



Full Governing Board – Meeting Minutes

Meeting Date: Wednesday 15th September 2021
Meeting Venue: Dining Hall, Gildredge House & Via Teams
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)*
Gabrielle Mace, *(GM)*
Ollie Newman, *(ON)*
Bill Roddick, *(BR)*
Trevor Scott, *(TS)*
Joyce Swann, *(JS)*
Chloe Taylor, *(CT)*
Martyn Ashley Taylor, *(MT)*

Ex officio: Sharon Waterman, *(SWa)*, Interim Head Teacher

Also in attendance: Catherine Geldard, *(HOP)*, Head of Primary
Janice Logan, *(DFA)*, Director of Finance & Administration
Dominic O’Driscoll, *(AHT-SEN)*, Assistant HT – SEND Co-ordinator
Karen Maxwell, *(ADSL)*, Acting Designated Safeguarding Lead & Head of Year 12
Danny Simmonds, *(AHT-B&A)*, Assistant HT - Behaviour & Attendance
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum

Clerk to Governors: Rif Aslam (RA)

Apologies: Glyn Freeman, *(GF)*

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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 the first in person meeting since before Covid. • Chair welcomed SWa virtually and introduced her to the Governors as the Interim HT. • Chair welcomed KMa virtually who has taken on the role of Acting DSL. • Chair welcomed HOP and AHT-SEN who have also joined meeting virtually. • Chair accepted apologies from GF for absence and lateness from JN & CT. 	
2.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> • There were no declarations of interest made. 	
3.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governor pointed out a grammatical error in Item 12, to be corrected by Clerk, otherwise Governors agreed the Minutes as an accurate record of the 08 July FGB Meeting. They will be signed by the Chair after the correction. 	Clerk Chair
4.	<p>Governance Matters</p> <ul style="list-style-type: none"> • Interim HT <p>Chair confirmed that Interim HT working 3 days a week and other 2 covered by AHT-A&C. Chair noted positive atmosphere in school and expressed his delight in way school is being run. He noted that this is down to the efforts of SLT and Interim HT.</p> <ul style="list-style-type: none"> • Confirmation of Chair and Vice Chair <p>17:30 Chair & Vice Chair left the room.</p> <ul style="list-style-type: none"> ○ No nominations were put forward and Governors re-elected JM as Chair. ○ No nominations were put forward and Governors re-elected LB as Vice Chair <p>17:32 Chair & Vice Chair returned to the room.</p> <ul style="list-style-type: none"> • Confirmation of Committee Chairs & Vice Chairs <p>Chair confirmed Committee Chairs and Vice Chairs were happy to continue positions.</p> <ul style="list-style-type: none"> ○ Education: LB as Chair. GM as Vice Chair ○ Enterprise: TS as Chair. PA as Vice Chair ○ Admissions: GM as Chair <ul style="list-style-type: none"> • Confirmation of Lead Governors <p>Chair confirmed Lead Governors were happy to continue positions.</p> <ul style="list-style-type: none"> ○ Eco-Schools: JS ○ Careers: MB ○ Safeguarding: MB ○ SEND: AA ○ H&S: GF <ul style="list-style-type: none"> • Governor Terms Dates <p>Chair confirmed that JN's term ended on 31 Aug 2021. He was happy to continue as Governor. The Chair's own term ends 30 Sept 2021, and he is happy to continue as Governor. Chair advised that MT's term will end on 31 Aug 2021. MT is happy to continue as Governor.</p> <ul style="list-style-type: none"> • New Staff Governor Consideration of Further Appointment <p>Chair referred to Paper and his research concluded that DfE and NGA preferred academies not to appoint Staff Governors. His personal view is that a Staff Governor adds value to the Board if he/she</p>	

