



Full Governing Board - Meeting Minutes

Meeting Date: Thursday 7th December 2023
Meeting Venue: Room TG1 at Gildredge House School & via Teams
Meeting Time: 5:00pm

Governors: Richard Thornhill, *(RT)*, Chair
Julian Mace, *(JM)*, Vice Chair
Louise Baxter, *(LB)*
Marilyn Benzing, *(MB)*
Glyn Freeman, *(GF)*
Nicoleta Uzorka Ion, *(NUI)*
Gabrielle Mace, *(GM)*
Lea Owen, *(LO)*
Katharine Paradas, *(KP)*
Jonathan Searle, *(JSe)*
Joyce Swann, *(JSw)*
Martyn Ashley Taylor, *(MT)*

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

Also in attendance: Tom Addems, *(AH-I)*, *Assistant Head - Inclusion*
Jemma Graffham, *(DH-BA&S)*, *Deputy Head – Behaviour Attitudes & Safeguarding*
Vickie Jenkins, *(HOS)*, *Head of Secondary*
Janice Logan, *(DFA)*, *Director of Finance & Administration*
Dominic O’Driscoll, *(AH-CL)*, *Assistant Head – Culture for Learning*
Helen Punter-Bruce, *(HOP)*, *Head of Primary*
Danny Simmonds, *(AH-PD)*, *Assistant Head – Personal Development*
Matt Stephens, *(AHP-PSENDCo)*, *Assistant Head Primary – Primary SENDCo*
James Towner, *(AH-QE)*, *Assistant Head – Quality of Education*

Clerk to Governors: Rif Aslam *(RA)*

Apologies: F Beckley *(FB)*

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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 accepted apologies from FB. Chair welcomed MB who joined virtually. 	
2.	<p>Declarations of Interests</p> <p>There were no declarations of interest made.</p>	
3.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> Governors agreed the Minutes as an accurate record of the 28 September 2023 FGB. Chair to sign a copy. Governors agreed the Minutes as an accurate record of the 5 October 2023 Education Committee Meeting. Chair to sign a copy. Governors agreed the Minutes as an accurate record of the 16 November 2022 Enterprise Committee Meeting. Chair to sign a copy. 	
4.	<p>Governance Matters</p> <ul style="list-style-type: none"> Governor Term Dates - Chair confirmed that JSw's term is due to end on 31 January 2024 and that she was happy to continue as governor. <p>JSw reappointed with Boards agreement.</p> <ul style="list-style-type: none"> Governing Board Self- Evaluation - Chair proposed to postpone it until after Ofsted inspection. Governors agreed. <p>LB joined meeting virtually at 17:19</p>	
5.	<p>Action Summary Report</p> <p><u>Governor asked</u> if there were enough people on the Enterprise Committee. Chair confirmed yes.</p>	
6.	<p>Items not already on the agenda</p> <p>None.</p>	
7.	<p>Chair's Correspondence</p> <p>Chair advised he had received 2 parental complaints.</p> <ul style="list-style-type: none"> One resulted in a Governors Compliant Review Panel. Chair expressed his gratitude to VC for chairing Panel. VC advised that he was confident policies and procedures were followed and thanked KP and the external independent colleague for serving as the other 2 members of the Panel. Chair echoed thanks. The other complaint was addressed at an informal stage. 	
8.	<p>Head Teachers Report</p> <ul style="list-style-type: none"> School Development Plan – EHT, referring to paper, explained that we're at the end of Term 2 process and that the next round of summary comments will be larger. Progress is being made on all with significant work undertaken in 2 short terms. Monitoring visits will commence in January. Governor still required for Personal Development visit with focus on stakeholder voice. <p>NUI volunteered.</p> <p><u>Chair queried</u> whether RAG rating reflected where we are now. EHT confirmed that it was and that green represented completed actions. Some discussion followed on colour coding.</p> <p><u>Governor asked</u> when item coded grey is expected to commence. AH-CL advised that Action Research Project has not yet been finalised.</p>	

