



Full Governing Board – Minutes

Meeting Date: Wednesday 29 January 2020
Meeting Venue: TG7, Temple Grove, Gildredge House
Meeting Time: 5:15pm

Governors: Julian Mace, *(JM)*, Chair
Louise Baxter, *(LB)*, Vice Chair
Alison Allart, *(AA)*
Paul Amos, *(PA)*
Marilyn Benzing, *(MB)*
Sara McKenna, *(SM)*
Gabrielle Mace, *(GM)*
Trevor Scott, *(TS)*
Martyn Ashley Taylor, *(MT)*

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

Also in attendance: Catherine Geldard, *(DLS)*, Director of Lower School
Jemma Graffham, *(DSF)*, Director of Sixth Form
Janice Logan, *(DFA)*, Director of Finance & Administration
Danny Simmonds, *(AHT-B&A)*, Assistant HT - Behaviour & Attendance
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum

Clerk to Governors: Steve Quayle, *(SQ)*

Apologies: Joel Newman, *(JN)*
Fiona Walker, *(FW)*
Matt West, *(MW)*
Selene Edwards, *(SE)*

Full Governing Board – Minutes, 29 January 2020

Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair welcomed Governors and SLT to the meeting and accepted apologies from JN, MW and FW. SE is unable to attend this meeting due to illness, reported by SRv. 	
2.	<p>Pabulum Update</p> <ul style="list-style-type: none"> The Head of Operations for Pabulum, (school caterers), gave Governors a presentation regarding the Pabulum contract and provided Governors with some examples of the food offered. 	
3.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> Governors gave declarations of interest in respect of their children who attend the school. 	
4.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> Governors agreed the minutes of the December FGB as an accurate record of the meeting and Chair signed a copy of the minutes. 	
5.	<p>Action Summary Report</p> <ul style="list-style-type: none"> Governors, Chair and SRv worked through the action points on the ASR, which resulted in a number of items being ticked off as completed. 	
6.	<p>Items not already on the agenda</p> <ul style="list-style-type: none"> None forthcoming 	
7.	<p>Chair's Correspondence</p> <ul style="list-style-type: none"> Chair has received some feedback regarding students' behaviour out of school – these have been dealt with by SRv. One complaint has resulted in the Governor's Complaint Review Panel being constituted and this is organised for 7 February. One complaint has been received and is awaiting response by Chair. 	Chair
8.	<p>Governance Matters</p> <ul style="list-style-type: none"> Chair advised he has 3 potential candidates who have come forward interested in becoming Governors and he is looking to interview them on 13/14 February, and he invited fellow Governors to take part on the interview panel. The Careers Advisor has also identified a couple of people who might be interested in becoming part of the Governing Board and Chair is liaising with her about this. 	Chair Chair
9.	<p>Strategic Direction</p> <ul style="list-style-type: none"> Chair explained to Governors the former structure of Governor's meeting with the Enterprise and Education Committees, and why this was removed in 2017. However, he feels that the FGB now struggles to deal with all its business in enough depth with the current structure. As a result, he is proposing to reinstate the two-committee structure, with the goal of 3 meetings of each committee each school year alongside 4 FGBs. 	

	<ul style="list-style-type: none"> • Chair asked for comments about the proposals, and Governors gave feedback that in their view the previous two committee structure allowed for better, in depth, analysis from governors. • Governors commented there may be a danger of the Committee meetings not being quorate if Governors don't commit to attending every meeting, but Chair reminded Governors he is planning on bringing in more Governors in due course. • Governors ratified these proposals and resolved that this should start from Easter term onwards. Chair to send TOR for both committees to both Committee Chairs and will liaise with SRv about proposed dates for circulation once agreed. 	Chair/SRv
10.	<p>Headteacher's Report SRv talked Governors through his HT Report.</p> <ul style="list-style-type: none"> • SRv asked Governors to consider student behaviour during all their monitoring visits. • Governors asked about the underlying reason for staff departures – both were promotions. • Governors asked about the new responsibilities taken over by DSF and whether she is over-loaded, but she confirmed she is coping with her workload and that she is being well supported. • Governors asked about specific training in school for staff to identify SEN issues and DSF said she is looking into this for CPD. DLS said there has been PDA training recently in the school. Chair asked about how SEN is managed in Primary and DLS said identifying these students is easier because teachers there have the same 30 students in front of them all day long. • Governors asked about SRv's proposal to recruit 3 non-teaching support staff, and SRv explained that these would not look after students younger than Year 5 as these would be covered by a TA, however DLS suggested Primary could do with the support too. • AHT-B&A said currently low-level issues fall to the HOY or Tutor, whereas this proposal would give them breathing space. The new staff could build up relationship with families, dealing with Level 1 safeguarding issues, attendance, vulnerable students, low-level pastoral issues like homework and provide a first port of call. He explained this would then have a knock-on effect and enable the HOY to focus on achievement, and the Safeguarding Team to focus on higher level behaviours. • Governors asked about the experience of this role structure in other schools, and AHT-B&A advised that most schools have a similar structure to that now being proposed. Governors gave an example at a different school where there is a pastoral lead in each year group but SRv advised we couldn't afford that. • Governors said the cost is a concern because of our financial position and asked where the money is coming from. DFA explained several measures have been taken to cut costs and talked about balancing priorities. Governors talked about the % of staff costs and that this will affect it. • SRv said he wants to appoint the positions from September but needs to start the recruitment so needs to advertise soon, but Governors concluded this is a difficult decision to make without knowing the figures properly and agreed they cannot approve this until the March budget is ready. • Governors asked about new SEN role and whether we should wait for that role to start, but SRv said the focus of these roles is pastoral, which is different. He added we are waiting for the new postholder to start before we try to identify SEN gaps. • Governors asked about reporting lines and AHT-B&A said they would report to the HOY who all report into him. • Governors concluded to review these proposals at March FGB following sight of the budget. 	Clerk
11.	<p>Finance</p> <ul style="list-style-type: none"> • DFA explained about the new RSMA Tool and that she has recently undergone some training. She is planning to bring this to the next meeting. She explained it helps to model changes to the school finances, how much impact this will have and encourages benchmarking. • DFA explained the budget for this financial year has been difficult to get accurate before now because of the support staff restructure and her next set of figures in March will be more accurate because 	DFA DFA

