



Full Governing Board – Meeting Minutes

Meeting Date: Thursday 7 July 2022
Meeting Venue: Room L3 at Gildredge House School & via Teams
Meeting Time: 5:00pm

Governors: Julian Mace, *(JM)*, Chair
Louise Baxter, *(LB)*, Vice Chair
Allison Allart, *(AA)*
Paul Amos, *(PA)*
Glyn Freeman, *(GF)*
Gabrielle Mace, *(GM)*
Ollie Newman, *(ON)*
Joyce Swann, *(JS)*
Chloe Taylor, *(CT)*

Ex officio: Craig Bull, *(CBu)*, 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

Katharine Paradas – by invitation

Clerk to Governors: Rif Aslam *(RA)*

Apologies: T Scott *(TS)*, M Benzing *(MB)*, M Gietzen *(MG)*, J Newman *(JN)*,
M Taylor *(MT)*

Full Governing Board – Minutes 7th July 2022

Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> • Chair welcomed Governors & SLT to meeting. • Chair welcomed KP to meeting. • Chair welcomed new student Heads, Deputy Heads & Eco Committee. • Chair accepted apologies from TS, MB, JN & MG for absence. • Chair acknowledged MT's efforts to join virtually hampered by technical issues here. 	
2.	<p>Student Presentations</p> <p>HT explained process of selecting Student Leaders. Applicants had submitted videos as part of their interview process. Quality of interviews were impressive and he was delighted with the team of Heads and Deputy Heads. He invited them to introduce themselves and present.</p> <ul style="list-style-type: none"> • Head & Deputy Head Students – each presented their ideas on how to improve the school which included ways to improve student voice, changes to uniforms to allow summer uniform such as shorts for boys, hair styles, updates to reward system to allow consistency and incentives, fundraising aligned with improving and encouraging community spirit. They also highlighted the need to address issues with toilets and lack of extra-curricular activities. <p>Governor queried how students would encourage the desire for more house points. Students suggested food rewards for meeting class targets such as cupcakes and pizza parties for higher achievements. Team effort and then rewards will enthuse all.</p> <p>Governor acknowledged the wish of the school to improve its extra-curricular provision and requested the students provide the top 10 sports and activities they would like to see via HT.</p> <p>Governor noted that this group comprised of Year 10 & 11 students and asked what their expectations were on timescales for delivery of options. Students expressed their wish to leave a legacy to influence the next set of students.</p> <p>Governor commended students for their strategic plans. Discussions continued about the different ideas already raised and views expressed by students about societal changes.</p> <p>Chair thanked students and commended them on their aspirations. He assured them that Board would examine everything presented. Some changes can't be phased in quickly due to contractual duties with suppliers, others such as rewards, consistency and extra-curricular activities can be achieved sooner. Toilets will see improvement with work over the summer. Next year marks school's 10 Year anniversary and is the perfect time to celebrate and promote GH.</p> <ul style="list-style-type: none"> • Eco School – HT introduced student from Eco Committee. Student explained work of group which includes the creation of the school's Eco Garden and the Queen's Canopy. Both involved rewilding and planting new trees. At the school, flowers and vegetables have successfully been grown from seed and we've received 420 samplings from the Woodland Trust. Eco Group mainly consists of Yr 9 students who amongst their activities also litter pick, check lights and taps around the school to ensure they're turned off. Car free day planned again for September. <p>Governor suggested that car free day could be combined with fundraising.</p> <p>Governor recommended initiative run by Kew Gardens called Grow Wild for resources.</p> <p>Chair queried awards received so far by school on its eco work. Student explained that school has received the highest Green Flag award.</p> <p>Chair noted work over summer on a new air source heat pump will improve our carbon footprint. Chair thanked student & Eco Committee and asked for thanks to be passed onto DHe and CDy. Chair thanked all the students for their contributions. Students left the meeting.</p>	
3.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> • There were no declarations of interest made. 	

