



Full Governing Board - Meeting Minutes

Meeting Date: Thursday 12 January 2023
Meeting Venue: Room L3 at Gildredge House School & via Teams
Meeting Time: 5:00pm

Governors: Julian Mace, *(JM)*, Chair
Louise Baxter, *(LB)*, Vice Chair
Firle Beckley, *(FB)*
Marilyn Benzing, *(MB)*
Glyn Freeman, *(GF)*
Nicoleta Uzorka Ion, *(NUI)*
Athanasios Lamprakis, *(AL)*
Gabrielle Mace, *(GM)*
Katharine Paradas, *(KP)*
Trevor Scott, *(TS)*
Jonathan Searle, *(JSe)*

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-DI)*, Assistant HT – Director of Inclusion
Matt Stephens, *(AHT-SEN Primary)*, Assistant HT – SEN Primary
James Towner, *(AHT-A&C)*, Assistant HT - Assessment & Curriculum

Clerk to Governors: Rif Aslam *(RA)*

Apologies: Allison Allart *(AA)*, P Amos *(PA)*, Joyce Swann *(JSw)*, M Taylor *(MT)*,
Craig Bull *(CBu)*, Danny Simmonds *(DSi)*

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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 welcomed GF, LB, JSe who joined virtually. Chair accepted apologies from CBU, DSI, AA, JSw, PA & MT for absence. 	
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 08 September 2022 FGB Meeting pending amendment of wording in Item 11 from “urged” to “must”. Chair to sign after amendment. Governors agreed the Minutes as an accurate record of the 13 October 2022 Education Committee Meeting. Chair to sign a copy. Governors agreed the Minutes as an accurate record of the 24 November 2022 Enterprise Committee Meeting. Chair to sign a copy. Governors agreed the Minutes as an accurate record of the 6 December 2022 EGM. Chair to sign a copy. 	
4.	<p>Governance Matters</p> <ul style="list-style-type: none"> GDPR – referring to Paper, Chair explained that Enterprise Committee had already been appraised of contents. Training for Governors is due to be arranged during Summer Term. <p>TS joined meeting at 17:19 External Audit was positive. Clerk to examine how Governor data is stored and ensure compliance.</p> <ul style="list-style-type: none"> Staff Governor role – Chair summarised contents of paper and the recommendation of DFE for academies not to have a Staff Governor. Views aired where some preferred keeping the role whilst others suggested a Staff Council role. SLT to consult with staff pending decision at the next FGB. Appointment of English Link Governor – MB & KP appointed. MB to step down from Admissions Committee in lieu. 	<p>Clerk</p> <p>SLT</p>
5.	<p>Action Summary Report</p> <p>Referring to Paper Chair highlighted outstanding items. Caterers attending Enterprise Meeting in March. Appraisal of Governing Board due in Term 4.</p> <p>Governor questioned DFA on progress of Migration to Cloud and contingencies should data be hacked. DFA confirmed that IT Strategy in place should such an event occur.</p> <p>NUI joined meeting virtually at 17:36</p>	
6.	<p>Items not already on the agenda</p> <p>Chair confirmed that there were none.</p>	
7.	<p>Chair’s Correspondence</p> <ul style="list-style-type: none"> a local councilor, residents’ group and parents are seeking to work on a traffic report with school. FB volunteered to join group as representative of Governors. Parental Complaint received which has been answered. 	
8.	<p>Head Teachers Report</p> <ul style="list-style-type: none"> SEF – In the absence of HT, Chair explained that SLT will answer any questions. Referring to paper, Chair explained that the SEF is a snapshot of the school’s strengths and weaknesses 	

