</p> <p>a) Instrument of Government The Clerk advised that the instrument of Government has been updated so the board now allowed for 13 members. A copy had already been provided to the Governors via email and in the pack.</p> <p>b) Appointment of Co-opted Governor The Nominations panel recommended Neal Young to the Board. Voting took place by a show of hands and a simple majority of those present voted to appoint him to the Board</p>	

	<p>as Co-opted Governor with a four-year term of office starting from Monday 2nd February 2026.</p> <p>c) Parent Elections Update Governors were informed that Alice Duvernois was elected as Parent Governor and will start her term of office from the next FGB meeting on Monday 16th March 2026.</p> <p>d) Roles and Responsibilities Clerk to add to the agenda for the next FGB meeting.</p>	Clerk
	<p>Any Other Business EH raised a request to find out more about financial support for disadvantaged students.</p>	

Minutes Approved

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