4.	<p>Governance Matters</p> <ul style="list-style-type: none"> • New Governor Appointments - Chair welcomed KP as a prospective new governor and stated that he had met 2 other potential recruits. JS & MB have kindly agreed to be on the interview panel. • Parent Governor – Chair thanked MG for his contribution to the Board. Elections will take place at the beginning of next term. • Governor Term Ends – a reminder that LB & TS terms expire 30 Sept. 	<p>Chair</p> <p>Chair/Clerk Chair/Clerk</p>
5.	<p>Minutes of previous Governing Board Meetings</p> <ul style="list-style-type: none"> • Governors agreed the Minutes as an accurate record of the 28th April 2022 FGB Meeting. Chair to sign after 2 corrections. • Governors agreed the Minutes as an accurate record of the 19th May 2022 Education Committee. Chair to sign a copy after 3 corrections. • Governors agreed the Minutes as an accurate record of the 16th June 2022 Enterprise Committee Meeting. Chair to sign a copy after 2 corrections. 	<p>Clerk/Chair</p> <p>Clerk/Chair</p> <p>Clerk/Chair</p>
6.	<p>Action Summary Report</p> <p>Chair referred paper and highlighted items which have been completed or underway such as monitoring staff welfare, staff survey, meeting dates for next year, migration to Cloud.</p> <p>Chair questioned when new website will be ready. HT advised by October.</p> <p>Chair noted lack of Mental Health Policy on website. HT confirmed that new HR Director will be responsible for this once she is in post.</p> <p>Items still outstanding are tour of school, Ofsted and Data training for governors.</p>	
7.	<p>Items not already on the agenda</p> <p>Chair confirmed that there were none.</p>	
8.	<p>Chair's Correspondence</p> <ul style="list-style-type: none"> ○ Various emails with parental complaints had been passed on and Chair noted that they had been dealt with by the relevant staff. ○ Eco opportunity from the Beacon directed to CDy. ○ Communication received about car free day. ○ Resignation received from JN as governor. Chair thanked him for his service. 	
9.	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> • Staffing – HT outlined various changes following a buoyant period of recruitment and internal moves. ○ Current Head of Year 8 stepping down for health reasons but remains as staff member. ○ New AHT Primary SENCO starts in September. ○ New HR Director starts in September. ○ English Teacher appointed. ○ SENCO and Attendance Officer Interviews due next week. ○ Pastoral Support Assistant recruitment proving difficult. Competition from other schools who have increased grading for this role. <p>Governor pointed out that PSA role encompassed a wide breath of duties and needs to be re-examined in terms of marketing. HT agreed and emphasised it was a key appointment for AHT-B&A and his team.</p> <ul style="list-style-type: none"> • SEF Update - HT explained he has sought external support in writing the whole school SEF. • Year 7 Transition & Taster Days – AHT-B&A reported that they had gone well with positive feedback from parents. This involved testing reading age ready for September. • Summer School – due to take place 25-29 July. • Exams Update – AHT-A&C explained this has been the first time in 2 years students have sat formal exams. New staff appointed to oversee the process reported positive feedback. 	

	<p>Governor expressed disappointment with late publication of last year’s exams results.</p> <p>Chair echoed point and expressed hope of an earlier publication this year. HT shared plans for SLT to meet and prepare press release on day of publication of results.</p> <p>Governor questioned why Year 11 hoodies arrived late. HT advised that it was a manufacturer issue which needs to be addressed.</p> <p>Primary Moderation – HOP thanked JS & MB for visits during SATs the results of which arrived on 5 July. Of the 56 students who sat the SATs tests, 43 students reached the expected standard in Grammar, Punctuation and Spelling (76.8%); 30 students met the expected standard in Maths (53.6%); 42 students reached the expected standard in Reading (75%). On child’s results in all subjects has been lost by the external govt agency. Combined results were disappointing with Gildredge House being below the national figure of 59% for the first time, although this cohort has shown significant progress from their post-covid starting points. More contextual information will be provided at the Education Committee.</p> <p>Governor observed that HOP and Team could not have done any more in preparing the children. They were calm and their welfare was well catered for.</p> <p>HT pointed out need to emphasise progress made by children.</p> <p>Governor queried transition arrangements for new SENCO. HT advised that meeting with old and new will take place after school next week.</p> <ul style="list-style-type: none"> Year 11 Destinations – DSF explained paper and highlighted impressive number of our students who have gone on to study “A” levels. East Sussex College is the top destination but this provision is a combination of four separate providers who are now shown as one. Currently only 1 student studying at “T” level which is an equivalent of a Level 3 course and also has 420 hours in a workplace placement. <p>Governor enquired whether we should be a “T” level provider. HT explained that we have to apply before offering “T” levels and demonstrate links with employers for placements. DSF added that we need direct students who want to do “T” levels to the best providers and focus on what we can do really well. HT offered view that Foundation Courses could be a possibility but govt have not yet provided guidelines.</p> <p>Governor suggested that as the only school with a Sixth Form, we could be a centre of excellence for Foundation courses.</p> <p>Chair proposed discussion takes place at Education Committee.</p> <p>Chair thanked all contributors.</p>	Edu Comm
10.	<p>Finance</p> <p>Chair invited DFA to provide any updates.</p> <ul style="list-style-type: none"> Management Accounts – DFA explained that accounts have been updated with additional funding and savings since Enterprise Committee Meeting. Referring to paper DFA highlighted where savings had been made and also additional costs incurred such as Agency fees to cover exceptional levels of staff sickness. DFA shared the good news about the successful CIF bids. Electricity and Gas costs need to be adjusted to reflect higher levels but overall remain within 3 Year Forecast Budget. <p>Governor queried whether redecoration of Devonshire Level 2 is accounted for. DFA confirmed that it was and includes the stairwells. Toilets are an ongoing issue as vandalism continues but rolling programme of upgrading them in place.</p> <ul style="list-style-type: none"> Additional Spending Proposal – DFA summarised proposals in paper. Upgrading pipework & toilets in Devonshire and dining hall following persistent vandalism, expanding Primary Computer Suite, ground and fencing improvements in preparation for an outdoor dining area. Further proposals include improvements to Plaza area with table tennis tables (partially funded by FOGH), an outdoor covered area in Devonshire and marketing. HT explained that Governor spent 3 days at school and suggested figure to support work on 	