<p>Governor pressed for an idea of when it was due. HOP suggested marking it with an expected date.</p> <p>Chair advised that Monitoring Proforma is being reviewed and thanked Chair of Education Committee for input. It will now go to SLT for their input.</p> <ul style="list-style-type: none"> • Executive Summaries <ul style="list-style-type: none"> ○ SEND Review Summary – AH-I referred to Paper and explained that the Review was positive overall. The Review Team had noticed the progress in school since the first visit in July. AHP-PSENDCo echoed comments. There was still lots to do but we do recognise areas for development. <p>Chair thanked and congratulated AH-I and AHP- PSENCo.</p> <p>Lead Governor SEND noted improvement during Monitoring Visit.</p> <p>VC enquired whether there were any further external evaluations taking place. EHT advised that Primary has undergone one recently and Secondary is due on Tuesday.</p> <p>Chair acknowledged that frequent external reviews were invaluable.</p> <ul style="list-style-type: none"> ○ Behaviour – DH-BA&S highlighted breakdown of behaviour points in Paper and work being done by both her and AH-I with the most vulnerable students. Case studies in Primary examined complex student behaviours. <p>Governor questioned where alternative provision was provided. DH-BA&S explained that we log students on day release to other schools, hospital, East Sussex College and Plumpton. EHT added that 15 students on our roll are educated elsewhere. The provider is externally checked and provides weekly reports to us about attendance and safeguarding. AH-PD advised that students receive visits from staff so that they still feel part of this school.</p> <p>Governor commended positive jump in behaviour figures. AH-PD highlighted significant decrease in suspensions. 2 out of 6 where the same student and the rest were done by external providers.</p> <p>Governor queried plan for Year 9. DH-BA&S advised of Action Plans for individual students with a bespoke tutor plan. Student Voice being gathered about where it's going wrong. On agenda for SLT meeting next week. Students struggling with behaviours are those also struggling with attendance and issues in their private lives.</p> <ul style="list-style-type: none"> ○ Attendance – DH-BA&S explained that Attendance Officer has improved the tracking and monitoring of attendance processes. Focus on punctuality by recording how many minutes late a student is to a lesson each day and then imposing a detention at the end of the week reflecting the total minutes late. This is having a positive impact with example of one student who persistently accrued 200+ minutes and is now down to 38 this week. HOS added that children are understanding that there are consequences for being late. <p>Governor noted that there was more consistency in applying the rules. DH-BA&S agreed and added that the increase in staff capacity has also helped.</p> <ul style="list-style-type: none"> ○ Safeguarding – DH-BA&S referred to self-explanatory Paper and highlighted the good news that Deputy Designated Safeguarding Lead has returned to the post. ○ Teaching & Learning – AH-CL referred to paper and invited questions. <p>Chair requested more detail about inconsistencies. AH-CL explained that there will be differences between classes. He went on to give an example of a starker difference in the teaching of a particular subject.</p> <p>Chair questioned the degree of inconsistencies. AH-CL advised that elements of the Gildredge House 5 such as Explanation and Challenge were good, Feedback and Questioning needed improvement. This will be adapted into the CPD. HOS advised that there were differences across year groups. Consistent approach in Years 7 & 8. Not as much in Years 10 & 11. EHT recognised that governors did not have enough information on how much inconsistency there is. AH-CL advised that data is available behind graphs and more detail can be provided.</p> <p>Chair emphasised need for a clear picture of what is happening.</p>	<p>AH-CL</p> <p>Chair</p> <p>AH-CL</p>
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	<p>Governor echoed need to show where the inconsistencies are, their levels and what is being done to address them. HOS confirmed that data is available. DH-QE advised that judgements for next term have been adapted to “Yes” “No” with a threshold.</p> <p>Governor queried role of Student Voice. AH-CL agreed that it was a good time to gather this after 10 weeks of change.</p> <p>Governor suggested asking students during lessons. AH-CL stated that next round of Observations will take place in Term 3 and will be an opportune time.</p> <p>Chair commented that Middle Leaders should also be driving this forward, perhaps with assistance of the external consultant. AH-CL confirmed that he had a meeting today with consultant and she was keen to assist us in questioning element. HOS advised that she is due to meet with the consultant tomorrow and with the aim of CPD with staff. Middle Leadership must drive teaching and learning forward.</p> <p>Governor asked how much Middle Leaders carry out Observations. HOS explained that currently SLT are doing most of the monitoring, but the next round will be done by Middle Leaders with SLT support. EHT added that this included Phase Leaders in Primary too. HOP advised that she had also met with external consultant to explain the work of Phase Leaders. HOP went on to say that she would like consultant to work with them. This is a challenge as they are on the ground teaching.</p> <p>Chair urged SLT to advise governors should they need more time capacity from the consultant. Board is keen to help. EHT thanked Board for their support.</p> <p>Chair reiterated need for SLT to advise as they observe and evaluate so that Board are aware and can take timely decisions.</p> <p>Governor asked if there was any data on rates of progress where there are inconsistencies. EHT advised that assessment is underway now.</p> <p>Governor enquired whether Learning Files were an Ofsted requirement. AH-CL advised that they were a matter of good practice and are held in the classroom with teacher.</p> <p>Governor asked for further clarification on how they are updated. AHP-PSENDCo advised that it was done by the Inclusion Team.</p> <p>VC commended the progress seen in Teaching and Learning.</p> <ul style="list-style-type: none"> ○ Post 16 Destinations – Referring to Paper AH-PD highlighted the data showing what our students have gone on to do. 2022 cohort shows 6 were unknown whilst in 2023 only 2 remain unknown. <p>Chair thanked all staff for their presentations.</p> <ul style="list-style-type: none"> ● Curriculum Review PINK PAPER 	AH-CL
9.	<p>Finance</p> <ul style="list-style-type: none"> ● Company Report and Accounts – DFA referred to Paper. Finance Team effort has ensured the success of both internal and external audit. Outcome of audits provides confidence in what is done. Annual Accounts show reserves with which we can move forward and ensure students receive the best education. <p>Chair commended DFA on clean bill of health of accounts and proposed meeting DFA & EHT in January to discuss future spend.</p> <p>VC reminded Board of forthcoming Trust Meeting on 14 December.</p> <p>Governors approved Accounts.</p> <ul style="list-style-type: none"> ● Admissions Update – Chair of Admissions advised that Secondary applications closed on 31 Oct and Primary have until 15 January. So far figures are up on previous years. Places in other year groups are filled. Generally, all in healthy state. <p>Chair thanked all contributors. Next item is for governors only. EHT and SLT left meeting at 18:36</p>	Chair

