



## Full Governing Board – Meeting Minutes

**Meeting Date:** Thursday 8<sup>th</sup> July 2021  
**Meeting Venue:** Via Zoom  
**Meeting Time:** 5:15pm

**Governors:** Julian Mace, *(JM)*, Chair  
Louise Baxter, *(LB)*, Vice Chair  
Alison Allart, *(AA)*  
Paul Amos, *(PA)*  
Marilyn Benzing, *(MB)*  
Glyn Freeman, *(GF)*  
Michael Gietzen, *(MG)*  
Sara McKenna, *(SM)*  
Gabrielle Mace, *(GM)*  
Ollie Newman, *(ON)*  
Trevor Scott, *(TS)*  
Joyce Swann, *(JS)*  
Bill Roddick, *(BR)*

**Ex officio:** Stuart Reeves, *(SRv)*, 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-SEN)*, Assistant HT – SEND Co-ordinator  
Danny Simmonds, *(AHT-B&A)*, Assistant HT - Behaviour & Attendance  
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum  
  
Karen Maxwell, *(Acting DSL from September 2021)* – by invitation

**Clerk to Governors:** Rif Aslam (RA)

**Apologies:** Joel Newman, *(JN)*

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Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Chair welcomed Governors &amp; SLT to the Meeting</li> <li>• Chair welcomed RA to her first full FGB meeting in the role of Clerk.</li> <li>• Chair welcomed KMa who is taking on role of DSL during JGr’s maternity leave.</li> <li>• Chair acknowledged this will be SM’s last Board meeting and thanked her.</li> <li>• Chair acknowledged this will be SRV’s last Board meeting and thanked him.</li> <li>• Chair accepted apologies from JN for absence and AA, JS, MG &amp; DSi for possible lateness.</li> </ul>	
2.	<p><b>Declarations of Interests</b></p> <ul style="list-style-type: none"> <li>• There were no declarations of interest made.</li> </ul>	
3.	<p><b>Governance Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Interim HT Scheme of Delegation</b></li> </ul> <p>Chair gave a background to this (also Item 9 on Agenda). Current HT had suggested and put together a scheme of delegation for new Interim HT who will be in post from September. Scheme provides clarity in terms of responsibility for that period when current HT leaves and new HT starts in December.</p> <p>Chair invited any comments.</p> <p>HT advised that there is also a further Scheme of Delegation relating to Finances.</p> <p><u>Chair questioned</u> whether this imposed the same limits already on the SLT and Board.</p> <p>HT confirmed that it did.</p> <ul style="list-style-type: none"> <li>• <b>Ratify appointment of Interim HT Sharon Waterman agreed at 17<sup>th</sup> June Enterprise Committee</b></li> </ul> <p>Chair provided a summary biography of Interim HT Sharon Waterman. Appointment will be 3 days a week with other 2 days covered by AHT-A&amp;C. Confirmed with HR that cost of appointment to school is cost neutral. <u>Board ratified appointment.</u></p> <ul style="list-style-type: none"> <li>• <b>Staff Governor election</b></li> </ul> <p>Chair thanked K Lamprell for organising election of new Staff Governor on Board’s behalf. Election ends next Thursday and a new Staff Governor will be in place for start of next term.</p> <ul style="list-style-type: none"> <li>• <b>2021-2022</b></li> </ul> <p>Chair thanked HT &amp; Clerk for looking into dates for meetings for next academic year.</p> <p><u>Staff Governor asked</u> if possibility of having 2 Staff Governors had been considered.</p> <p><u>Chair advised</u> that initial investigations have revealed that schools are moving away from having more Staff Governors. Possible conflicts of interests with having too many who are Staff and on the Board too. Chair indicated that he will look into this further and bring it to the first meeting in September.</p>	Chair
4.	<p><b>Minutes of previous Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Governors agreed the Minutes as an accurate record of the 29 April Full Governing Board Meeting and they were <i>virtually</i> signed by the Chair.</li> <li>• Governors agreed the Minutes as an accurate record of the 6<sup>th</sup> May 2021 Education Committee Meeting and they were <i>virtually</i> signed by the Chair of the Education Committee.</li> <li>• Governors agreed the Minutes as an accurate record of the 17<sup>th</sup> June 2021 Enterprise Committee Meeting and they were <i>virtually</i> signed by the Chair of the Education Committee.</li> </ul> <p>JS joined meeting at 17:30</p>	

