



Full Governing Board - Meeting Minutes

Meeting Date: Thursday 6th July 2023
Meeting Venue: Room L3 at Gildredge House School & via Teams
Meeting Time: 5:00pm

Governors: Julian Mace, *(JM)*, Chair
Louise Baxter, *(LB)*, Vice Chair
Firle Beckley, *(FB)*
Glyn Freeman, *(GF)*
Nicoleta Uzorka Ion, *(NUI)*
Athanasios Lamprakos, *(AL)*
Gabrielle Mace, *(GM)*
Lea Owen, *(LO)*
Katharine Paradas, *(KP)*
Joyce Swann, *(JSw)*

Ex officio: Craig Bull, *(CBu)*, *Head Teacher*

Also in attendance: Catherine Geldard, *(HOP)*, *Head of Primary*
Jemma Graffham, *(DSF)*, *Director of Sixth Form & (DSL)*
Janice Logan, *(DFA)*, *Director of Finance & Administration*
Dominic O'Driscoll, *(AHT-DI)*, *Assistant HT – Director of Inclusion*
Danny Simmonds, *(AHT-B&A)*, *Assistant HT - Behaviour & Attendance*
Matt Stephens, *(AHT-SEN Primary)*, *Assistant HT – SEN Primary*
James Towner, *(AHT-A&C)*, *Assistant HT - Assessment & Curriculum*

Clerk to Governors: Rif Aslam *(RA)*

Apologies: Martyn Ashley Taylor *(MT)*, Marilyn Benzing, *(MB)*

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Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> • Chair welcomed Governors & SLT to meeting. • Chair welcomed JSw who joined virtually. Chair noted that LB will join at 17:30hrs. • Chair accepted apologies from MT & MB for absence. • Chair noted DSi and JGr must leave meeting early. • Chair welcomed CDy and the new Student Leadership Team. He thanked them for their attendance. 	
2.	<p>Declarations of Interests There were no declarations of interest made.</p>	
3.	<p>Presentation from the Student Leadership Team CDy outlined the changes that have occurred in the last month, paid tribute to the outgoing Year 11 Student Leadership Team and commended their amazing work and legacy. He introduced the new Student Leadership Team individually (current Year 10s) who will carry on with the roles left by the previous team in leading both Academy and Community elements.</p> <p>Each student spoke about their new roles and what they hoped to achieve.</p> <ul style="list-style-type: none"> • Academy comprising of <ul style="list-style-type: none"> ○ Teaching & Learning – ways to develop thinking skills amongst students. ○ Curriculum – adding items such as First Aid, Fire Safety, Crafts and Finance skills ○ Assessment – student promoted idea of using QR codes for more effective feedback. • Community comprising of promotion of student voice, safe atmosphere in school, fund raising opportunities and reward system to include access to 6th Form café. <ul style="list-style-type: none"> ○ Eco Champion – spoke of reestablishing Eco Garden, litter picking in Field during breaks. Students have already taken part in a fun day at Shinewater run by the Environment Agency and Coastal Schools Partnership. ○ Values Champion – The focus will be on improving reputation. This will include examining racism and homophobia and the charities linked to them. ○ School Environment – student spoke of the development of the Library and Learning Centre and suggested students be invited to have the opportunity to name the books they would like to see. Student also suggested a cake sale to raise funds to purchase bean bags for the library. ○ Celebration – student suggested celebrating events of other cultures, fund raising for Grand Hotel celebration as well as weekly awards for high achievers. ○ Sports – recent Sports Day was a success and student expressed wish to continue the event annually. He suggested that school seeks to add to the variety on offer by including tennis, athletics, and swimming. These activities could take place using other venues. <p>Students thanked governors for their part in ensuring that recommendations from the Student Leadership Team have been authorised and implemented. New toilets, ICT provision, new outdoor covered areas, table tennis tables, revamp of corridors and library are all improvements implemented in the last year. Students thanked JM for being a dedicated and hardworking Chair of Governors.</p> <p>Chair acknowledged thanks and wished the students good luck in their new roles. LB joined the meeting at 17:30 hrs.</p>	