	<ul style="list-style-type: none"> Pay Committee – Chair explained that Pay Committee met and reviewed series of recommendations. VC added that EHT Pay & Performance Panel meets twice a year and made recommendations. These were presented at the Enterprise Committee and discussed at length. Discussions outlined to Board. <p><u>Governors approved Pay Committee and EHT Pay & Performance recommendations.</u></p> <p>Meeting adjourned for a break at 18:44. Meeting resumed at 18:54.</p>	
10.	<p>Safeguarding</p> <ul style="list-style-type: none"> Update – There were no further questions in relation to Paper presented in Item 8. 	
11.	<p>Policies</p> <p>Chair referred to papers and invited questions on any of the policies.</p> <p><u>Governors approved the following Policies:</u></p> <ul style="list-style-type: none"> SEND information Report TurnITon Data Protection Impact Assessment Biometric Policy Behaviour Principles Written Statement 	
12.	<p>Any other urgent business</p> <ul style="list-style-type: none"> VC requested a washup meeting with EHT regarding points raised about Complaint Policy by the Governors Complaint Review Panel. Chair confirmed with governors that they are happy with the format of the meetings. Governor requested that page numbers of each item be added to the Agenda page. 	<p>JM/EHT Clerk</p>
13.	<p>Confirmation of future Governor Meeting Dates for 2023/2024</p> <p>FULL GOVERNING BOARD: 14th March 2024 4th July 2024</p> <p>EDUCATION COMMITTEE: 25th January 2024 16th May 2024</p> <p>ENTERPRISE COMMITTEE: 1st February 2024 13th June 2024</p>	
	<p>Meeting Closed</p> <p>Chair thanked governors & SLT. Chair closed the meeting at 18:59 hrs.</p>	