5.	<p><b>Action Summary Report</b> Chair referred to Paper and asked for any questions or comments. None raised.</p>	
6.	<p><b>Items not already on the agenda</b> Chair confirmed that there were none.</p>	
7.	<p><b>Chair's Correspondence</b></p> <ul style="list-style-type: none"> <li>• Grievances which are ongoing and being dealt with by members of the Governing Board, Local Authority and HR. Chair thanked the 2 members of Governing Board.</li> <li>• Meeting requested by a local councilor about community relations &amp; school neighbour. Chair more than happy to meet with them.</li> <li>• One or two parental complaints about ways parent perceives school has dealt with disciplinary items. These have been passed to the correct areas of the school.</li> </ul> <p>AA joined meeting at 17:33</p>	Chair
8.	<p><b>Head Teacher's Report:</b></p> <ul style="list-style-type: none"> <li>• Staff</li> </ul> <p>HT thanked the Governors for their help and support over the last 4 ½ years.</p> <ul style="list-style-type: none"> <li>• School under Covid 19 Update</li> </ul> <p>HT advised a few with symptoms that have been sent home today but otherwise been very lucky.</p> <ul style="list-style-type: none"> <li>• School Development Plan</li> </ul> <p>HT outlined as in Paper and that the high level plan is in a skeleton phase.</p> <ul style="list-style-type: none"> <li>• Current Strategy for September return</li> </ul> <p>Hopefully we won't need to set up Lateral Flow Testing Centre again and can encourage parents to continue testing at home. Suggest we keep a few things going in September such as virtual Parents' Evenings on Edulink.</p> <ul style="list-style-type: none"> <li>• Year 7 transition</li> </ul> <p>Been very difficult and thank you to everyone involved in this. Currently in progress.</p> <ul style="list-style-type: none"> <li>• Teacher Assessed Grades</li> </ul> <p>Not possible to provide an overview yet without everyone else's' grades.</p> <p><b>Governor asked</b> for progress on marketing 6<sup>th</sup> Form.</p> <p>DSF advised that Year 10 marketing for Sept 2022 cohort is in place. Virtual tour, website designed and prospectus in place. New courses are ready to push next week.</p> <p><b>Governor expressed concern</b> about missing enrolment for this year.</p> <p>DSF confirmed that they are exploring advertising opportunities. Date for Open Evening finalised.</p> <p><b>Governor asked</b> Chair how we as Governors want to monitor the delivery of the School Development Plan over the coming year. Should we have more detailed specific discussions at the Committees?</p> <p><b>Chair agreed</b> to meet the respective Committee Chairs before new academic year and divide the School Development Plan items into the relevant Committees to monitor, ensure progress &amp; delivery.</p> <p><b>Chair noted</b> that some items on the School Development Plan had the current DSL as the deliverer. HT confirmed that Acting DSL will take over those items when post commences.</p> <p><b>Governor questioned</b> whether carpet replacements will take place during summer holidays and are Open Evenings to take place in person?</p> <p>DFA advised that decorators will be attending in the summer holidays to improve the lower level of Devonshire. Hopefully an onsite event can take place depending on Govt advice.</p> <p>HT meeting Public Health England on 16<sup>th</sup> July to discuss plan for open events. The issue is that there would potentially be hundreds of parents going from school to school.</p> <p><b>Chair offered</b> support in setting up Lateral Flow Test Centre should it be needed.</p> <p>HT thanked Chair and advised that it may be a last minute request depending on when guidance is received centrally.</p>	Chair

