



Full Governing Board – Meeting Minutes

Meeting Date: Thursday 29 April 2021

Meeting Venue: Via Zoom

Meeting Time: 5:00pm

Governors: Julian Mace (JM) Chair of governors
Louise Baxter, (LB), Vice Chair
Trevor Scott (TS)
Alison Allart, (AA)
Paul Amos (PA)
Marilyn Benzing, (MB)
Sara McKenna, (SM)
Joyce Swann, (JS)
Gabrielle Mace (GM)
Martyn Ashley Taylor (MT)
Ollie Newman (ON)
Glyn Freeman (GF)
Michael Gietzen (MG)
Joel Newman (JN)

Ex officio: Stuart Reeves, (SRv), Head Teacher

Also in attendance: Catherine Geldard, (DOP), Director of Primary
Jemma Graffham, (DSF), Director of Sixth Form
James Towner, (AHT-A&C), Assistant HT - Assessment & Curriculum
Janice Logan, (DFA), Director of Finance and Administration

Clerk to Governors: Gabrielle Mace (stand in)

Apologies: Danny Simmonds (AHT-B&A)
Dominic O'Driscoll (AHT-SEN)
Julia Jenkins (Clerk)

Full Governing Board – Minutes 29 April 2021

Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair welcomed Governors to this ‘virtual’ Full Governing Board Meeting via Zoom and noted the apologies of Danny Simmonds (AHT-B&A), Dominic O’Driscoll (AHT-SEN) and Julia Jenkins (Clerk) 	
2.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> Governors declared various interests in respect of their children who attend the school. AHT-A&C expressed an interest in item 3 as he is intending to apply for the post of HT. It was agreed he would leave the meeting for this item. 	
3.	<p>Governance Matters</p> <ul style="list-style-type: none"> Bill Roddick –Chair nominated BR to become a full governor MW resignation leaves a space for a trust appointed governor. The governing board ratified the appointment. Gov training – GM/JM have completed a refresher safer recruitment course through The Key in preparation for the HT recruitment process. New parent governors MG and ON completed induction training through ESCC. MB newly appointed safeguarding lead completed safeguarding training and safer recruitment. Parent traffic working group – A primary parent contacted Chair regarding the traffic congestion and safety and environmental aspects. Chair asked ON/MG to support the group as parent governor representatives. The group is made up of teachers, parents and local counsellors. Their plans are to look at redesign of Compton Place Road traffic flow, walking buses, separate entrances etc. HT will give historical information to the new group. <u>HT Resignation:</u> AHT-A&C temporarily left meeting 17.22 Chair accepted a written resignation 21stMarch 2021. His new post is a promotion to head a MAT in Kent. The board wish him well. He will remain firmly in charge until Sept 2021. The HT recruitment process is well under way to appoint a new Head. Chair along with 4 governors drew up a comprehensive Job Description and Personal Specification alongside the advert. Chair spoke with all SLT individually to ensure that a full picture was gained of the person we require to take us into the next phase of our journey. The advert went live in the Times Educational Supplement on 15th April 2021. It has generated a lot of interest. Chair has spoken to several prospective candidates and tours have been booked in. The Headteacher panel will consist of JM/GM/LB/AA/MB. TS cannot attend due to work commitments. Governors ratified the make-up of the panel. Lesley Young has been approached. She was our external advisor on our last Head’s appointment on the recommendation from AHT-B&S. Governors agreed the appointment. Deadline for applications is 14th May. Shortlisting to take place 19/20 May. Interviews 26/27th May. The intention, like the previous process is to get as many of the SLT, HoDs, students and staff involved in the interview process. An EGM has been called for 5pm on 27th May 2021 to ratify the appointment – conditional on references. Chair asked governors who would like to be involved to email him. HOP asked about parent voice being included into the process. Parent governors to feed back. <p>AHT-A&C returned to the meeting.</p>	<p>ASAP</p> <p>Clerk</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 14 January FGB and these were virtually signed by the Chair Governors agreed the minutes as an accurate record of the 11 January Education Committee Meeting and these were virtually signed by the Chair of the Education Committee 	