	<p>is not scared to challenge the HT. Chair invited comments. None received. Chair recommended review position towards the end of the current term of Staff Governor.</p> <ul style="list-style-type: none"> • DBS Checks <p>Chair advised that HR oversees Register. All Governor checks currently in date.</p> <ul style="list-style-type: none"> • Training <p>Chair encouraged Governors to explore what available as part of their NGA & Key memberships.</p> <p>Procedural</p> <ul style="list-style-type: none"> • Governors Code of Practice – signed by all the Governors present at the meeting. • Register of Business Interests – signed by all the Governors present at the meeting. • Declaration of Eligibility - signed by all the Governors present at the meeting. • Terms of Reference - Chair has reviewed and made changes. He confirmed that these reflect the 2 committee structure which allows us to dig deeper into data and finances. <p><u>Governors ratified Terms of Reference document.</u></p>	
5.	<p>Action Summary Report</p> <p>Chair referred to Paper and pointed out that it is useful to update this after each meeting. Library Update and 6th Form Alumni needs to be pursued this academic year. SLT roles will need to await the arrival of the new HT.</p>	
6.	<p>Items not already on the agenda</p> <p>Chair confirmed that there were none.</p>	
7.	<p>Chair's Correspondence</p> <p>Only one letter from a parent asking about the school's measures to keep their child safe from Covid. SLT have responded to this.</p>	
8.	<p>Head Teacher's Report:</p> <p>Interim HT thanked Chair for kind words. She went on to note the calm start to the Term and the high standards set by staff.</p> <ul style="list-style-type: none"> • Staff <p>IHT highlighted that the training and CPD (Continuing Professional Development) programme in the 2 inset days was comprehensive and well thought out. Focus also on staff welfare and the needs of teachers to establish classrooms in readiness for arrival of students</p> <ul style="list-style-type: none"> • Covid 19 Update <p>School following DfE guidelines. Staggered start and finish times for school continue. Contingency measures can be reinstated if needed. Lateral Flow Test kits have been sent home this week with students and Staff.</p> <ul style="list-style-type: none"> • Lateral Flow Test Centre <p>IHT thanked volunteers, Clerk, JM, GM and staff for the smooth running of Lateral Flow Test Centre and highlighted contribution of Debbie Greene. Chair added his thanks to all and advised that full week of Testing went well. He also commented that the children were fantastic and a credit to the school.</p> <ul style="list-style-type: none"> • Summer School <p>IHT advised that this took place in the 2nd week of the summer holidays and was a great success. AHT-SEN gave further details. He noted that it has given confidence to Year 6 students transitioning to Year 7. It meant that strategies were in place to support vulnerable students from</p>	