	<p><b>Chair asked</b> for progress on Staffing for the Taster Day and Summer School.</p> <p>AHT-SEN advised that there has been a good uptake. 85 students are expected. 9 members of staff are supporting and it was a really good sign that 26 applied for those roles. Parents will be given more information tomorrow. Should be a really good week for the students participating.</p> <p><b>Chair asked</b> start date as he would like to come and support event.</p> <p>AHT-SEN advised it was WC 26<sup>th</sup> July.</p> <p><b>Chair noted with concern</b> that GCSE core subjects of English, Maths and Science show more students with progress below the FFT target than above. This is also the case at A level Maths. AHT-A&amp;C advised it's a reflection of the impact of the last 12 months. Progress and attainment outcomes are dropping across the country from the data that's coming in. It is a concern and needs to be monitored. Important aspect is how we are looking to support students. We're seeking to base a significant amount of the Twilight Programme on interventions. Staff will invite those students falling below FFT data.</p> <p><b>Governor queried</b> what the interventions are. Are there issues of teacher development or individual student performance?</p> <p>AHT- A&amp;C advised that the teaching and monitoring learning review can identify where the problem is. History is a vast knowledge based subject which hasn't had the same guidance given that it usually has because of the pandemic.</p> <p><b>Governor asked</b> if all the students that need interventions take up the offer of Twilight.</p> <p>AHT-A&amp;C advised that the uptake is good although there are some that don't because it necessitates students staying after school. We need to target those who will benefit the most.</p> <p><b>Governor questioned</b> whether the students are targeted on the progress they should make or the learning behaviours they show in school.</p> <p>AHT-A&amp;C advised that the biggest impact on any student is on wave 1 teaching. Learning behaviours are tackled in the classroom. This year we have had triangulated meetings between AHT-B&amp;A, AHT-SEN &amp; DSL around what is preventing an individual student making progress. The biggest impact on the student is getting it right in the classroom. The interventions are just an additional support to that.</p> <p>No more questions were raised. Chair thanked HT &amp; contributors for report.</p>	
9.	<p><b>Strategic Direction</b></p> <p><b>Chair noted</b> Paper provided by HT had highlighted need for Governor support for Interim HT and new HT.</p> <p><b>Chair confirmed</b> that Governors happy to give additional support. Chair will arrange weekly meetings with Interim HT, liaise with New HT and address any issues raised.</p> <p><b>Governor asked</b> if Parents have been appraised of Interim HT arrangements.</p> <p>Chair will be sending out letter tomorrow to all parents &amp; staff communicating that information.</p> <p>MG joined meeting at 17:56</p> <p><b>Governor asked</b> start date of New HT. Chair confirmed it would be 10<sup>th</sup> December.</p>	Chair
10.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Revised 3 Year Forecast</li> <li>• Chair of the Enterprise Committee thanked DFA &amp; HT for work that has gone into this Paper. He gave an overview of the Paper presented at the Committee in June and invited DFA to highlight changes.</li> </ul> <p>DFA advised that some staffing changes have resulted in lower costs. Vacancies have been filled since the original Paper which are now shown with actual costs. Student numbers have been adjusted after a meeting with Admissions Manager and analysis of current student numbers. Potential income from Oasis based on quotes received in previous years also added.</p> <p>Further revised Forecast will be presented to the Enterprise Committee in November with actual student numbers on roll.</p>	