	<p>the new pay scale has now been approved. Until now her budget expenditure has been calculated on the old pay scale. DFA explained how from September TTO will be classed as 43 weeks per year with 36.4 weeks of term time. ESCC have agreed to fund the backdating of those on TTO contracts, but the uplift in the pay scales we will have to fund. DFA confirmed that staff remain on the GH scale, so Governors still control the scales going forwards.</p> <ul style="list-style-type: none"> • DFA explained she has some ongoing key concerns – the buildings are showing signs of wear and tear and there are ongoing issues with the boilers. There has also been some low level vandalism and she has had to put in additional security doors, but she is keeping the budgets tight across the board and nothing is running away. • Governors asked why the accounts show PNA and ESFA payments not due this year and DFA explained her methodology and rationale for making sure we account for known costs now, so we don't think we have more money available to us than we have. • Governors asked if we will have all these forecast amounts by March and DFA said she hopes this will be the case. • Governors asked about the minimum wage increase and DFA said we are already paying more than that so not affecting us too much. DFA said the unions are making the case for support staff salaries to be increased substantially but said the decisions made by the Governors last year have helped us to be in a stronger financial position that we were in. • Governors talked about the benefit of having the new committee arrangements to enable them to have a deeper dive into the finances which will help Governors understand the finances better and feedback better to the FGB. • DFA said they have always kept the procurement very tight due to not having much money to spend. Everything the school spends is quite low level. 	
12.	<p>Data</p> <p>SRv introduced the new ASP report which has replaced Raise Online.</p> <ul style="list-style-type: none"> • AHT-A&C and DLS talked Governors through the report's contents. As a school we do have very high standards as to what 'Greater Depth' looks like and we are looking to incorporate more moderation with other schools. • Governors asked about moderation for Year 6 SATs and DLS explained this could potentially change our figures and talked about our external moderator. • AHT-A&C explained this report is just a summary of the data and explained about a new process for the data being captured electronically rather than a manual process. • Governors asked about whether similar monitoring can be done in the Secondary phase and AHT-A&C said it is in train already and means they can identify students' attainment more forensically. • Governors asked if this data helps to inform parents at parent's evenings. DLS said we have always done this, but the new process means it is done quicker and less manually. • Governors asked about when we will know about the information about the new Year 7s and AHT-A&E said schools are quite good at sharing information but there is an element of variation across other schools. • Governors asked about indicators to inform tutor groups and AHT-A&E explained about the considerations that are made. Governors asked if all schools are doing this. DLS explained they are, and it is freeing up time, but added that we do not just focus on SATs performance though, which a lot of other schools do. 	
13.	<p>Monitoring</p> <p>Core English & Science visit completed in November.</p> <ul style="list-style-type: none"> • Chair asked about English GCSE re-takes and if we introduced BTECs could this increase the number of retakes in sixth form. AHT-A&E said it may have some impact and he has looked at different models to help with this as there are other options. 	

	<ul style="list-style-type: none"> • Chair talked about Functional Skills Test in some colleges for those who repeatedly fail their retakes, and Governors asked if teachers can teach these without training. • Governors asked about the data on Lexia being available after Christmas and AHT-A&E said this is very specific to English but they do make use of it with the lower attaining students and it seems to be making a difference. DLS agreed with this. • Governors said they find Lexia useful, which shows it is a positive thing. Governors asked about the licenses, advised 100 across the whole school but SLT have put in a bid to a charitable school's trust for more money for this and for more IT. • Chair said one thing that has come from all HODs during the visit is the need for more time in their roles and they all want a deputy. Governors asked about whether we are continuing to treat all students the same and SLT explained this is the case. • Governors asked about the Gifted & Talented group whether is too early to identify any progress and whether it's working. SRv said we are developing stronger link with universities which could be having an influence but there are lots of factors at play, so it is hard to identify what is having the most impact. • Other Monitoring Reports deferred until the next meeting. 	Clerk
14.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Chair said MW was planning to provide Governors with a new safeguarding reporting system, but this has not been brought forward yet. Chair will chase this up for the next meeting and move away from verbal Safeguarding reports at each meeting. • DSF, as DSL, said she has nothing to report from her respect on this agenda. She is in regular contact with MW. 	MW
15.	<p>Any other urgent business</p> <ul style="list-style-type: none"> • None forthcoming 	
16.	<p>Confirmation of future FGB meeting dates:</p> <ul style="list-style-type: none"> • TBC – in light of discussion in Item 9 (above) – TBC in due course • Governor's Training Session – confirmed as 20 May 2020 • Governor's Away-Day – TBC 	
	<p>Meeting Close</p> <ul style="list-style-type: none"> • Chair closed the meeting at 8pm 	