<p>Day 1. Feedback from students was that it was fantastic. They got to know the school, classes, and teachers. He asked if we can commit to doing a Summer School next year or create our own version as the benefits are enormous.</p> <p>Governor queried if any cost had been incurred by the Summer School. DFA advised no.</p> <p>Governor asked if the cost for next year can be worked out and if staff would be involved? AHT-SEN advised that the appetite is there to run school again. More staff wanted to do it than there were places.</p> <p>Governor requested that the cost of running Summer School for a week next year be investigated. Governor questioned the number of students who attended Summer School. AHT-SEN said that 92 out of 152 new Year 7's attended, and these were predominantly external students rather than our own moving up from Primary.</p> <p>Chair asked SLT to thank Ben Young, on behalf of the Board, for running the Summer School. AHT-SEN informed the meeting that we were one of the few schools in Eastbourne who went ahead with Summer School. Chair thanked AHT-SEN for his contribution.</p> <ul style="list-style-type: none"> 6th Form Update <p>IHT advised that Fran O'Callaghan is providing Maternity cover as Interim Head of 6th Form. 44 Students have enrolled, 31 of whom are GH students. We are retaining more of our own students. Recruitment for next Year's intake has started. Following a meeting with Head of 6th Form and Becci Roach (marketing specialist) a marketing campaign has commenced. FOC attended schools to showcase our 6th Form. We are now doing a lot more in terms of promotion, earlier. KMa advised that 6th formers have settled in well. New courses such as Sociology and Business BTEC enabled us to appeal to more students.</p> <p>Governor pointed out that he had offered support in June with Marketing 6th Form but no one had been in touch with him.</p> <p>Chair expressed his disappointment and frustration that the marketing strategy was not put in place sooner as agreed at a previous meeting. He was glad to see that it was now.</p> <p>Governor reiterated his offer of help with marketing.</p> <p>IHT advised that interviews and recruitment are still ongoing and that intake for this year may still increase. Our social media campaign is focusing on message that it's not too late to join. KMa reported that another student had transferred to us 2 days ago.</p> <p>Governor questioned the financial consequences of 6th Form numbers and asked DFA to investigate and report to Enterprise Committee Meeting.</p> <p>Governor noted that it feels like a change of approach, but the small numbers and lack of marketing have been a serious issue since the inception.</p> <p>Governors want to see a clearer strategy.</p> <p>Governors emphasised that this is a top strategic risk.</p> <p>Governor concerned to note that more applicants every year do not convert to actual intakes. Something is still wrong. Still not getting more intakes externally.</p> <p>Chair observed that lack of marketing sooner potentially lost us a lot of students. He was pleased that Becci Roach had finally been approached.</p> <p>Governor pointed out that our students did well at "A" levels but there was nothing for a month on school website to celebrate their success. In contrast, other schools updated their websites almost instantly with their results.</p> <p>IHT acknowledged the need to focus on 6th Form development. Intention to post messages weekly on social media – Facebook & Instagram. Students using the new coffee shop for the first time will be posted. Creation of Alumni will be pursued through LinkedIn. KMa advised that we are trying to make it known that students have the freedom to apply to more than one setting. Some schools had not allowed their students to go to more than one Open Day. We need to push the correct process of applying to 6th Forms.</p>	<p>DFA/AHT-SEN</p> <p>DFA</p>
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	<p>Governor questioned whether the 6th Form was financially viable.</p> <p>Chair reiterated view of Board that we need to see real progress this year.</p> <p>IHT advised that new HT has experience in Baccalaureate Diplomas which can capture more student uptake.</p> <p>DFA asked if Governor's 6th Form Sub Committee was still in place. Governor advised that it met with DSF, last HT & Becci for 1st meeting but not included in any further ones.</p> <p>DFA to include MG in marketing campaign.</p> <ul style="list-style-type: none"> • Data – Primary <p>HOP referred to Paper and advised that attainment was lower across the board than in previous years due to impact of lockdown. Interventions are at pace to address this across Years 1-6. Even so, Year 6 results are pleasing. Daily English & Maths interventions are running for children identified as needing them. TAs trained in boosted reading for Years 3-4. Speech & language interventions are taking place. Planned meeting with parents tomorrow about boosted reading. Chair thanked HOP and asked Education Committee to delve deeper into Data.</p> <p>Governor noted that communication from Primary School to parents is good.</p> <ul style="list-style-type: none"> • Data - Secondary <p>AHT-A&C referred to Paper and highlighted student course work and assessments during the year used to generate Teacher Assessed Grades. Moderation by Ofqual across 3 subjects affirmed judgements made by Gildredge House Teachers. Received 12 appeals in total across GCSE and A Level. Out of those 7 were from one student. 1 appeal retracted. All results upheld. Outcomes of TAG show English is lower than before. Maths slightly higher than rest of E Sussex & nationally. Overall, less progression across school. Interventions programme looking at students who under achieve to target help for them.</p> <p>Governor asked who is leading the Interventions. AHT-A&C confirmed he was but it's everyone's responsibility. It's in the CPD training which all staff are getting and which is available virtually.</p> <p>Governor enquired what was in CPD so that Governors know what to look out for during Monitoring Visits (Learning Walks). AHT-A&C to provide template to aid Governors during visits.</p> <p>Governor questioned if FFT20 benchmark referred to in Paper was obtainable. IHT observed that we're in a good position to prepare our students and that we shouldn't lower aspirational target.</p> <p>Chair thanked all the contributors.</p>	<p>DFA</p> <p>Edu Comm</p> <p>AHT-A&C</p>
9.	<p>Strategic Direction</p> <ul style="list-style-type: none"> • School Development Plan <p>Chair pointed out that SDP is the guide for Governors. He referred to Paper and advised that he had met with Committee Leads during the summer and split the SDP into the most relevant committees for close monitoring.</p> <ul style="list-style-type: none"> • GSSE Targets <p>Chair noted that this had been covered in Item 8.</p> <ul style="list-style-type: none"> • Primary Review & recommendations <p>Chair thanked JS for carrying out large body of work. JS had spent a lot of time in Primary with HOP and Team, speaking to staff, students, and parents. Chair invited JS to talk about her Review. JS advised the Board that the Review was carried out after HOP had raised concerns about the time and needs of SEND children impacting other children. JS thanked HOP and her Team for full access during her 2-week visit. She observed a very well run department with a Lead who knows everyone's strengths and how to best deploy them. Despite this, the large number of SEND students are having an impact on other students and staff. Referring to her recommendation in her report to create a unit to meet the needs of SEND students, she advised that it may attract funding</p>	