	<ul style="list-style-type: none"> Governors agreed the minutes as an accurate record of the 18 March Enterprise Committee Meeting and these were virtually signed by the Chair of the Enterprise Committee 	
5.	<p>Action Summary Report</p> <ul style="list-style-type: none"> Action Summary Report – Chair will go over this with HT at their next meeting. TS added actions for inclusion from Ent Comm minutes: income generation from buildings, and an update of 6th Form strategy. 	Chair/HT
6.	<p>Items not already on agenda</p> <ul style="list-style-type: none"> N/A 	
7.	<p>Chair’s Correspondence</p> <ul style="list-style-type: none"> Candidates for HT role, Traffic working group correspondence. Supportive letters from staff regarding HT appointment. 	
8.	<p>Head Teacher’s report</p> <p>1.0 Staffing for DT has proved a problem and the recruitment for the role was not successful. Considering a leadership allowance to help attract candidates. SLT staffing from September needs addressing. DSF will be going on maternity leave which will require her role to be split: i. DSL cover with extra payment (with temporary promotion to SLT), and ii. Temporary Head of 6th, Careers and PHSE. Management of E-safety and Counsellors will be delegated to Deputy DSL with payment allowance. Positions to be advertised internally.</p> <p>Governors asked what is the knock-on effect of temporary promotion to SLT within their own department. HT replied there would be an impact and implications on AHT-A&C revising the timetable and the attendant costs.</p> <p>Governors asked about the internal advert – are you confident there will be suitable candidates from within the school? HT was confident but the temporary jump to DSL will need training and will be rewarded with a leadership scale payment on a temporary basis. Chair asked about costs. DSL role to cost approx. £4000, the second role around £2000. There will be some extra costs surrounding filling the timetable too, and expected total of around £18K. DFA to revisit budget to ensure finance structure. Budget to be presented at Enterprise Committee 17 June. Governors agreed suggested maternity cover as the most cost-effective way of going forward.</p> <p>1.1 Support staff – line management structural changes. Two roles to be created necessitating one new appointment. System and Assessment Manager, and Administration Services Manager. Governors asked What is the cost of external appointment? DFA replied £25K. Governors asked if this has been budgeted for? DFA replied not included in budget as yet, but existing budget surplus should allow with no issues. Budget to be presented at Enterprise Committee 17 June.</p> <p>Governors questioned the need for this new role at £25K – HT explained the need to run more efficiently now that we are running at full capacity. The new position will create a pool of admin staff creating more flexibility. Systems Manager role is necessary to ensure all programmes and systems work together to improve efficiency. DFA will line manage one role and AHT-A&C line manages the other.</p> <p>Chair of Enterprise commented that governors find it difficult to ratify appointment without having sight of budget and organogram first, and this is unacceptable moving forward. In the future governors will insist on this before ratifying appointments. Chair of Enterprise asked for</p>	<p>DFA</p> <p>DFA</p> <p>DFA</p>

	<p>confirmation of affordability in papers to be presented to next Enterprise meeting. Governors agreed appointments.</p> <p>2.0 SEND Department have moved into the library. This raises awareness and profile. This leaves the Oasis centre vacant. Governors to debate future use. Governors debated options. HT suggested possible value of up to £500k. Chair to arrange a meeting with HT, AHT-A&C and MG to explore options regarding Oasis building and Masters House. Chair of Enterprise suggested retaining assets and receiving a revenue stream to improve our income generation for the school. Sustainability can be a better option. Governors stated Oasis may be more useful for 6th Form expansion as MH is not usable at present. Access could be a problem with the Oasis so may be difficult to develop.</p> <p>3.0 There have been a small number of positive covid tests amongst students and staff. All protocols followed. All students offered remote learning. All returning following isolation and PCR negative results.</p> <p>4.0 HT talked through provenance of this year's 125 application to the 6th form highlighting settings and numbers. Governors reminded that application numbers do not convert into the same number of admissions.</p> <p>Governors suggested the need for trend analysis on applications and a student acquisition policy as numbers have not increased from last year. Chair suggested a meeting with a founder who has particular expertise on free school marketing and 6th form. Governors asked what the budget for marketing is. DFA commented approx. £10.5K for whole school. Both HT and governors would like to see more budget allocated for the 6th form.</p> <p>5.0 Safeguarding</p> <p>5.1 HT highlighted trends in concerns showing a big increase year on year. Staff aware of issues and SLT providing support for all those who need it. See 5.2.</p> <p>5.2 Place2Be counselling service now on site. Consisting of 5 councillors to include trainees. On site 2 days per week. Ready to go live over the next few days. Service intended for students and staff. Governors to monitor provision.</p> <p>Chair asked JN if he had capacity to oversee a student/staff welfare Post Covid survey? Yes, he will action that. Chair to discuss with HT at next meeting. DSF commented there is a PASS student survey from Y3 upwards. AHT-A&B is leading this.</p> <p>5.3 & 5.4 Safeguarding 175 audit – only 3 areas of improvement remain from existing criteria within the audit. Congratulations to DSF and her team. ESCC to use GH as a county model. Governors noted approval.</p> <p>6.0 Website is now 80% compliant. Remaining items to be added asap. The website is audited 3 times per annum.</p> <p>MT joined meeting at 1830.</p>	<p>Chair/HT</p> <p>Chair/HT</p> <p>Monitor</p> <p>JN/AA</p> <p>ASAP</p>
9.	<p>Strategic Direction</p> <p>Chair commented on disruptive impact of Covid over the last year. We are all very aware of the adverse effect this has had on both staff and students. The board would like to know the school's strategy for returning to normality. Everyone knows about remote learning, Centre Assessed Grades, and issues surrounding mental health.</p>	