4.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 27 April 2023 FGB Meeting. Chair to sign a copy. • Governors agreed the Minutes as an accurate record of the 18 May 2023 Education Committee Meeting. Chair of Education Committee to sign a copy. 	
5.	<p>Governance Matters</p> <ul style="list-style-type: none"> • Succession Planning <ul style="list-style-type: none"> ○ Chair confirmed that RT will be visiting the school on 17th July. An agenda for the day will be circulated and he hoped that all governors will be able to attend. ○ Chair named individuals on the interview panel. • Governor Resignation <ul style="list-style-type: none"> ○ Chair noted that TS had resigned after many years as governor, almost since the inception of the school. He expressed his gratitude for TS's work as governor and Chair of Enterprise Committee. He will be greatly missed as will his financial expertise. • Enterprise Committee <ul style="list-style-type: none"> ○ Chair advised that as the Committee was not able to meet on 15 June, we will be covering their agenda items during the FGB. • Governor Complaints Review Panel <ul style="list-style-type: none"> ○ Chair thanked KP for volunteering and her role in the recent Hearing. He thanked everyone who took part. • GDPR <ul style="list-style-type: none"> ○ Chair commended the training that took place on the recent inset day. Those governors who were not able to attend will receive an opportunity to carry out training online in due course. 	
6.	<p>Action Summary Report</p> <ul style="list-style-type: none"> • Chair thanked RA for adding additional items. • Chair noted that item relating to Migrating to Cloud will be addressed with ICT Report. • HT advised that External Review of SEND took place today. HT thanked AHT-DI and AHT-SEN Primary for the huge amount of work they undertook. The Reviewers spoke to teachers and TAs. They recognised the joined up thinking in Primary and Secondary and the knowledge and understanding of the SEN Team. They commended governors for passion and dedication to SEND. They appreciated the process of self-reflection that the school has gone through. Despite the difficulties caused by the national crisis with TA recruitment, the school is working well. Areas of improvement which school is already working on are consistency in classroom practice, student voice, parental engagement. Due to strike action, their second day is postponed until September. <p><u>Governor queried</u> whether Review focused on current Year 11 results. AHT-DI advised that the narrative around each student was explained to them. There is also a plan to have a parent evening for SEN parents.</p> <p>Meeting adjourned to 6th Form Café for next Agenda Item.</p> <p>JGr and DSi left meeting.</p>	
7.	<p>Presentation by Harrison Catering</p> <ul style="list-style-type: none"> • Governors and SLT sampled and enjoyed a selection of food and juices provided by Harrison's. All expressed their appreciation. • Paper presented by Harrison's in which they outlined: <ul style="list-style-type: none"> ○ Financial position 6 months into contract with the school has seen a 12-18% inflationary increase in cost on food and increased labour costs. ○ Monthly finance reviews to be held with DFA. ○ Sales exceeded £3.5k. 	

	<ul style="list-style-type: none"> ○ Proposed cookery classes with chef for Year 5 to encourage students to develop new tastes and grow produce at home. ○ Proposed attending student council meetings to obtain feedback. ○ Develop theme days and adapt menus accordingly. ○ 5 star rating received from Environmental Health. ○ Outdoor canopy built. ○ Replaced dishwater on site. <p>Governor asked whether there were nutritional values on menus. Harrison's advised that they have worked with 3-4 parents to provide them with this information, and it could be done for school.</p> <p>Governor suggested culinary courses for parents. Harrison's advised that they will be developing a cookery programme for parents & 6th formers.</p> <p>Chair thanked Harrison's and all returned to meeting room.</p>	
8.	<p>Items not already on the agenda</p> <ul style="list-style-type: none"> ● ICT Review – referring to paper HT advised that review examined infrastructure and education. Paper highlights need for investment. HT thanked GF for overseeing the process of procurement. Figures in paper are estimated. Some costs are operational and already budgeted <p>Chair queried whether a full review of software licenses is included. HT confirmed it was.</p> <p>Governor questioned frequency of review cycle. HT advised that it was a 3 year refresh cycle.</p> <p>Chair thanked GF for his support in the process.</p>	GF/DFA
9.	<p>Chair's Correspondence</p> <p>Chair advised that he had received 2 complaints which have been dealt with direct by the school.</p>	
10.	<p>Finance</p> <p>Referring to papers, Chair invited DFA to give headline information.</p> <ul style="list-style-type: none"> ● Management Accounts – DFA explained that forecasts show we are doing relatively well considering staff absences and building costs. Supply cover has been expensive due to long term absences. Unknown is also the pay awards. <p>Chair questioned what the percentage assumptions were for the rise. DFA stated 4% for teachers and 8.5% for support staff. Difficulty also in forecasting potential building spend.</p> <p>Chair queried whether there was difficulty in obtaining trip costs from parents. DFA said that overall, it was ok but could be a problem with 20%.</p> <p>Governor asked whether the outdoor canopy installed as part of the catering contract is categorised as the school's property. DFA confirmed that it was, as is the new dishwater. The equipment remains ours and not the Caterers.</p> <p>Governor suggested that the Canopy could be used to generate income. DFA agreed.</p> <p>Chair emphasised importance of financial scrutiny by governors to ensure funding is used responsibly by school.</p> <ul style="list-style-type: none"> ● 3 Year Forecast Update – DFA referred to paper and pointed out known staffing and potential additional staffing costs. Forecast on student numbers is stable. Actual numbers will be available after the November review. HT highlighted Data Manager post which had been filled with a Data Consultant and Technician for Art/Food Tech. <p>Governor enquired if trainee teachers are being utilised. AHT-A&C advised that the school has engaged with Brighton and Chichester universities. HOP confirmed that there are currently 6 student teachers in Primary.</p> <p>Governor questioned whether there was the same level in Secondary. AHT-DI advised that one is due to start in History Department shortly.</p> <p>Governor asked whether the pay scales included in the Paper were national. DFA confirmed they were and that ours align with them.</p> <p>Chair congratulated DFA for securing the school's financial position.</p>	