	<p>especially if there was a focus on a specialism such as autism. JS encouraged Board to read evidence file which provided more details of daily occurrences.</p> <p>HOP thanked JS and advised that SENCO for ESCC regarded the strategy now in place to meet the needs of SEND pupils was a model for best practice. We now have sunrise & sunset rooms with 4 TAs in place. English, Maths etc. is delivered in a smaller space more appropriate to the SEND children's needs without disrupting education of other pupils.</p> <p>Governor queried rationale of having a special unit as SEN is a nationwide issue.</p> <p>Governor added that a unit can be beneficial and can also attract more SEND pupils.</p> <p>Governor questioned whether creation of a unit will impact Admissions Policy. Would unit also need to be created in Secondary? Is there a middle ground that needs to be explored? What do other schools have in place?</p> <p>AHT-SEN advised that impact of Secondary needs to be assessed and discussed in a different forum. In Secondary the expectation is the children need to be in the classroom receiving mainstream education.</p> <p>18:55 – CT arrived.</p> <p>HOP noted that there are several children in Primary who would be better placed in Specialist Schools to meet their needs.</p> <p>Governor asked if TA positions have been filled. HOP confirmed that they were fully staffed.</p> <p>Governor highlighted need for a smaller committee to go through the report and evidence.</p> <p>Chair queried whether children were being educated outside the classroom full time. Were their parents happy with this?</p> <p>HOP advised that some children were out for only certain lessons, and some spend most of their time away from the classroom. Parents will be invited into school to show them the set up and explain its purpose.</p> <p>Chair gave special thanks to HOP, her Team, and JS. Chair welcomed CT to meeting as the New Staff Governor.</p>	
10.	<p>Finance</p> <p>DFA gave the following information: -</p> <ul style="list-style-type: none"> • CIF Bid Update <p>Appeal dates have been moved and outcomes now likely to be known late September.</p> <ul style="list-style-type: none"> • Estates <ul style="list-style-type: none"> ○ Fencing – some still outstanding due to difficulties in obtaining materials. ○ 6th Form Café – formal opening Monday. ○ Main Reception – rebuild complete. Staff can now see the gate and like the set up. ○ Redecoration - Devonshire Level complete. Courtyard picnic tables updated. Sensory Room completed. New colourful carpet laid in Primary. ○ Plumbing – completed ○ CCTV – new cameras inside and outside, including car park. ○ Doors – Paxton doors now separate Secondary from the 6th Form. ○ Furniture – new classroom furniture delivered and installed. ○ Reprographics – Room has new power and data but work still in progress. ○ Electrics – 21 days of work was due but Covid meant some work delayed until October. • Staff <p>Estates Team are short staffed. Difficult to recruit new members. View of the DFA & HR Manager that current vacancy needs to be made full time to attract applicants. It will mean that we will have 4 full time Estates staff which will make covering absences easier and create extra capacity for maintenance tasks. It will be a £15k on cost to Year 1 and impact the surplus.</p>	DFA