<p>HT stated the last year has had a massive impact in different ways. Staff are generally positive and resilient and support each other He has thanked them for their efforts. There are a few pockets of anxiety and staff are working with them. Students home support has varied. This has led to disparities in learning. Live lessons have greatly improved. Oracy levels have deteriorated, variations in parental support have created a divergence. Students have loved seeing each other again, enjoying the outside space, and mask wearing is tolerated well, but everyone is looking forward to a date when this can end. Some SEN students have thrived in lockdown and some have regressed depending on home and parental support. Following the Easter break the school have started to refocus on uniform and mobile phone rules as the school did not want to be heavy handed on their initial return. Y11/Y13 are working hard to impress teachers for their grades. Y6 feel cheated from not having sat end of year exams. The biggest issue seen is speech and language in YR. This needs addressing. The next 12-18 months are important to prevent problems for their future development. Interventions are in place and covid catch up premium has helped, but this is an ongoing issue and more spending will be necessary without receiving more funds. Some extra-curricular is happening and prep and twilight plans need re-addressing.</p> <p>Update on Primary- DOP</p> <p>Curriculum: – Ready to Progress, a County initiative focusing on the most important skills and objectives moving into next year. This highlighting English and Maths in particular. The school is working with this document.</p> <p>Reading tests up to Y6 with intervention for those who need it. Challenging needs and behaviour in YR, Y1, Y5. More support needed for SEN for INAs. Struggle for some to be back in classroom with social interaction. We are using the Nuffield language course – gov produced. TAs trained on it but causes issues as focus on small groups and TAs are needed in the classroom. Writing and maths assessments to identify gaps in knowledge – teaching in morning.</p> <p>Screening is available for all Y3 to Y6 for dyslexia. EYFS is at full teaching capacity.</p> <p>After school clubs for Y1/2 are back on and there is consistency of students and staff due to Covid regulations. We are keeping our bubbles separate. Y3-6 clubs within the bubbles. Lunch and breaks ditto.</p> <p>Swimming is to return on 28th June with Y3 on an intensive week’s course and Y6 catch up swimming will be offered on Wed. Several external visits are scheduled with Jaws and Claws for Y2, bikeability and skipping work shop as well as engagement activity days such as Africa, Roman and numbers days. Term 6 there with local tennis in the park, RNLI. Provisionally PGL has been booked in November for Y5.</p> <p>Update on Secondary – AHT-A&C</p> <p>We have seen an increase in SEN and PP students with issues. Unsurprisingly those students enjoying better parent support have flourished and those without generally speaking have regressed. In all groups the gaps between boys and girls have also widened with girls doing better.</p> <p>Curriculum: - With great improvement in the provision of virtual learning many have kept up with the curve. Some who have not enjoyed the same level of support have not. Interventions are in place. These have started with exam years and is moving to other year groups. The focus is on literacy, oracy and numeracy.</p> <p>Data: - Y7 CATS scores are lower than expected (this could be down to standardisation nationally or that the cognitive ability declined impacting results generally.</p>	<p>ASAP</p>
--	-------------