	<p>now and identifies where improvements are needed. It is the first document Ofsted will want to see. HOP advised that SEF is a collective document, all SLT had an input.</p> <p>Governor queried how the SEF and SDP can be cross-referenced. AHT- A&C explained that the 7 areas highlighted in SEF requiring improvement will be seen in the SDP to turn green over time.</p> <p>Governor expressed difficulty in understanding order of priorities in SEF and how they appear in SDP. General agreement that an extra column to point out the links would be useful.</p> <p>Governor offered assistance in bedding links between documents.</p> <p>Governor commented on difficulty in explaining SEF to Ofsted. HOP explained that executive summary will provide explanation.</p> <p>Governor pointed out usefulness of timeline milestones to allow monitoring. AHT-A&C advised that SDP allows for tracking.</p> <ul style="list-style-type: none"> • School Development Plan - Chair explained that the SDP outlines the Strategic direction for governors. Progress reports will be reviewed by Committees. <p>Chair questioned whether staff in place to deliver SDP. AHT-A&C explained that staff were fully on board although there is an element of upskilling required in some areas.</p> <p>Governor noted use of abbreviations and requested a glossary as an aid. AHT-A&C explained some of the abbreviations such as Progress 8.</p> <p>General consensus is that trackers are required.</p> <p>Governor reinforced expectation of progress trackers and explanation of judgments. Without these he could not have confidence and approve SDP.</p> <p>Chair noted Governor’s concern.</p> <p>Governors approved SDP with trackers.</p> <ul style="list-style-type: none"> • Staffing – AHT-A&C outlined current position. Science teacher recruited this term to cover maternity post. Other posts vacant due to ill health/long-term absence are being filled by subject specialists. AHT-DI pointed out that we have only 5 TAs in place instead of 11 despite efforts to recruit. <p>Chair queried whether gaps are being filled by non-specialist subject teachers. AHT-A&C advised that when such a gap arises it may be filled by a teacher’s second specialism.</p> <p>Governor suggested specific reference in SDP for developing, recruiting, and retaining staff. AHT-A&C agreed that this may need to be part of strategic plan which HT may have a view on best fit.</p> <p>Governor expressed concern for staff wellbeing. DFA explained that HR Director & HT are working on strategic documents concerning staff welfare.</p> <p>Governor requested item be included in Education Committee Meeting.</p> <p>Chair adjourned meeting for a break at 18:35 Meeting resumed at 18:48</p>	<p>FB/HT</p> <p>HT</p>
9.	<p>6th Form Consultation</p> <p>DSF&DSL outlined current position. Consultation period closing on Saturday. 122 responses so far.</p> <p>Chair requested Paper for Education Committee with figures.</p> <p>Governor asked for Year groups of Parental views to be included.</p>	DSF&DSL
10.	<p>Finance</p> <ul style="list-style-type: none"> • CIF Bid Works Update – DFA outlined current position. ○ Roof - work almost complete. Safety rail to be installed next week. Heavy rain today caused ingress into a new area. So far cost is £8K over due to safety rails. ○ Boiler – some remedial work done but full switchover due in April. Additional Green Improvement funding available from ESCC may allow us to install solar panels. • Admissions update – Chair of Admissions Committee gave a summary of both Primary and Secondary applicants so far. <p>JSe left meeting with apologies at 19:06</p>	

11.	<p>Monitoring</p> <p>Chair thanked MB, GM & KP for monitoring visits and papers provided. Governors gave an overview of their visits focused on Behaviour & Exclusion and Careers Mock Interviews. Positive comments provided by all.</p> <p><u>Governor expressed disquiet</u> about a social media influencer. DSF&DSL advised that school are aware of individual, and staff have been briefed.</p> <p><u>Governor noted</u> that more interviewers would be appreciated at Careers events.</p> <p>Chair referred to Monitoring Schedule and highlighted visits due in January. New Governors have been added to the schedule to give them experience.</p>	
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding Update – DSF&DSL gave a summary. <ul style="list-style-type: none"> ○ Request for annual audit has been received which has a 3 month deadline for completion. ○ Rise number of mental health concerns and children with complex family issues. Weekly meetings take place between herself, AHT-B&A and AHT-DI to ensure coverage. ○ Place2Be attendance increased to 3 days a week. They are seeing numerous mental health issues with external agencies not able to meet demand. High number of students with bereavement issues. ○ AHT-SEN Primary spoke of regular meetings with Pastoral Team. HOP explained that 2 members of staff had been given ELSA training to support students with bereavement. • Monitoring visit – Lead Governor explained that Safeguarding visit now includes Attendance. Single Central Register will be done under a separate visit. 	
13.	<p>Uniform/Student voice</p> <p>Chair explained that this item follows on from when student representatives addressed the Board at the July FGB Meeting.</p> <p>Referring to paper, Governor explained difficulty in making changes quickly due to contractual constraints with supplier. At the recent meeting with Student Reps 3 requests were made: -</p> <ul style="list-style-type: none"> • Introducing option of an unbranded black rucksack in Secondary. <p><u>Governors agreed to this request.</u></p> <ul style="list-style-type: none"> • Limit rule of tying back hair only to PE and Science lessons. <p><u>Governors agreed to a 3 month trial.</u></p> <ul style="list-style-type: none"> • Introducing Option of wearing shorts in Summer Term. <p><u>Governors agreed to this request.</u></p>	
14.	<p>Any other urgent business</p> <p>Chair apologised on behalf of school for the late notice of request to ratify Policies.</p> <p><u>Governors ratified</u> Online Safety Policy.</p> <p><u>Governors ratified</u> Child Protection & Safeguarding Policy.</p> <p><u>Governors ratified</u> Staff Behaviour & Code of Conduct Policy.</p>	
15.	<p>Confirmation of future Governor Meeting Dates for 2022/2023</p> <p>FULL GOVERNING BOARD: 27th April 2023 6th July 2023</p> <p>EDUCATION COMMITTEE: 9th February 2023 18th May 2023</p>	

	ENTERPRISE COMMITTEE: 16 th March 2023 15 th June 2023	
	Meeting Closed Chair thanked governors & SLT and closed the meeting at 19:55	