	<p>improving branding and wider marketing of school. Development of old Oasis Building & Masters House into a library and potentially a multi-media study area.</p> <p>Governor stressed need for space to be appropriate for all types of students.</p> <p>Governor queried whether media centre could be a source of future income. HT confirmed it was. DFA explained that future of both buildings has been discussed many times and there is now agreement to develop and use them for the school.</p> <p>Governors approved spending proposals.</p> <ul style="list-style-type: none"> Staff Benchmarking – HT explained that Paper highlights average teaching costs, pupil to teacher ratio and leadership costs. There is a need to look at our staffing structures from a business perspective and drive school improvement. <p>Chair remarked that we have always known we had significant number of staff towards upper end of pay scale.</p> <p>Chair queried whether we get what we should from staff. HT advised that once Strategic Plan has been agreed we need to list responsibilities for those teachers.</p> <p>Chair suggested this is examined at the Enterprise Committee.</p>	Ent Comm
11.	<p>Monitoring</p> <p>Chair referred to papers and thanked governors JS & MB for SATs visit, JS for the Curriculum, Teaching & Learning, and all governors for their numerous visits and reports this year. Monitoring Visit summary has been updated accordingly.</p>	
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> Annual Safeguarding Report for Governors - DSF referred to papers and highlighted training given to staff over year, snapshot of vulnerable students and exclusions. Figures for medical conditions include anything from hay fever to serious conditions. <p>Governor questioned whether Yr 9 figure was correct with no exclusions. DSF confirmed it was.</p> <p>Governor requested separate column identifying number of student referrals/incidents relate to. DSF agreed to provide this.</p> <p>Governor queried bullying figure. DSF explained that word is used to cover any unkind or unpleasant behavior and once investigation completed into incident it may not have been bullying. Reporting categories therefore need to be changed in recording incidents.</p> <p>Governor observed that persistent absence is high in some year groups.</p> <p>Governor requested reports be made available at Education Committee.</p> <p>HT highlighted massive increase in MyConcern figures compared to 2019.</p> <ul style="list-style-type: none"> Update & Key Action Plans – DSF explained that following Safeguarding Review we've looked at risk reduction plan with advice from Vicky Rowe. It has been a useful exercise and puts us in a strong position. <p>Governor asked whether actions marked immediate have been done. DSF confirmed they had.</p> <p>Chair thanked DSF for papers.</p>	DSF&DSL
13.	<p>Policies</p> <p>HT thanked AHT-A&C for work on Complaints Policy and observed that nationally schools are seeing an increase in numbers of complaints.</p> <p>Governors approved policy pending slight amendment.</p>	AHT-A&C
14.	<p>SEND Update</p> <p>AHT-SEN explained that there had been 2 TA resignations in Secondary. Pay is the driving factor. Posts are being advertised.</p>	
15.	<p>Any other urgent business</p> <ul style="list-style-type: none"> Chair acknowledged that the first meeting in new academic year is early but it will mainly centre on governance. Chair confirmed that Committee Meetings will continue remotely. 	

16.	<p>Confirmation of future Governor Meeting Dates for 2022/2023</p> <p>FULL GOVERNING BOARD: 8th September 2022 12th January 2023 27th April 2023 6th July 2023</p> <p>EDUCATION COMMITTEE: 13th October 2022 9th February 2023 18th May 2023</p> <p>ENTERPRISE COMMITTEE: 24th November 2022 16th March 2023 15th June 2023</p>	
	<p>Meeting Closed Chair thanked SLT, all staff and governors and closed the meeting at 19:55</p>	