	<p>Governor acknowledged case for full time team member but questioned impact on Year 2 & 3 of the 3 year budget. At the moment it's affordable but would like to see a push in income generation to counteract this outgoing now that we are able to rent out facilities again.</p> <p>DFA advised that we are currently running additional costs with Agency Staff.</p> <p>Chair surmised that having evening cover would support Lettings.</p> <p>Governors approved changing the Estates vacancy to full time.</p> <p>DFA invited comments about any other aspects of her report.</p> <p>Governor asked if FOGH could do a fund-raising event to redecorate whole school.</p> <p>Consensus that work of FOGH needed to be restarted.</p> <p>Governor questioned whether electrical work was ensuring reductions in our carbon footprint.</p> <p>DFA confirmed that it was.</p> <p>Governor queried whether there were any other grant applications which can be pursued.</p> <p>DFA advised that it was difficult with the CIF Bid appeals outstanding.</p> <p>Chair thanked DFA for her report.</p>	
11.	<p>Monitoring</p> <ul style="list-style-type: none"> • School Development Plan <p>Chair noted that SDP was nearly all for Education Committee to monitor closely. He added that he would like to see more presentations from staff and students in future.</p> <ul style="list-style-type: none"> • Assessment & Learning Monitoring Visit. <p>Chair referred to Paper and invited GM to offer any additional comments.</p> <p>GM observed that there was a marked difference in Primary & Secondary. Primary pupils were able to articulate how they could improve whilst it was not the case in Secondary. In the latter, there were a small proportion of pupils disengaged but not disruptive in class.</p> <p>AHT-A&C commented that the report was a fair assessment.</p> <ul style="list-style-type: none"> • Mental Health & Wellbeing Monitoring Visit <p>Chair invited AA to update Board. AA advised that the visit took place during the developmental stage. What has been set up now is very positive. It will be interesting to see how Place2Be unfolds.</p> <p>AA pointed out that Mental Health & Wellbeing needed to be a more visible on the school website and have an inclusive feel about it.</p> <p>IHT agreed that the school website needs review.</p> <p>Chair thanked the 2 Governors for their reports.</p>	HT
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education <p>Chair urged all Governors to familiarise themselves with Part 1 & Annex A of KCSIE September 2021 update and confirm that they have read it.</p> <ul style="list-style-type: none"> • Safeguarding Update <p>Chair asked ADSL to highlight main points. ADSL referred to Paper with presentation and noted that the main change was emphasis on taking victims seriously and listening and not belittling. Bullying highlighted. Recognition that this is online too. There's been a huge increase of time spent online with lockdowns. Staff need to recognise signs and know how to report issues.</p> <ul style="list-style-type: none"> • School Safeguarding Training Update <p>Presentation given to all staff on inset day. Staff have confirmed they have read KCSIE</p>	Clerk

	<p>September 2021 update. Training arranged for Heads of Year and Pastoral Support to undergo DSL training. There is also an Educare course available which can be done in 4 hours. No additional financial impact of training to school.</p> <p>Chair complimented ADSL on the Presentation. ADSL advised that JGr was responsible for it and thanked her for her work whilst on maternity leave.</p> <p>Lead Governor for Safeguarding requested a future meeting with ADSL and asked if all staff are aware of the reporting procedure. ADSL confirmed that they were and she would contact Governor for a meeting.</p> <p>AHT- A&C observed that JGr and KMa's transition of roles had gone smoothly and acknowledged hard work of ADSL.</p> <p>Chair thanked ADSL and observed that he had every confidence in her carrying out the role well.</p>	MB/ADSL
13.	<p>Policies</p> <p>IHT advised that Safeguarding Policies had been reviewed by staff and asked if they had been forwarded to the Governors to ratify.</p> <p>Clerk advised that they had not and apologised for her error.</p> <p>Chair set up Policies Sub Committee consisting of GF, MT & JN. They will look at the Policies and offer their comments.</p> <p>Policies Sub Committee to look at the following policies: -</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy • Online Safety Policy • Staff Behaviour & Code of Conduct Policy 	GF/MT/JN & Clerk
14.	<p>Any other urgent business</p> <ul style="list-style-type: none"> • Chair pointed out the need to minute ratification of GM's term as Governor as it was omitted in previous minutes. GM confirmed that she had agreed to continue as Governor previously and it was still the case. • Chair expressed the hope that an away day for Governors can take place this coming year. • General agreement to move from Zoom to Teams in future virtual meetings. 	
15.	<p>Confirmation of future Governor Meeting Dates for 2021/2022</p> <p>FULL GOVERNING BOARD: 09th December 2021 28th April 2022 7th July 2022</p> <p>EDUCATION COMMITTEE: 7th October 2021 10th February 2022 19th May 2022</p> <p>ENTERPRISE COMMITTEE: 18th November 2021 17th March 2022 16th June 2022</p>	
	<p>Meeting Closed</p> <p>Chair thanked SLT, all staff and governors and closed the meeting at 19:50</p>	