<p>We are slowly returning to a more recognisable school life; sport is taking place in bubbles, performing arts are returning in full after this half-term.</p> <p>There is to be a tightening of uniform rules and next week will see an assembly to reinforce high expectations on student attitude I.E. ready for lessons and return to high standards.</p> <p>Update on Sixth Form – DSF</p> <p>Students are generally very happy to be back. The entire Sixth form consists of a bubble and they feel safe and secure in their space. Generally the students are where they should be in the curriculum with a couple of areas to be revisited in Politics, History and English. Y11 are taking assessments so that they have some experience of exams and exam conditions. Y12 have definitely been affected by the fact they did not take formal GCSEs. Because of this they are all sitting assessments in May so that they are more used to exams and the demands upon them. There has been post Covid tracking and monitoring where students are assessed for attitude to learning and ability, to feed into predicted grades. We have noticed disparities in some students (both internal and external) with Centre Assessed Grades and the students’ true ability.</p> <p>Y13 are genuinely sad that they are not sitting exams and cannot prove their ability. The university applications are really strong and positive. Many students have also found work during the lockdowns and have grown as individuals.</p> <p>Chair asked if the school were planning a summer school with the government funding. HT replied that the application is already in. This will be focusing on Y6 transitioning to Y7 in September. Four staff have expressed an interest in running this initiative. It will be open to internal and external Y6s who are joining GH in September.</p> <p>There will also be a 3 day transition event in July.</p> <p>Governors questioned the pastoral provision in Primary and whether it was being evaluated for impact and effectiveness. DOP replied that it was.</p> <p>Governors questioned the rationale behind testing Y3 – Y6 for dyslexia and the provision of monitoring and interventions. DOP responded it was always our intention to test all particularly with the experiences in transition and the big change of moving between teachers and different subjects. This will also support AHT–SEN with transition. Chair of Education Committee asked to see results of the testing. Governors asked if there is a gap in understanding on transition from Y6 to Y7. DOP replied that previously we would target specific students but now we want to test everyone.</p> <p>Governors questioned CATs results. Asked if this was measured year on year. AHT-A&C said no. SATS are used to calculate a benchmark. CATs are a projection. Only our internal students have been tested. They have come back lower than we would have expected. Governors asked what they are measured against. AHT-A&C replied – Given what we know about the 60 students that came from Gildredge primary, projections from their KS2 data would have placed them higher for KS4 Benchmarks. It could be that standardisation across the country has lowered the trajectory as a result of the pandemic. There is a risk that this could lower expectations and teachers put them in a category which may not be appropriate. Internal assessments will be used to reconfigure the general trajectory to ensure that accurate benchmarks are used.</p> <p>Governors questioned communications around parents’ evenings and the ability to contact teachers at all times. This especially if some teachers have limited slots at parent evenings.</p>	<p>Monitor</p>
--	----------------

10.	<p>Finance</p> <p>DFA apologised for failure to provide reports at last Enterprise Committee meeting. This was due to a systems failure and the inability for a site visit due to Covid. All issues have now been resolved and we are optimistic moving forward. It was agreed that DFA would liaise with Chair and Chair of Enterprise as to what governors would like to see in reports moving forwards.</p> <p>The system now shows capital and school fund. We can have a better picture of restricted and unrestricted funds moving forward.</p> <p>Governors insisted on the budget report 21/22 and the 3-year plan at the next Enterprise Committee meeting.</p>	DFA/Chair Enterprise
11.	<p>Monitoring and Link Governor Reports</p> <p>HT thanked Chair and GM for their efforts in setting up the Covid test center and all the benefits that it gave to the school. GM pointed out that some of the volunteers are now actively supporting Primary with Reading.</p>	
12.	<p>Safeguarding</p> <p>This was mainly covered under item 8. The HT report.</p> <p>Chair thanked MB for taking on the Safeguarding Link Governor role and all she has done. MB has undergone the KEY course for the Safeguarding Link Governor and Safer Recruitment training.</p> <p>Chair reminded DSL and MB of the importance of consistent reporting to the board.</p> <p>MB reported that she has already met with the HR manager and reviewed the Single Central Register.</p>	
13.	<p>Policies</p> <p>13.1 Child Protection Policy – Governors ratified</p> <p>13.2 Equality policy – Governors ratified</p> <p>13.3 Data Protection Policy – Governors made aware</p> <p>13.4 Special Category Data Policy – Governors made aware</p>	
14.	<p>Any other urgent business</p> <p>None</p>	
15.	<p>Confirmation of future meeting dates:</p> <p>Please note that, following government advice, it is expected that governing board meetings will continue via Zoom (or another agreed medium) until further notice.</p> <p>Education Committee</p> <ul style="list-style-type: none"> • Thursday 20 May 2021 <p>EGM</p> <ul style="list-style-type: none"> • Thursday 27 May (to ratify selection of new HT by appointments panel 5pm) <p>Enterprise Committee</p> <ul style="list-style-type: none"> • Thursday 17 June 2021 <p>FGB</p> <ul style="list-style-type: none"> • Thursday 08 July 2021 	Clerk
16.	<p>Meeting Closed</p> <ul style="list-style-type: none"> • Chair closed the meeting at 7.45pm. 	