	<p><u>Governors approved 3 Year Budget.</u></p> <ul style="list-style-type: none"> General Finance Update – HT outlined potential costs of Music Mac Suite upgrade, carpark barriers to improve security, Paxton doors for library. FOGH have agreed to fund some books. <p><u>Governor commented</u> that footpath security needed to be addressed at the same time as car park security. HT agreed.</p> <p><u>Governor sought</u> details about the type of barriers being considered. HT advised that different types will be examined for suitability.</p> <p><u>Governors approved Capital Resources and ICT Strategy Papers.</u></p> <ul style="list-style-type: none"> CIF Bid Works Update – DFA outlined progress. Roof work completed. Asbestos report completed. Electrics will be done over the summer holidays and boilers will be fully functioning by October. A few hiccups which were addressed by senior leadership in the contracting company. Audit Update – Internal due in July and tenders for external will commence too. <p>Chair thanked DFA for papers.</p>	
11.	<p>Health & Safety</p> <p>Chair thanked DFA for Paper. DFA advised that Lead Governor for H&S will be carrying out monitoring visit next Wednesday. Lockdown Drill took place recently. DFA commended students for their behaviour during drill.</p>	
12.	<p>Head Teachers Report</p> <p><u>Chair noted</u> that paper illustrates that the school is moving in the right direction with 1-2 exceptions</p> <ul style="list-style-type: none"> School Development Plan & Trackers - HT explained that to be at this stage already with many of the items on track. Work gone into achieving this by staff to be applauded. <p><u>Governor requested</u> progress on red items. HT explained that the one Department Review left will be completed this term. Coffee Mornings with SEND parents will begin next academic year.</p> <p><u>Governor questioned</u> whether Department Reviews are audited externally. HT confirmed they do so termly by external partners.</p> <p><u>Governor probed</u> how number of greens on trackers can be trusted. HT explained SDP is linked to the trackers to enable governors to see actions clearly. Executive summaries then go to the committee concerned.</p> <p><u>Governor delved further</u> into how Board can ensure that monitoring is sufficient to prove progress.</p> <p><u>Governor suggested</u> that a random audit of items marked green and amber. Governors agreed.</p> <ul style="list-style-type: none"> Staffing – HT referred to paper outlined vacancies and the positions filled so far. 	Governors
13.	<p>Monitoring</p> <ul style="list-style-type: none"> Personal Development Visit – Chair thanked GM and NUI for undertaking visit. 	
14.	<p>Safeguarding</p> <p>HT advised that an external validation will be carried out in October.</p>	
15.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Chair noted that this was HOP's last FGB and wished her good luck on her retirement. She will be greatly missed. Governors and SLT echoed comments. 	

	<ul style="list-style-type: none"> As the Chair is stepping down, HT expressed his gratitude on behalf of everyone. He paid tribute to the Chair's tireless dedication and the endless hours he has devoted to the school during his tenure. His work has had a significant impact on improving the lives of the young people at this school. Agreement and applause expressed by all. 	
16.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 14th September 2023 7th December 2023 25th April 2024 4th July 2024</p> <p>EDUCATION COMMITTEE: 5th or 12 Oct or 2 Nov 2023 1st February 2024 16th May 2024</p> <p>ENTERPRISE COMMITTEE: 16th November 2023 14th March 2024 13th June 2024</p>	
	<p>Meeting Closed Chair thanked governors & SLT. Chair closed the meeting at 19:40 hrs.</p>	