	<ul style="list-style-type: none"> <li>Proposed budget and staffing structure for new financial year</li> </ul> <p>As per Page 38 of Paper.</p> <ul style="list-style-type: none"> <li>CIF bids</li> </ul> <p>These were for boiler replacement &amp; flat roof repairs. Both bids failed. We've appealed on the basis that the assessments had material errors. Outcome due in August.</p> <p><b>Governor offered</b> support in appeals process in future.</p> <p>DFA thanked Governor and will seek guidance in August.</p> <p>Chair echoed DFA disappointment in Bids decision.</p> <p><b>Governor queried</b> figure quoted in Paper re SEND budget.</p> <p>DFA explained that it was the amalgamation of teaching costs, free school meals provision.</p> <p>Governor and AHT-SEN agreed to meet with DFA to go through budget for a better understanding of breakdowns</p> <p><b>Governor asked</b> if allowance had been made in budget for TAs discussed at Education Committee Meeting in May.</p> <p><b>Chair confirmed</b> that the additional support for Primary had been agreed at the Enterprise Committee Meeting in June.</p> <p><b>Governors approved 3 Year Forecast submitted by DFA.</b></p>	AA/AHT-SEN & DFA
11.	<p><b>Monitoring and Link Governor Reports</b></p> <p><b>Chair noted</b> that Governors are carrying out monitoring visits at the moment and thanked them. Particularly JS for the intensive work she is carrying out in Primary.</p> <p>Chair thanked Governor for Safeguarding Monitoring visit and invited her to talk through it.</p> <ul style="list-style-type: none"> <li>Governor advised that she met with HR Manager on 17 June to check Single Central Register and observed it is well organised, carefully monitored and thorough.</li> <li>System of checking all staff DBS renewals introduced 18 months ago. Costly in time and money but working very well. Currently former staff data kept for 7 years but HR looking into whether we can lessen this.</li> <li>Looked at procedure to streamline Inventory System. Currently all personnel, including Governors, wait at Reception to be escorted by a member of staff.</li> </ul> <p>HT suggested putting Inventory issue on ASR to get it up and running.</p> <p><b>Governor questioned</b> if this meant everyone having extra fob access.</p> <p>HT advised that it would be a biometric system and an easier way of recording people in and out.</p> <p><b>Governor challenged</b> the need, other than for the Chair, for all governors to access the school at all times without prior appointment.</p> <p>HT advised that the system would be just for recording governors in and out rather than on paper. It's not a replacement for appointment system.</p> <ul style="list-style-type: none"> <li>Met with DSL sharp increase in reports between March 2019-2021. Most can be put down to robust staff training programme. Volunteer staff also rigorously trained. National focus on Safeguarding.</li> </ul> <p>Chair thanked Governor for report.</p>	
12.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>DSL referred to previous Agenda Item and Paper. Sharp increase in reports due to Covid, heightened staff awareness of the need to report and CPD around that. Increase in multiple reporting eg. a visible issue with a student sees more than one teacher reporting it. Increase in referrals to external agencies.</li> <li>Met with Vicky Rowe, Schools Safeguarding Officer in April to review actions following October 2020 recommendations. Report from that meeting included in Paper.</li> </ul>	

	<p><b>Chair asked</b> if outside agencies are overwhelmed with referrals. DSL confirmed seeing delays from Agencies following our referrals. Childrens Services are stretched. All schools are seeing an increase in referrals. We are being asked to do more in-house to support some families who would have normally qualified for early help.</p> <p><b>Governor observed</b> that as a new member of this board, the safeguarding training has been the strongest he has seen out of the 5-6 other governing roles he has had with other schools.</p> <p><b>Governor enquired</b> if Place2Be will take on some of the increasing external referrals that are being done by DSL.</p> <p>DSL advised that we have duty of care and ultimately the referrals will come through DSL Team because Agencies require so much information before they will consider the referral. Seeking to train more Heads of Years and Pastoral Team as DSLs so that the referral load can be spread.</p> <p>AHT- SEN advised that he &amp; HOP attended Therapeutic Thinking Course with Local Authority. It was about schools looking at behaviour policies and exclusion rates. Local Authority running this course as exclusion rates in East Sussex are higher than rest of country. However no Local Authority support likely and it is going to fall increasingly on schools to provide mental health support, safeguarding etc.</p> <p><b>Governor questioned</b> impact on teaching staff of increasing amount of referrals and having to provide this additional support to students.</p> <p>HT advised that the impact is being felt now. We need to increase the amount of Pastoral Support in school. He expressed the view that over the next few years schools are going to have do more with Local Authority budgets under pressure.</p> <p>DSL advised that majority of referrals at the moment are coming via the Safeguarding Team. Pastoral Team are first port of call in picking up and supporting students' mental health.</p> <p>AHT- SEN advised that impact is already a problem. Level of paperwork required by Local Authority is extensive. It does get in the way of us in the classroom, making a difference on a daily basis.</p> <p><b>Governor asked</b> if School Development Plan is therefore adequate to deal with this issue.</p> <p>AHT- SEN advised that the Plan goes some way in resolving issues but certain things outside our control causing significant issues. Paperwork from Local Authority is not user friendly. This has been raised with Assessment Planning Officers and Head of SEN at Local Authority.</p> <p>HT advised that issue needs careful monitoring. As Head Teachers we've been pushing Local Authorities to provide resources but feel that schools will be forced to take this on. The Plan in place is good for the next couple of years.</p> <p><b>Governor observed</b> that this past year has highlighted how Education is changing and how important Mental Health &amp; SEND is.</p> <p>Chair thanked contributors and asked acting DSL to liaise with Clerk if there is anything new for Governors in the Keeping Children Safe in Education Act due to come up in September. DSL confirmed that will be done.</p>	DSL/Clerk
13.	<p><b>SEND</b> HOP outlined actions.</p> <ul style="list-style-type: none"> <li>• Audit of staff skills carried out.</li> <li>• Restructured TA Teams in Key Stage 2 to make the most of existing skills in right areas.</li> <li>• Created a specific team to target children with SEMH needs. Another team will focus on academic interventions. They will work on set programmes as research indicates that these have the most impact on children.</li> <li>• TAs have had additional training. Staff been on Better Reading Partnership. Hope to send some of our volunteers on this too.</li> <li>• AHT- SEN advised that a Nurture Group will be run in September for Year 7 to identify the more needy students and work with them earlier, and thus get them into more mainstream lessons as Year 7 progresses. Hopefully this time next year we will see the positive improvements.</li> </ul>	

	<p><b>Governor asked</b> where the Nurture Group will be based. AHT-SEN advised it will be in the new Oasis.</p> <p><b>Governor queried</b> how the effectiveness of the Nurture Group will be measured. AHT-SEN advised that assessments will be carried out in the first 2 weeks. These will give us baseline data on where students are in September. We can then tailor what they need and measure impact of the interventions. Chair thanked AHT-SEN &amp; HOP.</p>	
14.	<p><b>Policies</b> Chair noted DFA has left the meeting. Confirmed HT to be reviewer of Policies. Chair invited comments on Complaints Policy. <b>Governors approved changes to Complaints Policy.</b> <b>Governor suggested</b> setting up a sub-committee to look at Policies before it comes to FGB. Chair said it was a good idea for a group of 3 governors to look at Policies for next academic year.</p>	Chair
15.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>• Chair thanked SRv for his service and advised he will be greatly missed. It has been a pleasure working with him. On behalf of everyone wished him every luck for the future.</li> <li>• Chair wished JGr the best and hope to see her back with us soon.</li> <li>• Chair thanked SM for serving as Staff Governor</li> </ul>	
14.	<p><b>Confirmation of future Governor Meeting Dates for 2021/2022</b></p> <p><b>FULL GOVERNING BOARD:</b> 15<sup>th</sup> September 2021 09<sup>th</sup> December 2021 28<sup>th</sup> April 2022 7<sup>th</sup> July 2022</p> <p><b>EDUCATION COMMITTEE:</b> 7<sup>th</sup> October 2021 10<sup>th</sup> February 2022 19<sup>th</sup> May 2022</p> <p><b>ENTERPRISE COMMITTEE:</b> 18<sup>th</sup> November 2021 17<sup>th</sup> March 2022 16<sup>th</sup> June 2022</p>	
	<p><b>Meeting Closed</b> Chair thanked SLT, all staff and governors and closed meeting at 19:20</p>	